



CENTRAL FLORIDA CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS

 A Chapter of the Association of Legal Administrators

SHARON OWEN, PRESIDENT
ROSE HUTCHINSON, VICE PRESIDENT
MICHELLE GERENA, SECRETARY
CHARLIE CELAURO, TREASURER

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CENTRAL FLORIDA CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS

MINUTES OF THE BOARD OF DIRECTORS' MEETING March 8, 2017

On March 8, 2017, the Central Florida Chapter held their scheduled Board of Directors' meeting at the office of Wicker Smith. In attendance were Sharon Owen, Rose Hutchinson, Charlie Celauro, Michelle Gerena, Katie Donaldson, Dawn Betancourt, Stephanie Donaldson, Lorrie Bearden (via phone) and Mellissa Waters. Not in attendance were Ray Herod and Sheila Sullivan.

President Sharon Owen called the meeting to order at 12:05 p.m.

The minutes for the February 8, 2017 Board meeting and the minutes for the February 22, 2017 monthly meeting were presented to the Board members. Rose Hutchinson made a motion to approve the minutes. The motion was second by Stephanie Donaldson. There was no opposition and the minutes were approved unanimously by a majority of the members.

Treasurer's Report – General Ledger, Balance Sheet and previous year comparison was distributed and discussed. The bank balance is \$39,243.12. There are some outstanding sponsorships.

President's Report – National is changing the Bylaws; CFCALA will need to conform the chapter Bylaws. The chapter must vote on March 27, 2017.

Community Connection- Field trip is in progress.

Membership – There are 65 chapter members. Katie is working on sending mailer to non-member firms and new member spotlight on the website. New member orientation will be on May 3rd.

Education & Social – nothing to report at this time. Expo is this week.

Business Partners – Finalized BP Expo. Chapter needs BP appreciation gift

President's Council – Nothing to report at this time

Diversity & Inclusion – Nothing to report at this time.

Focus Groups – Nothing to report at this time

Survey – Nothing to report at this time

Member Communications – Nothing to report at this time

Scholarships – Nothing to report at this time.

Nominating Committee – Nothing to report at this time.

New Business – Rose is working on setting up a chapter email address for members to have access the webinar links. National Conference Coffee Share will take place at Foley (need to set a date). The Committee Chair's selection is currently in progress. Review updates of ALA name change at www.alanet.org/identity

The meeting was adjourned at 1:06 p.m.

Respectfully submitted,



Michelle Gerena
Secretary, CFCALA

Approved:



Sharon Owen
President, CFCALA

cc (via e-mail): Carla Farr