



PSALA BOARD MEETING

Friday, January 31, 2020

11:45 am – 1:00 pm

Providence Health

800 Fifth Ave, Suite 1200

Seattle, WA 98104

Call-In Number: 1-855-747-5962 (US Toll Free)

Meeting ID: 6516355

Skype Meeting Available

“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	Arun Mistry	<ul style="list-style-type: none">All Updates	11:45 – 12:05
President Elect	Michelle Smith	<ul style="list-style-type: none">All Updates	12:05 – 12:15
Business Partners	Suzanne Tran	<ul style="list-style-type: none">Updates	12:15 – 12:25
Membership	Denny Krantz	<ul style="list-style-type: none">Updates	12:25 – 12:35
Education	Amy Strok	<ul style="list-style-type: none">Updates	12:35 – 12:45
Board Reports	Members with reports	<ul style="list-style-type: none">Open/All	12:45 – 1:00

NEXT BOARD MEETING:

Date/Time:

February 27, 2020

Place:

Providence Health

Contact:

Melissa Schwab

253-265-3042 or at melissa@aminc.org



Minutes of the
Board of Directors Meeting
 December 10, 2019
 11:45 am – 1:00 pm

<p>Present: Arun Mistry Suzanne Tran Joanne Pegues Amy Strok Michelle Smith Denny Krantz</p> <p>Staff: Melissa Schwab</p>	<p>Phone: Angie Britt Lisa Giangreco Ann Callahan Karen Turner April Campbell</p>	<p>Absent: Patti Pequin Christopher George Tara Binge Lynda Mathews George Thomas Brandy Welch Veronica Sutton Brenda Higley Robin Nussbaum Cara Hohenstein Gloria Masters</p>
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Meeting was called to order at 11:52 am

President report: Arun Mistry reported:

- **Business Appreciation:** Pacific Office Automation; Held at the escape room, pizza and beverages. Great time, great idea to switch it up.
- **All Updates:** Ann Callahan; Will take the lead on a Past President council again. They will meet quarterly, including Past Presidents and the President Elect. All will attend. Motion; approved.

President Elect report: Michelle Smith reported:

- **Holiday Social:** Arun, Suzanne, Gloria and Denny will be speaking during the event. Melissa will create a head shot sign-in sheet and draw for the scholarships amongst the eligible members.
- **Fresh Sheets:** Discussed bringing back fresh sheets. Everyone agrees that they were a great tool and provided upcoming information for events and news.
- **Scholarships; Holiday Social:** Will award \$4500 in scholarships. Give out 3 at \$1500 each because we did not give any away at the Summer Social.
- **2020-2021 Board Nominations Status:** 2020 – 2021 retreat in the beginning stages of planning. 2021 conference at Cedarbrook; every other year. Date; February 5th – 6th. Melissa will work with Cedarbrook on the contract and logistics.

Business Partners: Suzanne Tran reported: The guide has been sent to all Business Partners. Several new Business Partners interested this year. Added a referral benefit for current Business Partners; \$1000 off next year's sponsorship if you refer a new Business Partner. We really want to encourage Business Partners referring new Business Partners. If a Business Partner refers a member, they will receive a \$25 Starbucks gift card and a note from Denny or the membership chair. Standalone Business Partner Happy Hour; January 16th, hosted by Ricoh.

Membership: Denny Krantz reported: 1 new member in the last month in a half but year-end so very common. Melissa is printing the certificates and bringing the pins for the Holiday Social. Salary survey; need to come up with an incentive for people to participate. Denny will discuss with Tara and come up with an incentive or gift card idea. Currently have 1 new member registered for the Holiday Social. Divide list of new members and call and personally invite them to the Holiday Social.

Education: Amy Strok reported: Education Summit; a lot of great ideas and a full roster for next year. Pass the Gavel; need a speaker. Have several in mind but need to finalize them. Topic "Taking care of Yourself!" Debbie might be able to do April; Amy will check and follow-up with the board. Look at the PSALA logo, watermark. WA Paid Family and Medical Leave Part III is on the 16th. Topic; Department of Revenue audit, next year.

Board Reports: Look at the PSALA logo, watermark. 2020 Annual Conference & Expo is May 3rd – 6th; Salt Lake City. CLI is July 16th – 18th; St. Louis. April reported; Bylaws to Nicole at National for review and board vote. Reviewing the membership price structure; Headquarters, January 1st pilot.

Action Items:

- Melissa: Headshot sign up form
- Melissa: Scholarship Drawing
- Melissa: Certificates and pins

Meeting was adjourned at 12:32 pm

Next Board Meeting: February 27, 2020 - Providence Health 11:45 am – 1:00 pm

PSALA
Profit & Loss Budget Performance
December 2019

	<u>Dec 19</u>	<u>Apr - Dec 19</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
BUSINESS PARTNER ACTIVITIES					
BP Exhibit Hall	0.00	3,000.00	3,250.00	-250.00	92.31%
BP Networking Event	0.00	1,100.00	2,250.00	-1,150.00	48.89%
Business Partner Sponsorships	3,600.00	13,533.33	124,000.00	-110,466.67	10.91%
Total BUSINESS PARTNER ACTIVITIES	3,600.00	17,633.33	129,500.00	-111,866.67	13.62%
Membership Dues	60.00	2,100.00	21,000.00	-18,900.00	10.0%
NETWORKING EVENTS					
Holiday Social	1,490.00	1,535.00	3,000.00	-1,465.00	51.17%
Law Firm Leader Dinner	110.00	6,050.00	6,500.00	-450.00	93.08%
NETWORKING EVENTS - Other	0.00	2,400.00			
Total NETWORKING EVENTS	1,600.00	9,985.00	9,500.00	485.00	105.11%
PROGRAMS					
Education Program Registrations	0.00	2,900.00	1,500.00	1,400.00	193.33%
PROGRAMS - Other	0.00	35.00			
Total PROGRAMS	0.00	2,935.00	1,500.00	1,435.00	195.67%
Tax refund	0.00	352.25			
Total Income	5,260.00	33,005.58	161,500.00	-128,494.42	20.44%
Expense					
ADMINISTRATION					
Bank Fees	56.61	711.95	3,000.00	-2,288.05	23.73%
Contingency	0.00	1,299.00	2,500.00	-1,201.00	51.96%
Contract Services					
Accounting Fees	0.00	2,000.00	2,300.00	-300.00	86.96%
Chapter Manager	4,847.68	42,876.02	56,000.00	-13,123.98	76.56%
Contract Services - Other	26.00	26.00			
Total Contract Services	4,873.68	44,902.02	58,300.00	-13,397.98	77.02%
Directors & Officers Insurance	0.00	791.00	1,125.00	-334.00	70.31%
Office Supplies	1.61	903.44	500.00	403.44	180.69%
Postage	2.20	390.03	100.00	290.03	390.03%
Printing and Copying	10.17	2,754.35	4,000.00	-1,245.65	68.86%
Promotion/Gifts	0.00	315.15	1,000.00	-684.85	31.52%
Taxes & Licenses	0.00	1,383.88	2,600.00	-1,216.12	53.23%
Total ADMINISTRATION	4,944.27	53,450.82	73,125.00	-19,674.18	73.1%
BOARD EXPENSE					
Board Retreat	0.00	184.75	700.00	-515.25	26.39%
Meals	0.00	330.83	500.00	-169.17	66.17%
Service Benefits	0.00	13,741.35	19,750.00	-6,008.65	69.58%
Total BOARD EXPENSE	0.00	14,256.93	20,950.00	-6,693.07	68.05%
COMMITTEES					
Business Partner Relations	0.00	529.92	2,500.00	-1,970.08	21.2%
Community Service	0.00	0.00	1,000.00	-1,000.00	0.0%
Education	0.00	0.00	1,750.00	-1,750.00	0.0%
Membership	0.00	29.39	500.00	-470.61	5.88%

PSALA
Profit & Loss Budget Performance
December 2019

	<u>Dec 19</u>	<u>Apr - Dec 19</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total COMMITTEES	0.00	559.31	5,750.00	-5,190.69	9.73%
COMMUNICATIONS					
Telephone, Email Blasts	170.11	6,591.20	1,000.00	5,591.20	659.12%
Web Site	11.13	138.46	2,000.00	-1,861.54	6.92%
Total COMMUNICATIONS	181.24	6,729.66	3,000.00	3,729.66	224.32%
MEMBER PROGRAMS & BENEFITS					
Chapter Meetup	0.00	526.31	1,000.00	-473.69	52.63%
Chapter Retreat	0.00	277.50	0.00	277.50	100.0%
Educational Programs	0.00	2,090.62	15,000.00	-12,909.38	13.94%
Scholarships	0.00	5,116.00	20,000.00	-14,884.00	25.58%
Total MEMBER PROGRAMS & BENEFITS	0.00	8,010.43	36,000.00	-27,989.57	22.25%
NETWORKING EVENTS COST					
Business Partner Activity Cost					
BP Exhibit Hall	0.00	2,026.73	2,000.00	26.73	101.34%
BP Forum	0.00	0.00	1,000.00	-1,000.00	0.0%
BP Networking Event	0.00	3,601.22	7,500.00	-3,898.78	48.02%
Business Partner Activity Cost - Other	0.00	441.00			
Total Business Partner Activity Cost	0.00	6,068.95	10,500.00	-4,431.05	57.8%
Holiday Social	75.00	3,938.85	7,000.00	-3,061.15	56.27%
Law Firm Leader Dinner cost	0.00	28,233.69	30,000.00	-1,766.31	94.11%
Master Class Reception	2,794.10	5,487.35			
Summer Social cost	0.00	3,224.55	5,000.00	-1,775.45	64.49%
Total NETWORKING EVENTS COST	2,869.10	46,953.39	52,500.00	-5,546.61	89.44%
Total Expense	7,994.61	129,960.54	191,325.00	-61,364.46	67.93%
Net Income	<u>-2,734.61</u>	<u>-96,954.96</u>	<u>-29,825.00</u>	<u>-67,129.96</u>	<u>325.08%</u>

2:16 PM
01/01/20
Cash Basis

PSALA
Balance Sheet
As of January 1, 2020

Jan 1, 20

ASSETS

Current Assets

Checking/Savings

Columbia Bank 245,483.36

Total Checking/Savings 245,483.36

Accounts Receivable

Accounts Receivable -240.00

Total Accounts Receivable -240.00

Other Current Assets

Undeposited Funds 3,600.00

Total Other Current Assets 3,600.00

Total Current Assets 248,843.36

TOTAL ASSETS 248,843.36

LIABILITIES & EQUITY

Equity

Opening Balance Equity 56,041.98

Retained Earnings 214,894.89

Unrestricted Net Assets 79,646.81

Net Income -101,740.32

Total Equity 248,843.36

TOTAL LIABILITIES & EQUITY 248,843.36