

**Association of Legal Administrators
Region 1 Council Meeting
Sunday, May 2, 2010
Boston Marriott Copley Place
Boston, Massachusetts**

Management Team Members Present

James T. Allen, At-Large Director
Sarah Clark, Projects Officer
Frederick J. Esposito, Jr., CLM, Communications Officer
Paul A. Farnsworth, Region 1 Director
Susan J. Gay, Incoming Education Officer
Mary Lawson, Incoming Projects Officer
William D. Mech, Incoming At-Large Director
Christopher J. O'Sullivan, CLM, Education Officer
Rita I. Thompson, CLM, Incoming Communications Officer

Chapters Represented

Albany	Cheri Terzian
Boston	Dan McCormack and Joanne Schnare
Central PA	Deana Hollister and Patricia Klinedinst
Down East	John Sweeney
First State	Andrew Logan
Granite State	Maureen McLean
Independence	Janet Molloy and Barbara Foley, CLM
New Jersey	Mary Ellen Dolan and Fran Puntillo, CLM
New York City	Diane Fugalli and Stacy Joyce, CLM
Nutmeg	Angie DiDomenico
Ottawa	Barb Fisher
Philadelphia	Debbie Carroll
Pittsburgh	Carol Feldman
Quebec	Pierre Pinard
Rochester	Clara Onderdonk

The meeting was called to order by Region 1 Director, Paul Farnsworth, at 1:15 p.m.

Paul introduced himself, welcomed everyone to Boston and asked everyone to introduce her/himself to the group beginning with the outgoing and incoming team members followed by all chapter representatives. ALA Executive Director, Larry Smith, President Susan Koran, Past President Wendy Rice-Isaacs, President-Elect Rita Alli and President-Elect-Elect Karen Griggs were welcomed and introduced by Paul who mentioned that since they will be visiting all regional council meetings their visit with us will be brief. Introductions were followed by brief remarks by Larry Smith.

Paul distributed the ALA 2010 Organizational Chart, Region 1 Team Structure and Focus Chapters listing.

2010 Regional Conference

Sarah Clark provided an overview of the conference which will be held at the Ocean Resort and Spa in Long Branch, New Jersey on October 29-30 and invited attendees to participate in playing a New Jersey Trivia game. The 15-question trivia game was distributed and the attendees with the most correct answers received prizes. Trivia game winners were Barbara Foley, Andy Logan and Clara Onderdonk.

Attendees also viewed Sarah's PowerPoint presentation on the "Top 10 Reasons for Attending the 2010 Region 1 Conference in New Jersey."

ALA Update

Bill Mech provided an update on CLI (June 25-27, 2010 in Las Vegas) and PLMW (October 4-8, 2010). CLI includes breakout sessions on targeted subject areas. Bill suggested those attending CLI bring questions from their boards with them.

Bill reported that the Board of Directors and ALA staff are very excited about what Larry Smith, ALA's new executive director, will bring to the association. Larry will be addressing challenges in new and different ways, plans to visit many chapters and hopes to attend some of the regional conferences as well. Next week Larry is visiting the First State chapter.

There are international initiatives underway and the association is exploring the best ways to reach members outside North America, including Africa, South America, Europe and Australia. There are about a dozen members from countries outside North America at the conference.

ALA is beginning to use some of the social networking tools, such as LinkedIn, Twitter and Facebook. Twitter will be used throughout the conference this year. ALA is taking a "measured" step into this area. Bill asked anyone with expertise in this area, to share their knowledge with the regional team.

Regional Business

Susan Gay reported on the role of the Regional Council Representative. Regional Council Representatives are responsible for reporting to their members about the regional council meetings. This can be achieved by posting on their chapter Web site or in the newsletter. A regional council representative job description is available on the ALA Web site.

Rita Thompson reported on the purpose of focus chapters and the role of chapter liaisons, the chapter presidents' listserv and the regional newsletter. Chapter leaders will be contacted by their liaisons periodically and are encouraged to contact them if they have questions or issues

they need assistance with. As Incoming Communications Officer, Rita will be the Editor of the *Region 1 Reporter*. Please contact Rita regarding chapter news and articles.

Fred Esposito reported on the role of the regional management team. The team is here to keep communication open and learn about what is going on in your chapter. The team is a resource about issues facing chapter leaders, including financial, vendor programs, membership, education and more. Team members can visit your chapter to talk about ALA benefits and/or meet with your board. The team wants to help you manage your chapter. Feel free to reach out to us.

Leadership

Paul distributed nomination forms and provided a brief overview of the role of the Association Nominating Committee (ANC) and Regional Nominating Committee (RNC). Feel free to nominate others or yourself. Board of Directors positions are now one three-year term, rather than two two-year terms. By 2012, the transition to three-year terms will be completed.

The ANC meets in the fall and the RNC meets at the regional conference. Committee members must attend the meetings to participate. If anyone wishes to serve on either the ANC or RNC, please contact Paul.

Other committees include:

Certification Committee (three-year term). Fred is the newest member of the Certification Committee.

Diversity Committee (two-year term).

Business Partner Relations Committee (comprised of ALA members).

Business Partner Advisory Panel (comprised of five business partners).

Scholarships

The team is awarding four scholarships to the 2010 Regional Conference. The scholarship consists of complimentary registration and a \$400 stipend. There will be three drawings for chapters in attendance today and one drawing for all chapters in the region. Chapters who win a scholarship are encouraged to give it to a new member or someone that has never attended a regional conference.

Chris and Mary did the prize drawing. The winners are the Granite State, Ottawa, Down East and Boston chapters.

Departing Team Members

Paul thanked departing team members, Chris, Fred and Sarah for doing a great job. He presented a gift to each of them to thank them for serving on the team.

Open Forum

Paul informed attendees that the team has selected a “speed dating” format for the final segment of today’s meeting. The team went from table to table, in pairs, to speak with attendees and answer questions about the following areas:

Resources for Chapter Leaders (Rita and Jim) Topics discussed included the Presidents’ Awards of Excellence (as a tool and roadmap for effective chapter management), *Just the Facts*, Chapter Presidents Listserve, Education Database, ALA Web site and Chapter Leaders Idea Exchange.

Chapter Meeting Ideas (Susan and Paul) Topics discussed included challenges chapters face with education programs (including keeping them fresh and interesting), attracting speakers, use of the ALA Education Database for program and speaker leads, utilizing business partners as presenters, surveying members for topic suggestions and making sure chapters have meeting evaluations completed and submit evaluation summaries to Susan as Education Officer.

Business Partner Programs (Sarah and Chris) Discussion included some great ideas such as (1) encouraging/requiring all chapter committee members to accept all phone calls from business partners even if it is just to say “no thank you.” In some chapters, committee members represent up to 30 percent of the membership and can satisfy business partners even if other members do not take/return calls; (2) host a “speed dating” event with members and vendors; (3) allow business partners to serve as volunteers in the welcome booth at the conference (host chapter and next year's sponsor will benefit from this); (4) review the Web sites of other chapters for sponsorship ideas your chapter may not have considered and (5) compress the levels, or reduce your lowest sponsorship level, to encourage business partners to move to the next sponsorship level.

Board Retreats (Fred and Mary) Attendees shared ideas on the format, duration, topics and venue for board and member retreats.

There being no further business, Paul adjourned the meeting at 3:15 p.m.

Respectfully submitted,

Rita I. Thompson, CLM
Incoming Communications Officer