



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

GENERAL MEMBERSHIP MEETING MINUTES OF SCCoLPA

November 12, 2019

CALL TO ORDER:

The November 12, 2019, General Meeting was called to order by President Shannon Quigley at 6:35 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 Laura Riparbelli from Hoge Fenton. Shannon also introduced LSI dignitary, Rod Cardinale, Jr. Santa Clara County Legal Professionals Association 2010-2014 Past President and Current SCCoLPA Treasurer as well as LSI Executive Secretary; M'Liss Bounds, Committee Member Ad Hoc Committee on LSI Name Change; Elise Dresser, Assistant Editor for the PRC Committee and Vivian Shreve, CCLS Certifying Board Chair. Shannon also introduced Kim Pruitt from TSG Reporting and thanked her for sponsoring tonight's dinner.

Shannon asked if there was anyone there for the first time and welcomed Cindy Ajlouny and Cara Mae Acibo from Hoge Fenton.

Shannon mentioned that the Code of Ethics is on the tables and that we are having an opportunity drawing and to see Jessica Urioste, CCLS to buy tickets.

REPORT OF VOTING MEMBERS:

Reservations Chair Marzella Philip reported that 18 voting members were present that constitutes a quorum.

REPORTS OF OFFICERS:

PRESIDENT

SHANNON QUIGLEY

Shannon mentioned that our December 10, 2019 General Membership meeting will be our annual holiday party at Palermo, a new location. We will have Santa and Mrs. Clause, an ugly sweater contest, cookie exchange and white elephant gift exchange.

VP OF MEMBERSHIP

JESSICA URIOSTE, CCLS

Jessica reported that we have 63 renewing members, 21 new, 1 student, 1 honorary and 2 life members for a total of 68. Jessica reminded everyone that the membership drive was in full force.

Jessica initiated new member, Virginia Castillo and gave her a tote bag.

EXECUTIVE SECRETARY

M'LISS BOUNDS

Executive Secretary M'Liss Bounds reported that the October 8, 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 October Treasurer's Reports have been posted to the website and recommended that the actions of the Treasurer in paying the routine bills for October 2019 be ratified. The recommendation was adopted and the Treasurer's report was approved subject to audit.

Rod spoke to the membership about the upcoming 10th Annual Crab Feed, the best one around, and encouraged everyone to attend.

GOVERNOR

ELENA SCHNEIDER, CCLS

Governor Elena Schneider, CCLS reported on the upcoming November 22-24, 2019, LSI Quarterly Conference in San Francisco. The theme for November conference is "Tour of San Francisco." There will be a "Beach Blanket Babylon" Brunch Hat Contest and SCCoLPA will be entering a hat in the contest. Attending from SCCoLPA are Jin Kim, Shannon Quigley, Elena Schneider, Jessica Urioste, Sheryl Boardman, Rod Cardinale, Jr., M'Liss Bounds, Elise Dresser, Susan Husher, Christina Hall and Jill Gardella.

Elena also mentioned that there are several upcoming LSS webinars.

INTER-ASSOCIATION CHAIR

Elise Dresser

Elise reported that several members from SCCoLPA attended the San Mateo and Contra Costa County Day at the Races. Those attending were Elise and Mark Dresser, Mark Dresser's Mom, Linda Neuman, Troy and M'Liss Bounds, Dylan Bounds and Mikaela Heywood.

Elise also mentioned that we had only a couple of tickets left for the Falcons v. 49er football game so if you want them, hurry up.

NEW BUSINESS

Shannon then introduced the guest vendor, Kim Pruitt from TSG Reporting and read her bio. Kim got up and spoke for a few minutes about TSG Reporting. Shannon then introduced the guest speaker, Laura Riparbelli from Hoge Fenton and read her bio.

Shannon spoke about SCCoLPA obtaining Chapter Achievement points for various activities and if any member has a question about Chapter Achievement, to ask any of the Board members.

Jessica introduced the November Spotlight Member, Brenda Gray, and read her bio to the group. Jessica presented Brenda with a certificate.

Elise Dresser, CCLS then spoke about the CCLS program's history and that Vivian Shreve, CCLS is the upcoming CCLS Certifying Board Chair for LSI. Elise encouraged every member to become a CCLS and spoke about the program and the test. Elise then introduced SCCoLPA's newest CCLS, Jessica Urioste.

Shannon then gave a shout out to the Historian, Susan Husher, for keeping all of the Association photos in order. Shannon spoke about the history book that Susan already prepared for Shannon for the first term of her presidency.

Shannon also then gave a shout out to Vivian Shreve, CCLS who has been acting CEC Coordinator and Programs Chair and presented Vivian with a card signed by the Board.

Shannon then thanked Jessica Urioste, CCLS for the lovely table decorations.

ADJOURN MEETING:

There being no further business to come before the membership, the business portion of this meeting was adjourned at 8:23 p.m. The next meeting of SCCoLPA will be held on Tuesday, December 10, 2019 at Palermo, 791 Auzerais Ave, San Jose, and will be our annual holiday party.

Respectfully submitted,

M'Liss Bounds, Executive Secretary