



*A Chapter of the Association of Legal Administrators*

*Independence Chapter, ALA*

Minutes of Meeting Held on November 30, 2011 10:00 a.m.

TELECONFERENCE

Condensed for Website

- 2012 Calendar will be finalized and mouse pads sent week of 12/5/2011 by Cristin.
- ALA Awards deadline is January 13, 2012. The chapter will submit on our Website, Newsletters and Visibility (Bar Liaison series).
- Holiday Party 12/14/2011 will be held at Creeds. Group Photo will be taken. Joy of Sox donations will be collected.
- Chapter Records Retention Policy will be drafted by Cristin and circulated to Board for approval
- Nominating Committee will be formed by Anne Paisley for the 2012/2013 slate.
- Community Challenge activities for Lehigh County slated for 12/6/11 at Second Harvest Food Bank.
- Speaker Gifts will be awarded as charity donations. Board approved Montgomery Child Advocacy Project as the 2012 designee.
- Legal Expo was a huge success. Final wrap up dinner scheduled. Income should be announced in early January.