

**Association of Corporate Counsel
Louisiana Chapter**

**Minutes
Board of Directors Meeting
September 13, 2019**

The Board of Directors of the Louisiana Chapter of the Association of Corporate Counsel held a telephonic Zoom Meeting Web Conference Board meeting on September 13, 2019.

Present: Kimberly Theriot-Smith, President; Daniel LaGrone, Secretary; Molly Vigour, Past President; Jose Corrada; Jeff Peters ; Edmund Giering; Sophia Ryan; Katy Wittman

Absent: Alex Pucheu; Franck LaBiche; John H. Fenner; Joni A. Johnson, Vice President; Kurt Duncan, Treasurer

I. Call to Order

Ms. Theriot- Smith called the meeting to order.

II. Review and Approval of Board Minutes of June 28, 2019

Upon a motion made and duly seconded, the Board approved the minutes of the June 28, 2019 Board Meeting, attached hereto.

III. Financial Reports

The Board considered financial matters concerning the Chapter. The fiscal period started October 1, 2018. The approved budget for the Year projects a loss of \$2,271 for the 12 month fiscal period. The Balance in the Chapter's checking account as of September 13, 2019 is \$30,023.57. The Chapter's remaining major expense for the year is the funding of \$12,000 in scholarships for law students. These scholarship checks will be issued prior to the end of the fiscal year, September 30, 2019.

Ms. Theriot- Smith requested assistance in preparing the budget for the fiscal year that begins October 1, 2019. Ms. Ryan agreed to work with Mr. Duncan and Ms. Smith to prepare a budget for the Board's consideration.

IV. Program and Sponsorship Committee

a. Past CLE and Events

Ms. Vigour reported on the Chapter events since the previous Board Meeting.

June 28th Litigation Issues CLE at Ruths' Chris in New Orleans, sponsored Deutsch Kerrigan

July 31 Risks and Contracts CLE at Desi Vega's in Metairie, sponsored by Lewis Brisbois, which was re-scheduled from July 12th as result of Hurricane.

August 22 Employment Law CLE at Ralphs on the Park, sponsored by Jones Walker

b. Upcoming CLE and Events

Ms. Vigour then reported on upcoming events.

September 27 All Day CLE event, at Courtyard Marriot, New Orleans, cosponsored with Loyola

September 27 Annual Meeting of the Chapter at Emeril's, sponsored by Ogletree Deakins

October 3 Dinner Sponsored by Kean Miller in conjunction with Mini-MBA

October 4 Mini-MBA event at University of New Orleans sponsored by Chapter

October 11 CLE at Brennan's in New Orleans, sponsored by Litchfield Cavo

November TBD Healthcare CLE Event to be sponsored by Phelps Dunbar

December TBD Last Chance CLE at Emeril's Delmonico to be sponsored by Ogletree

December 5 Holiday Luncheon sponsored by Fisher Phillips

The Board then discussed the possibility of providing the Chapter's membership with on-line CLE offerings, prepared by the Chapter's sponsors. ACC National has software that will facilitate an on-line CLE offering at a cost of \$275 per program. The next step is for Board members to approach the Chapter's sponsors regarding their receptiveness towards participating in an on-line CLE program.

V. Membership Committee

Ms. Theriot mentioned the \$50 fee discount for new and lapsed members that is currently being offered by ACC National.

VI. Public Relations Committee

Mr. LaGrone reported that the Newsletter for the 2nd Quarter was prepared and sent out to the Chapter membership. The newsletter recognized Fisher Phillips as a premier sponsor of the Chapter.

Ms. Theriot Smith indicated that she has been maintaining Chapter information on the Chapter's website. Ms. Theriot Smith has included information about upcoming events, and she has uploaded photographs regarding past events.

VII. Scholarship Committee

Mr. Giering reported on the Chapter's scholarship program. The Chapter has been advised that the scholarship recipients from Loyola Law School and Tulane Law School are expected to attend the Chapter's Annual Meeting at Emeril's Restaurant.

VIII. Pro Bono/Donations/Diversity Committee

Ms. Theriot-Smith discussed the BTNEP March Grass Planting in which the Chapter participated as part of the ACC's global service initiative. She indicated that the Chapter may have additional opportunities this year to participate in the program. Ms. Theriot Smith also noted that the Chapter had tickets for the Justice for All Ball, on account of the Chapter's sponsorship of The Pro Bono Project. Board members are asked to use the tickets to show support for the program.

IX . Old /Unfinished Business

a. Mini-MBA Planning

Ms. Vigour reported on the planning for the Chapter's Mini-MBA event, which is being presented with a \$6,000 grant from ACC National. The event has been rescheduled for October 4th. She indicated that a tri-fold mailer is being delivered to the membership to promote the Mini-MBA and the dinner at Domenica Restaurant that Kean Miller is hosting on October 3rd.

b. LDI Report – Katy Whitman

In May, Ms. Wittman attended the Leadership Development Institute event in Washington D.C. for the Chapter. She indicated that the event focused on best practices for chapter boards. Among other things, ACC National has stressed the importance of diversity for each chapter's board, as well as training. ACC National encourages chapters to develop handbooks for board members and to implement specific policies regarding board activity. LDI also recommends that specific board members serve as liaisons with chapter sponsors.

LDI also provided suggestions to enhance the member experience. The LDI emphasized the importance of a well maintained chapter website. Ms. Wittman then shared ideas presented at the event for increasing membership involvement, including monthly round tables open to the membership for the discussion of common issues.

X. New Business

The ACC Annual Meeting will take place October 27th through October 30th. Ms. Smith reported that the Chapter will be represented at the ACC's annual meeting by Ms. Johnson, Ms. Vigour and Ms. Smith.

The Chapter will request that the Association waive the fees for one of the Chapter's participants, consistent with the Association's practice of waiving fees for a Chapter Administrator. Since the Louisiana Chapter's members perform administrative functions on a volunteer basis, a fee waiver appears justified.

A. 2019 Best Partnership Program Award

Ms. Theriot- Smith reported that she intended to apply for an award from ACC National, relating to the Chapter's participation in the BITNA.

XI. Next Meeting/Adjourn

The date of the next Board Meeting was not set. Ms. Theriot- Smith will provide notice of the next meeting.

A blue rectangular box containing a handwritten signature in black ink that reads "Daniel LaGrone".

Daniel LaGrone, Secretary