

**WOMEN'S BAR ASSOCIATION OF THE STATE OF NEW YORK**  
**EXECUTIVE COMMITTEE MEETING**  
**September 23, 2017**

Columbia University Law School  
New York, New York

A quorum being present, the Executive Committee meeting was called to order at approximately 10:10 a.m.

**Approval of Minutes**

Upon review of the Executive Committee conference call meeting minutes of May 19, 2017, a motion was made by Susan Yellen, seconded by Jacqueline Flug to approve such minutes. The motion passed.

Upon review of the Executive Committee meeting minutes June 22, 2017, a motion was made by Joy Thompson, seconded by Myra Freed to approve such minutes. The motion passed.

Upon review of the Executive Committee conference call meeting minutes of July 17, 2017, a motion was made by Anne Joynt, seconded by Myra Freed to approve such minutes. The motion passed.

**President's Report**

President Littman reported that the Executive Committee meeting will be different this year. The balance of the Executive Committee meetings after the presentation of the Treasurer's report and other presentations will be dedicated to a continuation of leadership training. The goal is to deal with issues that make the members of the committee better presidents and to make the chapters better chapters. She reminded the Presidents to send all chapter events to [connect@wbasny.org](mailto:connect@wbasny.org) so that we can put it on the calendar.

President Littman reported that Vice President Pressler, with the permission of her firm sent ScholarLab a demand letter after they failed to perform on their contract with WBASNY. Ms. Pressler reported Scholar Lab has been non-responsive to headquarters as well as her. She advised she has determined the sole owner of the company, and will send a letter directly to him this week, and then will commence a lawsuit against the company for costs and any possible further damages. President Littman reported that we are trying to get money back before contracting with a replacement firm, due to our financial constraints.

President Littman reported that NYSBA has reached out to us to cosponsor their Women On the Move Initiative. Discussion was held on the pros and cons of working with other bar associations, and it was determined that we would not cosponsor the program.

President Littman reported that the Access to Justice initiative has asked chapter presidents to reach out to Patricia Hennessey to advise what your chapter is doing to provide civil legal services to underserved populations. Ms. Hennessey can be reached at [phennessey@hblawny.com](mailto:phennessey@hblawny.com).

**Treasurer's Report**

Treasurer Reid-Green reminded the Committee that next to the President of each chapter's position, the Treasurer is the second most important. They are regularly reviewing your finances, helping you prepare a chapter budget, ensuring that your chapter is in line with the budget, providing membership reports to headquarters three times per year, and financial reports to WBASNY's Treasurer three times per year to prepare the WBASNY tax return. Ms. Reid-Green reminded the Committee to look to the annual calendar to know the reporting dates.

Ms. Reid-Green Reported that the financial reports for the end of year are due on June 1<sup>st</sup>, and most chapters did not report on time. Past treasurers did not give the new treasurers the information in an organized fashion. She

advised the Committee to make sure there is a smooth transition from this year to the next. Many reports are still not finalized.

Ms. Reid-Green reported that sales tax reports were all turned in on time. She reminded the Committee that quarterly reports are due on October 6<sup>th</sup>, but year-end reports aren't all done.

Ms. Reid-Green reviewed the budget and profit and loss statement with the Committee. She advised that the Finance Committee tried to balance the budget for next year, but we will still be running at a deficit of over \$19,000.

### **Presentations**

Susan Sajiun-Fitzharris, Meg Brady and Pholomina McClain from HUB International presented to the Committee about the insurance services they offer. Malcolm Smith from LEAP presented to the Committee on their practice management software. Both groups offered to sponsor events and/or CLEs

### **Chapters-Membership Committee**

Phaedra Britt reported to the Committee that getting members to renew has always been a problem, and that we are trying to find out the reasons for attrition to work toward keeping and growing our numbers. The Membership Committee encourages more interaction with other chapters and co-sponsoring of events with one another; in order to increase feeling of stability and that we're part of a larger organization. Ms. Britt also suggested that chapters should charge their member prices to all WBASNY members and reach out to law schools, and invite the students to events. A suggestion was made by Lourdes Ventura to make membership free for all law school students to encourage their membership, since WBASNY does not charge the chapters for student members. President Littman suggested joining as an associate member of another chapter to help forge connections throughout the chapters.

### **Constitutional Convention**

President Littman reported that it's not with our mission to vote for or against the constitutional convention happening, but we should educate our members about it. Leyla Kiosse reported there's a primer in the Executive Committee hand outs and discussed the process under the State constitution. If a convention is approved by a majority of the voters in November, we have the ability to participate. Discussion was held on the issue of whether or not we should take a position on a constitutional convention should be held. Maureen McLaughlin suggested that WBASNY put out a letter of information presented in a neutral way that can go out to all the membership rather than leave the issue up to 19 individual presidents. This issue will be followed up by the Officers.

### **Habitat for Humanity**

Vice President Pressler reported that last year we did a WBASNY habitat build day in Newburgh, NY with 31 people coming together to build a house. She reported that this year we want to coordinate multiple builds across the state on the same day at some point in the Spring. She asked the Committee to let her know if their chapters want to participate.

### **Chapter Goals**

President Littman reported that since we ran out of time to review and discuss the Chapter Goals each President submitted, she will try to coordinate an email dialog, and then we can discuss that at the November Executive Committee meeting.

### **Long Range Planning**

Ms. Littman reported that she will have to present today to the Board the prospect of a dues increase. This will be informational to bring back to the chapters with the anticipation of a vote in November.

### **New Business**

President Littman reported that we will address the issue of the nominations for seven non-WBASNY awards at the Board meeting today.

The meeting was adjourned at 12:15.

Respectfully submitted,

Jennifer P. Brown  
Recording Secretary