

LegalCORPS Board Meeting Minutes: September 23, 2004

Attendees: Jim Baillie, Charley Ravine, Janine Laird, Roy Ginsburg, Dale White, Neil Meyer, Tom Lovett, Sondra Reis, Mara O'Neill, Pam Wandzel, Brad Thorsen (Guest), Sherene Judeh (Guest).

MSBA Staff: None

Handouts: Agenda, Minutes of August 19, 2004 meeting, LegalCORPS Financial Activity Report dated 9/23/04, Draft LegalCORPS retention letter, Draft LegalCORPS Grievance Procedure, Draft Legal CORPS Conflict of Interest Policy, Sample By-Laws, Board Composition and Terms.

In the absence of Joe Genereux, Mr. Genereux's designee, Jim Baillie at 12:10 p.m, called the meeting to order.

1. President's Report

Jim Baillie expressed appreciation to Joe Genereux and the Dorsey law firm for hosting a very nice event to kick off LegalCORPS on August 23, 2004. Mr. Baillie reported on the ongoing process to select an Executive Director. The Executive Director position will be held by the same person who has the position of pro bono coordinator at the MSBA. It will be a 30 to 50% position. The final selection will be made by MSBA Executive Director Tim Groshens. There is also an Access to Justice position at the MSBA, whose primary emphasis is staffed legal aid programs. LegalCORPS was well represented in the selection process, with Joe Genereux, Sondra Reis and Neil Meyer on the committee of 12. Jim Baillie was also on the committee from the pro bono community. The Access to Justice position has been filled, and the Executive Director position should be filled shortly, with 3 people still under consideration.

2. Approval of Minutes

A motion was then made to approve the minutes from the August 19, 2004 meeting. It was seconded and approved unanimously.

3. Financial Report

A LegalCORPS Financial Activity Report as of September 23, 2004 prepared by Tim Giving was reviewed and discussed. It was also reported that LegalCORPS has changed its fiscal year so that it is the same as the MSBA, which will make for easier audits.

4. VLN report

Brad Thorsen reported that we have e-mail in place, the telephone numbers are in place and we have a website available for our use. The contact information by e-mail is Sherene@legalcorps.org. The local telephone number is 612-752-6678. The toll free number is 1-888-4lglcorps (1-888-454-5267).

5. Committee Reports

Governance

The conflict of interest policy was reviewed. The Governance committee agreed to make further revisions and bring it to the next Board meeting. The structure of the Board was reviewed. A matrix of members had been mailed to Board members which identified needs for the Board. It was agreed that the Board should be made up of 15 – 21 members and that there should be term limits of 2 3-year terms. A discussion was had on the percentages of legal vs. collaborators which should be on the Board and it was the consensus that at least a 60% – 40% split in either direction is probably the best split for LegalCORPS. Governance agreed to revisit the issue and bring back specifics on how to address this issue. A discussion was had on how to find other members. Jim Baillie had contacted 3 outstate people about possible positions, but none had gotten back to him yet. Dale White had spoken to 2 individuals, one of whom turned him down and the other who was checking his professional obligations to determine if he could accept a position on the Board. It was pointed out that microentrepreneurs have time problems making it difficult to sit on Boards such as LegalCORPS. It was suggested that reimbursement of parking and mileage might be appropriate. All Board members were asked to make recommendations for Board members. In the non-profit area we should be looking for technical assistance groups as well as the non-profit company. A discussion was had on Directors and Officers insurance. Sondra Reis reported that she was obtaining a quote for the same and would report back at the next meeting

Jim Baillie passed out a draft retention letter and asked that comments be sent to him.

A grievance procedure was submitted and passed by the board.

Collaborators

Dale White reported that collaborators want information about LegalCORPS and inquired about marketing materials. Pam Wandzel has been in touch with Castaneda and Williams who have agreed to do a brochure. Ms. Wandzel had hoped that it would be ready for this meeting, but it was delayed. It will be sent to the Board when completed. Mr. White reported that a collaborators training session has been scheduled for October 20, 2004 from noon until 1:30 p.m. at the Hennepin County Bar Association offices

3. Marketing and Volunteer Development

Tom Lovett reported that trainings for volunteers have been scheduled for October 26, 2004 for the nonprofit sector and on November 9, 2004 for the microenterprise sector. Both will be from 3:30 until 5 p.m. at a place to be determined.

4. Next meeting will be at the Hennepin County Bar offices

The next meeting of the Board will be at noon on October 21, 2004 in the Isles/Calhoun room of the Hennepin County Bar Association.

The meeting was adjourned at 1:30 p.m.