



PSALA BOARD MEETING
 Wednesday, October 28, 2020
 11:45 am – 1:00 pm

ZOOM Meeting

Meeting ID: 930 0630 3719

Password: 280101

“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	Michelle Smith	<ul style="list-style-type: none"> Wine Tasting – November 5th Resources Page of the website Corporate Pricing for PSALA Membership 	11:45 – 12:00
President Elect	Amy Strok	<ul style="list-style-type: none"> Debrief from LFL Dinner Nominating Committee Holiday Party Mental Health Series 	12:00 – 12:10
Business Partners	Suzanne Tran	<ul style="list-style-type: none"> Business Partner Updates 	12:10 – 12:20
Membership	Meredith Taylor	<ul style="list-style-type: none"> Influx of ALA Members due to Organizational Memberships Efforts/Emails to join our chapter 	12:20 – 12:30
Education	Veronica Sutton	<ul style="list-style-type: none"> Updates 	12:30 – 12:40
Board Reports	All	<ul style="list-style-type: none"> Open 	12:40 – 1:00

NEXT BOARD MEETING:

Date/Time: November 25, 2020 – 11:45 am – 1:00 pm
Place: ZOOM
Contact: Melissa Schwab
 253-265-3042 or at melissa@aminc.org



Minutes of the
Board of Directors Meeting
September 29, 2020
11:45 am – 1:00 pm

Present:	Absent:
Michelle Smith	Lynda Mathews
Arun Mistry	Angie Britt
Amy Strok	George Thomas
Emily Harvey	Patti Pequin
Suzanne Tran	Cel Davis
Veronica Sutton	Meredith Taylor
Joanne Pegues	
Gloria Masters	
Lisa Giangreco	
Brenda Higley	
Cara Hohenstein	
Denny Krantz	
Melissa Schwab	
Lisa Funai	

Meeting was called to order at 11:49 am

September board meeting minutes approved

President report: Michelle Smith reported Parker, Smith & Feek sent benefit survey, board agrees to not participate at this time. Platinum Business Partner Wine Tasting; Nov 5th, 4:00-5:30pm, free event. Browne Family Vineyards to host, 4 bottles of wine delivered to Seattle area and shipped outside of Seattle, no non-alcoholic options. Attendee addresses emailed to Michelle by October 7th. Michelle to coordinate with Melissa on registration, submitting addresses and payment to winery. Cedarbrook; board agrees to rebook for 2022 and 2024 to avoid fees and penalties. To re-book for the first Friday and Saturday of February 2022. Need to narrow down date for February 2024. Emails asking for gift cards from Michelle; fake and spam.

President Elect report: Amy Strok reported that Summer Social is this evening. LFL; Ijeoma Oluo is confirmed as speaker. Books are ready to be ordered, will include Business Partner postcards. SnackNation snack boxes ordered and Melissa will get all attendees mailing information to them and delivered. Numerous chapters have been invited as well as managing partners. Registration deadline October 6th. Nominating Committee; on hold until after LFL dinner. Holiday Party; currently working on catering ideas, open to suggestions and help.

Business Partners: Suzanne Tran reported that an email was sent asking for more donation/raffle's prizes for the LFL dinner raffle. Postcard PDF advertisements to be sent to Melissa to be added in with the book shipment. Business Partner intros; will reach out to Business Partners for the remaining of Darien Fleming events and see who wants to do it. Upcoming; Business Partner Appreciation Event and the possibility of a Business Partner hosting a standalone happy hour(s).

Education: Veronica Sutton reported on Education Summit; needs to schedule and confirm a date, possibly the week of October 5th or 12th. Upcoming events; 2020 Year End/2021 Prep October 8th, Part 2: Darien Fleming Series October 22nd. In the works; possibly an event or series on Mental Wellness.

Membership: Melissa Schwab on behalf of Meredith Taylor. Membership is at 173, still offering 50% off membership dues, received a new member application yesterday. Need to revisit membership dues for 2021 and look at what ALA is incorporating.

Board Reports: Emily Harvey reported on Digital Equity Initiative who was selected as "All IN WA" charity for the LFL dinner. Confirmed to have a teacher do a 5-minute video on how this charity is helpful. Raffle; currently 8 items, Community Service Committee to donate a 6-month subscription dinner box service or CSA. Asking board to donate a \$500 visa gift card. Michelle Smith on behalf of Angie Britt; South Sound; continuing with monthly check-in's via Zoom. Brenda reported that the Eastside is communicating via email. Planning on scheduling a luncheon or zoom event.

Action Items:

- Cara to run numbers on 20% and 25% discount
- Melissa to send current report to all
- Melissa to check with IT on adding the word "at" in place of "@" on website to reduce spam emails in the board emails

Meeting was adjourned at 12:32 pm

Next Board Meeting: October 28, 2020

PSALA
Profit & Loss Budget vs. Actual
April through September 2020

	<u>Sep 20</u>	<u>Apr - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
BUSINESS PARTNER ACTIVITIES					
BP Exhibit Hall	0.00	0.00	3,000.00	-3,000.00	0.0%
BP Networking Event	0.00	0.00	1,000.00	-1,000.00	0.0%
Business Partner Sponsorships	0.00	23,200.00	113,600.00	-90,400.00	20.42%
Total BUSINESS PARTNER ACTIVITIES	0.00	23,200.00	117,600.00	-94,400.00	19.73%
Membership Dues	0.00	1,230.00	23,400.00	-22,170.00	5.26%
NETWORKING EVENTS					
Law Firm Leader Dinner	0.00	0.00	6,000.00	-6,000.00	0.0%
NETWORKING EVENTS - Other	0.00	0.00	2,250.00	-2,250.00	0.0%
Total NETWORKING EVENTS	0.00	0.00	8,250.00	-8,250.00	0.0%
PROGRAMS					
Education Program Registrations	1,250.00	1,250.00	5,500.00	-4,250.00	22.73%
Total PROGRAMS	1,250.00	1,250.00	5,500.00	-4,250.00	22.73%
Tax refund	0.00	0.00	352.25	-352.25	0.0%
Total Income	1,250.00	25,680.00	155,102.25	-129,422.25	16.56%
Expense					
ADMINISTRATION					
Bank Fees	0.00	174.20	1,600.00	-1,425.80	10.89%
Contingency	0.00	0.00	2,500.00	-2,500.00	0.0%
Contract Services					
Accounting Fees	0.00	0.00	2,300.00	-2,300.00	0.0%
Chapter Manager	5,450.00	32,700.00	59,250.00	-26,550.00	55.19%
Total Contract Services	5,450.00	32,700.00	61,550.00	-28,850.00	53.13%
Directors & Officers Insurance	125.00	916.00	1,000.00	-84.00	91.6%
Office Supplies	1.76	4.91	500.00	-495.09	0.98%
Postage	2.75	12.10	500.00	-487.90	2.42%
Printing and Copying	6.36	87.73	3,000.00	-2,912.27	2.92%
Promotion/Gifts	281.76	381.76	1,000.00	-618.24	38.18%
Taxes & Licenses	0.00	1,209.91	2,600.00	-1,390.09	46.54%
Total ADMINISTRATION	5,867.63	35,486.61	74,250.00	-38,763.39	47.79%
BOARD EXPENSE					
Board Retreat	0.00	0.00	1,000.00	-1,000.00	0.0%
Meals	0.00	0.00	1,000.00	-1,000.00	0.0%
Service Benefits	0.00	0.00	19,750.00	-19,750.00	0.0%
Total BOARD EXPENSE	0.00	0.00	21,750.00	-21,750.00	0.0%
COMMITTEES					
Business Partner Relations	0.00	395.00	3,000.00	-2,605.00	13.17%
Community Service	0.00	700.00	1,000.00	-300.00	70.0%
Education	0.00	999.00	500.00	499.00	199.8%
Membership	0.00	363.56	500.00	-136.44	72.71%
Total COMMITTEES	0.00	2,457.56	5,000.00	-2,542.44	49.15%
COMMUNICATIONS					
Telephone, Email Blasts	28.15	2,723.60	4,500.00	-1,776.40	60.52%

PSALA
Balance Sheet

As of September 30, 2020

Sep 30, 20

ASSETS

Current Assets

Checking/Savings

Columbia Bank 304,046.32

Total Checking/Savings 304,046.32

Accounts Receivable

Accounts Receivable -360.00

Total Accounts Receivable -360.00

Total Current Assets 303,686.32

TOTAL ASSETS 303,686.32

LIABILITIES & EQUITY

Equity

Opening Balance Equity 56,041.98

Retained Earnings 214,894.89

Unrestricted Net Assets 55,104.35

Net Income -22,354.90

Total Equity 303,686.32

TOTAL LIABILITIES & EQUITY 303,686.32