# THE MANDATE



# PRESIDENT'S MESSAGE

by Anna Rushworth



What an honor it is to be given the opportunity to serve as your Chapter President for the 2015-2016 term. I am looking forward to getting better acquainted with all of you, and to ensure that as a Chapter, we are

meeting your professional and personal expectations. I am very excited about the talent and positive energy springing forward in our membership ranks. I have no doubt that this will be a year of innovation, education, partnerships, good will, and support of the community.

At the Leadership Dinner a few weeks ago, I defined that the theme for the upcoming year is *The Spirit of Aloha* and that the Chapter recognize how each member and business partner is important to every other member for a collective existence. We also discussed the integration of work and family as we recognize the challenges of juggling our professional and personal responsibilities.

As my first initiative for the coming year, I ask for a commitment from each and every member to do just <u>one</u> more thing for the Chapter that you didn't do last year. That might be to attend an additional membership meeting, or volunteer on a committee, or share your expertise with a newer member. Ben Franklin once said: *You tell me and I forget. You teach me and I remember. You involve me and I learn.* 

Secondly, I ask that each and every member put our Business Partners first. We have lost a few business partners over the years because they did not feel the relationship was reciprocal. Therefore, I would ask that you contact them before all other vendors. They support us in style and all they ask is that we give them a fair shake. Other initiatives for the year are to move our Diversity program to the front burner. Our diversity event entitled *Putting It All Together*, with guest speaker, Mauricio Velasquez, MBA, scheduled for June 18<sup>th</sup> at 5:00 p.m. at the Westgate Hotel, will be a dynamic presentation designed to break down the barriers and obstacles to implementing a successful diversity program for our firms and chapter.

Finally, I desire to further our efforts on giving back to the community. In addition to our continued support of *Couture for a Cause* and *Project Leap*, my goal for this year is to double both our attendance and support of *Stand Up for Kids* through our 5K event. The good we do for others, in addition to all of our excellent education and networking programs, will make this a year to remember.

Thank you again for your trust and support of the Chapter and its leaders. Please feel free to reach out to me or any of the Board Members with any questions or suggestions you may have.

# Got CLM?

If you are interested in becoming a CLM, you may want to consider joining a CLM Study Group, or checking out study materials from our library. Please contact our San Diego Chapter Librarian, Gerald Hester for materials. For more information on eligibility and test dates, click here.

# ISSUE XXXIV May/Jun 2015



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"If you could kick the person in the pants responsible for most of your trouble, you wouldn't sit for a month."

- Teddy Roosevelt







# SPECIAL THANKS TO OUR GOLDEN SUNSET SPONSOR



Legal Division



The ALA Job Bank is a great place to post for talented managers and staff!

For more information and to submit job postings, please contact:

TAMMIE L. MCQUAIN (619) 819-2433 tmcquain@mpplaw.com

Or visit the San Diego ALA website to see what's new!

http://www.sandiegoala.org/jobs









# Legal Division

The competition for talent is intensifying and the management of today's workforce is becoming increasingly complex. Eastridge Workforce Solutions\* delivers technology-enabled workfoce solutions to help companies recruit, retain and manage exceptional talent with ease.

Law firms and corporations rely on our Legal Division to deliver legal support and attorney recruitment solutions in the following areas:

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- Intellectual Property Professionals
- Legal Compliance Professionals
  - Litigation Support Specialists
  - Project & Case Assistants
  - Executive Assistants

# eastridge.com/legal 619.881.8130

\*Exclusively Legal has rebranded to Eastridge Workforce Solutions

Your connection to knowledge, resources and networking











Lesley Scherer CLM, administrator at Incorvaia & Associates, APC in Del Mar, is celebrating her 30<sup>th</sup> Anniversary with ALA this year. After graduating from San Diego State University, she worked in the hotel and construction industries before starting her career as a legal secretary at Higgs Fletcher & Mack in the early 70's. She then moved to LA and worked at the law firm of Manatt Phelps & Rothenberg in Century City. She and her husband then moved back to San Diego where she worked at Dorazio, Barnhorst & Goldsmith (yes, that's Jan Goldsmith, current San Diego City Attorney). Howard Barnhorst gave her the opportunity to become the firm's administrator in 1985 and that's when she joined ALA and has never looked back.

Lesley's first chapter volunteer position was as Editor of The Mandate which she named back in 1985. Those were the days when The Mandate was practically hand prepared! She then went on to hold multiple committee and board positions, serving as President in 1991-1992. In 2003 she sat for and passed the CLM exam.

In addition to her current position, Lesley and her husband have formed a non-profit 501(c)(3) organization called Agape Project International USA. They take teams of people on medical mission trips to Kenya twice a year. Lesley will be taking her 8<sup>th</sup> and 9<sup>th</sup> trips in 2015. She says that these trips have been the most rewarding thing she has done in her life. For information on their non-profit, please see their website at www.agapekenya.org.

Lesley credits ALA and supportive managing partners with giving her the confidence to excel in her career and to step out and expand her horizons. She has formed many long-term friendships with fellow administrators

and encourages every ALA member to "get involved." Lesley also recommends attending as many regional and national educational conferences as you can; they are indispensable in helping you do your best job.









#### Gain more from your membership and get involved in 2015!

**Dear Chapter Members:** 

Do you want more out of your membership? Would you like to network with like minds? How many times have you been faced with an issue where "no one else understands" and you could use a group of peers to consult?

Then take the opportunity to get involved in the SD Chapter in whatever capacity you are comfortable:

- Are you good behind a camera? Consider taking photos at our meetings and events, or share the fun with another member.
- Do you thrive on community involvement? Look into our Community Connections efforts, Couture for a Cause and Project LEAP, our program for high school students.
- Maybe you have great ideas for increasing membership in the Chapter? Join the Membership Committee and help lead our Peer Connections program.
- Are you organized and task oriented? We need help with CLM materials, Bylaws/Ethics, Historian tasks, as well as the Salary Survey. .

The 2015 – 2016 Chapter term starts on April 1, 2015, but planning is paramount. I would love to see more of you involved. I have included a brief description of each committee, and the ALA Membership Handbook has a more detailed one, or just ask me or another current Board member.

Let's work together to make our Chapter the best it can be! Please complete the information below and return it to me at mmenzer@allenmatkins.com, or give me a call at 619-233-1155.

All my best,

Monica Menzer Past President 2014-2015

Association of Legal Administrators

| ALA                                    | Stay Connected with ALA!                                  |  |
|----------------------------------------|-----------------------------------------------------------|--|
| Association of Legal<br>Administrators | facebook. Linked in.                                      |  |
| 2 - A D                                | twitter                                                   |  |
|                                        | Facebook:<br>www.alanet.org/facebook                      |  |
|                                        | LinkedIn:<br>www.alanet.org/linkedin                      |  |
|                                        | Twitter:<br>www.alanet.org/twitter                        |  |
|                                        |                                                           |  |
| www.alanet.org                         | Your connection<br>to knowledge, resources and networking |  |
| Your connection                        | 5                                                         |  |

to knowledge, resources and networking





### Gain more from your membership and get involved in 2015!

| Name     | Firm: |
|----------|-------|
| Phone No | Email |

I'm interested in volunteering for the following committee(s) (you are not beholden to all you select):

- \_\_\_\_ Chapter Audit perform audit of Chapter finances once a term.
- \_\_\_\_ Chapter Library / CLM Materials maintain materials to loan to members; organize CLM study program?
- **Bar / Professional Association Liaison** Chapter's connection to other legal organizations.
- **Bylaws / Ethics** maintain and update Chapter Bylaws, as necessary.
- **Communications** provide efficient and effective communication to Chapter members, including the "Month-at-a-Glance."
- Community Connections / Project LEAP charitable Chapter efforts; Couture for a Cause; work with local high schools to create programs promoting opportunities in the legal profession.
- \_\_\_\_ **Diversity Committee** plan annual diversity presentation; promote diversity within the Chapter.
- \_\_\_\_ Education work with President Elect on planning Chapter education activities/speakers.
- \_\_\_\_ Handbook maintain and update membership handbook.
- \_\_\_\_ Historian maintain Chapter memorabilia.
- Invitations design and create options for invitations for BP luncheon, MP luncheon, Leadership Dinner, and other Chapter events.
- \_\_\_\_ Legal Resource Fair Chapter annual Business Partner resource fair in February.
- Meetings Coordinator / Hospitality assist Meetings Chair to coordinate Chapter meetings.
   Receive RSVP's; maintain name badges; and/or welcome attendees.
- \_\_\_\_ **Membership** team up with the Vice President/Membership Chair to bring in new members and maintain current membership.
- \_\_\_\_ The Mandate (Chapter Newsletter) with Editor-in-Chief produce bi-monthly newsletter.
- \_\_\_\_ Photographer photograph Chapter meetings, events, and other functions.
- \_\_\_\_ Public and Media Relations represent the Chapter in publicizing and promoting events.
- \_\_\_\_ Salary Survey implement annual Chapter salary survey.

Your connection

to knowledge, resources and networking

- Academic Scholarship selection process to promote and award an academic scholarship to `two deserving students.
- \_\_\_\_ Social Media assist Social Media Chair in promoting Chapter LinkedIn, Facebook, and Twitter pages.
- Business Partner Relations work with Director of BP Relations in promoting, managing and maintaining vendor relations.
  - \_ I'd like to help another way:



# THE MANDATE





# TIMEKEEPING FOR EXEMPT EMPLOYEES By John E. Thompson

Should an employer keep records of the time worked by employees who qualify for a federal Fair Labor Standards Act minimum-wage and/or overtime exemption?

At the risk of giving the proverbial "lawyer's answer", it depends.

### Is Timekeeping Mandatory?

First, it is necessary to know whether timekeeping is *required* for some reason under the particular exemption being relied upon. If the employee is exempt only from the FLSA's overtime requirement, for example, then an accurate record of all his or her hours worked is still necessary in order to ensure compliance with that law's minimum-wage provision.

It might also be that such a record is essential for purposes of determining whether the applicable exemption *itself* is being properly maintained. As an illustration, consider the FLSA's Section 7(i)overtime exception for commission-paid employees of a retail or service establishment, which requires that a worker's regular hourly rate of pay for an overtime workweek must be more than 1.5 times the FLSA's minimum wage. Without accurate hours-worked information, an employer cannot know for sure whether this condition has been met. Consequently, the recordkeeping requirements for Section 7(i) incorporate by reference the general FLSA timekeeping obligation at 29 C.F.R. § 516.2(a)(7).

### Is Timekeeping Desirable?

If timekeeping is not obligatory, then the question becomes one of what other goal(s) would be achieved by having exempt employees record their worktime. For instance, one consideration might have to do with the federal Family and Medical Leave Act. If an employer does not keep accurate records of the hours worked by exempt employees, then, in any dispute about whether such an employee has met the FMLA's 1,250-hour threshold, it will be the employer's burden to demonstrate that the employee failed to do so. 29 C.F.R. § 825.110(c)(3).

Some employers require exempt-employee timekeeping in order to monitor attendance, that is, to know whether the employee worked his or her full schedule. This purpose might also be adequately served by an attendance sheet calling for entering checkmarks or some other short attendance-focused entry, instead of by detailed timekeeping.

Others are motivated by a desire to have a record of hours worked if there is ever a dispute about whether the person actually met the applicable exemption requirements. Keep in mind that how valuable these records will be when it matters will depend on their *accuracy*, which necessitates management's rigorously and consistently enforcing its timekeeping policy for these employees. Moreover, having such records will not lessen the importance of making wise, well-founded exemption decisions in the first place.

### The Bottom Line

As this shows, there is no single, all-encompassing answer to whether an employer "should" keep records of exempt employees' worktime.

Instead, management must first take stock of all of the relevant considerations (including other applicable laws besides just the FLSA). It must then evaluate whether and how its aims will be accomplished by whatever timekeeping practice it is considering.

John E. Thompson - Fisher & Phillips, LLP http://www.wage-hour.net/post/2015/05/19/Timekeeping-For-Exempt-Employees.aspx



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The USD Paralegal Alumni Association & the ALA invite you to...



**Event Details:** 

<u>When</u>: Friday, June 5th, 5:30-9:00 pm

<u>Where</u>: Stone Brewing, Liberty Station 2816 Historic Decatur Rd., #116

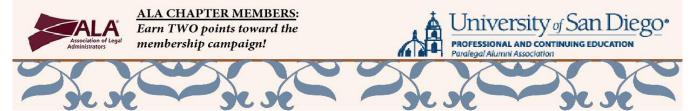
RSVP: USDsandiego.kintera.org/howtoadvance

Registration Required by June 1st - Space is limited!



...an evening of networking, food, and drinks!





# **GO GREEN AND SAVE WATER!**

- Installing an aerator on the kitchen faucet will reduce water flow to less than 1 gallon per minute
- If you can, use a dishwasher! Dishwashers typically use less water than washing dishes by hand – But only run it when it's full!
- Plant drought-resistant trees and plants and save 30-60 gallons each time you water 1,000 sq. ft.
- Install a water efficient clothes washer and save up to 16 gallons/load!

For more drought reducing tips – visit <u>www.saveourwater.com</u> or <u>www.waterfootprint.org</u>



8



Mauricio Velasquez, MBA is the President of The Diversity Training Group (DTG) in Herndon, Virginia.



Mauricio serves as a Diversity and Inclusion strategist, consultant, trainer, sexual harassment prevention trainer, respectful workplace/toxic employee trainer, employee engagement/trust trainer, executive coach, mentoring trainer, expert witness and assists organizations with multicultural marketing, selling and customer service.











MEMBERSHIP REPORT APRIL 2015 By Shaila Schaible

# **MEMBERSHIP NEWS**

New Members

Michael A. Staab Office Administrator Jones Day Prospective Members Cont.

Linda E. Holman Legal Administrator Attorney Sidekick

Current National Members: 110 Current Chapter Members: 106



Know someone who should be a member of ALA? Refer them to Shaila and earn points toward great prizes!

For more information and to participate in the program, please contact:

SHAILA SCHAIBLE

(619) 236-1551 schaible@higgslaw.com

Or visit the San Diego ALA website to see what's new!

http://www.sandiegoala.org/











Peer networking Keep up with legal trends Professional growth Business Partner connections New friends & FUN!



Awaken your spirit of Aloha and join us for an exciting year ahead!

Earn Aloha Points by attending events and referring new members. Every point is worth one ticket that will be entered into several drawings for fabulous prizes on the following dates:

### TWO Fall Conference Scholarships w/stipend – drawing on 7/21/15

Aloha Points will accumulate from April 1 to June 30 (must be present to win)

# Tablet and other prizes – drawing at the Holiday Luncheon, 12/8/15 Aloha Points will accumulate from April 1 to November 30 (don't have to be present)

Alona Points will accumulate from April 1 to November 50 (don't have to be present)

| ACTIVITIES TO EARN POINTS                         | ALOHA POINTS EARNED |
|---------------------------------------------------|---------------------|
| Renew Your Membership                             | 2                   |
| Join as a New Member                              | 3                   |
| Refer a New Member                                | 3                   |
| Attend a Regular Monthly Membership Meeting       | 1                   |
| Attend a Monthly Board Meeting                    | 2                   |
| Attend the Diversity Meeting                      | 2                   |
| Attend the Annual Conference                      | 3                   |
| Attend Cocktails and Connections                  | 3                   |
| Attend the Business Partner Appreciation Luncheon | 2                   |
| Attend Couture for a Cause Event                  | 2                   |
| Attend the Managing Partner Luncheon              | 1                   |
| Bring your Managing Partner to MP Luncheon        | 1                   |
| Attend a Chapter Social                           | 1                   |
| Sign up with the Peer Connection Program          | 2                   |
| Attend the Business of Law Conference in the Fall | 3                   |
| Volunteer on a Committee                          | 2                   |
| Participate in the 5K Run                         | 2                   |

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# ALA SAN DIEGO 2015/2016 CALENDAR

| APRIL 10       | LEADERSHIP RETREAT<br>Courtyard by Marriott, downtown                                                              | 200  |
|----------------|--------------------------------------------------------------------------------------------------------------------|------|
| APRIL 21       | LEADERSHIP DINNER<br>The Prado in Balboa Park                                                                      |      |
| MAY 12         | MEMBERSHIP MEETING<br>The Westgate Hotel Sponsored by First Legal Network                                          |      |
| MAY 17-20      | ALA NATIONAL CONFERENCE<br>Nashville, TN                                                                           |      |
| JUNE 18        | DIVERSITY EVENT<br>The Westgate Hotel Sponsored by UPS                                                             |      |
| JULY 21        | MEMBERSHIP MEETING The Westgate Hotel Sponsored by Legal Staff                                                     |      |
| JULY 30        | COCKTAILS & CONNECTIONS<br>Location TBD                                                                            |      |
| AUGUST 18      | MEMBERSHIP MEETING The Westgate Hotel Sponsored by Nationwide                                                      |      |
| AUGUST 27      | NEW MEMBER SOCIAL<br>Morton's Restaurant Sponsored by Morton's                                                     |      |
| SEPT 15        | BUSINESS PARTNER APPRECIATION LUNCHEON<br>The Doubletree Mission Valley                                            |      |
| SEPT 24        | COUTURE FOR A CAUSE<br>San Diego Hall of Champions                                                                 |      |
| OCTOBER 20     | MANAGING PARTNER LUNCHEON<br>Morton's Restaurant downtown                                                          |      |
| OCTOBER 22-24  | BUSINESS OF LAW CONFERENCE<br>Las Vegas, NV                                                                        |      |
| NOVEMBER 17    | MEMBERSHIP MEETING<br>The Westin Gaslamp Sponsored by Peterson Reporting                                           |      |
| DECEMBER 8     | HOLIDAY LUNCHEON<br>The West मुक्षेस्ट मृत्रह्र]Sponsored by Exclusively Legal                                     |      |
| JANUARY 12     | MEMBERSHIP MEETING The Westgate Hotel Sponsored by Robert Half Legal                                               |      |
| FEBRUARY 9     | LABOR LAW UPDATE / LEGAL RESOURCE FAIR<br>Sheraton Mission Valley                                                  |      |
| MARCH 22       | LEADERSHIP DINNER<br>The Prado in Balboa Park                                                                      | SE   |
| BOARD MEETINGS | 4/10/15; 5/5/15; 6/9/15; 7/14/15; 8/11/15; 9/8/15; 10/13/15;<br>11/10/15: 1/5/16; 2/2/16; 3/8/16.<br>Locations TBD |      |
| Mez            |                                                                                                                    | - Cr |

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## ASSOCIATION OF LEGAL ADMINISTRATORS SAN DIEGO CHAPTER SAVE THE DATES

Upcoming Monthly Membership Meetings RSVP: Kathy Culver at <u>kculver@ssvwlaw.com</u>

#### May 2015

| May 12 | <b>Topic:</b> Succession Planning – Is your Firm Financially Prepared?     |
|--------|----------------------------------------------------------------------------|
|        | Speaker: Paula Barnes, CPA/Managing Principal B2                           |
|        | <b>Time:</b> 11:45 – 1:15 p.m.                                             |
|        | <b>Location</b> : The Westgate Hotel – Riviera Room, 3 <sup>rd</sup> Floor |

#### May 2015

| May 17 - 20 | Annual Conference                |  |
|-------------|----------------------------------|--|
|             | Music City Center, Nashville, TN |  |

#### June 2015

| June 18 | Chapter Diversity Event                                                    |
|---------|----------------------------------------------------------------------------|
|         | Topic: Affecting Change in Your Firms                                      |
|         | Speaker: Mauricio Velasquez, MBA                                           |
|         | <b>Time:</b> 5:00 to 7:00 p.m.                                             |
|         | Location: The Westgate Hotel - Riviera Room/Terrace, 3 <sup>rd</sup> Floor |

#### July 2015

| July 21 | Topic: Cyber Privacy Liability<br>Speaker: Kelley Wilks - Ahern    |
|---------|--------------------------------------------------------------------|
|         | <b>Time:</b> 12:00 to 1:00 p.m.                                    |
|         | Location: The Westgate Hotel – Regency Room, 2 <sup>nd</sup> Floor |





# 





Bringing San Diego legal professionals together to benefit children in need, the San Diego Chapter of the Association of Legal Administrators, in partnership with the San Diego Paralegal Association, the San Diego Legal Secretaries Association, the Mother Attorney Mentoring Association, the Legal Marketing Association of Southern California, and the San Diego La Raza Lawyers Association, is proud to host COUTURE FOR A CAUSE. The event will feature models from throughout the legal community and a surprise guest as Master or Mistress of Ceremonies. Complimentary hors d'oeuvres, cash bar and a silent auction full of fabulous items, are all part of the pre-fashion show festivities.

Proceeds from the evening's fashion show gala will benefit two charities: Voices for Children, working to ensure that abused,

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neglected and abandoned children who have become dependents of the San Diego County Court will have a safe and permanent home; and STAR/PAL, empowering underserved youth to build a safer and more prosperous community by engaging with law enforcement and collaborative partners. Tickets and/or sponsorships can be purchased online at <u>www.coutureforacause-sd.org</u> or by contacting Henry Angelino at <u>angelinoh@higgslaw.com</u>. Tickets are \$50 each or a bundle of eight for \$350. Never been to Couture for a Cause, just ask one of the ALA members on the C4C Committee how much fun and rewarding it is. Committee members from ALA are Henry Angelino, Angela Landeros, Tammie McQuain, and Monica Menzer.







ites of your time. 🥰

Meet with a Chapter Business Partner who is not a current supplier to your firm between May 13 and December 5, 2015. Send Wendy Connor an email about the meeting. You'll be entered to win – it's easy!

> Drawings will be held at the Holiday Luncheon. (Winner need not be present to win.)

#### **EDITOR'S NOTE**

**Coffee: The Hero We Deserve** By: Stephen Williamson

We've all felt it: the burning eyes, the cramped wrists, the sore back from being hunched over a keyboard. Not to mention the crippling fatigue that sets in as you look out at the bright blue sky and fantasize about the beach that is so close, yet so far away. And it's only Monday morning.

You need a pick-me-up. Something to snap you awake so you can bear-hug the afternoon into submission. And because you're a red-blooded American, that *something* is going to be a cup of coffee.

Just imagine it. A hot cup of coffee sitting on the desk next to you, enticing you with its aroma. Calling out to you like a Siren's song. Demanding your attention so it can impart its mystic properties.

Now, some of you may be thinking, "But Stephen, I don't like coffee. I much prefer tea or water." Prepare to be amazed at all the reasons you are wrong.

1. Coffee eases the pain of working at a desk. Studies have shown that the caffeine levels in coffee ease pain in the neck, shoulders, forearms and wrists. Other than keeping you alive, can your precious water do that? It may, but for the sake of my argument it does not.

- 2. Coffee improves group productivity. Researchers at MIT found that employees who take coffee breaks together are more productive. They discovered that when coffee breaks were scheduled so that co-workers could take them at the same time, the performance of the entire group improved. Feel free to cite this article when the Partners confront you on the increase in absences.
- 3. A cup o' Joe may be a life saver for older workers. The US National Institute of Health found that people in their 50's and 60's who drink 3+ cups of coffee per day have a 10% lower risk of illness compared to those who don't drink coffee at all. This holds true for those who drink decaf! The study did not address the potential increase for unstoppable body tremors, but why not live a little dangerously?

Compelling evidence aside, are any of these reasons hard science? No. Is there plenty of information out there which refutes these claims? Absolutely. But coffee is wonderful and delicious so I will choose to believe these studies are true until I have a heart attack from caffeine overdose at age 50.

Stephen is the Office Manager for Sullivan Law Firm, APC. swilliamson@sullivan-lawyers.com









# **BOARD & MEMBERSHIP**

MAY BOARD MEETING ... MAY 5, 2015 12:30 – 1:30 HIGGS FLETCHER & MACK

MAY MEMBERSHIP MEETING . . . MAY 12, 2015 PARTNER SUCCESSION PLANNING – IS YOUR FIRM FINANCIALLY PREPARED? 11:45 – 1:15 AT THE WESTGATE HOTEL

> USD PARALEGAL ALUMNI ASSOCIATION . . . JUN 5, 2015 COCKTAILS AND CONVERSATIONS 5:50 – 9:00 AT STONE BREWING, LIBERTY STATION

> > JUNE BOARD MEETING ... JUN 9, 2015 12:30 – 1:30 HIGGS FLETCHER & MACK

> > DIVERSITY EVENT ... JUN 18, 2015 AFFECTING CHANGE IN YOUR FIRMS 5:00 – 7:00 AT THE WESTGATE HOTEL

# A SPECIAL THANKS TO OUR BUSINESS PARTNERS!





# 



## Please congratulate our 2015/2016 BOARD OF DIRECTORS!

| President                             | Anna Rushworth     | 619/236-1551 |
|---------------------------------------|--------------------|--------------|
| President Elect - Education Chair     | Tammie McQuain     | 619/819-2433 |
| Vice President - Membership Chair     | Shaila Schaible    | 619/236-1551 |
| Treasurer                             | Brenda Winter      | 619/525-7626 |
| Secretary                             | Karen Lemmon       | 619/255-6540 |
| Director - Business Partner Relations | Wendy Connor       | 619/525-1300 |
| Director - Bank Statement Auditor     | Cynthia Barron     | 619/241-4814 |
| Director at Large                     | Stephen Williamson | 858/451-9390 |
| Past President                        | Monica Menzer      | 619/233-1155 |





# And our 2015/2016 COMMITTEE CHAIRS/MEMBERS





Retirement plan administrative and recordkeeping services provided by **ONEAMERICA** RETIREMENT SERVICES LLC a ONEAMERICA" company







Canon CANON BUSINESS PROCESS SERVICES, INC.











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| Academic Scholarship Chair                   | Carrie Merzbacher     | 858/942-2897 |
|----------------------------------------------|-----------------------|--------------|
| Business Partner Relation Chair              | Wendy Connor          | 619/525-1300 |
| Bylaws/Historian Chair                       | Patti Groff           | 619/233-4777 |
| Chapter Audit Chair                          | Beverly Driscoll      | 619/232-3122 |
| Chapter Awards/LRF/Prof. Association Liaison | Monica Menzer         | 619/233-1155 |
| Chapter Library/CLM Materials Chair          | Gerald Hester         | 619/515-3292 |
| Communications Chair (MyEmma/MAAG)           | Carol McCabe          | 619/209-3000 |
| Community Connections Chair (C4C)            | Henry Angelino        | 619/696-1410 |
|                                              | Angela Landeros       | 619/699-8338 |
|                                              | Tammie McQuain        | 619/819-2433 |
|                                              | Monica Menzer         | 619/233-1155 |
| Diversity Chair                              | Marina Field          | 619/233-8591 |
| Education Chair                              | Tammie McQuain        | 619/819-2433 |
| Employment Job Bank                          | Tammie McQuain        | 619/819-2433 |
| Handbook/Mailing Chair                       | Darcella Blecker      | 858/369-7280 |
| Meeting Coordinator                          | Monica Menzer         | 619/233-1155 |
| Hospitality Chair                            | Michael Steiner       | 619/488-8824 |
|                                              | Sandra Carillo        | 619/231-4844 |
|                                              | Wendy Connor          | 619/525-1300 |
| Invitations Chair                            | Wendy Connor          | 619/525-1300 |
| Membership Chair                             | Shaila Schaible       | 619/236-1551 |
| Peer Connections Chair                       | Karen Lemmon          | 619/255-6450 |
| Newsletter Editor                            | Stephen<br>Williamson | 858/451-9390 |
| Photographer & RSVP's                        | Kathy Culver          | 619/239-7200 |
| Project LEAP Chair                           | Ginger Boss           | 619/234-1776 |
| Media and Public Relations Chair             | Carol McCabe          | 619/209-3000 |
| Salary Survey Chair                          | Shaila Schaible       | 858/755-8500 |
|                                              | Janet Grant           | 619/232-8377 |
| Social Media                                 | Tonya Neal            | 858/314-1200 |
| WebMaster                                    | Matt Chaffee          | 619/232-0441 |
| 5K 4 Kids Chair                              | Stephen<br>Williamson | 858/451-9390 |
|                                              | Carol McCabe          | 619/209-3000 |
|                                              | Wendy Connor          | 619/525-1300 |







SPECIAL COUNSEL





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