



Minutes of the  
**Board of Directors Meeting**  
 August 23, 2018  
 11:45 am – 1:00 pm

<p><b>Present:</b>          Tara Binge          Joanne Pegues          Arun Mistry          Robin Nussbaum          Amy Strok          Denny Krantz          Suzanne Tran          Evelyn Dunagan</p>	<p><b>Phone:</b>          Karen Turner          Anita Lyter</p> <p><b>Staff:</b>          Melissa Schwab</p>	<p><b>Absent:</b>          Lynda Mathews          Lisa Sterritt          Patti Pequin          Jennifer Miller          April Campbell          George Thomas          Christopher George          Larissa Stewart          Erin Cline          Sean Monahan          Michelle Smith          Veronica Sutton          Cara Hohenstein</p>
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**Meeting was called to order at 11:53 a.m.**

July board meeting minutes approved.

**President report:** Tara Binge reported:

- **Upcoming ALA Events:** September, Regional Conference. Topic “Financial Administration for Legal Management Professionals.” Will focus on law firm financial management. Law firm management certificate program, new to law firms.
- **Website (Listservs/Job Postings):** Sean (Past President) was to be in charge. Now Samantha, Melissa and Denny will oversee the Listservs. All emails will be forwarded to Denny. Make sure all job postings are only managerial positions (one that members would be interested in). More junior staff positions should be posted on the HREmployment Listserv. Melissa or Samantha will run these by Tara if questionable.
- **Marketing Efforts:** Discussed the different marketing that is being used to drive attendance numbers up at events. Use for the Summer Social. Allow the business partner to invite others this year.

**President Elect:** Arun Mistry reported:

- **PSALA Nominating Committee:** Tara gave task to Arun. Amy has committed to the committee. Will put out to the extended board for others.
- **Summer Social:** We currently have 37 registered. Weekly emails going out and will also put it out on the Listserv.
- **Law Firm Leaders Dinner Update:** Casino Night, at the same location with food and beverages the same. Jennifer Miller oversees auction items. This year the focus is on “Fun!”

**Business Partners:** Suzanne Tran:

- **Updates:** Discussed business partner involvement and ideas to drive the Summer Social registration. Discussed the different things that were being used at the National level at CLI. Make sure the different levels/higher levels are being spotlighted and have more and different benefits than the other levels. Ideas were that the Gold and Platinum levels sit with the board and members at large events. Short presentations at the large events like the

Holiday Party, Summer Social, etc. Higher levels can submit an article for the Newsletter. Find ways to use business partners to increase membership. Business partner spotlight on Social Media. Give shout-outs for how many years they have been a business partner, which we did incorporate this year.

**Membership:** Karen Turner reported:

- The Eastside HH at Palomino was a success. Will hold another one in November at the Escape Room. Larissa is working with Spark; currently have 45 members enrolled and half of them are participating. Brainstorm ways to make members participate and utilize this benefit of 1on1 time. Add to flash's "1on1" member connections available. Karen will email Melissa information she wants added for the next event.

**Education:** Amy Strok reported:

- **Recent and Upcoming Educational Meetups:** Financial Wellness was well attended. September upcoming events; AR Collections on September 27<sup>th</sup>. Adjust board meeting. Event is scheduled for lunch with 3 – 1-hour sessions. Push out the "Paid Leave" presentation event in September.
- **Educational Summit:** Is scheduled for September 19<sup>th</sup>. Business Partners are not included yet. Amy is meeting with Lynda on the Past President Panel. Will have it finalized by October.

**Board Reports:** Retreat is set for February 1<sup>st</sup> -February 2<sup>nd</sup> at Cedarbrook Lodge. Working on the retreat page on the website and finalizing it. Logistics are being finalized for cost and registration. D&I will not be the main topic for the retreat this year. Speakers are being finalized.

**Action Items:**

Melissa – Order Past President ribbons

Melissa/Samantha/Tara – Add Past President piece to the board page

**Meeting was adjourned at 12:32 PM**

**Next Board Meeting: Thursday, September 27th, 2018 11:45 am – 1:00 pm**



**PSALA BOARD MEETING**  
 Thursday, November 1, 2018  
 11:45 am – 1:00 pm

**STOEL RIVES**  
 600 University Street, Suite 3600

**Call-In Number: 1-866-226-4650 (US Toll Free)**  
**Meeting ID: 522 200 9816**

*“PSALA – Leading and inspiring innovation in the legal workplace through the pursuit and exchange of professional knowledge.”*

**AGENDA**

Items for Discussion	Board Member	Comments	Timeframe
President Report	Tara Binge	<ul style="list-style-type: none"> <li>• Updates</li> <li>• Conference</li> <li>• Board Nominations:               <ul style="list-style-type: none"> <li>✓ Nominating Committee</li> <li>✓ Nomination Process</li> </ul> </li> </ul>	11:45 – 12:00
President Elect	Arun Mistry	<ul style="list-style-type: none"> <li>• Law Firm Leaders Recap</li> <li>• Holiday Party Planning</li> <li>• Nominating Committee/2019 Slate</li> </ul>	12:00 – 12:15
Business Partners	Michelle Smith	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	12:15 – 12:25
Membership	Karen Turner	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	12:25 – 12:35
Education	Tara Binge for Amy Strok	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	12:35 – 12:45
Board Reports	Members with reports <ul style="list-style-type: none"> <li>• April Campbell</li> </ul>	<ul style="list-style-type: none"> <li>• As necessary</li> <li>• ALA Updates</li> </ul>	12:45 – 1:00

**NEXT BOARD MEETING:**

**Date/Time:** Thursday, November 29, 2018  
 11:45 am – 1:00 pm

**Place:** STOEL RIVES

**Contact:** Melissa Schwab  
 253-265-3042 or at [melissa@aminc.org](mailto:melissa@aminc.org)

PSALA  
**Balance Sheet**

As of September 30, 2018

Sep 30, 18

ASSETS

Current Assets

Checking/Savings

Pacific Continental Bank 329,000.36

Total Checking/Savings 329,000.36

Accounts Receivable

Accounts Receivable -3,960.00

Total Accounts Receivable -3,960.00

Total Current Assets 325,040.36

**TOTAL ASSETS 325,040.36**

LIABILITIES & EQUITY

Equity

Opening Balance Equity 56,041.98

Retained Earnings 214,894.89

Unrestricted Net Assets 95,462.82

Net Income -41,359.33

Total Equity 325,040.36

**TOTAL LIABILITIES & EQUITY 325,040.36**

**PSALA**  
**Profit & Loss Budget Performance**  
**September 2018**

	<u>Sep 18</u>	<u>Apr - Sep 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
<b>BUSINESS PARTNER ACTIVITIES</b>					
BP Exhibit Hall	200.00	5,300.00	3,000.00	2,300.00	176.67%
BP Networking Event	0.00	2,260.87	1,500.00	760.87	150.73%
Business Partner Sponsorships	2,166.00	25,366.00	125,000.00	-99,634.00	20.29%
<b>Total BUSINESS PARTNER ACTIVITIES</b>	<b>2,366.00</b>	<b>32,926.87</b>	<b>129,500.00</b>	<b>-96,573.13</b>	<b>25.43%</b>
Membership Dues	240.00	1,440.00	21,000.00	-19,560.00	6.86%
<b>NETWORKING EVENTS</b>					
Holiday Social	0.00	0.00	3,500.00	-3,500.00	0.0%
Law Firm Leader Dinner	0.00	0.00	9,000.00	-9,000.00	0.0%
<b>Total NETWORKING EVENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>12,500.00</b>	<b>-12,500.00</b>	<b>0.0%</b>
<b>PROGRAMS</b>					
Education Program Registrations	0.00	2,900.00	2,500.00	400.00	116.0%
<b>Total PROGRAMS</b>	<b>0.00</b>	<b>2,900.00</b>	<b>2,500.00</b>	<b>400.00</b>	<b>116.0%</b>
<b>Total Income</b>	<b>2,606.00</b>	<b>37,266.87</b>	<b>165,500.00</b>	<b>-128,233.13</b>	<b>22.52%</b>
<b>Gross Profit</b>	<b>2,606.00</b>	<b>37,266.87</b>	<b>165,500.00</b>	<b>-128,233.13</b>	<b>22.52%</b>
<b>Expense</b>					
<b>ADMINISTRATION</b>					
Bank Fees	92.71	867.28	3,500.00	-2,632.72	24.78%
Contingency	0.00	907.50	2,500.00	-1,592.50	36.3%
<b>Contract Services</b>					
Accounting Fees	0.00	0.00	2,300.00	-2,300.00	0.0%
Chapter Manager	4,478.78	26,362.86	50,400.00	-24,037.14	52.31%
<b>Total Contract Services</b>	<b>4,478.78</b>	<b>26,362.86</b>	<b>52,700.00</b>	<b>-26,337.14</b>	<b>50.02%</b>
Directors & Officers Insurance	0.00	791.00	1,400.00	-609.00	56.5%
Office Supplies	1.46	13.61	600.00	-586.39	2.27%
Postage	1.50	30.50	500.00	-469.50	6.1%
Printing and Copying	9.15	2,978.09	2,350.00	628.09	126.73%
Promotion/Gifts	0.00	450.00	1,000.00	-550.00	45.0%
Taxes & Licenses	0.00	1,261.51	4,700.00	-3,438.49	26.84%
<b>Total ADMINISTRATION</b>	<b>4,583.60</b>	<b>33,662.35</b>	<b>69,250.00</b>	<b>-35,587.65</b>	<b>48.61%</b>
<b>BOARD EXPENSE</b>					
Board Retreat	0.00	300.00	3,500.00	-3,200.00	8.57%
Meals	0.00	435.39	1,500.00	-1,064.61	29.03%
Service Benefits	1,538.76	14,272.76	19,000.00	-4,727.24	75.12%
<b>Total BOARD EXPENSE</b>	<b>1,538.76</b>	<b>15,008.15</b>	<b>24,000.00</b>	<b>-8,991.85</b>	<b>62.53%</b>
<b>COMMITTEES</b>					
Business Partner Relations	32.18	440.85	1,700.00	-1,259.15	25.93%
Community Service	0.00	0.00	1,000.00	-1,000.00	0.0%
Education	0.00	3,798.76	500.00	3,298.76	759.75%
Membership	0.00	569.20	500.00	69.20	113.84%
<b>Total COMMITTEES</b>	<b>32.18</b>	<b>4,808.81</b>	<b>3,700.00</b>	<b>1,108.81</b>	<b>129.97%</b>
<b>COMMUNICATIONS</b>					
Newsletter	0.00	1,175.00	300.00	875.00	391.67%

**PSALA**  
**Profit & Loss Budget Performance**  
**September 2018**

	<u>Sep 18</u>	<u>Apr - Sep 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Telephone, Email Blasts	25.63	546.64	1,000.00	-453.36	54.66%
Web Site	0.00	998.32	1,200.00	-201.68	83.19%
<b>Total COMMUNICATIONS</b>	<b>25.63</b>	<b>2,719.96</b>	<b>2,500.00</b>	<b>219.96</b>	<b>108.8%</b>
<b>MEMBER PROGRAMS &amp; BENEFITS</b>					
Chapter Meetup	0.00	0.00	2,500.00	-2,500.00	0.0%
Chapter Retreat	0.00	8,500.00	15,000.00	-6,500.00	56.67%
Educational Programs	0.00	4,709.17	15,000.00	-10,290.83	31.39%
Scholarships	579.00	2,579.00	18,500.00	-15,921.00	13.94%
<b>Total MEMBER PROGRAMS &amp; BENEFITS</b>	<b>579.00</b>	<b>15,788.17</b>	<b>51,000.00</b>	<b>-35,211.83</b>	<b>30.96%</b>
<b>NETWORKING EVENTS COST</b>					
<b>Business Partner Activity Cost</b>					
BP Exhibit Hall	0.00	630.99	2,000.00	-1,369.01	31.55%
BP Forum	0.00	0.00	1,000.00	-1,000.00	0.0%
BP Networking Event	0.00	3,422.19	7,500.00	-4,077.81	45.63%
<b>Total Business Partner Activity Cost</b>	<b>0.00</b>	<b>4,053.18</b>	<b>10,500.00</b>	<b>-6,446.82</b>	<b>38.6%</b>
Holiday Social	0.00	1,935.55	7,000.00	-5,064.45	27.65%
Law Firm Leader Dinner cost	618.62	618.62	30,000.00	-29,381.38	2.06%
Summer Social cost	31.41	31.41	5,000.00	-4,968.59	0.63%
<b>Total NETWORKING EVENTS COST</b>	<b>650.03</b>	<b>6,638.76</b>	<b>52,500.00</b>	<b>-45,861.24</b>	<b>12.65%</b>
<b>Total Expense</b>	<b>7,409.20</b>	<b>78,626.20</b>	<b>202,950.00</b>	<b>-124,323.80</b>	<b>38.74%</b>
<b>Net Income</b>	<b>-4,803.20</b>	<b>-41,359.33</b>	<b>-37,450.00</b>	<b>-3,909.33</b>	<b>110.44%</b>