

**National Conference of Bar Foundations
Board of Trustees Meeting Minutes
October 12, 2018**

Attendance: Deborah Auspelmyer, Leslie Barineau, Daniel Burns, Mary Groth, James Huggler, Elizabeth McElroy, Candice Pace, and Andrea Stone.

ABA Staff: Rebecca Green-Jablonsky, Pamela Robinson, and Alpha Brady.

The meeting was called to order by President Andrea Stone at 8:30 a.m.

Membership

Mr. Huggler gave a comprehensive membership report, noting that the Membership committee will reach out to lapsed members. Ms. Groth noted that she has a lapsed membership survey she can share for uploading to the website resource library. Mr. Huggler noted that it would be helpful to have a list of all of the Bar Foundations within the United States. Ms. Green-Jablonsky will research if one exists, if not Ms. Groth has an intern that could put one together. Ms. Auspelmyer noted that she may also access a list of affinity bars in New York.

Mr. Huggler reported on the survey responses regarding annual meeting programming. Overall the responses were positive. Discussion ensued regarding the shared plenary in the morning program and how the NCBF can be involved in the planning discussion going forward. Ms. Groth will reach out for the San Francisco meeting. Mr. Huggler also reported that the data showed that we need a larger social media presence and members would like IOLTA & NCBF to work more closely together. Discussion ensued regarding the possibility of offering a discount or ala carte pricing for other organization members to attend NCBF programming.

Mr. Huggler reported that postcards were being disseminated for board members to sign inviting members to come to the Las Vegas meeting. This is a new initiative suggested by Ms. Auspelmyer we are hoping to continue for all meetings. Ms. Pace suggested having a one page flyer about what the NCBF is and does available in Las Vegas.

Listserve

Ms. Stone reported that the Listserve is now on the website and it is important for the content to be fresh. Mr. Burns will use the Listserve to ask for resource materials as well to continue to update our resource library.

The possibility of doing a new compensation survey was discussion as this is a valuable membership resource. Ms. Robinson noted that other organizations do compensation and benchmarking surveys successfully. Ms. Green-Jablonsky will look into how much it would cost to do such a survey based on other organization efforts.

Committees

Ms. Stone reported on the committees for the year. Ms. Barineau noted that outreach is needed to engage non-board members in committee involvement. Ms. McElroy volunteered to Chair the Award Committee, Ms. Barineau volunteered to assist.

Ms. Stone reported that seats must be filled on the Board; we have received 2 resignations. Discussion ensued regarding the number of Board members needed with the consensus there are 2 seats to be filled. Lisha Nelson and Liz Volpe had expressed an interest in serving and Pam Dodge from Alabama. Leslie will reach out regarding interest. Prior Board member Tom Tinder was also suggested for consideration. The consensus of the Board was to invite Mr. Tinder back to serve. Ms. Green-Jablonsky will review bylaws regarding the process on filling seats and distribute a list of candidates discussed to the Nominating Committee. Ms. Barineau will gather bios and prepare a short-term and long-term list of potential candidates. A committee call will then be scheduled and the candidates will be presented to the Board for consideration. Ms. Stone reported that a Sponsorship Committee will not be active this term as she views it as everyone's responsibility to work on.

Communication

Ms. Barineau asked that the meeting calendar must be updated and distributed so everyone can get upcoming meetings and conference calls on their calendars. Discussion turned to the possibility of updating the NCBF manual. Members have found it as a useful tool. Ms. Green-Jablonsky reported that she and Steve have worked on converting the document into a word file so it is now easier to update. Ms. Auspelmyer inquired about the copyright/permission parameters. Ms. Green-Jablonsky will research the agreement so we can have a discussion with the original author Chris Neubold. The suggestion was made to contact Bob Glaves as he was on the committee that initiative the project. It was also suggested to remove the document form the website temporarily until it is updated as many items are outdated. Ms. Auspelmyer volunteered to contact Mr. Neubold.

Social Media

Ms. Pace reported on the new social media accounts including LinkedIn and Facebook. She noted the need to build an audience and invited Board members to join the groups and share the links. The suggestion was made to link speakers to the pages once they are confirmed and create a social media tip page. Ms. Pace suggested a social media policy be developed, all were in agreement.

Staff Support

Board expectations of ABA staff were discussed. Ms. Robinson noted that as the NCBF is the smallest membership organization and many internal changes have been made, we may need to re-evaluate our expectations and determine what essential support is needed. Discussion ensued regarding how to best utilize Ms. Green-Jablonsky's time as it is split between NABE and NCBF. The suggestion was made to develop a list of expectations for review. Staff will then report what is possible to accomplish. Ms. Auspelmyer inquired about documents saved and maintained for historical purposes in case there is a future loss or change of support staff. Ms. Robinson and Ms. Jablonsky-Green will look into and inform the board.

Mid-Year Meeting

Discussion ensued regarding venues for the Thursday night dinner in Las Vegas and if the NCBF would like their own event or to hold another joint event with NCBP. The consensus was to hold our own event but perhaps utilize the same venue if it offers a cost savings. Ms. Stone reported there may be opportunity to joint programming with NABE and at this time it is understood that they will continue to hold two meetings per year through 2021.

Excellence Award

Ms. Green-Jablonsky reported that the message asking for nominations is scheduled to go out on October 18. She will send the form to Ms. McElroy to review prior to sending. Ms. Auspelmyer suggested sharing the application on our social media pages.

Website

Ms. Stone reported that we are waiting for information from ABA staff to update the membership directory before promoting the new site. The timeline was discussed and Ms. Green-Jablonsky reported that she will review the membership list for accuracy and get the membership information to Wyatt after the meeting. She will also check to see what receivables have come in so that the membership information is current. It was noted that the message regarding registration for the Las Vegas meeting provided by DBS is still linking to NCBP and this needs to be fixed. The consensus is that this is a high priority.

There being no further business to discuss, the motion to adjourn the meeting was made by Ms. Groth and seconded by Ms. Barineau. The meeting was adjourned at 12:00 p.m.

Respectfully submitted,
Deborah A. Auspelmyer
NCBF Board Secretary