

Law Student Division Board Meeting

May 5, 2023

Role Call:

Name	5/5/23
Eyal Schwartz	Excused
Mary Johnson	Present
Eli Yemzow	Excused
Shane Hursh	Present
Janell Thompson	Present
Brendan Mohan	Present
Brandy Johnson	Present
Christina Hough	Present
Meg Glasmann	Present
Briana Harris	Excused
Kevin Maxim	Present
Anna Howard	Present
Malcolm Deisz	Present
Jen Tomchak	Present
Mike McCarthy	Present

Quorum: Yes

Introduction:

- Congrats to new/upcoming graduates of class of 2023!

Meeting time-will still work over the summer for members?

- Janell will have conflict over summer
- Works for Christina until August
- Considerations: Different time zones amongst the members
- Conclusion: We will maintain this time for now but Jen will send out a Doodle Poll in next couple of weeks to see if adjustments should be made.

Elections are coming up (August)-two officer positions open:

- Secretary: takes meeting minutes
- Treasurer: report about finances of the division
- If you have interest-email Jen
 - Straightforward application
 - Let Jen know if you have any skills that would be relevant to positions
- Unlikely any other new positions will be introduced before next round of elections

Mike has suggested we analyze what the term length should be for board positions-do we want to have two-year terms or keep them at one-year terms?

- Meg: suggested that terms may expire in April because 3rd year gets extremely busy with bar preparation, moving for jobs, etc.
- Jen suggests keeping terms as they are because they line up with the manner in which the National FBA Members serve their terms.

Website Updates: Daniel Hamilton has been put up pictures and bio links on the FBA website

- He mentioned that there are still a couple photos/bios he's missing
- Added chapter list
 - There are a number of chapters that think they are FBA chapters but are not on that list at that time
 - Chapters must fill out and submit a chapter agreement form each year
 - If they haven't done that, they may not be listed, even if they are active chapters

Previous Meeting: Minutes from previous meeting have been approved

- Unanimous vote of approval

Committee Updates:

Communications and Publications Committee

Christina

- Possibility of creating a social media site for law student division board
 - Reach out to chapters to have them update all of their social medias so that we can link them together on one single page
- Centralized list will make it easier to find relevant links and chapters
- One concern about creating social media-make sure that someone who is employed at FBA has access to those channels in order to ensure continuity when board switches over
 - Add board member as admin
- LinkedIn allows you to create "subpages" which could be an area to put those links
- Brianna is working on events and calendar areas
 - Christina will be emailing out some of the emails she's received about events
- Inquiry about joint google calendar to allow collaboration
- Daniel typically handles website details-sending calendar to him after each meeting allows him to add it to the website
- Mike-there's an event calendar on the Fed Bar website and a form that people can fill out to add an event

- Mike + Daniel talked about creating a subpage to list upcoming events
- Social Media policy is on FBA website-need formal permission to create pages
- Marketing team has had some overturn-new person there
 - Email Stacy or Ivan for permission
- Mike will take care of that-no need to email for this one
- LinkedIn and Instagram are ones Christina has been considering
- Jen recommends using FB as well-way to link the posts to post to multiple ones
- Canva account will populate to all social media channels

- Jen and Mike have been figuring out the best way to get a master list of contact information for chapter leaders and circuit vice presidents
 - Hoping to also include a list of law schools that are within your circuit
- FBA Student Division actually has a column in the Federal Lawyer-magazine circulated to members
 - Can use it to highlight programs-just must be aware of deadlines and submit photos and write ups
 - 3 Columns a year that can include more substantive content-great way to get published in a national magazine
 - Deadline for summer is May 15th
 - Next deadline will be August 15th because it contains information about annual convention
 - If you have interest in a topic-send email to Jen

Programming Committee

Malcolm and Meg

Malcolm:

- Working with Federal Litigation Chair to set up initial event
 - Commercial litigators
- Federal Meet and Greet
 - Trying to insert programming info into orientations to so we can spread awareness
 - Bringing in State chapters to share information
- Malcolm-make a handbook with relevant advice, details, contact information, considerations, etc.
 - This could be a showcase event at FBA conference
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Meg:

- Health law has been discussing Health Law bootcamp for law students
 - Similar to “Day in the Life” but would be a full day
 - Many law students don’t have much exposure to the area
 - Wondering if law student division would be willing to assist

Interest/Participation in Summer Events

- Brendan: Fridays and Saturdays are a good option because law students and lawyers might have more availability
- Brandy: polled the students at our school and chapter has decided that they are not doing events over the summer
 - Many students are leaving town or working with firms that are putting on summer events
- Early August could be good time (before classes start)
- Fall is also good-be cognizant of back to school events

Jen-partnering with other sections can be extremely beneficial

- we are as a whole interested in partnering with other sections so long as they are directed towards law students

Jen-annual convention notes

- 3-4 events to showcase
- Malcom and Meg-be prepared to give top 3 events that would be the best to highlight
- Put together program guide-similar to what Kevin did
 - Questionnaire to send to law student chapter so they can share details of events, what they learned, budget, venue, details
 - List is almost complete
- Meet and Greet style event will likely be one of the showcased events

Networking Committee

Shane & Brendan

- Brendan is working on subsidization for events so that student attendance can be increased
- Judicial Clerkship event for Northern District of Ohio-shared via email with the group
 - June 28th
 - Hoping to gauge interest and attendance
- Jen potential scholarships for event as well
 - Big push for getting law students involved in annual convention
- Shane: attended convention last year-great experience to attend as a student
 - Collaboration between schools could collaborate to handle travel and attendance to increase turnout
 - Law schools students may be able to request funding to send students to conference-spreading awareness of potential funding options
 - Hope is to increase attendance and awareness of event and different ways to attend
- National FBA Board has decided to set aside time for group to put together some sort of programming that will be engaging to both law students and younger lawyers
 - Best practices-“what they didn’t teach me in law school”

- Sending out a call for presentations for 10 minute talks regarding skills, knowledge
- Reach out to Jen for more details and if you have any ideas/suggestions

Law to Practice Committee

Brandy and Eyal

- Brandy: has been working with local chapter leaders to work on programming that can be used by other areas as well
 - Date in the fall where liaisons will come and speak at Mitchell Hamline
 - Trying to get a group together to connect the schools in Minnesota as well as the 8th Circuit
- Has spoken with Mitchell Hamline to get financing for the events that are going on both locally and nationally
 - Booklet to serve as a guide for members coming after us
 - Jen-when putting together program guides-model after what Kevin has done-if there are questions that may be valuable, let Jen or Kevin know so they can get that added
- Brandy is going to start to make sure that the student chapters have completed the form to ensure they are active and can get on the list
 - Will allow us to see what schools do not have chapters

Membership Committee

- Janell: has set up very helpful toolkit that can be utilized by chapters
 - Ideally they will be completed by end of may so it can be circulated to members
 - Could post online or circulate with students who are hoping to be leaders
- D+I: toolkits can be used to kickstart D+I efforts
 - Looking for feedback and suggestions to improve content
- Mary: Approximately 308 in February and 577 in March-total of 885-continues to grow
 - Working on a welcome to membership letter to send out to new members

Additional Topics

Jen:

- Civil Rights Division is putting together a number of “day in the life” of a civil rights lawyer events:
- Summer law clerk program is about to start up: has traditionally focused on students in DC but could be useful to have one of our members working with her in order to facilitate webinar opportunities for people outside of the DC area
 - If anyone is interested in government positions and being a liason-reach out to Jen
- Jen has put in an application for the Law Student Division

- If you are interested in applying for grants or awards, look to information shared by Jen or email Jen

Christina:

- D+I-Brandy and Christina wanted to inquire about FBA collaborating with organizations in San Diego
- Paralegals Association put together an event that received great feedback and had widespread attendance
 - Local university has offered their space free of charge
- Event can be conducted in a hybrid manner
- Mike-application deadline is June 15th for D+I grant-usually awarded in August