**July 2013 Executive Committee Meeting Minutes**

**OSB Sustainable Future Section**

July 16, 2013, 9:30 AM, at Stoel Rives

Present: Janna Aginsky, Dallas DeLuca, Jim Kennedy, Bobby Mauger, Ann McQuesten, Dick Roy, Robin Seifried, and Michelle Slater

Excused: Jennifer Gates, Diane Henkels

Budget and Finance

Robin Seifried presented the proposed budget for 2014, and the Executive Committee discussed various aspects of the budget. It was noted that the Section had a surplus at the end of 2012 and is projected to have a surplus at the end of 2013. The Executive Committee discussed whether to budget expenses to spend the surplus or to allocate some or all the surplus to long-term planning. The Executive Committee also discussed its desire to operate with a financial cushion and to save for a “blockbuster” program in the future. With suggested revisions to reflect the discussion, Dick Roy made a motion to approve the 2014 budget. The motion was seconded by Ann McQuesten and unanimously approved.

Membership and Outreach

Jim Kennedy reported on his and Michelle Slater’s meeting with Mike Morgan and Max Miller of Tonkon Torp, the second of ten planned outreach meetings. He reported that Tonkon was asked to encourage its attorneys to join the Section. Those present at the meeting also discussed issues related to IT (such as best practices for shutting down computers overnight) and the relative cost and benefit of pitch cans (and whether additional metrics should be added to the Partners’ Program criteria related to the size of pitch cans that are used to replace trash cans).

Based on the discussions with Tonkon and Schwabe regarding the important role played by law firm support staff in a law firm’s sustainability efforts, the Executive Committee discussed outreach to the ALA Sustainability Committee to find out how active it is, who is involved, and ask for a representative of that committee to visit with and report to the Executive Committee regarding objectives and activities of the ALA Sustainability Committee. Janna Aginsky agreed to follow up on this matter and report to the Executive Committee on her findings.

Jim Kennedy and Dick Roy agreed to try to schedule and complete the remaining law office outreach meetings by the end of the year.

SEER Award

Michelle Slater reminded the Executive Committee that the Section would be receiving the SEER Award at the ABA meeting in San Francisco in August. She reported that she was unable to attend the award reception, but that Jim Kennedy was able to and would attend to receive the award on behalf of the Section. Mr. Kennedy was asked to obtain a photograph from the event for use in the OSB Bulletin. The Executive Committee, through email communications prior to the meeting, approved the use of Section funds to pay for Mr. Kennedy’s airfare and hotel stay to attend the reception and leadership dinner on Sunday August 11, 2013.

President’s Sustainability Award

The Executive Committee discussed the need to take action with the Oregon State Bar Board of Governors to clarify that the President’s Sustainability Award is an award for an individual rather than a law firm (to keep it distinguished from the Section’s awards), and to discuss ways in which the Section may assist with publicizing the award and institutionalizing the meaning and standards for receiving the award. Dick Roy observed that the suggestion has been made several times by the Executive Committee that the Section recommend that the past three recipients of the President’s Sustainability Award be involved in evaluating nominations. Michelle Slater agreed to pursue these issues through Member Services.

Program Committee

Dick Roy reported that the Program Committee hopes to have seven more programs before the end of the year, including one special program. He also reported outstanding attendance at the recent program discussing the B-corporation legislation, noting the impact of having meaningful and timely topics for programs. He circulated a summary of selected chapter and possible program topics from the World Watch publication “State of the World 2013: Is Sustainability Still Possible?” and suggested that the program committee consider a planning a program related to this topic.

Study Groups

Jim Kennedy updated the Executive Committee regarding the work of the Section’s intern and the formation of a study group to explore the relationship between sustainability and the Global Animal Partnership rating system. He indicated that the work was progressing well and that additional members would be added to the study group soon.

He also updated the Executive Committee on the work of the study group looking at the Office of Legal Guardian, explaining that the group was working with SAGE to analyze the proposal as a privately funded office and getting law firms involved. He reported that Steve Higgs, executive director of SAGE, may request time on the September agenda.

Nominating Committee and Annual Meeting

Michelle Slater reported having received information from Member Services regarding the annual meeting and the current composition of the Executive Committee. Based on this information, only Jim Kennedy, Dick Roy, and Michelle Slater have positions that continue through 2014 without requiring a vote. Michelle also indicated that Diane Henkels had requested to be on the Nominating Committee. Michelle Slater led a discussion regarding Section governance and whether a current member of the Executive Committee whose position would terminate absent Section action should be included on the Nominating Committee. The Executive Committee also discussed possibilities for the non-Executive Committee Section member to be included on the Nominating Committee to satisfy the requirement that no more than two-thirds of the Nominating Committee consist of Executive Committee members. After discussion, Jim Kennedy made a motion that the Nominating Committee consist of Dick Roy, Michelle Slater, and Barry Woods (if able and willing to serve) with Tom Bikales as a back-up to Barry Woods. Robin Seifried seconded the motion and the motion passed by unanimous vote.

Dick Roy encouraged all Executive Committee members to provide suggestions for possible new members and also to look for ways to get others involved, such as on committees and study groups, so that the Executive Committee has a chance to get to know attorneys who may later be willing to serve on the Executive Committee. Robin noted that the Program Committee could use additional members.

Recognition and Awards

Ann McQuesten reported that no applications have yet been received for the 2013 Sustainable Law Office Leadership Award, but that law firms have been contacted and the application has been downloaded from the Section’s web site several times. Jim Kennedy volunteered to make additional phone calls to encourage participation. The Awards committee will keep the Executive Committee informed of developments up to and after the July 31, 2013 deadline.

Ann McQuesten led a discussion of the proposed 2014 Sustainable Law Office Leadership Award: Transportation Challenge and reviewed for the Executive Committee the information previously circulated. The Executive Committee discussed the challenge of forming a challenge of this nature that is appropriate for law firms of all sizes, law firms that do not have physical office locations, and small and solo practitioners. Jim Kennedy expressed concern about receiving adequate information from law firms to enable the Executive Committee to determine a winner and suggested meeting with law firms to find out whether there would be interest in the challenge. Michelle Slater questioned whether this challenge was appropriate to all types of law firms, suggested having different categories based on size, or having the challenge limited in some way. Dick Roy suggested having two categories, one for law firms with less than 10 employees and lawyers, and one for law firms with ten or more employees and lawyers. The Executive Committee discussed these and related issues and determined that the proposal needed to be further developed by the Awards Committee. The Executive Committee will hold a telephonic meeting in the next 30 days following one or more additional discussions of the Awards Committee to explore the issues. No other action was taken with respect to the 2014 award.

Time for Public Comment. No public comment took place.

The meeting was then adjourned.

Next Meeting: Telephonic meeting in August TBD. Next scheduled meeting: Tuesday September 17 at 9:30 a.m. @ White Summers