



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Secretaries, Incorporated ("LSI®")

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

Executive Board 2018-2020

President:	Shannon Quigley	Governor:	Elena Schneider, CCLS
VP – Membership:	Jessica Urioste	Executive Advisor:	Elise Dresser, CCLS
VP – Marketing:	Sheryl Boardman	Parliamentarian:	Elise Dresser, CCLS
Executive Secretary:	M'Liss Bounds	CEC Coordinator:	Vivian Shreve, CCLS
Treasurer:	Rod Cardinale, Jr.		

GENERAL MEMBERSHIP MEETING MINUTES OF SCCoLPA September 10, 2019

CALL TO ORDER:

The September 10, 2019 General Meeting was called to order by President Shannon Quigley at 6:34 p.m. at Flames Eatery, 88 S. Fourth St., San Jose, CA 95113.

INTRODUCTIONS:

President Shannon Quigley welcomed all the members and guests including the speaker Elisabetta Fabiani from Robert Half Legal. We had one new person joining us who found us on Facebook. Jessica Urioste read the Code of Ethics. Shannon also mentioned that we would be having an opportunity drawing and members can purchase tickets from Jessica Urioste.

Shannon mentioned all of the items on the marketing including flyers to take home. Shannon told the members that Elise Dresser prepared a mock CCLS exam and they are on the tables.

REPORT OF VOTING MEMBERS:

Reservations Chair Marzella Philip reported that 15 voting members were present that constitutes a quorum.

REPORTS OF OFFICERS:

PRESIDENT

SHANNON QUIGLEY

Shannon introduced our two new Chairmen, Marzella Philip, Reservations Chair and Amy Ramos, CCLS, Social Media Chair. Shannon mentioned that we have several Chair positions open including advertising, community outreach, employment and professional liaison, programs chair and scholarship chair.

Shannon advised the membership that we have the following upcoming events:

September 21, 2019
October 8, 2019

Black Oak Casino Bush Trip
Annual Day in Court and Bosses' Night

EXECUTIVE SECRETARY

M'LISS BOUNDS

Executive Secretary M'Liss Bounds reported that the July 10, 2019 General Meeting Minutes were posted to the website. It was moved and seconded that the minutes be published as posted. **Motion Carried.**

TREASURER

ROD CARDINALE, JR.

Treasurer Rod Cardinale, Jr. reported that the July and August 2019 Treasurer's Reports have been posted to the website and recommended that the actions of the Treasurer in paying the routine bills for July and August 2019 be ratified. The recommendation was adopted and the Treasurer's report was approved subject to audit.

VP MEMBERSHIP

JESSICA URIOSTE

Jessica Urioste reported that our September Member in the Spotlight, Kimberly Moreno, was unable to attend.

Jessica mentioned that we are having a membership drive and the member who brings in the most new members will receive a \$100 gift card and free LSI webinars.

VP MARKETING

SHERYL BOARDMAN

Sheryl mentioned that we have new marketing items on the tables including flyers for our upcoming events.

We are having a casino bus trip on September 21, 2019 and the bus is filling up. We will be having a stop in Pleasanton and Oakdale and will be having drinks and games on the bus.

Sheryl also mentioned that Bosses' Night is coming up on October 8, 2019 and we have one nomination so far.

GOVERNOR

ELENA SCHNEIDER, CCLS

Elena reported on the August LSI Quarterly Conference in Los Angeles and mentioned that the next LSI Quarterly Conference is local, in San Francisco, November 22-24, 2019. The theme for November conference is "Tour of San Francisco." There will be a "Beach Blanket Babylon" Brunch Hat Contest. For Santa Clara County, we want to highlight San Jose and the surrounding area landmarks and cultural icons, etc. such as SAP Center, the SJ Sharks, the City Hall Rotunda, etc.

Elena also mentioned that San Francisco LPA is having a paint night fundraiser coming up on October 5th.

Elena also mentioned several upcoming LSS webinars including Excel 101 on September 19, 2019 and Advanced California State Discovery on October 8 through November 19, 2019.

INTER-ASSOCIATION CHAIR

ELISE DRESSER, CCLS

Elise reported that there are several upcoming inter-association events including SMCLPA's bowling fundraiser at the Bel Mateo Bowl on September 28, 2019, Paint with SFLPA on October 5, 2019 and SMCLPA/Contra Costa LPA's Day at the Races at Golden Gate Fields on October 27, 2019.

CEC COORDINATOR/PROGRAMS CHAIR

VIVIAN SHREVE, CCLS

Vivian reported that we are having a workshop on Frazzled to Focused Techniques on Productivity and Efficiency by Sarah M. Tetlow at Flames Restaurant in San Jose.

Vivian mentioned that she would be stepping down as Programs Chair and asked if any of the members would be willing to step up. Vivian also asked what types of workshops the members were looking for.

Vivian then introduced the guest speaker, Elisabetta Fabiani of Robert Half Legal.

ADJOURN MEETING:

There being no further business to come before the membership, the business portion of this meeting was adjourned at 7:48 p.m. The next meeting of SCCoLPA – Annual Day in Court and Bosses' Night will be held on Tuesday, October 8, 2019 at Flames Eatery, 88 W. San Fernando St., San Jose, CA.

Respectfully submitted,

M'Liss Bounds, Executive Secretary