

Meeting of the Board of Directors of NCLDB  
(via conference call)  
January 5, 2005

Directors participating: Ron Stovitz (CA), John Van Bolt (MI), George Riemer (OR), Sally Akins (GA), Betty Branda (DC), Elaine Bixler (PA), and Karen Watkins (TX).

Others participating in the call: Chris McKeeman (TX), assistant secretary; Brigette Bertrand (TX).

Those not participating: Scott Drexel (CA) general counsel

I. Brief discussion of George's treasurer's report; Elaine thinks that she needs to pay an additional \$95.00 registration fee from the last meeting.

II. Second Annual Meeting issues

a. Brigette's questions:

i. Non-profit status: we do not have 501(c)(3) designation from the IRS; unclear about status in Texas. Scott and George have not talked about the federal status paperwork. John does not think that the initial application would be very difficult. Scott said that the IRS website had some very good information available. George suggests a three-way conference call with himself, John and Scott. Chris reminds everyone that time is running from September 03. Karen will verify date for George. Ron asks if we have any kind of interim reporting requirement; John said that he thinks not before the initial application is made. There will be an annual return that needs to be filed, but it is very brief.

George will pay in response to an invoice.

b. Room and luncheon arrangements. Elaine observes that there is a maximum of four speakers on each panel. John thinks that he'll be adding Judge Lucero to the first panel; he'll let Elaine know by the end of the day.

Brigette will be there early the day before and will check out the window situation and whether we need blackout. We will get a mixer for the microphones. The room will be set up in classroom style for 100 attendees, although it will seat a maximum of 150. There will be beverage service all day; bottled water, coffee and juices in the a.m. and sodas in the p.m.

Lunch: Two entrees make it \$1.00 extra a person. Ron has a question about whether we can have an entrée on the lighter side. There are no fish entrees. We will have a choice of roasted chicken with rice pilaf or beef stroganoff, as well as sides. Karen will modify the registration form to note that vegetarians should let us know so that lunch arrangements can be made for them.

Signage: Can put up two signs, and the Bar will provide the easel. Although Chris thinks that it will be easier to find this time, everyone thinks that we should have signage. Chris reminded us that we ought also to get the information to the main ABA information desk so that folks who approach them will get the right information.

Betty inquires when we'll have a headcount. The group decides to add a deadline for registration approximately one week before the meeting. Betty says that will be early enough for her to assemble and ship packets. Karen will revise registration form and send to everyone for review immediately after the telephone conference.

John will check in with Billy Walker at the Utah Bar about transportation to joint program and the actual location of the Kinko's. He'll then report to the group about the transportation issue.

c. Notice and Invitation letters – No additional comments on either letter, so with revisions by Ron, Chris and George, they'll go out.

II. Next conference call will be February 22, 2005 at 11:00 CST (12 EST; 9 PST).