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April 12, 2017

Present:

Kurt Brown, President
 Elli Albert, Vice President – Membership
 Nancy Harris, Treasurer
 Elyssa A. Goldstein, Secretary
 Doreen Marino, Immediate Past President
 Audrey Serban, Trustee
 Theresa L. Siegle, Trustee
 Judy Sotardi, Alternate Trustee
 Cathy Aveta, Alternate Trustee

Absent:

Mary Beth Donoghue, Vice President – Programs
 James Van Leir, Trustee
 Michelle Cohen, Trustee
 Kathy Dart, Trustee
 Greg Deatz, Alternate Trustee

The April 12, 2017 meeting was called to order at 4:29 PM.

1. President's Report

Kurt Brown recapped the Association of Legal Administrators (ALA) Annual Conference & Exposition in Denver, Colorado for those board members who did not attend the same. He then discussed ALA's upcoming Chapter Leadership Institute (CLI), to take place in Minneapolis, Minnesota from July 20, 2017 through July 22, 2017. CLI attendance is first offered to the officers of the board. If any officers are unable to attend, attendance is next offered to the trustees of the board. At most, five (5) or six (6) board members will attend CLI.

Kurt then discussed his plans to create an Adopt-a-Chapter Committee, for which he has asked Doreen Marino to serve as chair. Kurt will also serve on the Committee, as will Elyssa A. Goldstein. Attention next shifted to Managing Partners' Night on May 9, 2017. It was decided that no paper

PAST PRESIDENTS:

Joan Stern
 Theodore Geiser, Esq.
 Bradford Hildebrandt
 Arthur Levin
 Edna Armstrong
 William Halperin
 Rosemary Jerome
 Melvin Zimmer

Joyce Covine (1927-2009)
 Susan Kleiner
 Priscilla Van Dam (1941-2002)
 Cheryl Vorndran
 Dale Knight
 M. Robert Martin
 Charlotte Mary Burns
 Carol A. Palmer
 William S. Palmer, Jr. (1936-2003)

Thomas E. O'Connor, Jr.
 John P. McGinty
 Jack Banyar
 Maripat Bennett
 Bruce W. Campbell
 Kathryn Z. Krylowski
 Barbara Jerchow
 Kenneth A. Bailey
 Gratia Burke

Ronald M. Henry
 Frederick M. H. Currie, Jr.
 Karen M. Steinberger, CLM
 Judith L. Carberry
 Ronald Heide (1947-2002)
 Susan R. Buchanan
 Libby Bernier-Spiess
 Patricia A. McGovern
 Sarah Clark, CLM

Helen Lysaght
 Cheryl Pessolano
 Anita Setaro
 Beverly Loughlin (1947 -2015)
 Sara Diaz
 Fran Puntillo, CLM
 Gayle Englert
 Mary Ellen Dolan
 Audrey Serban

Robbin Dolan, CLM,SPHR
 Doreen Marino, PHR, SHRM-CP

invitation would be sent this year. Accordingly, Audrey Serban volunteered to create an electronic invitation. The application for John Remsen's program, "Current Issues, Trends and the Challenges Facing Today's Law Firms...And What They're Doing about It!", to receive continuing legal education (CLE) credit is pending with the New Jersey State Bar Association (NJSBA). Elyssa is working on obtaining Certified Legal Manager (CLM) credit from ALA for the program, as well.

Kurt is in the process of evaluating and discussing committee assignments with board members. He is encouraging new board members to serve on committees that interest them and is also cautioning longer-tenured board members from putting too much on their respective plates. It was decided that future board meeting agendas would be created and managed in Google Docs. Elyssa will spearhead the same.

Returning briefly to Managing Partners' Night, the board agreed that it will raffle off one (1) scholarship to a fall 2017 ALA Regional Legal Management Conference that evening. Dates for the next board meeting were discussed, however, due to the significant number of board member absences, Kurt advised that he would circulate an e-mail to better facilitate the conversation and determine mutual availability.

Finally, Kurt distributed the New Jersey Association of Legal Administrators Board of Trustees agreement (which has not been utilized by the board in several years). The agreement asks each board member to both commit to service and certify that his or her firm is supportive of said commitment. All board members in attendance signed the agreement.

2. 50th Anniversary Gala Status

Due to Michelle Cohen's absence, the board referenced her pre-meeting report, which detailed the 50th Anniversary Committee's upcoming April 28, 2017 tasting and venue visit with 4Sixty6 Caterers, the April 24, 2017 deadline to order invitations and swag bag contributions from business partners. The board decided to place an order for 200 invitations, with RSVPs to be directed to Doreen Marino. The question of whether Mary Beth Donoghue was working on locating the whereabouts of past chapter presidents arose. It was reiterated that nametags will not be used for the event.

3. Website Liaison

Theresa (Teri) L. Siegle largely referenced her pre-meeting report of April 11, 2017, which detailed EmergenceTek Group Inc.'s (EmergenceTek) continuing work on adding "NJALA" to the subject line of Listserv e-mails, as well as some unresolved/new issues it was testing with respect to the message board feature, the database issue, i.e., not denoting unpaid members as inactive, our going-forward options regarding support from EmergenceTek and updates made to the website with regard to board members, business partners and committees. Teri advised that she would be speaking with EmergenceTek tomorrow morning and that she had also reached out to database creator, Algonquin, as well. The board agreed to proceed with support from EmergenceTek on an hourly basis with a rate of \$150.00 per hour. Audrey Serban asked about the possibility of moving away from our website's message board and towards the use of the ALA Online Community. Teri replied that she would research the same.

4. Minutes of Last Meeting

The March 21, 2017 minutes were approved by the board.

5. Business Partner Relations

Kurt Brown advised the board of three (3) new business partners: Business Machine Technologies, Inc., Copywatch Inc. and Fusion Employer Services, LLC. Kurt mentioned that Pat Isaacson introduced him to several potential new business partners at the ALA Annual Conference & Exposition, including Rippe & Kingston. Elli Albert also reminded Kurt that she had sent him an e-mail with recommendations for new business partners. The board acknowledged that certain categories of business partners were becoming crowded and that it should be cognizant of this issue when accepting additional business partners.

6. Business Partner Exposition

No update from prior month.

7. Treasurer's Report

The board reviewed the financial reports provided by Nancy Harris earlier in the day. Nancy indicated that revisions to the financial reports would likely follow, as she would be speaking with immediate past treasurer, Jim Wostbrock, tomorrow to clarify various items. Nancy also advised of her upcoming medical leave of absence and asked for help with her treasurer-related responsibilities during the same, which both Audrey Serban and Kurt Brown indicated they would provide.

a. Chapter Audit/Tax Filing

No update from prior month.

8. Membership Report/Renewals

Elli Albert's pre-meeting report of April 8, 2017 elaborated on the aforementioned website database issue. To rectify the problem, Theresa (Teri) L. Siegle manually inactivated any member who has yet to renew. Teri also marked the database to indicate those members who did not intend to renew due to retirements, relocations, etc. Elli reported that, as of this morning, the NJALA has 78 paid members plus one (1) lifetime member. The 78 paid members total does not include any complimentary memberships offered to members of the Central Pennsylvania Chapter as part of the Adopt-a-Chapter initiative. Elli indicated that she would continue to send target follow-up e-mails to those members who had yet to renew, as well as e-mails to new ALA members in our geographic area who had not joined our chapter. Elli advised of an issue with Bernadette Luca's 2016-2017 membership, in which she paid, but was never marked as active in the database and, therefore, never received any communications regarding monthly meetings, educational workshops and the like. The board agreed to extend a complimentary 2017-2018 membership to Bernadette considering the error. Elli also discussed her intention to refund firms who had overpaid for two (2) or more members and the e-mail she sent yesterday regarding a drawing for one (1) free ALA and NJALA membership for a functional specialist in an NJALA member firm. Elli's pre-meeting report also provided quotes

for printing updated NJALA membership brochures. The board selected the quote of 250 copies for \$360.00.

9. Programs Report

Kurt Brown confirmed that tonight's program, "Creating an Empowered and Empowering Environment", will be presented by Jennifer Hill. Next month's program, Managing Partners' Night (on May 9, 2017), was previously discussed during his president's report.

10. Workshop Report

Nancy Harris referred the board to Kathy Dart's pre-meeting report of April 8, 2017, which outlines all workshops scheduled through January of 2018. Workshops on the immediate horizon are tomorrow's webinar, "The 5 Must Knows for Directors, Firm Administrators and Office Managers - VoIP Phone Communications", to be presented by Tele-Data Solutions, Inc, and "The Science and Health Benefits of Mindfulness", to be presented by Cynthia O'Connell on April 26, 2017, in partnership with the NJSBA. Kathy's report also mentioned the prospect of webcasting or live streaming workshops for the benefit of members of the Central Pennsylvania Chapter, as well as NJALA members who are unable to leave their offices to attend a mid-day workshop. Brian Gertler of business partner, LDI, LLC, has indicated an interest in assisting in this regard.

11. CLM Education

Elyssa A. Goldstein largely referenced her pre-meeting report from this morning, which detailed the most recent NJALA CLM study group meeting of March 29, 2017, the Certified Legal Manager Idea Exchange she and Nancy Harris attended on April 2, 2017 at the ALA Annual Conference & Exposition and encouraging those taking the November 6, 2017 CLM exam to register for the same in the coming weeks.

12. Community Challenge

James Van Leir had no report to provide, however, the board wished to note that a charity to benefit from the raffle to be held at the Business Partner Exposition on September 13, 2017 must be selected.

13. Past President's Council

Doreen Marino had no report to provide, though a discussion did ensue about finding ongoing responsibilities for the Council. Proposed ideas included compiling a history of the NJALA and organizing the chapter's golf outing. It was suggested that Doreen (or someone on her behalf) poll other chapter leaders on this topic at CLI.

14. President's Award of Excellence

Elli Albert had no report to provide, but did indicate that she would begin work on this task next month and would reach out to other board members for assistance, as needed.

15. Surveys

a. Compensation Survey

Elli Albert advised that Mark Dixon had completed the initial input of the survey on the new platform. Elli provided Mark with final edits and, once he completes the same, she will seek ALA's approval of the survey. The goal is to distribute the survey in early May of 2017.

b. Equipment Survey

No report.

c. Member Engagement Survey

The Newsletter Committee gained several new members because of this survey.

16. Newsletter Report

Elyssa A. Goldstein is in the process of collecting articles for the April 2017 edition of the Jer-Z-Journal. Articles are due on April 15, 2017 and, ideally, the newsletter will be released at the end of the following week. Elyssa mentioned her concern over the potential lack of content for future editions and it was suggested that she reach out to newsletter editors from other chapters for advice and possible article-sharing opportunities. Elyssa informed the board that Kathy Dart will be distributing an article from ALA's Legal Management digital magazine each month in satisfaction of the President's Award of Excellence criterion concerning the same.

17. Diversity and Inclusion Committee

Doreen Marino had no report to provide, however, she advised the board of her intent to speak with Mary Beth Donoghue about using ALA's new diversity presentation as the educational session held prior to the start of the Business Partner Exposition on September 13, 2017.

18. Bar Relations

Nancy Harris referred the board to Kathy Dart's pre-meeting report of April 8, 2017, which detailed the aforementioned joint workshop with the NJSBA on April 26, 2017 and Kathy and Alison Rizzo's plan to attend the NJSBA Annual Meeting and Convention in Atlantic City, New Jersey from May 17, 2017 through May 19, 2017. The board confirmed approval of the \$750.00 Mindfulness Lounge sponsorship at the NJSBA Annual Meeting and Convention and discussion ensued regarding the most appropriate materials and giveaways to distribute during the event.

19. Socials

Audrey Serban and Judy Sotardi advised that they intend to book Baltusrol Golf Club in Springfield, New Jersey for the December 2017 social and will disseminate a date as soon as possible.

20. Other Business

Kurt Brown discussed the transition meeting held by the officers of the board on March 28, 2017, specifically the intent to obtain a corporate credit card to be used for chapter expenses. (Further details concerning the process may be found in the minutes taken during the transition meeting.) The question of how best to navigate reassigning credit cards with changing roles and departing officers was posed, with Nancy Harris replying that she would once again speak with Susan Goldstein of the Palm Beach County Chapter for guidance.

The April 12, 2017 meeting was adjourned at 5:53 PM.