

PLLIP-SIS Executive Board Meeting
December 12, 2018
Minutes

The meeting began at 3:04 pm EST

The following were in attendance:

Diana Koppang, Chair
Saskia Mehlhorn, Vice-Chair/Chair Elect (joined call later)
Julie Pabarja, Treasurer
Jeremy Sullivan, At Large
Elaine Egan, Past Chair
Janet Peros, At Large

Absent:

Cynthia Brown, Secretary

The minutes of the November 16, 2018 Executive Board meeting were presented for approval. Elaine Egan moved to approve the minutes, Jeremy Sullivan seconded and the minutes were approved.

Julie Pabarja presented the Treasurer's report. There were no expenses incurred for the month.

The following committee updates were presented:

- Grants – Three grants were awarded to the AALL Management Institute. Andre Davison – BlankRome, Karen Whitney - Perkins Coie and Karen Grushka - Proskauer
- Continuing Education – Town Hall meeting is being planned. Ideas were brainstormed regarding content and format. Jean O'Grady is planning program on innovative small and mid-size firm professionals week of February 4th. We should submit names to her.
- Summit-Meeting next week
- Nominations-Elaine to reach out to committee in January.

There was a discussion regarding the Summit budget. Christine & Christina (Summit co-chairs) are working with AALL and Diana on reviewing past Summit budgets. This will give us a sense of the money coming in, and the money going out for the Summit. The three main costs are food & beverage, accommodation and speaker honorariums. The reception is sponsored by Bloomberg and paid in full by them. AALL solicits sponsorship every year. We continue to make a profit every year. The most variable costs each year are the speaker costs since the other costs are set by AALL. Sponsorship money to AALL has declined in recent years generally. There was discussion on introducing guidelines for the Summit budget so that the committee and future chairs have written guidance that will assist them in the future. There was a discussion on how we will track Summit costs and budget going forward. Jeremy, Julie and Diana will have a call with the Summit chairs on budget/costs.

There was a discussion on Awards. February 1st is the deadline to submit nominations. We should try to nominate as many PLLIP members as we can for awards. We discussed possible nominees for several awards and everyone was encouraged to submit names for nominations.

Saskia & Cynthia's ABA program is coming up on January 31st.

Having no other open business, the meeting adjourned at 3:50pm EST