

Federal Bar Association – Corporate and Association Counsel Division

**Board Meeting
November 7, 2019**

Minutes

Attendees
David Greene
Brian Heit
Bill Whitman
Lawson Fite
Andres Robles-Cruz
Diana Lai

FBA National
Laura Mulhern

I. MEMBERSHIP

- A. Report
 - 1. Down 3 members from 8/30/19 to 9/30/19
 - 2. Membership report issued on the 15th of each month
- B. Retention/Growth Ideas
 - 1. Emails sent to new members, expiring members, and lapsed members
 - 2. Institute regular practice to send emails when membership report received
 - 3. Actively promote CACD to colleagues and on professional social media

II. NEWSLETTER

- A. Fall 2019 issue with 2 articles and Message from Chair being published
- B. Two articles available for Winter 2020 issue to publish in January 2020
- C. Andres working with law students and career services office to get additional articles for future issues
- D. David requested that the group identify authors to write articles, so that newsletters can be published regularly

III. CLE PROGRAMS

- A. Joint Presentation with Fed Lit Section at Annual Meeting
 - 1. All feedback received was positive
- B. Cyber Security and Data Breach Program – 12/4/19 @ 5:00 p.m.
 - 1. Three speakers lined up
 - 2. Promoting with local chapters, through FBA emails/website, and on social media
 - 3. Lawson to organize a call with speakers in next few weeks
 - 4. Ask other chapters to contribute to airfare/hotel expense
 - 5. 9 attendees registered
 - 6. Everyone needs to promote!
- C. December 18, 2019 @ 2:00 p.m. EST Webinar – Election Law
 - 1. Two speakers from Perkins Coie in Washington, D.C.
 - 2. Registration will go live on 11/21

- D. March 18, 2020 Webinar
 - 1. Three speakers who wrote articles in recent issue of The Federal Lawyer
 - 2. Topic will be on issues relevant to working in-house
 - 3. Preference is to make it more of a dialogue/Q&A
 - 4. Will use some of the questions from national panel as starting point
 - E. Group discussed thoughts of an in-person event in 2020 at a location with a larger concentration of CACD members – Possible locations included Washington, D.C., Oklahoma, Minnesota, Los Angeles, Dallas, Houston – David to circulate membership report when it is issued, so that group can see where members are concentrated
- IV. BUDGET UPDATE
- A. \$8,874 as of 9/30/10
 - B. FY2019 end of year reports will be available next week
 - C. Moving from monthly financial reports to quarterly reports
 - D. Switching to fiscal year member renewal schedule soon
- V. NEW BUSINESS
- A. David asked the group to promote CACD on their professional social media accounts and to assist with CACD Twitter if interested
 - B. Discussion re possible collaboration with other Sections/Divisions/Chapters that might be of interest to CACD members such as: Transportation and Transportation Security Law Section Chief Counsels’ Reception and Banking Law Section General Counsels’ Dinner – Laura advised that these were long-standing events that are run by national and advised that there may be opportunities for CACD to sponsor events like these and promote them to CACD members in the future – The group should keep an eye open for opportunities
 - C. Discussion re networking opportunities, including virtual
 - 1. Laura mentioned FBA higher logic platform that will be rolled out in 2020 that will allow communication, sharing of documents, etc. (similar to an internet forum)
 - 2. Group discussed a simple networking reception/cocktail hour (without a CLE program) for our members either where we have a significant concentration of members or piggy-backing it onto another event where our members may be present (i.e. mid-year convention)
 - D. Other (Group)
- VI. NEXT MEETING
- A. 12/5/19 @ 1:00 p.m. EST/12:00 p.m. CST/10:00 a.m. PST