



# Golden Gate

Chapter

## Minutes

Board/Leadership Meeting  
April 10, 2024 – via Zoom Meeting

### CHAPTER MEETING MINUTES

#### Call to Order

Sus Stratton called the meeting to order at 12:03pm.

#### Minutes & Agenda

It was moved and seconded that the March 13, 2024 minutes be approved as read. Motion carried.

### OFFICER/COMMITTEE REPORTS (SUBMITTED PRIOR TO THE MONTHLY MEETING)

#### President Sue Stratton

- Welcome to the new Board Year! We will need to discuss that state of our current budget and our revenue issues. I will need some insight from our seasoned board members about our deficit, etc. Also, I want to challenge each board member to reach out to a vendor they use to ask about sponsorship.

#### Vice President – Javier Morelos

- No report

#### Secretary – Julie Burke

- No report

#### Treasurer – Ryan Hill

- No report.

#### Vice Treasurer – Brian Nervis

- No report.

#### Director-at-Large/Newsletter – Sarah Spry

- First Newsletter of the board year will go out on 4/15!

#### Immediate Past President - Kira Hansen

- The installation luncheon was a great success, with 54 people in attendance. We installed the new board with well over the quorum needed. Pictures are being processed and we will release them once available. Handouts were circulated to attendees with the thank you message.

**Finance Educational Committee – Ryan Hill/Traci Staggs**

- No report

**Leadership & Management Educational Committee – Steven Morris/Rosario Greenbaum**

- No report.

**Human Resources Educational Committee – Kit Fong/Amie Morelli/Aileen Connolly**

- HR Section co-chairs Amie Morelli, Kit Fong and Aileen Connolly are meeting April 7 to discuss our plans for the coming board year.

**Ops & Tech Educational Committee – Rachel Hickey/Kevin Lee**

- 2024-2025 GGALA Ops & Tech Education Section Meeting Minutes Date: March 27, 2024 Time: 2:30 p.m. – 3:00 p.m. Pacific Attendees: Rachel Hickey and Kevin Lee Scribe: Kevin Lee Committee and incoming committee members in attendance: Rachel and Kevin Lee Absent: N/A ACTION ITEMS: Rachel and Kevin: Will plan to host 2 hybrid lunch hour presentations for the Ops & Tech Education Section in 2024. Rachel and Kevin will begin exploring possible speakers and dates/times over the next several weeks. Possible event months include June 2024 and September 2024. Rachel offered Mofo as a possible event location for at least one event that might possibly include lunch. Rachel and Kevin will plan to have a follow up meeting in the next couple weeks to further plan the details for this year's events. Kevin Lee will attend the upcoming Education Section virtual meeting. Rachel will not be able to attend. We need to determine the allotted budget for our committee and/or each event. Next meeting: TBA

**Membership Report – Kim McDade/Antonia Bereal-Lee/Sarah Spry**

- No report

**Certifications – Linda Belcher**

- No report.

**Diversity Committee – Dom Manuel/Gabriela Takahashi/Helen Miranda/Kevin Lee**

- I will be meeting with a potential speaker for our DEIA event, Tricia Montalvo-Trimm, on 4/9. I hope to have more information about her speaking engagement, her availability, and regroup with the committee on next steps.

**Events – Maryann Barth/Katrina Combs**

- No report

**Business Partner Committee – Katrina Combs/Gabriela Takahashi/Matt Ogden/Barret Martinez**

- No report

**Salary Survey Jennifer Murov/Ingrid Hester**

- Meeting with vendor week of April 8, dates for 2024 survey

**Small Firm Quarterly Roundtable – Shannon Oliver**

- The Small Firm Roundtable held a meeting on Thursday, April 4 and had a very lively and engaging conversation on a number of topics. There were nine people in attendance. Our next monthly meeting will be virtual and held on Wednesday, May 15

### **Large Firm Quarterly Roundtable – Rachel Hickey**

- No report

### **Community Connection Committee – Charity Woodward/Carolina Altamirano**

- Food From The Bar kicks off on April 15! We have reserved a volunteer shift for ALA members and business partners on May 29 from noon - 2 pm (the Food Bank no longer offers evening volunteer shifts). Donation Bingo and Munger Games dates are TBD.

### **Job Bank – Mike Lewis**

- No report.

### **Salary Survey – Jennifer Murov/Ingred Hester**

- Meeting with vendor week of April 8, dates for 2024 survey TBD

### **Webmaster – Ingred Hester/Jennifer Murov**

- No report.

## **MEETING AGENDA DISCUSSION**

### **Call to Order/Welcome**

Sue Stratton Welcomed everyone to the meeting.

### **Approval of the Minutes & Agenda**

Traci Staggs moved to approve the minutes and Kevin Lee seconded the motion. All members present approved.

### **Submitting Reports**

Sue requested that each committee chair submit reports and to attend the BOD meetings. Sue encourages all members to attend so that all voices to be heard. The voting members are the Executive committee and the Finance, HR, leadership and Management section chairs (4).

### **Budget**

Ryan explained that the draft budget currently has a \$33,000 deficit. It is preferable to increase revenue rather than cut programs. BP sponsorships, salary survey and membership dues produce the most revenue. Sue asked for ideas on running a chapter with a projected budget shortfall.

Kim McDade offered that budget shortfalls in previous years were due to K2L. Kim also cautioned that Membership is likely to decrease due to upcoming retirements. Kim McDade and Jennifer Murov suggested charging for meetings and section events.

**Membership:** Kim McDade suggested creating a committee of retired past presidents willing to donate time to work on chapter issues such as increasing membership. Membership typically goes down in March and April due to non-renewals. The months of May and June usually see increased membership as lapsed members re-register. Membership is now at 130. Generally, GGALA membership is 150. Everyone on the board should reach out and encourage peers to join. Rachel Hickey stated, “anyone on the board is part of the membership committee” and to

that end, Sue and Kira are meeting with prospective member next week in their quest to raise GGAALA membership levels one by one-

Salary Survey: Jennifer Murov noted that the cost for the vendor was \$21,000 and will increase to \$23,000. Salary Survey pricing to the membership has not been increased since 2021.

Jennifer advises we pass along the increase and raise the price for the Salary Survey. Jennifer and Ingrid are meeting and will submit findings to the board. The survey needs to go out by the last week of June to maximize profitability. Ryan Hill will meet with Jennifer and Ingrid to discuss pricing.

### **BP Partnership Opportunity**

Ryan Hill noted that Increasing BP Sponsorships would alleviate the budget deficit. He is open to hearing ideas regarding increasing revenue. If there were 10 additional BP's then the budget would break even (assuming all 23/24 BP's return). Rachel Hickey is reaching out to an Epiq contact regarding renewal. Each BOD member is challenged to send out a Business Partner template letter to two vendors. The BP committee can take over from there. Matt Ogden appreciates Sue Stratton asking members to invite firm vendors to become BP's. There are 14 BP's that have not renewed. The BP Committee is hosting the annual BP Welcome Meeting on April 23 . Rachel Hickey requested a list of current BP. **Sue Stratton will send out a 2024 2025 Master contact list to the board.**

### **Banking Review Update**

Javier Morelos received an update from Steve at CBC bank and if the chapter were to switch to CBC we would receive a interest rate of 3.5%.

### **Association Management**

if the budgeted cost of \$1,000/month for Association Management is removed, the budget projected deficit becomes \$21,000. Sue Stratton mentioned the chapter can focus on increasing revenue this year and enabling the chapter up to be financially able to afford the cost for association management next year.

### **Membership Survey**

Kira Hansen reminded everyone that they should have received a link to the new survey. Kira shared her screen and shared some of the responses she has received to date.

Meeting adjourned at 12:55pm.

In attendance:

**Executive Committee\***

**Kira Hansen**  
**Sue Stratton**  
**Sarah Spry**  
**Javier Morelos**  
**Ryan Hill**  
**Julie Burke**  
**Brian Nervis**

**Board/Leadership**

\*Kevin Lee  
Aileen Connolly  
Dom Manuel (he/him)  
Ingrid Hester, FBM (She/her)  
Carolina Altamirano  
Gabriela Takahashi  
Sarah Spry  
Ryan Hill  
Brian Nervis  
\*Traci Staggs  
Matthew Ogden  
Rosario Greenbaum  
Rachel Hickey  
Jennifer M (she/hers) - SF Bay  
Area  
Antonia Bereal-Lee  
Kim McDade  
Kit Fong  
Linda Belcher  
Katrina Combs

\* Denotes a voting member, majority of the board's eleven voting members must be present to conduct business.

**Respectfully submitted,**

**Julie Burke**  
**Golden Gate Chapter Secretary**  
**2024-2025**