

OSB Sustainable Future Section Executive Committee

Meeting Minutes: April 1, 2020 12 pm

Zoom Meeting: Sara Butcher Esack Grueskin, Mike Graine, Doug Quirke, Courtney Johnson, David Wade, Sarra Yamin, Kim Sherman, Kim Stafford, Danny Lang, and Cheyenne Chapman. Guest: Diane Henkels.

Minutes. February and March meeting minutes were presented and approved, with one typographical correction.

Treasurer's Report. The summary page indicates a fund balance of \$14,563 and generation of \$3,600 in membership fees. Broadway Theater will refund the rental fee of \$241.20 that was paid for the Dark Waters program due to the COVID cancellation. Unlikely to spend the budgeted \$10,350 for the April conference due to COVID. The Zoom payment for the Webinar was recently paid and allows for 100 people participate. The participation limit can be incrementally increased. The report was approved.

Earth Day CLE – Live Webinar, Friday, April 24, 2020

1. Registration and Promotion. Sending out announcements through the OSB. Sarra talked to external coordinator and he can send to the affinity bar list-serve of the leaders of the affinity bars. Kim will ask Willamette, Courtney will ask Lewis & Clark and Doug will ask UofO to post the CLE notice.

2. Webinar. Doug will work with Bar on sending the log-in for the webinar and send a reminder the day before. It is logistically difficult to do a dry run. Doug recommends connecting with each speaker to make sure each knows how to use zoom. Each person who has arranged for a particular speaker should schedule a Zoom meeting with that person to confirm the speaker knows how to do that. Also will provide information on how they can share the screen for their slide presentations.

3. Doug will create slides to display during the break times. Sara will contact OSB re coordination of providing electronic copy of materials to attendees.

4. We still need presenters to send materials prior to event because of the CLE requirements by April 3. There was discussion and assignment of who would introduce each of the presenters. The deadline to contact panelists is April 10.

The meeting was then adjourned.