

NABE BOARD MEETING
February 12, 2001
Marriott Hotel and Marina
San Diego, California

Board Members Present: President Betty Braden, President-Elect Diane O'Steen, Vice President Tom Tinder, Treasurer Tom Pyrz, Secretary Sue Martin, State Bar Directors - Janet Paul and Keith Norman, Local Bar Directors - Evelyn Sullivan and Frank Moran, Directors at Large Cindy Zwick and Frank Moran, ABA Delegate Tom Edmonds and DBS Staff - Roseanne Luciniak, Elizabeth Derrico and Libby Bullock.

Excused: Director at Large Mary Howerton

The meeting was called to order by President Braden at 2:20 p.m. The skies are gray, the temperature is in the low 50's but we have a glorious view of the marina outside of our window as we meet to discuss the business of the Association.

Betty opened the meeting by asking all the Board members to go around the table and share any news they might have. Comments ranged from new babies and grandchildren to earthquakes and staff changes. On a motion from Tinder and seconded by Paul, two corrections were made to the September, 2000 minutes. In paragraph 3, the Illinois State Bar is going to be building a new building. They have not moved into new headquarters. Under CSE, the retreat is expected to generate \$2,000 after this year. They have not actually generated it.

PRESIDENT'S REPORT

A. Betty reported on the November President's meeting with the president's of NABE, NCBP and NCBF. The goal was to establish continuity. She believes it is important to continue doing what we're doing and also to predict the future so that we can plan for the future. Betty felt that it was an excellent meeting with presidents and feels that the groups are relating to each other and to DBS. She suggests that the president-elect be involved at the next meeting, which should be held earlier in the year than the November meeting this year. Keith suggested that the NABE/NCBP boards meet again simultaneously in Chicago in the future. Roseanne will carry this suggestion to NCBP.

B. The next officer's meeting will be Wednesday, March 21, 2001 at 11:00 a.m. CST. The purpose of the meeting is to stay informed, discuss moving items along and to identify issues.

C. The composition of the Program Committee was discussed and it was suggested that the committee may not be brought to full strength by the By-Laws do require 14 appointments.

PCNA Update

After the first officers meeting, Betty collected information from the eight bars that had expressed disappointments in PCNA. Betty also spoke with Peter Belise. Peter did not think that there are problems and suggested that PCNA not be a large sponsor. Betty put him in touch with Sponsorship Chair, John Norwine.

On a motion from Tom Tinder and seconded by Ev, a motion was made to 1) President Braden send a letter to PCNA terminating previous exclusive sponsorship agreement and reminding them that they owe \$1,500 for the San Diego meeting. 2) That John Norwine negotiate with PCNA to end the sponsorship agreement. 3) In the future any ongoing relationship with PCNA will be like that of other sponsor relationships.

The vote in favor of the motion was unanimous. John Norwine will talk with PCNA regarding the non-exclusivity as of the San Diego meeting. They are registered as a sponsor and expect to have a table but should have paid the \$1,500 before the meeting pursuant to Board policy. Elizabeth noted that PCNA is changing their name but never responded to the request from the DBS Staff to provide the new name. If a new sponsor cannot be found, NABE will lose \$2,000 sponsorship money and the printing of the next directory. It was noted that Legal Directories is at the San Diego meeting and sponsoring at the \$3,500 level for the reception Tuesday night. John Norwine will meet with them to negotiate a compromise.

E. **CLE Section**

Anne Scarle, Section Chair, will attend this meeting and make a report to the Board.

F. **Tuscan Environmental SWOT (Strengths Weaknesses Opportunities Threats)**

Betty suggested that the Board focus on SWOT at the Tuscan meeting so that we can address who we are as an organization.

G. **Review September, 2000 To Do List**

#19 – A policy is not needed because we are working under the current policy

#20 – Instead of sending letters, Betty said she is calling all Committee/Section/Forum Chairs as she wanted the personal touch.

#24 – It is not clear whether lists of all Committees/Sections/Forum members were distributed at the Membership Meeting.

#27 – Individual notes from Board Liaisons to groups who are doing things should be continued onto the next To Do List.

#32 – Since all Board members have not received the list of honorary members, Shelley is asked to do this.

On a motion from Tom Tinder and seconded from Cindy Zwick, the motion was made to send a thank you and congratulations to the Governmental Section for their successful workshop.

At this time, Allan Head, Chair of the Leadership Development Team, was introduced. The objectives of the committee are as follows:

1. Recognize opportunity and need for leadership.
2. Develop leadership within all of us to benefit our Bars at home.

Suggested steps:

1. Emphasis on leadership at the new member orientation.
2. Officers need to be more specific in requests for leadership. Leaders need to be identified and pursued for leadership positions.
3. Hold focus group discussions to discuss leadership.
4. Schedule leadership speakers in cooperation with the Program Committee.
5. There may be a need for a narrowly focused survey or questions that might fit into a larger NABE survey.
6. More effective communication from executive directors and Bar staff.
7. Education to develop volunteer leadership and management. Also, encourage State Bars to hold local BLI's.
8. Recognize leadership styles and volunteer leaders and mold them into effective leaders.
9. Leadership is a horizontal process. Develop followers so that they can become leaders.

Allan concluded his comments by saying we can all be better leaders.

Frank commented that he thinks that there is a void between what the executive directors do and what they could be doing. He believes executive directors need to be more proactive. Ev believes this is the most critical issue for all Bars, irrespective of the size. Executive directors need to be leaders so that they can help their Bars and help develop leaders and recognize different leadership styles.

Tom Tinder moved that leadership be the focus of the Chicago meeting and that Allan and the Leadership Development Committee work with the Program Committee. Additionally, Tom commented that there needed to be multiple meetings with the emphasis on leadership development but that this could begin in Chicago. The theme "Raising the Bar" is a fitting theme. Keith seconded the motion and asked if leadership development is a fundamental core value for the future or is it on a limited basis. Discussion followed as comments were made regarding leadership techniques, styles, different cultures, etc., in Bars. It was suggested that staff draw on universities who have leadership degrees. Questions were raised such as what constitutes a good leader? What are the educational topics/components of leadership and who is the audience? How do we serve different age groups? Following this discussion, there was a unanimous vote in favor of the motion.

Allan commented that there is a need for leadership in NABE and said that we should ask the membership to step up and accept leadership responsibilities. The result will be improvement of leaders in NABE. Allan noted that the concept idea came from President Braden and he wanted to give credit to her.

Cindy commented that at the Thursday business meeting comments should be made regarding where leadership is currently and where the Leadership Development Committee expects to go in the future.

Frank moved in view of this topic that NABE adopt leadership education as a long-term goal and to support the goal that the Leadership Development Committee be responsible for developing and establishing educational components in cooperation with the Program Committee to institutionalize this concept. Additionally, it was suggested that as part of the SWOT process in Tuscan, the Board look at the Strategic Plan. The vote was unanimous in favor of the motion. Betty requested that the Leadership Development Committee draft a plan for Board review at the Annual Chicago Meeting.

H. CLE Section

Anne Scarle, Chair of the Section, was introduced at this time. In view of the declining membership of the CLE Section, Anne was asked to speak with Section members and report at this Board Meeting. Her comments are as follows:

1. Bar CLE staff seem to get more out of ACLEA meetings than NABE meetings.
2. Anne approached ACLEA regarding mutual cooperation and to have them speak at NABE but received a luke-warm response.
3. Thirty-three (33) surveys were mailed to CLE Section members with ten responding.
4. The results of the survey will be incorporated into Stuart Forsyth's CLE presentation during the mid-year meeting and results will also be mailed to Section members.
5. The LISTSERV is not yet established and no one is willing to take on the responsibility.
6. The Thursday Section meeting agenda includes discussing evaluating the program "Log Onto to Learning."

Keith suggested that the Section might develop a partnership with CLE Regulators Organization.

It was noted that CLE staff specialists attend ACLEA. The strength of the other three NABE Sections has been that specialists attend the NABE Section meetings. Multiple-hat E.D.'s are usually the only ones in the CLE Section.

Tom Edmonds thinks that Section members need to assess their future and make decisions fairly soon. Cindy said it is always difficult to terminate but it is time to face the music and look at options. There are many topics but it might be too difficult to reenergize the Section. Frank commented that even though ACLEA may have better programming, NABE may be able to address the needs of the Section members through a LISTSERV or web page. There are alternatives for measuring success other than attending meetings.

Anne would like a decision regarding the Section by the Tuscan Board meeting. On a motion from Tinder and seconded by Paul, a motion was made to this effect. Recommendations will be needed by April 15, 2001. Keith suggested that Bar E.D.'s also be surveyed and agreed. All in favor of the motion.

PRESIDENT ELECT'S REPORT

A. E-Directory

1. Photo books - They are doing the Columbus Bar directory at a cost of about \$30,000 start up and \$2,500 every year.

2. Membersclick.com – They charge a \$400 set up fee to put in all the member data and \$80 per month. Additional fields can be added. Ten percent of everything paid could go to NABE should any Bars use them. Members can update their own information.

3. Legal Directory – When they sell ads they keep the revenue.

Diane will get proposals from these three for the April Board meeting.

B. Management Committee's Future

They will review and update the Strategic Plan. Diane suggested numerous changes.

VICE PRESIDENT'S REPORT

Tom Tinder suggested the issue of eliminating the Vice President position and having the Secretary be the person in line for the presidency be put on the April agenda.

TREASURER'S REPORT

Pyrz reported that there are currently 200 registered for the San Diego meeting and that the income may exceed the \$20,000 budgeted if registration numbers increase. The New York Annual Meeting figures are not all in yet but revenue should exceed expenses by about \$7,000.

He also commented that dues income surpassed the budget. No problems were noted with the dues increase and it paid off to have the Board members make follow-up calls.

Eighty thousand dollars (\$80,000) was moved to a money market account.

Due to a typo on the distributed financial report, Betty asked Tom to get a corrected version to all Board members.

As a point of clarification: the checking account does not earn interest but the savings account does. Tom Edmonds commented that we could set up a Sweep Account but the fees are high. Tom Pyrz then reviewed the 2000-2004 Financial Forecast. On a motion from Tom Tinder and seconded by Janet Paul, the Financial Report was approved and the vote unanimously in favor.

HOUSE OF DELEGATES REPORT

The always-eloquent Tom Edmonds reported that the ABA House of Delegates Agenda will not include ethics and multi-jurisdictional issues but they will be on the Chicago Annual Meeting agenda. Additionally, due to the frustration with the presidential election last November, a proposal will be presented to form a commission.

DIVISION FOR BAR SERVICES REPORT

Written reports were submitted to the Board prior to the meeting. Roseanne responded to Board questions regarding comments in her report.

In Libby's report, she wanted to note a correction. The Budget for Dues Collection was \$71,000, not \$71,330 as noted in her report. Dues revenue, in fact, exceeded the budget by \$330. She also noted that the CSC Retreat will receive \$3,000 for sponsorship from LEXIS. Maria has received web training, which will enable her to change the web and member database.

It was also announced that Shelley Joksimovic will be replacing Libby as the Staff Director for NABE.

LEXIS-NEXIS UPDATE

Tom Edmonds reported on behalf of the committee comprised of John Norwine, Mary Howerton and Janet Paul. This ad hoc committee is working with NCBP on a general policy of exclusivity for meetings through Chicago 2001. After that, there will no longer be exclusive rights. John is working to develop other prospective sponsorships. In a conversation with LEXIS it was noted that there is nothing wrong with LEXIS as an exclusive sponsor of an event but just not at NCBP/NABE meetings.

ELECTIONS COMMITTEE

Jim Sajevic is no longer at the Kansas City Metropolitan Bar Association. Therefore, a replacement is needed for the 2001 Elections Committee. On a motion from Ev and a second from Diane, Lois Zerrer, Executive Director, Springfield Metropolitan Bar Association, was appointed to the committee. All were in favor of the motion.

COMMITTEE/SECTION/FORUM REPORTS

A. By-Laws Committee

Chair Bob Wells reported that the Committee should be disbanded. They aren't used and this should be an ad hoc committee. It was also suggested that a parliamentarian could be appointed by the President.

There was also suggestion that the Elections Committee chair should receive nominations, not the President, but this will require a by-law change. By-laws may also need to be changed regarding the Vice President position. Diane suggested that we need this committee this year and Frank will communicate this to the Committee.

B. Surveys Committee

The bi-annual NABE Compensation and Benefits Survey results will be out this spring.

C. **Website Committee**

The Committee is in favor of:

1. An ad on the NABE home page.
2. Rotating ads on the front page – banner ads.
3. Ads having an ability to link to advertiser home page.
4. Coordinating with Sponsorship Committee to obtain agreement on what should be charged/package ads.
5. Meeting sponsors able to advertise on vendor corral that would list vendors for meetings.
6. More specific recommendations will be made to the Board at the April meeting.

Tom Pyrz asked if anyone is looking at ad costs. NABE should have someone looking at this for the members. Elizabeth said that the next white paper will be on web advertising. Cindy offered that Paige DePalo at the Arizona Bar could help with ad opportunities and cross selling. Frank stated that the Boston Bar is receiving \$30,000 in web ads and Janet offered that the Illinois Bar is selling ads.

It was recommended that there be ads on the web site and cross selling and also that the amount of staff time involved in ad issues be tracked.

D. **Governmental Relations Section**

In November this Section voted to increase Section dues by \$10 in order to address current annual funding deficits and expand offerings. On a motion from Tom Pyrz and seconded by Keith Norman the Board unanimously voted in favor of increasing the dues from \$20 to \$30 per member.

E. **State and Local Bar Liaisons Forum**

This Forum added special purpose Bars and requested approval of the new Mission Statement. On a motion from Tom Tinder and seconded by Cindy, the Board unanimously voted in favor of approval of the new Mission Statement.

SPECIAL TEAM REPORTS

A. **Knowledge Management Report**

Cindy reported that they are having difficulty with what this is. Susan Waters was invited to meet with the team after her presentation. The team is developing a survey; additionally, educational programs in the area of knowledge management are being considered.

B. Recognition Team Report

Janet reported on the recommendations and mission of the Recognition Team. The charge was to broaden awards for recognition. The question raised by the committee was "Should there be restrictions on the number of awards any one person can receive?"

Tom Pyrz suggested that the Partners in Success Award be for individual contributions for any one-year. Elizabeth said to use the word certificate or recognition with the Partners in Success versus award. Tom Edmonds suggested Partners in Success should be extraordinary and unusual and truly require unusual contributions by individuals. Betty suggested that the President's Award shouldn't be limited to one per year.

The committee will meet again to discuss the awards and the number of recipients per award and make recommendations at the April Board meeting.

OLD BUSINESS

Cindy Zwick reported on Learn 2.Com. Cindy reported that there are two issues. One is letting members know about the Learn 2 opportunities and to look at this as additional revenue for NABE. The Board chose not to take action.

Betty invited IILACE (International Institute of Law Association Chief Executives) to register for the NABE Chicago meetings. Secretary-Treasurer Diane Bourque outlined various times that IILACE members and the NABE Board could meet with them. However, those recommended times conflict with NABE scheduling. Betty will follow up with them.

Cindy suggested that there are unique opportunities in meeting with IILACE and we should communicate to NABE members that this group is meeting in Chicago at the same time as the ABA in August. Possibly we could invite the IILACE members to join us for the President's Reception or the Wednesday plenary session. They would need to pay for any costs.

The Chicago Board Meeting will be Tuesday, July 31, 2001 at 1:00 p.m. and the new Board will meet on Saturday, August 4, 2001 in the morning.

At this time President Braden presented a farewell gift to Libby from the Board. Board members were invited to express their individual thanks to Libby for the fine work she has done as the Board Staff Director.

Being no further business, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan L. Martin
Secretary