



## **BOARD OF DIRECTORS MEETING MINUTES**

<p>Date: December 1, 2016 Time: 6:00 p.m. Location: The Center 3909 Centre Street San Diego, CA 92103</p>	<b>GENERAL MEETING MINUTES</b>
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### **I. CALL TO ORDER**

- a. Opening Roll Call.
  - i. Aguilar called the meeting to order at 6:03 p.m. Present were Aguilar, Fox, Davis, Hicks, Trinh, Seymour, Cekola, and Javier. Quorum was present. Also present were THLA General Members Kurt Hermansen and Ted Holmquist. Also present was guest Awbrey Yost.
- b. Approval of the Minutes – Digital version e-mailed to the board after the November 2016 board meeting and with the call for agenda items.
  - i. Fox (Cekola) moved to approve the Minutes from the November 2016 Board meeting. The motion carried by voice vote. Seymour and Trinh abstained.
- c. The Board did brief introductions. Margolis and Duimovich arrived.

### **II. SPECIAL BUSINESS**

- a. None.

### **III. INTERIM ACTIONS**

- a. None.

### **IV. REPORTS**

- a. Chief Financial Officer Report (Davis)
  - i. Davis updated the Board on THLA’s finances.
  - ii. THLA Foundation Updates.
    - 1. The first Foundation Board meeting will take place immediately following THLA’s Board meeting. Aguilar, Fox, and Davis are the original Foundation directors. Fox is President / Chief Executive Officer, Aguilar is Secretary, and Davis is Chief Financial Officer / Treasurer. The Foundation Board will get things up and running until a new Board can be appointed by THLA.
- b. Endorsements Committee Report (Margolis).

- i. There was nothing to report.
- c. Public Relations Committee Report (Cekola & Fox)
  - i. Membership Drive 2017.
    - 1. Fox, Aguilar, and THLA General Member Michael Manley will coordinate the membership drive. Most memberships should be auto-renewed.
- d. Events Committee Report (Aguilar)
  - i. Election Night Social – Feedback
  - ii. San Diego Paralegal Association Co-Hosted Mixer/CLE - Feedback
- e. Community Outreach / Planning Committee Report (Huston).
  - i. There was nothing to report.
- f. Bylaws Committee (Fox & Margolis).
  - i. The Bylaws Committee will be meeting on Tuesday, December 6, 2016, to discuss revisions to THLA’s Bylaws and minor revisions to the Foundation’s Bylaws.

**V. UNFINISHED BUSINESS**

- i. None.

**VI. NEW BUSINESS.**

- a. Liability Insurance Renewal (Aguilar).
  - i. Margolis (Fox) moved to renew THLA’s liability insurance for 2017 for \$484.00. The motion carried by voice vote. Davis will issue the check in advance of THLA’s Annual Holiday Party.
- b. Lambda Archives // THLA’s Own [Tiny] Box for Digital Files! (Aguilar)
  - i. There was no update.
- c. THLA Holiday Party
  - i. Date/Time: Thursday, December 15, 2016 at 6:00pm
  - ii. Venue: Pardon My French.
  - iii. Margolis (Aguilar) moved that notwithstanding the previously approved budget for the Holiday Party, THLA will spend additional funds to ensure that each paid member gets one drink ticket, and to procure further drink tickets for each new member who signs up at the Holiday Party. The motion carried by voice vote.
  - iv. Membership application forms and flyers will be available at the Holiday Party.
  - v. Aguilar will bring THLA’s Square® credit card reader.
  - vi. Fox will bring a list of paid members.
- d. THLA Annual Dinner 2017 Keynote Speaker
  - i. Ideas.
    - 1. Additional speaker ideas should be distributed to the Board.
- e. THLA Annual Dinner 2017 Awards (Aguilar/Fox)
  - i. Award Nomination Call – Emailed on 11/16/16
    - 1. Discuss Nominations/Nominees.
      - a. THLA has received three nominations, who will be discussed at the annual retreat in January.
    - 2. Fox will send another reminder email about nominations in mid-December.

- f. THLA Annual Retreat (Aguilar/Fox)
  - i. Date: Saturday, January 7, 2017
  - ii. Time: 11:00 AM
  - iii. Location: Procopio (downtown).
    - 1. Davis will confirm free / validated parking.
  - iv. Cekola (Duimovich) moved to approve \$500 for the retreat's budget. The motion carried by voice vote.
  - v. Agenda Items Proposals.
    - 1. Annual Dinner Planning.
    - 2. Annual Dinner Speaker.
    - 3. Annual Dinner Budget.
    - 4. Annual Dinner Awards.
    - 5. Annual Dinner Entertainment.
      - a. USD drag show performers was suggested.
    - 6. Bylaws Committee Update.
    - 7. Goals for 2017.
    - 8. Long-Term / 3-5 Year Planning.
      - a. Further involvement with community / non-legal organizations.
    - 9. General Comments and Perspectives on THLA.
    - 10. Membership Drive Update.
    - 11. Annual Budget.
    - 12. Events Planning.
    - 13. Election Update.
    - 14. Foundation Updates.
      - a. Scholarship Updates.
      - b. New Foundation Board.

**VII. ANNOUNCEMENTS**

- a. None.

**VIII. UPCOMING EVENTS AND DEADLINES**

- a. Stepping Up to the Bar (Come support SDCBA's President Elect Loren Freestone)
  - i. Date: Friday, December 2, 2016
  - ii. Time: 5:30pm – 7:30pm
  - iii. Venue: SDCBA
- b. THLA Holiday Party
  - i. Date/Time: Thursday, December 15, 2016 at 6:00pm
  - ii. Venue: Pardon My French

**IX. MISCELLANEOUS**

**X. ADJOURNMENT**

- a. Closing Roll Call.
  - i. The meeting adjourned at 6:43 p.m. Present were Aguilar, Fox, Davis, Hicks, Trinh, Seymour, Cekola, Javier, Margolis, and Duimovich.