

LLAM Board of Director's Meeting
Thursday, November 10, 2025
11 am (ET)

Location: Virtual/Zoom
11:07-11:48am

In attendance: Sara Billard, Joan Bellistri, Gabriela Colmer, Sara Denbo, Jessica Mundy, Jill Schorr, Chi Song, Julia Topper

Welcome

General Business/Announcements

- Approval of Minutes
 - Amend: Jessica instead of Joe for Nominations
 - Approved with amendment

- Treasurer's Report
 - Money out to renew Ecwid (online payment processor), money in from 2 new memberships
 - Approved without amendment

- Recent Votes (by email)
 - 11/7/2025: Website registration renewal
 - Kudos to Teresa Sites (Placement) for catching that our domain was about to expire
 - Approved \$198 for three years renewal, plus up to \$60 for fees/domain registration if necessary
 - 10/29/2025: Web payment service provider (Ecwid) subscription change
 - Voted to approve up to \$100/year

Committee Reports

- Archives – Not present
- Communications and Technology – Chi – Nothing beyond website updates above
- Government and Vendor Relations – Joan – Legislative Day is February 10, 2026 at the Calvert House on State Circ.
- Grants – Not present
- Membership – Gabriela – Waiting on UB and Maryland Law dues – Chi to follow up with Maryland, Gabriela with UB
- Placement – Not present
- Nominations – Jessica – No updates
- LLAM Guidelines Review – Deadline Nov 19th for any feedback to Jessica, should be finalized in December

New Business

- Programming (Julia, VP)

- 10/30 coffee chat, 8 attendees, went well!
- **Holiday Party**
 - Tentative for Wednesday, 12/17
 - Julia to send save the date to listserv when room reservation confirmed
 - Geraldine Kalim at UB has submitted to reserve the 12th floor law library space
 - Average cost for holiday party \$1241 (inflated by 2022 40th anniversary event)
 - We must have at least \$2500 in our account to avoid fees
 - Catering: Rouge Catering (used for PBRC), \$2625 for 30 people and extensive food options
 - Is BYOB an option—Dependent on venue? Liability concern with LLAM insurance
 - Present \$1250 to caterer as budget for more paired back quote
 - Will confirm final amount to spend with a vote (via email if necessary)
 - Sara B. to reach out to vendors re: sponsorships for Holiday Party and future events (LRI, Spring Fling)
- **Legal Research Institute**
 - Virtual sessions on hot topics (AI, federal government archiving efforts, etc.)
 - Considering a vendor-sponsored happy hour for attendees to discuss in-person after the fact
 - If LRI is later in the spring, perhaps that is the Spring Fling
- Chi to update LLAM store to remove Tanya Thomas's contact information
 - Checks should now be made out to LLAM, sent to Jill Schorr