

MINNESOTA STATE BAR ASSOCIATION
Elder Law Section
Newsletter Committee
Meeting Minutes
January 5, 2009

**The mission of the newsletter committee is to
keep the membership of the Elder Law Section
aware of matters of interest to section members.**

Members Present: Vicki McIntyre, Jon Lips, Joel Smith, Ken LaBore, Julian Zweber, Laurie Hanson, Kristine Mullmann and Suzy Scheller.

Members Absent and Excused: Amanda Christman and Kim Dayton, and Irena Purves.

Old Business:

1. Reviewed and revised the proposed survey questions regarding the Elderlaw Sections' newsletter. The questions were finalized and will be submitted to Meghan Harper at the State Bar to format and submit to the membership of the Elder Law Section as soon as possible.

New Business:

1. **Current staffing of the newsletter.** Currently, Vicki McIntyre is the editor-in-chief of the newsletter. Given that she will be chair of the Elder Law Section for 2009 – 2010, she has decided to step down as editor-in-chief but continue to be a member of the newsletter committee. Suzy Scheller, member of the committee and associate with Pearson, Randall, Schumacher and LaBore will be serving as editor-in-chief beginning with the next edition. Suzy has worked with Vicki over the past few months and has served as guest editor since December 1, 2008. The committee thanked Vicki for her service and welcomed Suzy. Irena Purves was not able to attend the meeting because she is in Chicago, where she soon will be moving to practice law. She no longer will be submitting "articles of interest" to the newsletter. Council and committee member Joel Smith has agreed to take over her responsibilities. The Committee thanks Irena and Joel for their commitment to the Newsletter.
2. **Should the newsletter be available only to section members as a benefit of membership?** The committee decided that the e-newsletter should be emailed only to section members as a benefit of membership. The staff of the MSBA should continue to post the e-newsletter on its website. In spite of the fact that someone could read the newsletter without being a member, members decided this was good for the overall mission of the section and for publicity.

3. **Should we take submissions from individuals who are not members of the section?** The committee decided that we would take submissions from anyone. Whether or not to print the submission is up to the editor-in-chief.
4. **Should we have a reprint policy for people who want to reprint and distribute articles first appearing in our newsletter?** We decided that our policy should be as follows: If members of the committee submit items of interest to the newsletter which are then printed in the newsletter, the editor-in-chief may respond to requests for reprinting by stating that the article can be reprinted as long as the Elder Law Section e-newsletter is given credit. If an article appears under a byline or is linked and posted on our website, the editor-in-chief will give permission for reprinting only after written permission from the author is also obtained.
5. **Should we have a policy about the length of articles submitted?** The committee decided to leave this issue to editorial discretion. Generally, Vicki has held articles to one double-spaced page, keeping in mind that the purpose of the newsletter is to give members information in a succinct and timely manner.
6. **Should we have policy parameters about acceptable submissions?** (i.e. opinion pieces versus educational pieces). The committee decided that this also should be up to editorial discretion. Each week the editor-in-chief puts together the newsletter and, prior to publication, submits the draft to the chair of the Elder Law Section and the chair of the newsletter committee. Both chairs review the e-newsletter and give the editor-in-chief either the “heads up” or suggestions for change. Generally, if there are any issues regarding whether or not an article should be published, they should be discussed with the two chairs although the editor-in-chief should have discretion, keeping in mind the mission of the newsletter. As long as the article fits within that mission, the article should be published.
7. **Is a byline in each newsletter necessary?** All of the above lead the committee into a discussion about whether or not we should have a byline at the bottom of each news letter that reads: *Warning: this is for informational purposes only and is not intended to be legal advice.* Kristine Mullman will contact the Bar to find out what if any policy they have regarding information posted on the website and get back to the committee.

The meeting concluded at 1:00 P.M. Members opted not to have another meeting unless necessary before the changing of the guard in July.