

## GOVERNANCE

**1. Description and Purpose** Association Governance includes funding for functions related to the management of the Association; the MSBA's involvement with the ABA; and the Association's relationships with other bar associations and law-related organizations.

**2. Historical Information** The sixth anniversary of the adoption of the current MSBA governance structure is just around the corner and we continue to work to implement the structure as designed and work with members of the Assembly Committees to improve the processes as needed. As noted in the past, the Assembly is a large body (125 positions this year) and we make every effort to control the cost of the Assembly meetings. Meetings are held at the Minnesota CLE Conference Center which is centrally located, familiar to our members and provide rent free by Minnesota CLE. In addition, meeting materials are provided to the members in an electronic format.

**3. Personnel:** There are 1.30 FTE positions allocated to this program.

### **4. Report on 2009-10 Performance Standards**

A. We will work to increase attendance at the Assembly meetings from 58% to 70%.

*Attendance at the first two Assembly meetings of the 2009-10 year has averaged 70% -- 75% at the September meeting and 65% at the December meeting. We are working to provide more notice and frequent reminders to members to get the meeting dates and times on their calendars.*

B. During the three years of this plan, we will work to increase involvement of the Assembly representatives from the specialty and minority bars in MSBA activities. Attendance at MSBA events will be tracked during this time.

*No specific effort to increase attendance at specific events has occurred at this time.*

*However, members of the Minnesota Association of Black Lawyers are working with the MSBA to collect funds for the Haiti earthquake relief effort.*

**5. Three-Year Plan Performance Standards** During each year of the three-year plan, the performance standards will include:

A. We will work to increase attendance at the Assembly meetings from 58% to 70%.

B. During the three years of this plan, we will work to increase involvement of the Assembly representatives from the specialty and minority bars in MSBA activities. Attendance at MSBA events will be tracked during this time.

### **6. Report on 2009-10 User Satisfaction**

The following groups have been identified as users of the services provided by the Governance Group: ABA Delegates, Minority Bar Representatives, Officers of the MSBA, Bar Leaders, Past Presidents, members of the Assembly and Council, and officers of the district bar associations. Information regarding meeting schedules will be distributed to all members as soon as the dates are set and supporting materials for agenda items will be posted at least two weeks prior to Assembly meetings.

*Meeting dates were distributed to all members of the Assembly as soon as the meeting dates were confirmed. For the September and December meetings the goal of having the materials posted two weeks prior to the meeting has been met.*

### **7. 2010-11 User Satisfaction**

The following groups have been identified as users of the services provided by the Governance Group: ABA Delegates, Minority Bar Representatives, Officers of the MSBA, Bar Leaders, Past Presidents, members of the Assembly and Council, and officers of the district bar associations. We will continue to work with each of those groups to assist them in fulfilling their responsibilities to the MSBA.

**8. Market Penetration** During calendar year 2009 the Council met nine times and the Assembly met four times. Attendance at Council meetings was virtually unchanged (81% to 80%) from calendar year 2008. Attendance at Assembly meetings varied during the calendar year, but is showing improvement in current bar year.

<b>Attendance at Council Meetings</b>				
	<i>Calendar 2008</i>		<i>Calendar 2009</i>	
	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
January	Did not meet		Did not meet	
February	12 of 15	80%	11 of 14*	79%
March	14 of 15	93%	12 of 14*	86%
April	14 of 15	93%	11 of 15	73%
May	13 of 15	87%	12 of 15	80%
June	12 of 15	80%	14 of 15	93%
July	Did not meet		Did not meet	
August	11 of 14*	79%	11 of 15	73%
September	9 of 14*	64%*	10 of 15	67%
October	10 of 14*	71%	13 of 15	87%
December	12 of 14*	86%	12 of 15	80%

\*One of the two seats designated for the minority bar associations had not been filled.

<b>Attendance at Assembly Meetings</b>				
	<i>Calendar 2008</i>		<i>Calendar 2009</i>	
<i>Meeting</i>	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
April	65 of 118	55%	70 of 121	58%
June	64 of 118	54%	60 of 121	50%
September	69 of 120	58%	94 of 125	75%
December	75 of 120	63%	79 of 121	65%

**9. Current Issues and Challenges**

Governance, along with other program areas, continues to face challenges due to limited funding with the current funding levels. Particular areas of concern are the reduction in reimbursement for delegates to the ABA and officers attending NCBP meetings and the minimal funding in the Council Discretionary Fund.

**10. Explanation of Budget Categories**

ABA: Annual and Midyear Meetings -- For the annual and mid-year meetings of the ABA, the MSBA reimburses the expenses of eight ABA delegates, four MSBA officers, and MSBA staff. The delegates attend the House of Delegates meetings, the officers attend the National Conference of Bar Presidents meetings, and staff attend the National Association of Bar Executives meetings. Since not all eligible individuals attend each meeting, the amount budgeted for each meeting reflects a lower amount than the maximum obligation of the MSBA. In addition, the MSBA hosts a reception for all Minnesotans participating in the ABA meetings.

For several years, delegates and officers were reimbursed for any meeting registration fees, air travel up to \$600, lodging costs up to \$225 per day for four days, and meals and ground

transportation up to \$50 per day for four days. This reimbursement plan was intended to cover most but not all of the expenses. The 2009-10 budget reduced the reimbursement to cover two days, the minimum time required to fulfill the duties of a delegate or officer. The proposed 2010-11 budget includes funding to cover three days of expenses. Concerns were raised by several delegates that two days was not enough time to fulfill their duties, particularly for outstate members whose travel time is greater.

Historically, two staff members have attended each meeting. The 2009-10 budget included funding for one staff person. The proposed 2010-11 budget continues funding levels to support one staff person participating in the NABE meetings. Staff is reimbursed for reasonable expenses incurred in connection with the meeting.

<b>ABA Annual Meeting Expenses</b>		
<i>Expense</i>	<i>Attendees</i>	<i>Cost</i>
ABA Registration	8 @ \$200	\$1,600
NCBP Registration	4 @ \$300	\$1,200
NABE Registration	1 @ \$175	\$175
Delegate/Officer Lodging (3 days)	12 @ \$225/day	\$8,100
Delegate/Officer Meals/Ground Transportation	12 @ \$50/day	\$1,800
Staff (4 days)	1 @ \$275/day	\$1,100
Air Travel	13 @ \$600	\$7,800
Reception		\$2,000
Total Commitment		\$23,775
Amount Budgeted		\$16,500

<b>ABA Mid-Year Meeting Expenses</b>		
<i>Expense</i>	<i>Attendees</i>	<i>Cost</i>
ABA Registration (ABA waives)	12 @ \$0	\$0
NCBP Registration	4 @ \$290	\$1,160
NABE Registration	1 @ \$225	\$225
Delegate/Officer Lodging (3 days)	12 @ \$225/day	\$8,100
Delegate/Officer Meals/Ground Transportation	12 @ \$50/day	\$1,800
Staff (4 days)	1 @ \$275/day	\$1,100
Air Travel (ABA pays delegate airfare)	5 @ \$600	\$3,000
Reception		\$2,000
Total Commitment		\$17,385
Amount Budgeted		\$11,300

ABA: Midwest Regional – In the fall of each year, the president, president-elect, and executive director meet with their counterparts from state bar associations in the region – Illinois, Indiana, Iowa, Michigan, Nebraska, Ohio, and Wisconsin. These meetings provide an opportunity to discuss areas of common concern and trends in the legal profession. In the fall of 2010 the MSBA will host this gathering, therefore funding has been increased in the proposed 2010-11 budget to cover additional staff and other related expenses.

ABA: Leadership Conference – Each spring the ABA conducts a training conference for president-elects of state and local bar associations. The conference covers areas such as relations with the media, membership concerns, public relations, and overall leadership.

MSBA: Bar Leader Conference -- The Bar Leader Conference is an annual program held in September. Section and committee chairs, district bar association presidents, members of the Assembly, and the leadership of other bars and law-related organizations are invited. Its purpose is to offer leadership training and to initiate the new bar year. The proposed 2010-11 budget provides for an electronic rather than print format for the Bar Leader Handbook. If it is determined that the Bar Leader Handbook should continue in a print format an additional \$1,500 of funding will be required.

MSBA: Assembly Committees – This is an area that was new to the Governance budget in 2009-10. Historically, expenses related to meetings of Assembly Committees were part of the Committees budget area. That budget area has been broken up to move committee expenses into the budget areas covered by those committees. As management committees, members are entitled to mileage and parking reimbursement. This budget will also cover copying and refreshment costs.

MSBA: Interorganizational Relations -- Expenses in this budget area cover the cost of meetings and cooperation with law-related organizations in the state and nationally. The Council maintains a regular meeting schedule with the district bar associations, courts, law schools, minority bars, etc. At times, the MSBA works jointly with some of these organizations on special projects.

MSBA: Officer Expenses – Officers of the MSBA are reimbursed for association-related expenses -- \$3,000 for the president and \$750 each for the other officers. In addition, under the current governance structure with the larger Council, the officers are meeting as a group on a regular basis to discuss specific issues.

MSBA: Discretionary Fund -- At various times throughout the year, the MSBA receives requests from law-related organizations to financially support special events. This fund was created for the 2004-05 bar year to better control a specific type of expense that is unknown at the time the budget is developed. For several years this account was budgeted at \$10,000 per year. Due to budget constraints, it was reduced to \$2,500 for the current year and that same amount is proposed for 2010-11.

MSBA: Senior Counselors Dinner – The expenses in this area are used to honor members and non-members celebrating their 50<sup>th</sup> anniversary of admission to the bar. For several years this event was a reception held during the annual convention. Beginning four years ago it was transformed into a stand alone event providing senior counselors the opportunity to catch up with old friends and giving leaders of the bench and bar the chance to recognize this significant accomplishment. MSBA-member honorees and one guest are not charged to attend this event; all others pay a fee. The long-term goal is to make this event self-supporting.