



### Agenda

- I. **Call to Order**—meeting called to order at 1:03 p.m. CST.
- II. **Roll**
  - a. Members Present: Linda Berger, Mary Bowman, Bob Brain, Candace Centeno, Kim Chanbonpin, Iselin Gambert, Kim Holst, Alison Julien, Samantha Moppett, Jason Palmer, Judy Rosenbaum (joined at 1:05 p.m.; left at 2:00 p.m.), Rebecca Scharf, & Kristen Tiscione
  - b. Members Absent: Cassandra Hill, Sue Painter-Thorne, & Mark Wojcik
  - c. Other parties present: Josh Einbinder (Brick Factory), Lindsey Gustafson (LWI Journal)
- III. **Approve January 2017 minutes** (posted in Box)—motion to approve, seconded. Approved. (Kim H. abstained because she was not on the call last month.)
- IV. **Officers' Reports**
  - a. President's Report—Kim C.
    - i. Reminded folks to get in touch with committees that you are the liaison to and report to Sue P-T. with updates. It was mentioned that the updated committee list was not on the LWI website.
    - ii. Applied Legal Storytelling—July 11-13 in Washington D.C.; we'll have our Board Retreat in conjunction with that conference. Meeting will either be the day before or after the conference. Main item of business will be site selection for 2020 conference.
  - b. President-elect's Report—Kris T.
    - i. Contract and budget for Cvent is likely to be up for discussion soon, considering adding a function to the existing contract to handle things like collecting proposals. Kris will be looking at the costs and ways to manage the costs.
  - c. Treasurer's Report—Candace C.—see budget approval under old business.
  - d. Secretary's Report—Kim H. Thanks to Alison J. for serving as back up note taker. Back up note taker for March will be Cassandra H.
- V. **Old Business**
  - a. Committee updates
    - i. Administrative options (Kim C.)—executive committee discussed the questions posed by the committee, a report from the Admin Options committee will likely be returned to the EC in the next couple of weeks.



- ii. Moot court committee (Kim C.)—call for proposals for the moot court conference
- iii. Writers Workshop (Kim C.)—possibility of hosting the workshop at the Lat/Crit space in Florida is a potential option to help with cost savings.
- b. Budget approval (Candace)
  - i. New request from LWI Monograph \$440 for postcard printing
  - ii. Candace highlighted items in the budget (posted on Box)—do we want to fund a monetary award for LeClerq Courage Award
  - iii. There were more costs in the last cycle that we previously have had. We will have a shortfall, but that was anticipated.
  - iv. Three items of discussion—Drupal, Writers Workshop, Second Draft request (with website): Kim C. highlighted that even though our funds have decreased, we are not in danger of going bankrupt at this time and we knew that the 2016 Biennial Conference would not make as much money. A question was raised about the projected income from the Storytelling Conference—the income will come to us, but they don’t always have income, so it’s hard to anticipate.
    - 1. Second Draft: current request makes sense, but there is some hesitation with the website redesign request; the reason for new technology for Second Draft is to distribute it and archive it so that it can be searched and used more frequently, it will make it more valuable for the community in the long run. It doesn’t make sense to invest in a third website until we know how things will work on the new LWI website. Maybe volume conversion and indexing is something that we will be able to have Brick Factory do once the new website is up and running. Motion to accept budget line as written (without website redesign) made and seconded. Approved. (Iselin G. abstained because she is on the Second Draft Board). Post script: Bob requested that any functionality that we explore for Second Draft also be made available for LWI Lives.
    - 2. Drupal: Kim C— suggested that we purchase the quarterly updates with monthly fixed fee. It seems to make sense to invest in this given how much we have already invested in the website. An open source website might have more potential for issues without having regular updates. It makes sense to see what happens this year and assess the value after the first year. Concern was raised about why these updates are not considered maintenance. Discussion ensued about the value of quarterly maintenance v. some amount less than that. Motion to accept budget line as written (with quarterly updates) made and seconded. Approved.
    - 3. Writers Workshop: We’ve committed to having this program for at least this year. Discussion regarding amounts and costs followed (much was recapping points discussed during the January meeting). Motion to accept budget line as written (\$10,900 in 2017, \$7,000 in 2018) made and seconded. Approved. (Kim H. abstained from the vote) Post script:



message to WW Governing Board that this amount is still considered high and WW Governing should continue to work toward keeping those costs down.

- v. Motion to approve overall budget made and seconded. Approved.
- c. One Day Workshops (Jason P.)—a report will likely be available at the next meeting. One concern that has occurred regularly is that there are a small number of attendees who do not pay, but still attend the conference.

**VI. New Business**

- a. Brick Factory info (Drupal)—Josh Einbinder (principal at Brick Factory)—website is almost ready to go. Monthly maintenance fee approved in December. Quarterly updates on the Content Management System (CMS) were recommended—the service our website is using is Drupal. The quarterly updates would be managed by Brick Factory, they would assess the recommended updates (to plug-ins etc.) and update as needed. This will help make the website run more smoothly and helps to make it less vulnerable to a cyberattack. Discussion was raised regarding what happens if an update came in at the beginning of the quarter, whether we'd get information about the types of updates were made. Josh indicated that if a critical update came in, the update would take place as needed
- b. Possible statement from LWI regarding Presidential Executive Order on Reducing Regulations and Controlling Regulatory Costs—tabled.

**VII. Adjourned** at 2:06 p.m. CST. Next meeting Friday, Mar. 24, 2017 at 1:00 p.m. CDT