



CENTRAL FLORIDA CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS

 A Chapter of the Association of Legal Administrators

ROSE HUTCHINSON, PRESIDENT
MICHELLE GERENA, VICE PRESIDENT
DAWN BETANCOURT, SECRETARY
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MINUTES OF THE BOARD OF DIRECTORS' MEETING April 29, 2017

On April 29, 2017, the Central Florida Chapter held a Board Transition Retreat at Reunion Resort. In attendance were Sharon Owen, Rose Hutchinson, Michelle Gerena, Katie Donaldson, Dawn Betancourt, Stephanie Donaldson, Tonja Pellegrino, Debbie Wittig, Lisa Marcum, Lori Turnage. Not in attendance were, Robin Neill, Mellissa Waters, Georgette Fried, Charlie Celauro, Ray Herod and Maureen McArdle, Lenita McFeron. Special guest speaker was: Elena Lee, Region 2 Representative who presented (via satellite),

President Rose Hutchinson called the meeting to order at 9:30 a.m.

Region 2 Representative, Elena Lee connected via satellite and provided information regarding ALA Member Benefits and the strategic plan for 2017-2020. Elena discussed different committees, career centers, and membership development. The importance and how to increase member and business partner value. New information that is now available, the 2015 conference playback recordings. In addition, podcast talk on Legal Management and other products, programs and services. Enhancement of leadership through developing new ideas and professional development by becoming a Certified Legal Manager. She encouraged us to continue to remain in touch through Legal Management Magazine, Bold Bites newsletters and annual conference and expos.

Treasurer's Report – Stephanie Donaldson is looked into setting up Quickbooks online, so easy access for now and future use, however, it is a monthly charge so decided against it. Stephanie is currently looking into a free program QuickBooks provides for non-profits.

Reviewed financials and budget and is currently working on projections for 2017. Katie Donaldson made a motion to remove Charlie Celauro as a check signor and add Stephanie Donaldson, this motion was seconded by Lori Turnage.

President's Report – Theme this year "STARS", Socializing Teaching & Achieving Real Success. Rose Hutchinson will review the report "Responsibilities to Chapter Members" and assign Board members according to their responsibilities. Rose provided calendars with upcoming events for the local chapter for 2017.

Community Committee: Katie shared that she plans to keep Boone High School's Legal Magnet Program as our focus this next year. Discussion was about possibly inviting students to Chapter luncheons. Rose Hutchinson will work with the teacher to setup the Boone Legal Magnet Students (junior or seniors) for a field trip with Foley & Lardner in the fall since there were scheduling conflicts this year.

Membership- Katie Donaldson provided a sample membership kit. This welcome kit is sent out to all new members and provides chapter information. Katie will get with Maureen to setup new member luncheon date. Katie shared that mailers were sent to all Firms in our area that are not currently members of CFCALA to help increase membership. We are currently 8 members less than last year. Discussed how to help students become members by offering discounts. Chapter needs to touch base with National members that would like to know more about joining the Local Chapter. Melissa Lambert will work with Maureen on the Membership Committee to research and setup student membership program for students who are interested in the legal field and becoming new members. Continue to make a point for all Board Members to meet and greet other members at monthly luncheons.

Business Expo: Determine date for Business Partner Expo in March. Discuss Marriott downtown Orlando. Sharon Owen will reach out to her representative and setup a date to look at the hotel for the event.

Education & Social – Tonya Pellegrino will organize our first Business Partners and Trivia Social. Reach out to Sheila for assistance with the details from past Trivia events she's coordinated with the OCBA. Lori Turnage will review which webinars would be beneficial to the members and setup a webinar schedule and bring her recommendations to the Board. The webinars will be held at someone's downtown office. The Chapter also has 3 video conferences available until April, 2018. The board needs to discuss the Summer Social and vote on who we want to invite this year. Rose also suggested we again partner with other organizations, such as SHRM, ILTA, and/or LMA.

Confirmed event dates:Trivia Night - August 23rdPLMW – October 19th

Managing Partners Appreciation Breakfast – November 16th

Diversity & Inclusion – Sharon Owen mentioned Diversity Spotlight and luncheons so members can talk about themselves, this would help everyone learn about the new members. Lisa Marcum suggested scoring ourselves regarding diversity for new members. Rose suggested we reach out to a speaker in Jacksonville to talk about diversity, “White Men are Diverse Too”, for the Business Partner Meeting.

Focus Groups – Nothing to report at this time

Education – Rose suggested posting educational opportunities for those who are interested in study groups for the CLM. Lisa Marcum and Debbie Wittig will work on setting up a new brochure and handout through LinkedIn and other social media. Also, setup a table at the OCBA and take the opportunity to speak with attorneys regarding the benefits of ALA and our Local Chapter.

Survey – Nothing to report at this time

Scholarships – nothing to report at this time.

Website – Katie Donaldson and Rose Hutchinson will work with Robin Neill, regarding changes to the Website. Work on navigation, so more user friendly, intergrade changes to membership and update automatically, example, payments that members have made, other maybe using Star Chapter. Meeting Monday, May 1st with Robin Neill, Rose Hutchinson, and Katie Donaldson to further discuss the website.

Nominating Committee – Nothing to report

CFCALA 2017-18 Board Members

Rose Hutchinson	President
Michelle Gerena	Vice President
Stephanie Donaldson	Treasurer
Dawn Betancourt	Secretary
Lenita McFeron	Business Partner Chair
Maureen McArdle	Membership
Lisa Marcum/Lori Turnage	Education, Diversity & Webinars
Tonja Pellegrino	Socials
Debbie Wittig	Communication (Newsletter)
Robin Neill	Social Media, Photography & Website
Mellissa Waters	Focus Groups

Georgette Fried	Scholarships
Charlie Celauro	Survey
Ray Herod	President's Counsel
Sharon Owen	Nominating Committee

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,


Dawn Betancourt
Secretary, CFCALA

Approved:

Rose Hutchinson
President, CFCALA