

LLAM Board of Director's Meeting - Notes

Tuesday, June 28, 2022

1pm (ET)

Location: Virtual/Zoom

Present: Liz Graham, Carly Roché, Jessica Mundy, Tanya Thomas, Rachel Englander, Joe Neumann

Welcome (Rachel, President)

- Rachel welcomed meeting participants and called the meeting to order.

General Business/Announcements

- Minutes from last meeting – a motion was made and carried to approve the minutes from April 20, 2022.
- A heartfelt thank you to Chi for the thorough transition document. Liz, Rachel, and Joe plan to go over it in the upcoming weeks.

Appointment of New Board Member

- A sincere thank you to Jenna Wolfe for her wonderful service to LLAM. We are working through the process of appointing a new board member to take Jenna's place. **Action item** – please forward any recommendations to Liz by COB this Thursday, June 30.

Update on LLAM Tax Status

- Tax status – Tanya is working on this issue.

Banking Update

- Banking options – M&T is not working out well for us; we are looking at other banks/options/services; we are looking for a local bank where it is easy to add/remove people (changing Board members and possible check

deposits); ATMs here in Maryland would be useful; **Action item** – Tanya and Rachel will continue to investigate and share more; perhaps, we could use SECU if it supports our organization model; Tanya just did end-of-year fiscal report for our tax preparer and is working on next report

- WePay issue; we are thinking through this for the long-term; we also need to contact them because a member was having problems with credit card being stopped – WePay/Ecwid issue
- Chi/Jason/Bijal? Tanya is investigating who set it up to find out more

Committee Chairs for 22-23

- Generally, the same people chair from year-to-year; **Action item** – we will need to reach out to chairs to confirm; thanks to Joe for volunteering
- Would we like to put a call out to expand the pool?
- Jessica offered an idea about reaching out to expand the pool and sharing committee descriptions in that communication; **Action item** – Rachel plans to follow up on this and reach out regarding transition documentation

Programming

- Liz – When do we want to have next Legal Research Institute (LRI)? It is something for the Programming Committee to consider. Liz and Chi may be interested in supporting this event. How do we want it to look? What timeframe?
 - Historically, LRI has been held during the month of October.
 - Liz has preemptively gotten approval to hold it at UMD; a hybrid model is possible
 - Rachel added that the hybrid option may make the program attractive/accessible to a much broader audience.
 - Would we like to partner with local paralegal associations, library school programs, or any other organizations?
 - We will want to pursue the Bloomberg grant to fund this event.
 - Advertise to law students too?

Membership

- Consideration of membership drive ideas to engage with new people; the registration form still allows for payment opt-out; time at least one membership drive immediately before the next LRI?

Strategic plan / purpose plan

- **Action item** – our existing plan is outdated and need to be revised

Meeting Schedule

- For now, we will continue to meet quarter; **Action item** – next meeting invite to follow from Rachel

Meeting adjourned: 2:37pm (ET)