

**PLL-SIS Executive Board Meeting
November 11, 2014**

The meeting was called to order at 3:32 p.m. The following were in attendance:

Cheryl Niemeier, Chair
Jean O'Grady, Past Chair
Scott Bailey, Chair-Elect
Emily Florio, Treasurer
Marcia Burris, Board Member
Saskia Mehlhorn, Board Member
Nancy Rine, Secretary

Emily moved to approve the minutes from the October 14th meeting, Jean seconded, and the minutes were approved.

Emily provided the Treasurer's Report. She received the preliminary financial report from AALL and it includes Summit expenses and revenue as follows:

Revenue (vendor sponsorship and registrations):	\$ 69,216.00
Expenses (speaker travel/accommodations; AV equipment; food; signs; miscellaneous)	<u>\$ 58,350.65</u>
	\$10,865.35

Emily reported that the balance as of 9/30/14 is \$78,882.20, which is approximately \$17,000 more than the same time last year.

Old Business

- **PLL Name Change/Strategy Session** - Cheryl asked for thoughts on the session and the summary report. Discussion turned to the draft communication that Cheryl had circulated on the name change survey. Cheryl agreed to tweak the introductory language based on the group's comments, presenting the four names as the cumulative efforts and member input on this initiative. She'll share the revised draft and then send out the survey by Thursday, 11/13.
- **Salary Survey Job Titles** - Saskia discussed the spreadsheet summarizing the recommended changes that she had distributed prior to the meeting. She plans to eliminate those titles that do not appear germane to a law firm setting, the goal being to narrow the list to approximately ten titles which should yield more meaningful data. Once completed, Cheryl suggested that each Board member take two or three titles and work on the corresponding job descriptions. She also recommended sharing the revised titles/descriptions with ALA and will reach out to Scott Snipes, the AALL/ALA liaison.

New business

- **By-Laws** – Jean and Cheryl provided a recap of their conversation with Johanna Bizub, Co-Chair of the By-Laws Committee. Johanna will be providing a draft of the proposed changes to the by-laws, and Cheryl will follow up with her. Johanna advised being more general with Committee and Group names to allow for more flexibility. Johanna also recommended sending the nominations ballot and the by-laws ballot at the same time. Cheryl spoke to Sara Raffel, Chair of the Nominations Committee. Sara has worked up a timeline: call for nominations will be December 1st, second call will be in the mid-December, final call in January. Cheryl noted that the absolute deadline is May but the goal is to send out the ballots on March 1st.

- **Summit Update** – Marcia reported that a conference call is scheduled for Thursday to brainstorm session themes and speakers. Jean volunteered to join – she said that she had recently attended a College of Law Practice Management program which included interesting, interactive tracts that she'd be happy to share. Marcia will also invite Steve Lastres to participate on the call.
- **Infinite Conferencing** – Emily discussed the upcoming replacement of GoToMeeting in mid-December with Infinite Conferencing. She said that the existing webinars on GoToMeeting will be downloaded before then so that they can be moved to the new system. Emily will share the specifics of the new system with the Education Committee and an abbreviated version with the Board. She noted that more people will be able to view the webinars on Infinite Conferencing, the account will not be under just one name, and it will cost less than Go To Meeting.
- **AALL 2015 Management Institute** – Cheryl reported that she had received a suggestion from the SIS Council to offer a PLL Grant to the Institute. After discussion, she moved to offer a grant to a PLL member, including registration, travel, and hotel. Nancy seconded and the motion passed.
- **AMPC 2016 Strategy** – Scott recounted his conversation with June Liebert about AMPC programming in 2016. June wanted to explore the possibility of dismantling the Summit and consider whether the existing content teams would be a good vehicle for PLL participation and programs in the Annual Meeting. After discussion the Board agreed that a formal response to AALL is required. Jean and Scott agreed to draft and will circulate before the December meeting. Jean also added that it would be very helpful to have more demographics on our membership. Cheryl agreed and will add to next month's agenda.

The meeting adjourned at 4:49 p.m.