



LegalWriting  
institute

**LWI BOARD OF DIRECTORS  
BOARD MEETING MINUTES**

Monday, August 15, 2016 (3:00 p.m. CDT)

Conference Call Number: (712) 432-0180

Access Code: 792377#

**I. CALL TO ORDER**

Meeting called to order at 3:05 p.m. by Kim Chanbonpin.

**II. ROLL**

- A. **Board Members Present:** Linda Berger, Mary Bowman, Bob Brain, Kim Chanbonpin, Iselin Gambert, Kim Holst, Alison Julien, Samantha Moppett, Jason Palmer, Judy Rosenbaum, Rebecca Scharf, & Kristen Tiscione.
- B. **Board Members Absent:** Candace Centeno, Cassandra Hill, Sue Painter-Thorne, Mark Wojcik
- C. **Other Parties Present:** Wanda Temm (President of ALWD)

**III. OFFICERS' REPORTS**

- A. **President's Report** (Kim Chanbonpin)
  - 1. Posed question to board—would anyone volunteer to remain unmuted on the call for future calls? Judy R. volunteered to do so for this call. Kim C. will assign “unmuted” participants for future calls.
  - 2. Update on website—working with Kristen Murray and Brick Factory on the new site, more details to follow (likely in September)
  - 3. Committee list will be updated and distributed soon
  - 4. Info about board retreat—issues of diversity (as brought up in Teri McMurtry-Chubb’s resignation from ALWD) to be part of the agenda
  - 5. Legal Writing week—Darby Dickerson at Texas Tech (current president of Scribes), Ruth Anne Robbins is the LWI representative on the committee, Kim C. received an email from Wanda Temm with ALWD regarding ideas for legal writing week
    - a. Still in the initial planning stages
    - b. General Concerns: What are the goals, what do we hope to accomplish, would this add additional burden on Legal Writing professors—how can this be made into something more supportive than burdensome

- c. Specific Concerns: Is there any issue with highlighting one law school course/discipline over others (e.g. no national contracts week)
  - d. Discussion followed—there is a library week, can we coordinate with law firms, outreach is one of the goals, Kris T. volunteered to share research with Ruth Anne and Bob B. because she has looked into how to establish a National Legal Writing Day in the past, Bob B. is on the committee on behalf of the AALS Section on LWRR
- B. President-elect's Report** (Kris Tiscione)
- 1. Started working on forming committees and organizing things for LWI Biennial in 2018 at Marquette
  - 2. Professional Status committee will be speaking at the SALT Conference on modeling social justice at home, meaning treating all faculty equally
- C. Treasurer's Report** (Candace Centeno)
- 1. Sent an email with summary of report in email prior to meeting
- D. Secretary's Report** (Kim Holst)
- 1. Minutes—motion to approve July minutes, seconded
  - 2. Thank you to Kris T. for serving as the backup note taker. Requested that backup note takers send minute notes to Kim H. within a week after the meeting. Backup note taker for September will be Mark W.

#### **IV. OLD BUSINESS**

- A. 17<sup>th</sup> Biennial Conference Report** (Kim C./Jason P.)
- 1. Final numbers are still coming in
  - 2. 553 attendees (502 attendees and 51 guests)
  - 3. Approx. 437 attended the gala—stayed very close to budget on gala even though we had higher than anticipated attendance
  - 4. Collected approx. \$272,000 on Cvent (included sponsorships), more than doubled sponsorships from 2014—both corporate and law school sponsors were up, positive feedback received from sponsors (Congrats and thanks to Tonya K. on her hard work with creating packages for sponsors)
  - 5. Hotel—very close to what we budgeted; room block was good, ended up with approx. 400-410 room block that we filled.
  - 6. Jason indicated that the event planner was money well spent and helped things run smoothly—particularly with the gala; Iselin also indicated that being able to visit and scout the venue beforehand was very helpful.
  - 7. Praise was given for the conference and how well it went across the board.
  - 8. Big thanks and congratulations were given to all the committee members: Kim Chanbonpin, Steve Johansen, Sandy Patrick, Jason Palmer, Tonya Kowalski, Kim Holst, Susie Salmon, and Iselin Gambert.
- B. Board Retreat** Kim C.
- 1. Dates: Friday, Sept. 30-Saturday, Oct. 1.
  - 2. Location: John Marshall Law School, Chicago, IL

3. Travel planning: if your school will not support your travel costs to attend the retreat, LWI Board will likely be able to cover reasonable expenses; Kim C. will touch base with Candace regarding the amounts, etc.

## **V. NEW BUSINESS**

### **A. LWI Lives—Bob B.**

1. Committee wants Board feedback on change in production schedule—previously there were 3 co-chairs with 3 reporters on each team, resulting in 9 issues in a year; could this be reduced to 3 issues in the year instead?
2. Discussion followed—committee should do what works best for them; while it's fun and enjoyable to receive, it's not critical that it's received monthly; drop from 3 for each team to only 1 seems like a bit of a big drop—perhaps 2 for each team would be better—about once every other month.

### **B. Writers Workshop—Kim H. (see materials posted in Box)—action items**

1. Approve new governing board members, motion from Governing Board, seconded. Discussion followed. Voted to approve the appointment of Cynthia Adams and Ken Chestek to Governing Board (Kim H. abstained from the vote). Board suggested that Governing Board continue efforts to recruit attendees that are newer and continue to get the word out about the workshop in the future.
2. Appoint LWI Board liaison to governing board—Judy R. will be the liaison to the governing board.
3. Summary of 2016 workshop—posted in box.

### **C. Applied Legal Storytelling—Kim C. (appoint committee)—Jason P. will be the LWI Board liaison**

### **D. Awards Committee—Mary Lawrence Award-Alison J.**

1. Given biennially, Awards Committee would like to make it easier for Mary Lawrence to attend the presentation.
2. Lewis & Clark will be hosting a One-Day Conference on December 2, 2016 and the committee would like to present the award there.
3. Discussion followed. The board recommends that the committee take into consideration whether there will be sufficient attendance (One Day Workshops have fewer attendees than other regional or national conferences) and if it will be difficult for the recipient to attend if it is presented at Lewis & Clark.

## **VI. MOTION TO ADJOURN**

- A. Seconded and approved unanimously. Adjourned at 4:06 p.m. CDT