

LLAM Board Meeting

Wednesday, November 13, 2024

1:00 pm (ET)

Location: Virtual / Microsoft Teams

- I. Welcome
- II. Holiday Party – Sara Billiard
 - a. Dec 17 (too late?) vs Dec 4 (competing trivia night)
 - b. Peabody Heights Brewery - Renting specific room
 - c. Requesting \$700, predicting maximum of \$500
 - i. Cost to rent the room + supplies (cookie decorating)
 - ii. Individuals pay for drinks
- III. Chi approved as member of Board
 - a. Chi moves to approve \$700 for the party (Jessica seconds, passes)
 - i. \$400 check from AALL was recently deposited
 - ii. ½ to 1/3 the cost of previous holiday parties
 - b. LLSDC has had Bloomberg / West sponsored holidays parties before, Sara will reach out to see if they will sponsor food
- IV. Service Award Committee - Recently retired or retiring that year
 - a. Chi requesting \$140 for Visa gift cards, certificates, mailing if needed
 - b. Presented at holiday party.
 - c. Call for nominations going out this week Fri. Nov. 15, close Fri. Dec. 6.
- V. Discussion of LLAM Guidelines (Note: Jessica Mundy took notes on the following in the LLAM Guidelines document itself)
 - a. Context: we also have our charter and bylaws documents that govern us
 - b. Membership Year dates – Starts June 1, in line with AALL. Remove “payable by” date.
 - c. Activities & Services: states that LRI will be held in even-numbered years. Will leave in as these guidelines allow some flexibility
 - d. Under b. President, bullet 4: why are Nominations and Grants called out?
 - i. Maybe to ensure they are filled and not forgotten about? Does seem superfluous
 - ii. Ensure that getting these committees chaired is on the timelines
 - e. Under Secretary: sending copies of letters, invitations, etc. to LLAM Archives.
 - f. “Coordinating and maintaining an online calendar with the communications and technology committee”
 - i. We used to have an online calendar, Chi got rid of it when she was on the Comms board. This is no longer necessary
 - g. Survey money account?
 - i. Jason Hawkins created when he was president, credentials have been passed down.

- h. Under Treasurer, add tasks for state and federal taxes, transferring financial records to archives at their discretion
- i. "All checks should be deposited within one week of receipt." What do we do with cash and online payments?
 - i. Online (store) payments are processed into our account online
 - ii. Cash – Tanya might write a check to convert cash to check?
- j. General accounting procedure – Registration Fees – probably for the LRI?
 - i. Then what are Chapter events? (Spring fling, holiday party)
- k. Remove reference to PayPal since we no longer use it.
 - i. Remove fee structure
- l. Non-member speakers – do we waive their registration fees? Do we give them a discounted rate?
 - i. AALL rules?
 - ii. Depends on the event? The financial status of LLAM at the time
 - iii. Maybe don't have this in so much detail in the guidelines. Consult AALL rules, financial rules, but leave what perks non-member speakers are given to the discretion of future boards
- m. "Budget process starts in the summer" Remove this line, duplicative with following timeline
- n. Sample Request for Reimbursement – Change to Sample Request for Fund Approval
 - i. LLAM has a debit card (Tanya).
 - 1. Reduces the amount that people must front money and be reimbursed
 - 2. Sara can use to book Holiday Party venue
- o. AALL Chapter reports
 - i. These are no longer required, but keep in case they do send info
 - ii. Keep note about being due in August
- p. Chapter VIPs at AALL Annual Meeting – LLAM gets one free registration to give out.
 - i. Haven't heard of recently—maybe we haven't received one recently?
 - ii. For folks who aren't AALL members
 - 1. E.g. if the conference is in Baltimore, LLAM might ask for a registration for a local judge to get them into the conference
- q. LLAM directory - last updated 2019
 - i. Restart – but need to be on top of Gmail so folks can receive password
 - ii. President, VP check Gmail or designate someone else to
- r. AALL VIP visitors – when the AALL executive board visits. On a rotation. Most costs covered by AALL, but we might buy lunch, things like that
- s. Delete Schedule note under Programming Committee as we no longer do this
- t. Annual Meeting Registration Awards – sometimes we get a conference registration to give out courtesy of AALL. Those years we offer two, one from LLAM and one from AALL.
- u. Maryland Legislative Day – we no longer run any programming, but we do participate in Legislative Day

- v. Nominations process for new leaders starts in March
- w. Publicize the availability of archival materials to promote the goals of LLAM - AALL
decided this stuff wasn't useful

LLAM Financial Report #2

FY 2024 – 2025

OVERVIEW	
Opening Balance:	<i>\$4,052.43 as of July 30, 2024</i>
Income:	<i>\$814.93</i>
Expenses:	<i>\$135.53</i>
Ending Balance:	<i>\$5006.83 as of November 12, 2024</i>
DETAILS	
Opening Balance as of July 30, 2024	
Checking	<i>\$4,052.43</i>
Income	
Membership Dues	\$637.50
AALL Grant (LRI)	\$452.43
Total	<i>\$1089.93</i>
Expenses	
WordPress Blog/Domain	\$123.94
Ecwid Fees	\$11.59
Total	<i>\$135.53</i>
Ending Balance as of July 30, 2024	
Checking	<i>\$5006.83</i>

NOTE:

- M&T Simple Checking for Business Account -- \$10.00 per month service charge unless the Average Ledger Balance is \$2,500 or more; or there are 5 or more transaction items that month.
- Live Oak Savings Account closed on June 24, 2024

LRI Income	
<i>Sponsorship</i>	
Bloomberg Sponsorship	500
Thomson Reuters Sponsorship	200
Total	700
<i>Registration Fees Paid</i>	
Paper Checks	50
Online Store	2680
Total	2730
<i>Donations</i>	
Online Store	30
Donation box	115
Total	145
AALL Grant	452.43
Grand Total	\$4027.43

LRI Expenses	
Jay's Catering (Breakfast -- \$484.33; Lunch -- \$917.46)	1401.79
Keynote Speaker -- Ursula Gorham (Check #745)	250
Reimbursement to Chi for poster printing (Check #749)	36.04
Reimbursement to Chi for snacks, swag, and poster printing (Check #746)	332.82
Westminster Hall (Check #744)	100
Ecwid Fees	109
Grand Total	\$2229.65