

**COLLABORATIVE LAW MINUTES FROM THE
MAY 16, 2018 CLASP EXECUTIVE COMMITTEE MEETING**

PRESENT IN PERSON: Bernadette Staroschuck
Derek Smith
Lori Gephart
Donna Cheswick

**PARTICIPATION
VIA TELEPHONE:** Patty Henk
Stephanie Jablon
Greg Clark
Deb Gilman
Devin Hallett Snyder

Officer Reports:

- a. **President's Report** – Bernadette Staroschuck – Bernadette discussed the Application for insurance coverage. Bernadette went through the Application asking questions to confirm whether the same was correct or not and for accuracy. There was not a quorum at the meeting. Therefore, a Motion to vote for the same coverage applied for and received two years ago was submitted via e-mail by Stephanie Jablon.
- b. **Treasurer's Report** – No Report. Kathleen Schneider - Kathleen circulated the April 2018 Financial Statement.
- c. **Secretary's Report** – Stephanie Jablon – The February, March and April 2018 Minutes still need to be approved. We discussed approving the same at the June 2018 meeting. The May Minutes will also need approved at that time. There has not been a quorum to do so at the CLASP Executive Meetings.

Committee Reports:

- a. **Policies and Procedures** – No Report.
- b. **Marketing** – Donna Cheswick. Donna advised the reorder of postcards are in. Donna will bring the same to the June 20th event.

Donna advised the Facebook ads have commenced. Each ad costs \$20.00. The Marketing Committee will post an ad every couple of week.

The Marketing Committee met and voted to proceed with a new website. The website is going to take a ton of work. Donna personally knows a friend she trusts to commence work on the website. There was not a quorum at the CLASP Executive Meeting so Stephanie Jablon sent an e-mail to the Executive

Committee Meeting requesting to vote on Donna's Motion to proceed with a new website designed using the services of Veronica Burnsworth, incorporating a Customer Relationship Manager capability, at a maximum cost of \$3,000.00. Stephanie Jablon seconded the Motion.

- c. **Training** - Greg Clark. Greg Clark advised that training is at the end of the month. Sixteen (16) people are registered.

Derek Smith advised that preparation is running smoothly. The Happy Hour will most likely take place at the Sigma Conference Center. There was a discussion regarding the liability of providing alcohol. Deb Gilman contacted the Sigma Center and advised there are parties at the center and perhaps the center may provide the alcohol taking away the liability and cost.

- d. **Membership** – No Report.
- e. **Ethics** – No Report.
- f. **Social** – No Report. There is a Social Meeting on June 20, 2018 with details to follow.
- g. **Pro Bono Ad Hoc Committee** – Deb Gilman – The Pro Bono Committee is ready to be up and running regarding the Veterans' Pro Bono Program. Deb Gilman inquired as to who was interested in the Pro Bono Educational Meeting and that she would describe the Veterans' Pro Bono Program at the June 20, 2018 meeting.
- h. **Education** – Devin Hallet Snyder - No Report. Devin advised she was participating in the meeting via telephone, but when she proceeded to take herself off mute to provide a Report, the phone accidentally hung up and she was unable to participate.
- i. **Civil** – No Report.
- j. **Ad Hoc Committee** – No Report.
- k. **Old Business** – No Report.
- l. **New Business** – No Report.