

NATIONAL ASSOCIATION OF BAR EXECUTIVES

ANNUAL BOARD MEETING

Saturday, July 8, 2000

**Hilton Hotel
New York, New York**

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

Betty Braden called her first meeting to order at 8:50 a.m.

Presidents Report

Betty welcomed new Board members Frank Moran and in absentia Keith Norman. She began the meeting by sharing with the Board her belief that the Board needs to provide vision for NABE because the members expect it. We also need to look to the future and communicate better with our members. In doing these things, it will be beneficial to NABE and to our home bars.

Diane O'Steen will be chairing the Management Committee this year for the purpose of establishing values for NABE. The Junior State, Junior Local and Junior At-Large Directors will be members of this committee. Tom Tinder, Mary Howerton and Frank Moran will be working on communication - how we can better use our web site and how we can get more members to visit.

Through various conference calls, Betty talked with all chairs and Board liaisons to specifically set goals and focuses for each. Board members will receive rosters of all committees/sections/forums and specific charges for each. Betty stated that the Board members are the "face" to all of the chairs providing information, ideas and input. Input should be both ways as the chairs may want to communicate back to the Board. Developing strong liaison responsibilities will show that we care and she hopes that we will, as Board members, take our responsibilities seriously. She encourages us to take initiative.

Sue commented that the Board needed direction and appreciated the time and effort that Betty had invested thus far. It is obvious that she has given her presidency a great deal of thought.

Betty is establishing Special Teams this year. She stated that we may have a task that is completed and over with in a short period of time or it may be that it continues through Diane and Tom's years. If a member expresses an interest in a specific area, let the DBS staff know so that they can be added.

Julie Armstrong, Chair, will be following up with new NABE members. Elizabeth said that the DBS staff will follow up with new executive directors providing a welcome packet which includes information on NCBF, NCBP, and NABE. This will give new members a chance to express interest and get involved. DBS will provide a list to Board members to make follow up calls to all new members. Betty wants us to focus on making this a better organization.

Continuing with her plans for the year, Betty said that she would like to have a teleconference call with all officers once each month to include the president, president-elect, vice president, secretary and treasurer. The officers are viewed as the leadership team. She believes that the Board can be more effective and the time between meetings used more effectively with these monthly conference calls.

The fall Board meeting will be held in Chicago on September 23 and 24, 2000. The meeting will begin with lunch at noon on September 23rd and will continue from 8:30 to 12:00 on September 24th. The mid-year Board meeting will be held on Monday, February 12, 2001 at 2:00 in San Diego. The spring Board meeting will be April 26-29, 2001 in Tucson. Board members should plan to arrive in time for dinner on April 26th.

Betty felt that the conference calls to all of the chairs with the liaisons went well. Budget sheets will be sent to the chairs so that they can comment on the amounts budgeted and whether more or less should be requested along with rationale for any changes. The Board will review requests at the fall Board meeting. Liaison and chair responsibilities were distributed to Board members for review. Any changes or additions should be given to Betty. On a motion from Tinder and seconded by Howerton, a motion was made to include the liaison chair responsibilities in the Operations Manual. The vote was unanimous. Chairs have expressed a great deal of frustration with meeting schedules during the annual and mid-year meetings. Betty said the chairs may schedule their meetings at times different from the master schedule but they need to notify Libby.

Pictorial Directory

There needs to be a person to work with Chair John Norwine to obtain pictorial directory sponsors with a goal to have this done this year or next year if need be. Tom Tinder suggested that we might want to just have digital pictures on the web site. There are privacy, security and replication issues. Diane said that she likes to take the directory to meetings and therefore would not be in favor of just the web site.

PCNA is doing the directory for 2000-2001 and it should be mailed by September 15th. The roster will be on the web site after the dues are in either in September or October. The bylaws and rosters of the committee/sections/forums are also in there. Being taken out will be dues information for each bar but the membership size will be available. Ev said she would like the budget information and Elizabeth said it would be incredibly time consuming but they could do it. The DBS directory does have budget information and this directory is available by subscription.

Tom Tinder said that the directory is the most valuable benefit NABE has. He thinks the process of doing the directory is just too haphazard. Tom Edmonds expressed the need to have a reliable publisher. Mary Howerton suggested that a focus group of Board members bring suggestions to the fall Board meeting regarding the directory. Diane will chair this with Tinder, Howerton, Sullivan and Martin serving. How it should look, what is included, plus directory sponsorship should be discussed. Diane will contact Dalton Menhall to obtain his assistance in getting names of photographers at the San Diego meeting.

Libby will talk with the ABA general counsel regarding the PCNA contract. Tom Tinder asked if we could sell ads for the pictorial directory.

Staff Directors Report

Libby commented that the dates for the annual meeting are incorrect in the Operations Manual. The correct date should be July 31-Aug. 4, not July 1-4.

Chairs were told that the Board agendas will be on the web site so that they can comment.

It was noted that the Program Committee has a good jump on the San Diego meetings. Sections will be meeting on Thursday afternoon. The Program Committee is still looking for a speaker but Bob Craighead as chair is doing a great job. NCBP is also working on their San Diego meeting.

Learn 2.Com

Cindy Zwick reported that there are two training products. One would be customized training available for bar staff or member office staff and the other would be on-line distance learning regarding office systems. She suggested that each bar would negotiate on their own. She believes that NABE could make this available and in return receive a kick back from registration fees or we could just inform our members of Learn 2. It could serve as a fundraiser for bars and NABE. Cindy will prepare two proposals for the fall Board meeting but will be unable to attend. Diane suggested that Learn 2 could be a part of the mid-year San Diego Tech Show. Tom Pyrz talked with Clarity and they offered that they might be able to host the NABE web site.

Mary raised issues regarding sections including:

- Administrative fees charged to sections
- Should there be carry over?
- How much staff time is devoted to sections?

This should all be discussed at the fall Board meeting.

Follow up on CSE

Dalton Menhall, Past President of NABE, was at the New York CSE Committee meeting and said that he helped establish CSE. He said it was established as an exclusive committee for CSE's. Discussion at the CSE Committee meeting centered around the issue of having two non-CSE's sign up for the committee this year. The committee felt it would be a mistake to have non-CSE's on the committee. Currently though there is nothing to prevent non-CSE's from signing up. Frank Moran, as former CSE Chair, believes that the CSE Retreat must absolutely be closed to CSE's. Betty suggested that she, Frank Moran, Tom Tinder, Diane, Elizabeth and Libby have a conference call with Co-Chairs Liz Price and Alex Lagusch to discuss who should be on the CSE Committee, whether it should be a section, etc. Eligibility requirements should be established to exclude non-CSE's but NABE wants to be viewed as an inclusive organization. The CSE Committee needs to talk about the ground rules and then the Board needs to act. Betty believes the Board needs to resolve this issue. Tom Edmonds believes the bylaws need to express who is on the committee.

CSE needs to make a recommendation to the Board after the issues are clear. Frank will talk with Liz and Alex regarding the Retreat being exclusive to CSE's and committee membership. Number twos attending CSE's should also be discussed.

Appointments to committees and sections on Page 24 in the Operations Manual was discussed. The sign-up form needs to say "limited to CSE's." Cindy believes it is extremely important how the results are communicated.

Betty, Tom Tinder and Diane attended the joint officers meeting Saturday morning, hosted by the ABA Standing Committee on Bar Activities. NCBP is concerned about Lexis. The leaders of the two sponsorship committees will meet to talk about issues and resolve the Lexis issue so that it is amenable to both. Tom Pyrz thinks we need to know the impact either way. Tom Edmonds believes NABE needs a fallback position in the event that things go south.

Tom Pyrz will talk to John Norwine, Sponsor Chair. He suggested that the size of the Sponsorship Committee is too small and needs to be increased. If LoisLaw calls he should ask what they are prepared to contribute.

Libby will be on maternity leave mid-October until January 1, 2001. Elizabeth will be the point person for NABE.

Being no further business the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Susan L. Martin
Secretary

* See "To Do" list