

RIVER CITY REVIEW

Association of Legal Administrators

Sacramento Valley Chapter Newsletter

Spring 2008

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Send your Newsletter feedback here:

thkreis@murphyaustin.com

ala-sacramentovalley.org



Ken Sockolov

PRESIDENT'S MESSAGE

By Ken Sockolov
President, SVALA

As my first official newsletter act, I'd like to introduce you to your new Board. Their names and positions are listed on [Page 19](#). Please have a look.

I am privileged to be working with these fine people and happy to be serving you, the members, for the next year. It is going to be great! This is not hyperbole. The board members over the last two years have set our chapter up for success. There are already several plans in the pipeline and people in place to carry out a couple new endeavors. These have been listed in previous newsletters, so let me tell you about your Board's goals for 2008.

1. Increase learning opportunities for our members with additional scholarships: Over the last couple of years, Jessica Miller has done a tremendous job adding value to our monthly lunches by bringing in quality speakers. Lynn Cole has done the same with this year's Managing Partner Event. I know that Patty Harvey will continue on that path. We will also be looking at ways to increase the scholarship pool, allowing the Chapter to send more members to CLI and/or the Annual Conference.

2. Increase member involvement in Chapter activities and committees: In the past, most committees have been operated by a group of one. I look forward to your participation to help those few committee chairs who are doing all the work. Please look into your hearts and schedules to see if you might be able to offer some time on one of our committees.

Further to #2 above, I would like to take this opportunity to remind chapter members that you are all invited to each Board meeting. An invitation will be sent out at least a week in advance. I only ask that you RSVP to our secretary, Jeaninne Jenna-Budowich, so we can plan on an appropriate-sized venue. Each luncheon meeting will also include a short business session to update all attendees on current Chapter business.

Please help your Sacramento Chapter succeed. After all, it takes all members to make a chapter, or something like that.

Yours truly,

Ken

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Letter from Your Editor

Trish Hughes Kreis

I had almost forgotten how much fun it was to be a part of putting the newsletter together! The newsletter has much improved since I last left it thanks to Jennifer Price, Shauna Manner and Ken Sockolov, the newsletter editors the past couple of years. Most recently, Shauna and Ken put a lot of time and effort into making the *River City Review* a helpful, educational tool for all of the SVALA members. I hope to be able to continue their good work.

You may have noticed we have switched to an electronic format for the newsletter. Many other chapters now have changed to the electronic format with great success. Your feedback would be very much appreciated so our future issues can best serve you. Please email me at thkreis@murphyaustin.com to send your suggested improvements (with regards to either content or layout), articles or other educational information.

In this issue you will be introduced to your 2008 – 2009 Board of Directors (some were even kind enough to answer my prying personal questions!). You will get tips on how to de-stress (which I am sure none of us needs).

Cindy Broughton wrote an excellent article on the Extraordinary Law Firm conference she recently attended and Lynn Cole recaptures the enthusiasm of the Managing Partner Event speaker, Walter Bond.

In this issue, you will also see the advertisements of our Vendor Partners. Michele Tracy has put in a lot of time and effort in creating the Vendor Partner program and I hope you are able to consider the services of these wonderful companies.

Finally, I would like to thank Jessica Miller and Joelle Stone for their above and beyond assistance in helping me with this first electronic *River City Review*. I hope you enjoy it as much as I enjoyed putting it together.

Thank you for having me back!

**Association of Legal Administrators
Mission Statement**

The Association of Legal Administrators' mission is to:

- 1) Improve the quality of management in legal services organizations;
- 2) Promote and enhance the competence and professionalism of legal administrators and all members of the management team; and
- 3) Represent professional legal management and managers to the legal community and to the community at large.

River City Review Article Submission Deadlines

Submissions of articles, quotes, calendar items or advertisements are welcome! Please submit materials for the quarterly Newsletter by the following dates:

Summer 2008	June 15, 2008
Fall 2008	September 15, 2008
Winter 2008	December 15, 2008
Spring 2009	March 15, 2009

All submissions must be provided via e-mail in Microsoft Word, Microsoft Publisher, pdf, jpeg, or tif format. Please submit all materials to the Newsletter Chair:

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(916) 446-2300
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SACRAMENTO VALLEY ASSOCIATION OF LEGAL ADMINISTRATORS 2008-2009 BOARD MEETING SCHEDULE

All SVALA members are welcome to attend. Meetings will be held at Boutin Gibson, et al. at 555 Capitol Mall, Suite 1500 and will begin promptly at 5:30 p.m. Please RSVP to Jeaninne Jenna-Budowich at jbudowich@aklandlaw.com before attending.

Tuesday, May 13, 2008
Thursday, June 12, 2008
Thursday, July 10, 2008
Thursday, August 14, 2008
Thursday, September 11, 2008
Thursday, October 9, 2008
Thursday, November 13, 2008
Thursday, December 11, 2008
Thursday, January 8, 2009
Thursday, February 12, 2009
March Joint Meeting TBA

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Feeling Stressed at Work?

By Lynn Belzer, *stress & organizational consultant*

Finding yourself breathing funny, thinking of too many things at once, feeling like you might jump out of your skin or bite off someone's head? Below are some actions you can take to decrease your stress in the moment and, perhaps, for the rest of the day. Don't hesitate to do them more than once during an especially demanding day!

By & for yourself:

- Take a break. This is mandatory. Don't expect your stress to decrease without breaking the cycle.
- Get some fresh air. Go outdoors, take a 10 minute walk, inhale that fresh air. Do not think about work while walking.
- "Re-align" your breathing. Close your door. Find a comfortable position, feet on the floor, eyes closed. Focus only on your breathing. Inhale, exhale. When stressful thoughts come into your mind, refocus on your breath. Do this for 5-10 minutes.

In relation to your workload:

- Make a list of your work/stressors;
- Prioritize items on the list, deciding what absolutely has to get done *now*;
- Delegate what can be done by others;
- Learn to say "no" when you can & when you need to.

Remember: always eat lunch away from your desk and be sure to go outside & breathe fresh air during your workday.

As a consultant, leadership coach and facilitator, Lynn Belzer develops leaders, teams and organizations to accelerate their performance, optimize their talent, and increase their success. Additionally, she teaches CLE courses in the subject areas of Ethics, Elimination of Bias, Chemical Dependency, and Stress Reduction. She can be reached at lbelzer@sbcglobal.net.



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Walter Bond Shines at Managing Partners & Members Luncheon

by Lynn Cole

Our 2008 Managing Partners and Members Luncheon was held on March 14th in downtown Sacramento and was attended by an enthusiastic crowd of administrators, attorneys and partners! Our exceptional speaker, Walter Bond, incorporated life lessons he learned in the course of his high school, college and professional basketball careers into an amusing and thought-provoking presentation that alternately had his audience laughing out loud or musing, “Hmmm, yeah, that’s so true!”

The son of a (very large) high school principal and a teacher in Chicago, Walter Bond was elected to the high school All-~~State~~ State team and went on to play basketball for the University of Minnesota, where he earned a degree in communications. Despite a number of physical setbacks over the course of his academic career, he was ultimately invited to several free agent camps, was signed to play with the Dallas Mavericks, and became the first rookie free agent ever to start on opening night. Walter went on to have an eight-year career in professional basketball, playing alongside such NBA greats as Karl Malone and John Stockton as a guard for the Utah Jazz and the Detroit Pistons.

I received many positive comments from chapter members after the luncheon, including the following:

“I thought the lunch was excellent. Both of my partners enjoyed the event immensely. Our organization puts on such a nice event each year that I don't feel like I ‘drag’ my partners there. They come because they always enjoy our speakers.”

“The two partners I brought thought everything was terrific. Walter was a huge hit.”

“I cannot say enough about Walter Bond (I did feel very short next to him though!). We need someone like Mr. Bond at every MPE! I came back to the office quoting him on numerous items. The partner who came with me was very impressed and really enjoyed herself.”

“The luncheon was wonderful and the speaker was excellent!”

“I thoroughly enjoyed the company, Walter Bond's presentation, the food and the laughter!”



Speaker Walter Bond and SVALA
Member Richard Murphy



President Ken
Sockolov and
Past President
Camilla Arnds

MANAGING PARTNERS AND MEMBERS LUNCHEON

Many thanks to Maureen Henderson for taking these photos!!



President-Elect Shauna Manner
and Treasurer Craig Price



Former Board Member Cindy
Broughton and the Chief
Financial Officer of Kronick,
Karen Sluiter



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- Child Action (34,835 SF)

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REMINDER!

Two new laws dealing with the use of wireless telephones while driving go into effect July 1, 2008. The first prohibits all drivers from using a handheld wireless telephone while operating a motor vehicle. The second prohibits drivers under the age of 18 from using a wireless telephone or hands-free device while operating a motor vehicle. (Information courtesy of CHP Media Relations Office).

For more information, please visit:

http://www.mycityconciierge.com/data/File/uploads/cell_phone_faq.pdf

THE EXTRAORDINARY LAW FIRM CONFERENCE

By Cindy Broughton, PHR

On January 25-27, 2008, I attended “The Extraordinary Law Firm Conference” in Carefree, Arizona. This conference was an intense 3-day working conference. Participants at the conference were assigned a “team” to develop a power point presentation on what would make their law firms “extraordinary” places to work.

On day one, we were greeted with a nice complimentary breakfast and four plenary sessions. They were as follows: (1) “What is an Extraordinary Workplace” presented by Had Adler, President of the Great Place to Work Institute. He discussed the many variables that contribute to making an organization “a great place to work.” (2) “What is an Extraordinary Law Firm?” presented by Chuck Stinnett, Author of “The Extraordinary Law Firm: Making Your Firm a Great Place to Work.” Chuck Stinnett identified ideas used by corporate award winners and which ideas can be extrapolated and applied to law firms. This was a very insightful speech. Panelists from firms that have achieved “Fortune’s 100 Best Companies to Work For” spoke about initiatives they implemented to achieve truly positive outcomes. (3) “How Do We Get There; How Do We Get Buy In; and How Do We Measure Success?” presented by Laurie Bassi, PhD. Dr. Bassi discussed the importance of investing in human capital and to measure the success of this investment within your own organization. (4) “How Have Law Firms Achieved Success?” presented by panelists from Nixon Peabody, LLP, Bingham McCutchen, LLP, Morrison & Forester, LLP and GordonDerr, LLP. These firms made the list of Fortune’s 100 Best Companies to Work For in 2007. They shared what types of outcomes they have actualized as a result of their investment and implementation strategies.

At the end of the day each participant was given the results of a survey they participated in prior to the conference. These results were directly related to the law firms for which we work. With this survey we were able to examine the strengths of our own firms and to identify ways to leverage our existing strengths and tackle critical weaknesses.

On day two, the real work began. The participants were divided into groups of 6 from various firms all over the world. We then rotated between four workshops. Upon completion of the workshops we were asked to prepare a power point presentation on the particular weakness we were identifying and how to turn this weakness into a “strength” within our own firms. The group I was assigned to chose “communication between management and staff” as a critical area within which to improve.

In the evening we were all gathered into the Sponsor Lounge and displayed our power point presentations before the entire conference attendees. All of the presentations were downloaded on a flash drive and given to all participants. This came in very handy when we returned to our firms and reviewed “all” of the areas that you can improve on to make your law firm truly extraordinary.

ALA is to be commended on this “first time” conference and I hope they repeat it next year so that more of our Sacramento Chapter members can attend. As we all know, there are many areas that we can improve on within our own firms and attending this conference provided the tools to move forward and become an Extraordinary Law Firm like those of Morrison & Forester and Alston & Bird.

Congratulations were given to our very own Chapter for exceeding our recruitment goal for 2007. Our 2007 — 2008 Membership Chair, Cindy Harris, as well as the 2006 — 2007 Membership Chair, Shauna Manner, deserve many thanks for their hard work and dedication in achieving this recognition for our Chapter!
Thank you, Cindy & Shauna.

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UPCOMING EDUCATIONAL AND SOCIAL EVENTS

Thursday, May 15, 2008

TOPIC: ALA National Conference Recap

SPEAKER: Various SVALA Members

LOCATION: TBD

Come join us as our very own members bring back tales and knowledge from this year's National Convention. Last year's session was a big hit!

Thursday, June 19, 2008

TOPIC: "A Hero's Journey – Legendary Leadership and Employee Engagement"

SPEAKER: Jeff Mangrum ~ SST Communications

LOCATION: Casa Garden Restaurant, 2760 Sutterville Road @ 12:45 p.m.

All major research supports the idea that people do not leave organizations, they leave people. Come join us as Jeff Mangrum offers a process of developing strong relationships across all pay-grades, realms of responsibility, and silos, a process based on the collective wisdom of the world's finest thinkers, derived from virtually every culture on the globe and tested throughout millennia. This process is "The Hero's Journey."

Thursday, July 17, 2008

TOPIC: TBD

SPEAKER: TBD

LOCATION: Casa Garden Restaurant, 2760 Sutterville Road @ 12:45 p.m.

SAVE THE DATE!

Congratulations to Lynn Cole!! At the April luncheon, Lynn was the first member winner of \$500 toward expenses to the Annual Conference. Way to go, Lynn!! Be sure to attend future luncheons so you can be a winner too!

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MEMBER CHANGES

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Also, please note Linda Brughelli has retired. Please take a moment to update your records and remove her from your contacts.

Linda served as our Chapter's Programs and Education Chair in 2003, the Community Challenge Weekend Event in 2005 as well as being involved at the National level. We miss you already, Linda!

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Maureen Henderson
Asst. of Legal Administrators
Sacramento Valley Chapter
PO Box 1583
Sacramento, CA 95812

Dear Maureen,

Thank you for your \$200.00 donation to the Salvation Army dated Dec. 14, 2007. Your donation will be used in our ongoing work with needy families during these critical times.

By supporting the programs and services of The Salvation Army, you are demonstrating your care for the less fortunate plight of others. No act of kindness goes unnoticed by God. More often than not, kindness has a way of being returned, so those who give find themselves receiving an even greater blessing. The number of people we are able to assist through our various programs has always depended upon the support by, and generous friendships with, people like you.

Please retain this letter as a tax receipt. Again, thank you and may God bless you in all you do.

Very Truly Yours,

Douglas Riley, Captain
Sacramento Advisory Board Representative &
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Sir Winston Churchill

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SVALA Chapter Email Guidelines

1. Our Chapter does not have a formal “opt out” policy for emails sent to all Chapter members. If you find the volume of Chapter emails too cumbersome, please email the Chapter’s current president and send a group email to all members that you wish to be removed from the email distribution list. If you continue to receive these unwanted emails, please send a message directly to the member who has not yet deleted you from their email distribution list.
2. The Board is encouraging all members to only use the “reply” feature as opposed to the “reply to all” when directing your email to only one member.
3. If your firm is offering a program that might be of interest to others in the Chapter, please check with the Board prior to sending a group email.
4. If you are sending a query to gather information from numerous law firms, if possible, please offer to compile the results of the email responses for the rest of the Chapter members. For example, in the recent email sent by Sue Neilsen of Segal & Kirby, she inquired which offices would be open on July 3rd and then shared the email responses with the membership.
5. Finally, please visit the Chapter’s website to download the member directory and check your email distribution list against the current member directory.

If each of you could follow these guidelines, it will be greatly appreciated by all members.

If I can't dance, I don't want to be part of your revolution.
Emma Goldman

Introducing the 2008 — 2009 Board of Directors

*Some even humored your editor by answering some personal questions . . .
Enjoy meeting your new board!*



Ken Sockolov, MBA, President
Chief Operating Officer
Boutin Gibson Di Giusto Hodell Inc.



Camilla Arnds, Past-President
Firm Administrator
Schuering Zimmerman Scully Tweedy & Doyle, LLP



**Vicki Gordon, PHR-CA,
Managing Partner Event**
Director of Administration
Olson, Hagel & Fishburn, LLP



Michele Tracy, Vendor Program Chair
Director of Administration
Mullen & Filippi LLP

Introducing the 2008 — 2009 Board of Directors



Shauna Manner, MBA, CLM, SPHR, President Elect
Managing Director
Resources Law Group, LLP

What is the most unusual or humorous task you have had to do in your job?

I've never been asked to do anything out of the ordinary at work.

What do you enjoy most about being on the SVALA Board of Directors?

The satisfaction that comes from giving back to the chapter.

What is your favorite activity outside of work?

Travel.

What is a project or accomplishment you have been proud of?

My daughter.

What is something people would be surprised to know about you.

I'm rarely without my BlackBerry.

To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment.

Ralph Waldo Emerson

Introducing the 2008 — 2009 Board of Directors



Jeaninne Jenna-Budowich, Secretary
Administrator/Bookkeeper
Abbott & Kindermann, LLP



Craig Price, Treasurer
Chief Operating Officer
Somach, Simmons & Dunn

What is the most unusual or humorous task you have had to do in your job?

My solution to addressing a female attorney with bad breath was to leave a tube of toothpaste and a bottle of mouthwash on her chair hoping she would figure it out.

What do you enjoy most about being on the SVALA Board of Directors?

Going for dinner and drinks after the meetings.

What is your favorite activity outside of work?

Telling attorney jokes.

What is a project or accomplishment you have been proud of?

Switching the office coffee to Starbucks.

What is something people would be surprised to know about you.

I've never had cosmetic surgery.

Introducing the 2008 — 2009 Board of Directors



Jessica Miller, MBA, Membership
Firm Administrator
Sweeney & Greene LLP

What is the most unusual or humorous task you have had to do in your job?

My two partners asked me to take over the Elk Grove Rotary weekly newsletter last summer since my two partners are members and “they” wanted to contribute. As it turns out, I enjoy it immensely and am going to continue doing it next term!

What do you enjoy most about being on the SVALA Board of Directors?

This is my third year on the Board of Directors, and it is truly my privilege each and every year to work with a group of super smart, talented, accomplished, humorous individuals. I learn from them all the time and we laugh lots!

What is your favorite activity outside of work?

Well, this depends on if it's indoors or outdoors. Indoors would be reading voraciously and watching good movies. Outdoors would be swimming at the beach (whether lake or ocean) and hanging around in the mountains.

What is a project or accomplishment you have been proud of?

I'm proud of the fact that I was able to get an MBA at night while working full time during the day.

What is something people would be surprised to know about you.

People would be surprised to know that I have been to seven (7) James Taylor concerts, and next time he's in town, I'm going again!

The only way of finding the limits of the possible is by going beyond them into the impossible.
Arthur C. Clarke

Introducing the 2008 — 2009 Board of Directors



Patricia J. Harvey, Programs & Education
Administrator – Sacramento Office
McDonough Holland & Allen PC

What is the most unusual or humorous task you have had to do in your job?

In a previous firm I had to retrieve our managing partner's car from a towing company. Our receptionist had his car towed by mistake. Needless to say, he was not very happy about the situation and really didn't see the humor like the rest of us.

What do you enjoy most about being on the SVALA Board of Directors?

I have been on the Board for a couple of months now. This is my first time and I really enjoy working with fun and intelligent people who are committed to the Legal Administration Profession. I'm excited about the upcoming educational lunches. I really want to hear from the membership as to what type of programs they would like.

What is your favorite activity outside of work?

Spending leisure time with my family and friends. My husband and I recently bought a small RV trailer. We've taken a few trips to Half Moon Bay, Santa Cruz, Olema and the Central Sierras. It's so nice to relax, even on a weekend, in these settings. And, of course, we eat and drink very well!

What is a project or accomplishment you have been proud of?

I have previously planned the build out and moved two law firms. For each move, we were able to move all of the attorneys and staff with no firm downtime and no lost billable hours. Each time I have done it, I have sworn it would be my last time; but guess what? MHA is moving across the street next year. So much for swearing!

What is something people would be surprised to know about you.

I grew up on a farm where we raised chickens and cows. I collected eggs and milked the cows. I still live on a farm but when my husband wanted to add milk cows and chickens to the mix, I quickly vetoed the idea!

Introducing the 2008 — 2009 Board of Directors



Trish Hughes Kreis, Newsletter Chair
Firm Administrator
Murphy Austin Adams Schoenfeld LLP

What is the most unusual or humorous task you have had to do in your job?

Let's see: sleeping temps, never-ending toilet issues, smelly chairs -- I don't think we have enough space to list them all!

What do you enjoy most about being on the SVALA Board of Directors?

I enjoy getting to know other administrators and am constantly amazed and in awe of the accomplishments of each of them.

What is your favorite activity outside of work?

Spending time with my daughter when she comes home (she's in her first year of college and mom is going through withdrawals!).

What is a project or accomplishment you have been proud of?

Work related: Working on the start up of our firm; Personal related: writing a book (although it is taking me forever to "get it over the goal line.")

What is something people would be surprised to know about you.

I plan to be a crazy cat lady who collects snow globes in my old age. Of course, this is after my midlife crisis which I am planning right now!

People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in, their true beauty is revealed only if there is a light from within.

Elizabeth Kubler Ross

Introducing the 2008 — 2009 Board of Directors



Cindy Harris, Chapter Website Development
Office Manager
Resources Law Group, LLP

What is the most unusual or humorous task you have had to do in your job?

Oh, so many to choose from in this profession. I guess one would be observing the facial expressions of administrative staff and partners upon learning an office courier had purchased a hearse and was using it to run errands around town for the firm.

What do you enjoy most about being on the SVALA Board of Directors?

I joined the Sacramento Chapter in 1994 and attended luncheons only for four years, thinking I was "too busy" to get more involved. In 1998 Lynn Cole convinced me to volunteer to run for Newsletter Chair. Looking back and having served 11 of my 14 chapter years in different board positions, I feel I have learned and received so much from working with and making new friends with other administrators. The collaborative efforts and support each board member offers is truly amazing and I'm glad to have been and still be a part of it. I hope new and old members will step up and reap the benefits of leadership.

What is your favorite activity outside of work?

Golfing in Maui and I am way overdue.

What is a project or accomplishment you have been proud of?

Easy, serving as the 2002 CCW Chairperson, working with Judy Schefer from the Sacramento Children's home and the CHP cadets, raising over \$10,000 in donations and supplies to beautify their campus, playing games and interacting with the children. It was an overwhelmingly fulfilling accomplishment.

What is something people would be surprised to know about you?

That I invite my mom, daughter and granddaughter to attend ALA conferences with me, making it a "family affair." Yes, they are coming with me to Seattle and I hope to see you there!

Introducing the 2008 — 2009 Board of Directors



**Kathy Davidson-Brown, Chapter Cooperative
Associate Training Program Chair**
Senior Credit Analyst
McDonough Holland & Allen PC

What is the most unusual or humorous task you have had to do in your job?

There is not much that is humorous about collecting money. However, sometimes the stories make it fun.

What do you enjoy most about being on the SVALA Board of Directors?

I enjoy the interaction with other legal professionals.

What is your favorite activity outside of work?

Scrapbooking and Roller Skating.

What is a project or accomplishment you have been proud of?

Obtaining my Masters degree at the age of 50.

What is something people would be surprised to know about you.

That I solo'd and got my pilot's license. I was also a competitive figure skater.



Joelle Stone, Director at Large
Human Resources & Marketing Coordinator
Murphy Austin Adams Schoenfeld LLP

Introducing the 2008 — 2009 Board of Directors



Julie Juarez, CCW Program Chair
Administrator, Sacramento Legal Office
Office of the Attorney General

What is the most unusual or humorous task you have had to do in your job?

When we were finalizing our move to 1300 I Street, I was walking the floors (literally since the elevator was not in service yet) to see how things were progressing and stopped in the 13th floor restroom. It was weird enough even having a 13th floor, but when I walked out to the sink, one of my tennis shoes slipped, and I fell backwards knocking my head and elbows on the hard tile floor. To add insult to injury I had to walk down 13 flights of stairs to get help and ended up in the emergency room with a cracked elbow. I have the distinct honor of being the first worker's comp claim in our building.

What do you enjoy most about being on the SVALA Board of Directors?

I enjoy networking with the other legal office administrators. My experience as a state employee provides such a different perspective from a private law firm and I find it very interesting to listen to the others talk about their firms.

What is your favorite activity outside of work?

I love making quilts! I meet twice a month with a group of quilters to design and assemble quilts. Some I donate for fund-raisers and others I display in my suite at work.

What is a project or accomplishment you have been proud of?

My proudest accomplishment was assisting with the Tobacco Litigation case in 1997 when the California Attorney General created a specialized tobacco trial team having expertise in obtaining and enforcing decrees with injunctive and monetary relief. I was responsible for coordinating the build-out of an off-site office, hiring and managing all support and supervisory staff, and purchasing all the furniture and equipment for 35 staff members. It was an exciting time and I was so honored to be working closely with such a wonderful team of attorneys and support staff. In 1998, the case ended with the largest civil settlement in U.S. history against the tobacco companies.

What is something people would be surprised to know about you.

I have been an Inspector for the elections board for almost fifteen years, overseeing precinct workers.



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BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting December 13, 2007

PRESIDENT’S REPORT AND ANNOUNCEMENTS: Camilla reported there were no announcements – other than to have a Merry Christmas.

TREASURER: Maureen submitted the financial report. Motion was made, 2nd & approved. Maureen presented a letter received from Christmas Promise and The Sacramento Children’s Home.

MEMBERSHIP: Cindy reported two potential new members and two more interested members. A new spreadsheet was prepared for “Brochures Mailed To” that shows brochures that have been mailed out, follow-up call information, costs, etc. Membership Dues for November 1 – January 31 is \$40.00 for membership

New Business:

Proposed Slate of Officers:

President:	Ken Sockolov
President Elect:	Shauna Manner
Secretary:	Jeaninne Jenna-Budowich
Treasurer:	Craig Price
Membership Chair:	Jessica Miller
Programs/Education:	Patty Harvey
Newsletter Chair:	Trish Hughes Kreis
Director at Large:	Joelle Stone
Vendor Relations:	Michele Tracy
Past President:	Camilla Arnds

Michele suggested that anyone who wants to be nominated should submit a short bio on their background & qualifications, and why they want this position. Submit picture with bio. Camilla spoke about the bio/ background & qualifications for position they are running for. For the record, each person will be asked to submit a short bio, experience and reasons why they want to hold the position – 200 words or less, preferably with a picture. Past and present presidents to be excluded.

Vendor Relations, Community Challenge Weekend, Managing Partners Event are chair positions that are voted by the board and should be on the ballot as informational only. Tami will send out an e-mail regarding the above.

2-3 positions have more than 1 person interested in the position.

PROGRAMS/EDUCATION: Jessica submitted a report regarding the Christmas luncheon. 32 attendees. Discussion regarding the overage of the lunch, possibly due to the tip. We have always had to fund some of the expense on the party. Review of our up-in-coming monthly meetings was done.

Suggestion/recommendation for next year: for each participant that attends the luncheon, to bring a new, unwrapped Christmas gift for a child for the Christmas Promise.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting December 13, 2007 (continued)

NEWSLETTER: Michele submitted article for newsletter and Camilla will have her President's Message submitted to Shauna by December 15, 2007.

DIRECTOR AT LARGE: Cindy: Cal ISO wanted a W-9 form completed. Suggestions regarding having e-mail sent to everyone regarding salary survey completion. \$1,079.00 salary survey profit.

WEBSITE: Karen would like to get some of the pictures from the Christmas party and put it on the website. An event page is now on the WEB for pictures from all our events.

COMMUNITY CHALLENGE WEEKEND: Cindy requested items for the 2007 CCW event be sent to her for the CCW historical binder.

MANAGING PARTNERS EVENT: (March 14, 2008) Last meeting - \$1000.00 for transportation. Make reservation for the hotel; pick up Mr. Bond from airport. Locations for the luncheon are in the works. Need room for vendor tables.

VENDOR RELATIONS: Michele – vendor partnership benefits. Platinum, Gold, etc. sponsorships. Ala Carte sponsorships: single events, such as monthly luncheons, managing partners event. Propose vendor cocktail party. Need to do a proper follow-up. Discussions regarding different ways to go about notifying everyone on the event. Need to get approval on pricing. Look at report to see if it makes sense. Board needs to review report from Michele regarding above. Michele will e-mail to the board members for their review and their thoughts and then will need to finalize.

Submitted article to Shauna regarding vendor database. Michele would like to work with Karen to get vendor information on the WEB. Karen will need help entering the info on the WEB, Michele said she would be able to assist.

PRESIDENT'S AWARDS OF EXCELLENCE: Camilla went over items that have been done and need to be done for the President's Award.

ITEMS FROM THE FLOOR: A clean copy of the By-laws need to be signed and provided to Cindy to pass on to Jessica for next year's directory.

Minutes of Board Meeting January 10, 2008

PRESIDENT'S REPORT AND ANNOUNCEMENTS: Camilla reported that she received a letter and a certificate from National thanking and congratulating our chapter for participating in the Annual Community Challenge Weekend. She gave Cindy Harris two potential new member names that came from National. Cindy will follow up with those individuals. National sent Camilla the chapter's Fidelity Bond that she gave to Maureen Henderson for filing.

TREASURER: Maureen submitted the financial report. There was a brief discussion regarding the holiday luncheon budget. Ken moved to approve the December financial report, it was seconded and approved.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting January 10, 2008 (continued)

DIRECTOR AT LARGE: There were no further survey sales to report.

PROGRAMS/EDUCATION: Jessica had no new program/ education agenda to report other than what has already been scheduled. Ken inquired if guests who attend our luncheons do so at no charge. Jessica indicated that guests and potential new members may attend one luncheon without charge.

MEMBERSHIP: Cindy Harris reported no new members since the last Board report.

NEWSLETTER: Shauna reported that the winter newsletter is at the printer and the goal for mailing is January 15th. The next submission date for articles is March 15, 2008.

Shauna suggested looking into the possibility of sending the newsletter electronically, it would save both time and money. A brief discussion followed with Jessica volunteering to assist in the initial set up of the electronic newsletter. Ken suggested that we run this by the newly appointed newsletter editor, Trish Hughes Kreis. It was also suggested that the board purchase a copy of *Publisher*. All present were in agreement to have the newsletter sent electronically and purchase software, but the final decision would be on hold until we get more feedback.

WEBSITE DEVELOPMENT: Karen reported that the website has been updated and all the links are now working.

MANAGING PARTNERS EVENT: Lynn reported that contracts with Walter Bond and the Sutter Club have been signed. The date is set for Friday, March 14, 2008 and it will be held in the Sutter Club's - California Room which will easily accommodate 140 attendees, plus vendors. Lynn has received commitments from six vendors to sponsor our MP Event.

VENDOR RELATIONS: Michele was unable to attend the meeting but submitted a letter to the Board for review and their comments.

OLD BUSINESS:

PRESIDENT'S AWARDS OF EXCELLENCE: Camilla handed out the final copy of the President's Awards of Excellence for a last review prior to submitting to National on Friday, January 12, 2008. There were no changes.

NOMINATING COMMITTEE REPORT: Tami announced that the slate for next year's board is complete. At the January luncheon, Tami will give the nominating committee report and ask for nominations from the floor, and then all those present will be asked to vote by a show of hands.

CHAPTER WEBSITE AWARD: Karen reported that she has completed the Chapter Website award entry form and it will be mailed on January 12, 2008.

MEMBERSHIP BROCHURE AWARD: Tami reported that the Membership Brochure award entry had been submitted to National.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting January 10, 2008 (continued)

NEW BUSINESS:

CHAPTER COOPERATIVE ASSOCIATE TRAINING PROGRAM: Ken announced that Kathy Davidson-Brown has agreed to be the Committee chairperson for the CCATP program. He will make an announcement at the January luncheon and make a request for volunteers to join the committee.

ITEMS FROM THE FLOOR:

1. Ken will notify the CLM study group as to when they will meet to review prior to the May exam.
2. There was a brief discussion regarding reminding members periodically about the Chapter's e-mailing policy. When replying to an all member email, do not reply to ALL, but only the sender. Tami indicated that she usually sends out e-mail guidelines to new members. Camilla will send an e-mail to all members as a general reminder.

Minutes of Board Meeting February 21, 2008

PRESIDENT'S REPORT AND ANNOUNCEMENTS: Camilla reported receiving the new Chapter Logo Use Agreement for the chapter to use with their Business Partners who might want to use the Chapter's logo in their advertising. Additionally, she reported that the three amendments to the ALA Bylaws were approved. Two of the three had no impact on the Chapters. However, the one amendment to Article III of the Bylaws says, "if ALA were to reject an individual's membership application under the language of the newly approved amendment to Article III, that individual would also be ineligible for Chapter membership."

TREASURER: Maureen presented the January financial report and indicated there was little activity in January. Maureen said she received a "Thank You" note from the Salvation Army regarding our donation at Christmas.

DIRECTOR AT LARGE: Cindy was not present but she e-mailed her report to the board. A board member brought it to the Board's attention that a non-participating firm paid the participant rate for their salary survey. It was noted that the incoming Director At Large be cautioned about this for the upcoming salary survey for 2008.

PROGRAMS/EDUCATION: Jessica mentioned that there was no new news and the budget remains on target. Jessica discussed a potential speaker for the June luncheon. The speaker's presentation would run 1½ hour, about a half hour longer than usual. The fee for the speaker is \$750.00 – so approval by the board is needed because of the larger amount. Lynn moved to spend \$750.00 for this speaker, was seconded and the motion was approved.

Michele mentioned her concerns regarding the location of our luncheons. She felt the space was very noisy, the servers coming in and out of the swinging doors was a distraction to the speaker. Jessica will speak with the restaurant regarding the concerns. The insert in our chapter brochure is not large enough to list all committee members. The board agreed that the primary board should be listed.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting February 21, 2008 (continued)

MEMBERSHIP: Cindy mailed 20 letters to prospective members in the month of January and two joined. There are a total of four new members this year and 2 more are expected to join. Total members to date are 85.

NEWSLETTER: Shauna reported that Jessica, Trish and she are meeting to go over converting the newsletter into an electronic format using the Publisher software. The next issue of the newsletter will be e-mailed instead of mailed. The next newsletter deadline is March 15, 2008.

MANAGING PARTNERS EVENT: Lynn passed out the MP Event invitations to the Board. Camilla and Lynn have been working on the mailing list. Michele indicated that CVENT is a company that would help increase the membership attendance through e-mail. She suggested posting the invitation to the Managing Partner via CVENT. There would be no cost to SVALA for this service. All Michele would need is a copy of the invitation and an up-to-date membership list to test this out. Board approved of the suggestion and gave Michele the go ahead to test it out with the MP Event.

VENDOR RELATIONS: Michele reported that some of the vendors had not yet paid for their commitments. Lynn will make calls to vendors regarding their outstanding balance.

OLD BUSINESS:

REPORTING CHAPTER ELECTION OF OFFICERS: Camilla notified National of the incoming Board members for the 2008-2009 year.

NEW BUSINESS:

BOARD POSITION JOB DESCRIPTION REVIEW: All Board members are to advise Camilla of any changes to their job descriptions. She will present the completed job descriptions at the Joint Board Meeting in March.

SILENT AUCTION ITEM FOR THE 13TH ANNUAL FALA AUCTION/SEATTLE: Ken suggested that Camilla spend up to but no more than \$250.00 for an auction gift.

CHAPTER LETTERHEAD ORDER: The Board approved the purchase of additional letterhead.

GOOGLE WEB BASED SPREADSHEET: Ken and Cindy presented the possibility of using a Google web based spreadsheet for the chapter database. The program would be used to keep our membership database. Ken suggested that the new Board follow-up with this at the next meeting.

JOINT MEETING: The joint Board meeting is scheduled for Thursday, March 13, 2008, at 2:00 P.M. at the office of Schuering Zimmerman Scully Tweedy & Doyle, LLP. A joint Board dinner will be held after the meeting at 6:00 P.M. at the Zinfandel Grille.

BOARD MEETING MINUTES SUMMARY

Minutes of Joint Board Meeting March 13, 2008

PRESIDENT'S REPORT & ANNOUNCEMENTS: Camilla explained the process of a normal board meeting. She thanked everyone for all their support and hard work for the past year she has been in office. During her year in office, there was 20% growth in membership. Cindy H. and Jessica made and completed a new chapter brochure. The Newsletter is going to go out electronically.

There are two new board positions – Vendor Relations and Chapter Cooperation Associate Training Program (CCATP). CLM Group started this year. All preparations are complete for the Managing Partners Luncheon on Friday, March 14, 2008.

TREASURER: Maureen submitted the February Financial Report for review.

DIRECTOR AT LARGE: The Salary Survey made \$1954.20 profit. Everything has been passed on to the new Director at Large, Joelle Stone.

PROGRAMS/EDUCATION: Jessica spoke with Patty regarding the up-coming monthly luncheon speakers.

MEMBERSHIP: Current membership count is 86. The State employees' office agreed to pay for their chapter memberships up front, instead of employee paying and seeking reimbursement. Suggestion regarding future changes to the bylaws to be made just prior to the new directory being printed and published.

NEWSLETTER: If there are any submissions for the newsletter, they need to be submitted to Trish by March 16, 2008.

WEBSITE DEVELOPMENT: Karen had e-mailed the advertising information to all the board members prior to the meeting.

MANAGING PARTNERS EVENT: Lynn spoke with Mr. Walter Bond (Speaker) to confirm his attendance and bring him up-to-date on what the SVALA is all about. The luncheon has 65 members & guests rsvp'ed, and 9 vendors in attendance.

VENDOR RELATIONS: An e-mail was sent out regarding sponsorship and where we are. Michelle plans to get a packet out to all vendors thanking them for their participation, and will need an updated mailing list from Jessica.

OLD BUSINESS:

BOARD POSITIONS JOB DESCRIPTIONS: All changes have been made. Job descriptions were handed out for review and discussion. Changes will be made and finalized. Job descriptions for all board positions are located on the SVALA website.

BOARD MEETING MINUTES SUMMARY

Minutes of Joint Board Meeting March 13, 2008 (continued)

NEW BUSINESS:

BOARD REIMBURSEMENT POLICY: A suggestion was made to have a policy regarding board approval prior to any purchase, instead of submitting the receipt for approval after the fact.

BOARD RESOLUTION/BANK SIGNATURE: Maureen brought the new signature cards for Shauna, Ken, Craig and Jeaninne to sign.

CCATP REPORT: Group has met and has locations for meetings. Meeting with the President of the Barrister Club. Kathy contacted the California State Bar regarding CLE credits. State Bar stated that 6 of the 8 sessions would not qualify. ALA is a CLE provider, but that does not mean that a particular course is CLE credited. A suggestion was made to call National to get their advice regarding this. Every State Bar has their own guidelines. Do not pursue speakers until clarification is made on the correct certifications.

INCOMING PRESIDENT'S MESSAGE: Camilla welcomed Ken Sockolov. Ken thanked Camilla for the last year and thanked the new board members. Welcome to the 2008 board!

2008 Board Members:

President	Ken Sockolov
President Elect	Shauna Manner
Secretary	Jeaninne Jenna-Budowich
Treasurer	Craig Price
Membership	Jessica Miller
Programs & Education	Patricia Harvey
Newsletter	Trish Hughes Kreis
Director at Large	Joelle Stone

Special Committee Chairs:

Community Challenge Weekend	Julie Juarez
Managing Partner Event	Vicki Gordon
Chapter Website	Cindy Harris and Karen Martin
Vendor Relations	Michele Tracy
Chapter Cooperation Associate Training Program	Kathy Davidson Brown

NEW BUSINESS:

Board Meetings: Ken proposed to keep the board meeting on 2nd Thursday of each month at 5:30. All board meetings will be at 555 Capitol Mall.

BOARD MEETING MINUTES SUMMARY

Minutes of Joint Board Meeting March 13, 2008 (continued)

Member Functions: Have a special member function for new members. Ken would like Michele to obtain suggestions and bring back to the board. Michelle suggested a cocktail/trade show. Michelle will put a budget together and follow-up. Camilla suggested a vendor “Thank You” for all their support. Kathy thought a new member orientation party would be helpful – have a party and the board explains what ALA is all about. A suggestion was made to introduce board members at our monthly luncheons.

Education Seminars: Once a year we have a large education program. Human Resources and a Word training class. New board needs to look into other seminars that would be helpful.

Chapter Leadership Institute: Ken attended last year. This year it is in June.

Regional/National Council Meetings:

National – May 5-8, 2008

Regional – Oct 24-25, 2008

Goals for 2008/09 Year: One major goal for the chapter this year is to increase the educational opportunities for our members and the Board. Ken is going to bring this up at the MP Event tomorrow. Ken plans to increase spending for education, CLI, National and Regional. Budget Committee chairs to submit a budget to Ken and Craig by Thursday, April 3, 2008, and a copy to board for their review. Ken challenges all chairs to go out and get one committee member by next month.

An auction item needs to be finalized by April 7 – Camilla will contact National for correct dates and take care of it. Cindy would like to keep the historical newsletter and CCW binders. Lynn made the motion to have Cindy do this, Ken second and motion approved.

Board to review calendar to change May’s board meeting to May 13th. This will be confirmed at April Board Meeting.



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Calendar Highlights

<p>May</p> <p><u>May 5 — 8, 2008</u></p> <p>ALA 27th Annual Education Conference and Exposition Location: Seattle, Washington</p> <p><u>May 13, 2008</u></p> <p>SVALA Board Meeting Time: 5:30 p.m. Location: Boutin Gibson, et al.</p> <p><u>May 15, 2008</u></p> <p>SVALA Luncheon Time: 12:45 p.m. Topic: ALA National Conference Recap Location: TBD</p> <p><u>May 21, 2008</u></p> <p>ALA Webinar Time: 11:00 a.m. — 1:00 p.m. Topic: Mastering Time (Time Management)</p>	<p>June</p> <p><u>June 12, 2008</u></p> <p>SVALA Board Meeting Time: 5:30 p.m. Location: Boutin Gibson, et al.</p> <p><u>June 18, 2008</u></p> <p>ALA Webinar Time: 11:00 a.m. — 1:00 p.m. Topic: Part I: Business Interruption/Disaster Recovery: Protect the Technology</p> <p><u>June 19, 2008</u></p> <p>SVALA Luncheon Time: 12:45 p.m. Topic: “A Hero’s Journey — Legendary Leadership and Employee Engagement” Location: Casa Garden Restaurant</p>
<p>July</p> <p><u>July 10, 2008</u></p> <p>SVALA Board Meeting Time: 5:30 p.m. Location: Boutin Gibson, et al</p> <p><u>July 17, 2008</u></p> <p>SVALA Luncheon Time: 12:45 p.m. Topic: TBD Location: Casa Garden Restaurant</p>	<p>Mark Your Calendar!</p> <p><u>October 24 — 25, 2008</u></p> <p>Regions 4 & 6 Regional Conference Location: Austin, Texas</p>