

PLL Executive Committee Meeting - July 24, 1996

In attendance, Michael Saint-Onge, Mary Smith Forman, Anne Ellis, Karl Gruben, Joan Jarosek, Sabrina Pacifici and Jean O'Grady.

Michael Saint -Onge called the meeting to order at 3:10pm and moved(seconded by JJ) to dispense with the reading of minutes from yesterday.

Reports:

Karl Gruben reported he had one person at Standards Committee. There was a brief discussion of problem of getting committee volunteers. During the next year the Standards Committee will update the job descriptions it published this year .

Officer's Reports

Michael Saint-Onge, commented on the success of the PLL lunch with speaker Herb White. An additional 14 tickets were sold at the door. PLL would like to formally thank the efforts of Holly Moyer of Lexis-Nexis and Donna Heroy of Alert Publications.

Mary Smith Forman -Noted a problem with vegetarian lunches at this year's lunch and suggested that a system for signing up for vegetarian lunches should be put in place for next year.

None of the other officers had anything to report

Old Business

Proposed Budget

Variation of income from PLL Perspectives noted. SP reported that money went to AALL headquarters in October or November 1995. SP and JJ noted the need to get reports from headquarters on PLL Perspectives income . The report from headquarters only reports \$7,725. JJ added \$4,000 from Jeff Bosh, Advertising Manager for Newsletter and calculated a total income of \$11,000. It was noted that the discrepancy may be from fact that money comes after ad is printed not when purchased. SP noted that we have always been paid by every advertiser. PLL Perspectives ad revenue will be left at \$12,000. SP will request quarterly reports from headquarters.

Grant for unemployed PLL Board Members to attend AALL. \$1,000 is in budget it was previously approved by the Executive Committee at \$750; it will be left at \$750.

The amount budgeted for the PLL Past Chair to attend the Association of Legal Administrators Conference was increased from \$1500 to \$2,000.

Mary Smith Forman motioned to approve budget with this modification. Sabrina Pacifici

seconded the motion.

Strategic Plan

It was noted that PLL needs a strategic plan. The Executive Committee agreed on the dates of November 9th to 12th are best dates for members to go to Chicago to meet with a facilitator. MSF to report back by 8/15/96.

Partnering with Other Organizations

Michael Saint-Onge noted the need to work with other organizations and to participate in their programs Among the organizations targeted are SLA, PLI, ALA, ABA Law Practice Management

One suggestion is to work with the Practicing Law Institute to make their program "Managing the Private Law Firm Library" available to PLL Members in other locations.

ABA - Law Practice Management holds the Tech Show each year in Chicago and Jean O'Grady will get information on participation.

SLA - There was a general discussion of the fact that some members feel threatened by the SLA Legal Division. Karl Gruben will talk to the liaison of that group.

ALA - A discussion of whether we should we try to get a slot by doing vendor program which costs \$250, plus food and incidentals. Michael Saint-Onge - will create task force to approach ALA and get programs in place and will check with Peter Beck since headquarters has to sign the contract.

E-Mail Policy

There was a general discussion of whether e-mails among members can be sent to interested non-members such as nominees to the committee. Michael Saint-Onge will find out whether other organizations including AALL have e-mail policies. SP also offered to get sample policies.

Financial Proposals and Form

There was a general discussion of how we distinguish between proposed and final budget items. No action taken on changing budgeting process to clarify budget and authorization to Sabrina Pacifici.

Forms

All forms requesting reimbursement should be sent to Joan Jarosek who will then send to headquarters.

Purpose of Newsletter

There was a general discussion of the purpose of the newsletter. Making money or getting the word out? PLL only gets \$6.00 per member of the \$12.00 dues and the newsletter currently costs approximately \$6.00 per member per year. It was agreed that the purpose should remain “getting the word out.”