



## Agenda

- I. **Call to Order**—Meeting called to order at 3:02 p.m. CDT by Kim Chanbonpin
- II. **Roll**
  - a. **Board Members Present:** Linda Berger, Bob Brain, Candace Centeno, Kim Chanbonpin, Iselin Gambert, Cassandra Hill, Kim Holst, Alison Julien, Samantha Moppett, Sue Painter-Thorne, Jason Palmer, Rebecca Scharf, & Kristen Tiscione. Judy Rosenbaum joined the call at 3:30 p.m. CDT.
  - b. **Board Members Absent:** Mary Bowman, Mark Wojcik
  - c. **Other Parties Present:** Karen Sneddon (LWI Journal Board), Jen Stevenson (AALS Liaison), Ellie Margolis (DBWG)
- III. **Officers' Reports**
  - a. **President's Report**—Kim C.
    - Blackwell award committee update—the committee recommends the approval of Melissa Weresh as the recipient. Approved. (To be kept confidential until an announcement is posted on the listserv.)
    - One-Day Workshops-seven schools are hosting on a range of different themes. Tracy McGaugh Norton and the faculty at Touro have submitted a proposal for hosting a One-Day Workshop as an online workshop. Concerns regarding whether this would take away from other on-site workshops, amount of registration fee, length and structure of the online workshop, as well as benefits such as greater opportunity to participate were discussed. A suggestion to cap the number of attendees for the online workshop was made; members felt that it would not likely take away from the other workshops given the limited focus and the possibility of attending both the online workshop and a live workshop. Motion to approve online one-day workshop proposal made and seconded. Approved.
    - Additional language for LWI awards' CFPs (specifically for Golden Pen, but will likely be added to all LWI Awards)—The suggested language is as follows: “ The committee encourages nominations that represent the broad range of people and organizations committed to clear legal writing. The committee especially encourages nominations of people of color and members of other traditionally under-represented groups.” A suggestion was made to add women to the list (particularly since women are not under-represented in the field). Motion to approve the language with the friendly amendment of adding women to the list for the Golden Pen Award made and seconded. Approved. Kim C. will suggest



to the committee to consider adding this type of language more globally to all the awards.

- b. President-elect's Report—Kris T.
  - 2018 Biennial Conference update: Conference Co-chairs: Rebekah Hanley & Sherri Keene, Program Co-chairs: Erin Carroll & Wendy Humphrey, Site co-chairs: Alison Julien & Sue Bay
- c. Treasurer's Report—Candace C.
  - Report on Box
  - Request for travel expense reimbursement—1.) Board members whose schools do not reimburse— up to \$1,000 per board member to travel to the retreat in Chicago, motion made and seconded. Approved. For those who need reimbursement, keep receipts and contact Candace; 2.) members of the professional status committee members whose schools do not reimburse to attend SALT and present on behalf of the Professional Status Committee— \$1,900 total (for Lucy Jewel, Ruth Anne Robbins, and Mel Weresh). Concerns were raised and discussed regarding whether this was good precedent. Motion made and seconded. Approved.
  - Biennial Conference raised approximately \$65,000—final numbers will be available in October.
- d. Secretary's Report—Kim H.
  - August minutes—motion to approve, seconded.
  - Thank you to Rebecca S. for serving as backup note taker. Backup note taker for October will be Judy R.

#### IV. Old Business

- a. Board retreat—Kim C., Kim will send out a draft agenda soon
- b. Memorial gift for Ruth Anne R.'s father—Exec. committee sent a \$100 gift to a charity indicated by the family. Motion to ratify action moved and seconded. Approved.
- c. Applied Legal Storytelling—Kim C. (appoint committee)—Jason P. will be the liaison to the committee
- d. Follow-up re: LWI Lives schedule—Bob B. —the committee decided to publish one every other month.

#### V. New Business

- a. Proposal regarding reimbursement for LWI Board members and Professional Status Committee members attending retreats/meetings—Candace C./Kim C. (posted in Box)—covered in Treasurer's Report.
- b. LWI Biennial Conference Report/amendments to Cvent/Crowdcompass contracts—Jason P./Kim C.
  - we are short for registrations if we want to use this for the One Day workshop, there are costs for each registration above our contracted amount or we can



pre-purchase additional memberships. Motion made and seconded to amend contract for whichever option is less expensive. Approved.

- We have a single license to access the website (which meant Jason did all of the work on the website for the Biennial Conference). Additional licenses will allow more members to use the website. Motion made and seconded to approve two additional licenses for \$350. Approved.
- c. Legal Writing Scholarship Award proposal from Discipline Building Working Group (posted in Box)- Ellie Margolis presented the proposal from the committee, questions about whether there would be money (not at this time), timing were discussed. The list of members for the inaugural selection committee consists of a blend of experienced scholars from a variety of backgrounds. The committee proposed an inaugural selection committee and a name for the award.
- Proposal to name the award the Teresa Godwin Phelps Award for Scholarship in Legal Communication (upon agreement with Teresa Godwin Phelps). Approved.
  - Proposal to approve the inaugural selection committee. Approved. (Linda B. abstained from both votes as a member of the committee.)
- d. Mary Lawrence Award update—Alison J., the committee met and propose the following: to present the award at either the Lewis & Clark one-day workshop or at AALS depending on Mary Lawrence’s availability and the recipient’s availability. They also suggested that there may be video feed of the award presentation depending on the location. There was no objection from the Board.
- e. Where to Publish Guide from all-editors retreat (posted in Box)—tabled until next month

VI. **Adjourn**

- a. Motion made and seconded. Approved unanimously. Adjourned at 4:04 p.m. CDT.