



Minutes of the  
**Board of Directors Meeting**  
April 28, 2021  
11:45 am – 1:00 pm

<b>Present:</b> Michelle Smith Amy Strok Veronica Sutton Cara Hohenstein Joanne Pegues Suzanne Tran Arun Mistry Brenda Higley Cel Davis  Melissa Schwab	<b>Absent:</b> Lynda Mathews George Thomas Patti Pequin Emily Harvey Lisa Giangreco  Denny Krantz Meredith Taylor Angie Britt
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**Meeting was called to order at 11:48 am**

**March board meeting minutes approved.**

**President report:** Amy Strok reported board retreat will be virtual, a couple hours since everyone is busy. Will go over goals, roles and member benefits. All the things new board members and returning need to know. Amy will send out a doodle pool to find a date and time. ALA; May 6<sup>th</sup> call; will go over Elevate award winner. President Award of Excellence; wait until we get the Elevate award. Suzanne is working on getting all awards updated and added to the website. Yearly calendar is paused, will not print one this year. Monthly activity/event announcements; will start doing the weekly emails with all events for the month added. This means getting everything to Melissa early so they can list them and plan the month. Shoot for the first week of the month. WSBA magazine opportunity; exposure on what we are doing; yes, move forward with the opportunity but change it to a round-table format so everyone can contribute not have it fall on one person. Mailed to 34,000 attorneys across the state. Amy will go back to them and let them know what we want it to look like. ListServ; HR a lot of chatter; link to events, etc., individual who registers gets the zoom info. do not put it on the ListServ, please do not announce. Discussed not having registration and just putting zoom link out to all? Cannot have all links going out to the public. Also, do not announce that the recording is going out to all after each event. Board discussed that they want to keep registering for event and have knowledge of who has registered for the BP's and helpful for us to keep track of. Keep the process consistent and register. For "member only events" add that to the website and on event information.

**President Elect report:** Suzanne Tran reported on her new role and job description; website reviews and updates; make sure it aligns with ALA. Update the President; the message and 2021-22 page. Add all updated awards to the website. Looking for anything outdated. If anyone sees anything they need updates, send to her.

**Business Partners:** Arun Mistry reported Business Partner renewals; Currently 2 have not paid but invoiced – Robert Half and Iconic. Removed Iconic from the website; he talked to them, but he has not one the orientation; new rep for them. Catalyst payment on way. BP Advisory not set; Bruce, Chris and Collin fall off the BP advisory board must replace them. Invite Fusion tech to the committee. May; Spring Fling event; currently have 24 registered; keep open. Exhibit Hall in June; looking at a couple of virtual companies. Want to make sure we have members engaged. Break-out rooms, trivia options, prizes and more interaction. In planning stages.

**Education:** Veronica Sutton reported on education events; Busy next 2 months; Darien final event on the 6<sup>th</sup> of May; ALA annual virtual meeting, May 11<sup>th</sup> and 12<sup>th</sup>; Spring Fling 19th. Additional; Wellness Program Professional May 20<sup>th</sup> with Judy Hissong, geared towards members and breakout rooms. May 24<sup>th</sup> non covid related topic "Memory Power" lighthearted event with Paul Mellor. June will be D&I; 4 events series around Diversity; variety of speakers; Ellie Krug, spoken before trans gender speaker speaks on power of humanity; 16<sup>th</sup> of June; Schedule for every Wednesday morning in June; 9-10 am. June 10<sup>th</sup>, surprise exciting event. Not a lot in July; CLI in person.

**Treasurer:** Cara Hohenstein reported on the 2021-22 budget; projecting a 140k lose but not realistic, we have the board service benefits for several years since they were not used due to Covid. Has to be in the budget but will not likely use them all; 40k. This year we have Chapter Retreat; 2022 and offer it at a low cost to members; \$50k in expenses with 5k with income for registration. Healthy checking balance; 300k and money in reserves. Number one goal is providing member education. As a non-profit you do not want income year after year, have to be careful with funds. Have to spend money and keep member benefits up for our members. 2-year carry-over for service benefits for board members. Changed member dues for members this year also, another member benefit. Fees; BP income at 100k; 18k member dues income; Chapter Manager \$5400 month, well worth it. No desk top calendar admin cost reduced since we are not printing them. \$500 committee expenses reduced since we did not use it this year. Communication has an actual cost for services, added in budget. Programs and benefits; focused in budget to give back to members; retreat 50k; 25k speaker fees shared with Education and D&I events; Networking and BP events; took last year's numbers and cut them in half with not knowing what these will look like but need budgeted amounts for prizes and games, etc. Spring Fling, BP Appreciation and BP Platinum event need budgeted amounts also. All unknown on what they will look like but have them in the budget. Holiday Social, we are planning in-person; budgeted \$7500. LFL dinner, the same in-person planning so we budgeted enough for an in-person event. Motion to approve; budget approved.

**Board Reports:** Angie Britt; South Sound group we continue to meet virtually each month. Everyone is plugging along. Member discussion; New member password; Melissa send to all. Member dues ALA March 31<sup>st</sup> cut-off date so PSALA. Arun discussed that a BP who did not renew, Ricoh reached out about sponsoring an event; will let him know that may be an option but that they can always donate for events also.

**Action Items:**

Member password send to all – Melissa  
Dues Flash + password to members – Melissa  
Doodle – Amy/Melissa  
Website updated – Suzanne/Samantha

**Meeting was adjourned at 12:53 pm**

**Next Board Meeting: Wednesday, May 26, 2021**