



A Chapter of the Association of Legal Administrators

Independence Chapter, ALA
Condensed Minutes of Meeting Held on April 9, 2011 8:30 am
FOR WEBSITE

- Chapter's Officers Policy Handbook was reviewed.
- Suggested edits to our chapter bylaws were presented. Areas of changes made include board and committee chair duties rewritten, guidelines on who will be invited to Board meetings, inclusion of teleconference Board meetings (with quorum) as valid Board meetings. The updated bylaws will be submitted to headquarters for their review and approval. Membership will be asked to approve by popular vote.
- D&O Insurance and liability coverage for events hosted by chapter were discussed
- Decennial Filing of our nonprofit status in Pennsylvania was confirmed.
- Budget for 2011/2012 was presented and approved with some minor changes
- Education Event "Ask the Administrator" was well received. The possibility of working with the Legal Marketing Association to present a joint presentation on legal marketing in small to mid-sized firms was discussed.
- Membership numbers have dropped slightly. New members will receive welcome packages electronically rather than paper copies.
- A recruiting committee was formed by the chapter to help increase membership and participation of existing members. Emphasis will be placed on recruitment in Delaware County.
- Website will now have a "Members Only" section which will include the Members' Resource Guide and other chapter information we wish not to share.
- Newsletter deadlines were presented for the publication of a spring and autumn edition. Written articles are needed and welcomed from members.
- Bar Liaison dates are set for July at four county locations. Kathy Parker will present Tips and Tricks for Word 2010. Just Legal and Office Depot have committed to sponsorship.
- 40 business partners have signed up for the November Legal Expo; the business partners brochure will not offer any member resource guide advertisements in the future since the Chapter is now only producing this guide electronically.