



CENTRAL FLORIDA CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS

 A Chapter of the Association of Legal Administrators

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CENTRAL FLORIDA CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS

MINUTES OF THE BOARD OF DIRECTORS' MEETING

November 12, 2014

On November 12, 2014, the regularly scheduled Board of Directors meeting was held at the office of Zimmerman Kiser Sutcliffe. In attendance were Lorrie Bearden, Debbie Eubanks, Ray Herod, Sharon Owen, Charlie Celauro, Maureen McArdle, Rose Hutchinson, Marlene DeTour, Pat McLeod and Jan Ramsay.

President Lorrie Bearden called the meeting to order at 12:05 p.m.

The minutes for the October Board meeting and Monthly meeting were presented. Marlene DeTour made a motion to approve the minutes, seconded by Ray Herod.

Charlie Celauro distributed the financial information and we are in good shape for this time of year.

President's Report. Lorrie gave an overview of the February 13th Women's Symposium.

Lorrie distributed a draft of the Membership Renewal and a Request for Dues Assistance. After discussion, it was decided that we would have a Membership Form and a Scholarship Request Form for those that would like to be considered for the scholarship to help with the payment of dues.

Community Connection Chair, Melissa Corah was not present. Pat reminded the Board that we need volunteers to work at Fairvilla Outreach for their Thanksgiving luncheon on November 22nd.

Membership Co-Chair, Maureen McArdle distributed their report and announced that we have two new members.

Education/Social Co-Chairs, Sharon Owen and Rose Hutchinson discussed the upcoming December 3rd holiday event. They confirmed that the kids from Aspire will be in attendance and will perform. They went over the schedule for speakers for the next several months and asked for possible topic ideas that members would be interested in seeing on the schedule.

Business Partner Co-Chair, Marlene DeTour announced that the packets have gone out for the Business Partner Expo.

Diversity/Inclusion Chair, Ray Herod mentioned that the Focus Group schedule for 2015 will be distribution after the first of the year.

Survey Chair, Jan Ramsay, gave a recap of the survey process and announced that we had a 41% response rate.

Website Chair, Carla Farr was not in attendance.

Scholarship Chair, Debbie Smith was not in attendance.

Communications Chair, Pat McLeod is collecting material for the January newsletter. Deadline to submit items is January 10th.

President's Council Chair, Sharon Owen had nothing to report.

Nominating Committee Chair, Pat McLeod said that she had very little response to her e-mail asking members to serve on the committee. She also asked the current Board members to let her know their level of interest for next year.

New business included a discussion on the CLM study group. Lorrie needs someone to head up the study group or be available to answer questions about the exam. Lorrie will reach out to our current CLMs and will report back.

Lorrie announced to the group that there will be a National ALA program in February and that more information would be sent to members about the program content and cost.

The meeting was adjourned at 1:35 p.m.

Respectfully submitted,



Debbie Eubanks
Secretary, CFCALA

Approved:



Lorrie Bearden
President, CFCALA

cc (via e-mail): Carla Farr