

OFFICER MEETING - MINUTES

MSBA Intellectual Property (“IP”) Section

September 24, 2008 from 12:00 p.m. to 1:38 p.m. at

Kathryn Goldman’s Office located at 20 S. Charles St., Suite 1201, Baltimore, MD 21201.

Officers Present:

Ms. Sherry H. Flax, Chair, Publications; Chair Elect

Ms. Kathryn M. Goldman, Chair, Membership

Ms. Konstantina M. Katcheves (via telephone), Secretary

Mr. Michael D Oliver (via telephone), Chair, Communications

Mr. Vasilios Peros, Chair, Programs

Ms. Donna Thomas, Chair of the Section

Mr. Michael Yang, Treasurer

Larry Guffey (via telephone), Immediate Past Chair,

The meeting was called to order by Donna Thomas at 12:00 p.m.

I. Recent Posting of Minutes From Previous Year

The first order of business was a discussion on the recent posting of minutes from the previous bar term. It was determined that Mike Oliver was to post what Larry Guffey had already provided for his tenure. It was decided that Larry Guffey was to send e-mails to Mike Oliver on what was to be posted; and Mike Oliver was to confirm the information; Larry Guffey would then provide instructions on what to add and what to delete.

The next order of business was the committee’s Approval of Minutes of the August 20, 2008 meeting. It was determined that amended minutes for the last Officer’s meeting would be drafted and circulated to the Officers for comments and approval.

The next order of business was to establish processes and procedures for drafting minutes of the meetings and posting the minutes and the calendar of events. It was determined that the first draft should be submitted to the Chair within two weeks of the meeting date; and the Chair was to send the draft to the Officers providing a one week comment period. Before the end of the fourth week, the Secretary was to revise the minutes as necessary based on comments received from the Officers and submit them to the Chair for distribution to the Officers for final approval in advance of (if possible) or at the next Officers’ meeting.

Because certain members were not included in the council list and did not receive an invitation, it was determined that Donna was to provide a current section council list to the group.

II. Committee Reports

Communications Committee – Mike Oliver, Chair, Communications Committee

The first committee update was provided by committee chairman Mike Oliver on the Communications Comm. with respect to the status of the website redesign and posting of Bar Convention program materials and annual IP update. Mike pointed out that Gina had completed the logo design and style guide for the web-site; and that he would revise the site to comply with style guide. There was an okay to do the webinar presentation on October 1. Webinar advertisements were sent out via email.

Vasilios inquired on the status of on-line registration. Mike confirmed that an email had been sent but had not been received. The Young Lawyers Chairperson thought that membership would not be interested in this topic and would not send an email blast on the same. Mike was concerned that the reasons were not acceptable. The group discussed that it is acceptable to post information to a listserve without approval. But the committee was requesting co-sponsorship. Mike reported twelve or thirteen e-mails of people who had signed up electronically. Mike said that it looked like the web-site will not be up until about mid-October. It was reported that MSBA agreed to spend money on webinar software.

Membership Committee – Kathryn Golden, Chair Membership Committee

The membership update was provided by Membership Committee Chair Kathryn Goldman. The IP Section was reported to have 488 members which puts the section at 13 of all MSBA sections and growing. Membership numbers were driven by programs and publications. There was a strong correlation between attendees/registrations and sign up.

The Membership Committee wished to plan a social event. A social event was being planned based on the budget and would be submitted to the officers for consideration. Budgetary constraints are limiting the plans for a social event.

To encourage increased membership, it was noted that the bar association is open to students. It was reported that the University of Baltimore is sponsoring student membership of the Bar Association. Donna Thomas has a contact for University of Baltimore and will confirm the contact for the IP program for University of Maryland and provide to Kathryn Goldman

The committee was drafting a promotional piece outlining the benefits of becoming a member. The committee would put together a piece with a slant for students as well as practicing lawyer. Remedying the inconsistency between the registered section members with the MSBA and those registered on the IP Section web-site was discussed.

Other efforts to increase registration were discussed. The 488 count is the membership number maintained by MSBA and not all 488 are on the listserve because people opt out. The number is about 450. The list serve is populated by the MSBA registration not the on-line registration at the IPS web-site. Vasilios Peros suggested that there should be periodic emails to register on-line. Ease of registration was a topic of discussion.

The web-site as a marketing tool was discussed where member only web information such as publications are available to only those registered to encourage web-site registration as well as section registration with the MSBA. Concern was raised that we should be able to use the same id/password system for the members only section of the MSBA web-site. Larry indicated that the plan was that the MSBA would take over our web-site. A suggestion was made to speak to the MSBA about assuming responsibility for our site to take the burden off of Mike Oliver. It was suggested that this next web-site update should be completed, then take the next step to transition maintenance to the MSBA once our web-site is settled.

Program Committee – Vasilios Peros, Chair, Program Committee

The October 1, 2008 government contracts program at the Neo Tech Incubator in Columbia, MD was discussed. Emails were sent to three list-serves (IP, Bizlaw, Entertainment Law), and reminder emails advertising the webinar will be sent. About 16-25 are anticipated in attendance. Cross-marketing IP section events to other sections was discussed. The Young Lawyers committee was not interested in the October program. Association of corporate counsel were unavailable. Solo and Litigation list serve to be targeted for the next program.

Schedule for this year was presented which will included five programs: (1) Sept/Oct; (2) Nov/Dec; (3) Feb/Mar; (4) April/ May program and Annual Meeting program. Additional programming options (beyond traditional IP) were discussed at the council meeting and will be considered for future programs. Goal is to build up traditional programming before a MICPEL program is proposed. It was proposed that it might be a benefit to co-sponsor a MICPEL program with another section.

Publications Committee – Sherry Flax, Chair

Sherry Flax stated that the IP Law Update would continue. We would also embark on a newsletter but will not strictly set up a time frame for the e-newsletter. It was reported that Joe Contrera will head up the newsletter project, to be published on the web-only (web and via email). It will be substantive and include section news and will highlight other events and members. A law student competition will be considered and the committee will make a call for articles from the membership. For the annual update the goal is to consider hot topics and hot cases in IP. An excellent response was received last year.

III. Budget – and Mike Yang, Treasurer

Mike Yang handed out the 2008-2009 Budget and the Budget application for the 2009-2010 Budget which is due in December, 2008. He said that we did not use the entire budget from last year (\$100 surplus). He did not think we would use all line items as they were budgeted last year. He said he could shift the line items, but there was not a lot to work with.

He asked the committee Chairs to submits plans for next year and proposed budget numbers to plan for the budget application to be submitted to the MSBA for 2009-2010. He stated that

consideration should be given to charging fees for events. A large amount of money went to publications last year. Consideration was given to providing the annual update on a CD (as opposed to print) this year. He said that we should keep the admissions fee low for attending social events. He said that next year the IPS would be a dues paying section. A question was raised as to what the MSBA fee would be. Would the budget increase because we will be funded by dues? A question of whether and when corporate sponsorship was appropriate to defray costs of events (e.g. a printer to provide services to bind the annual meeting) was raised. The Section Chair would make an inquiry to the MSBA about the permissibility of accepting sponsorships for events.

IV. Schedule

It was determined that the Section Council Meetings for the remainder in the year were to be scheduled in late January and early April at Sheraton in Columbia, MD. It was determined that the next Officer's meeting would be November 5 (and back on schedule every second Wednesday of each month thereafter). The next Officer's meeting would be at Saul Ewing LLP, 500 E. Pratt Street Baltimore, MD

There being no further business, the meeting was adjourned.

Minutes by Secretary : Konstantina Katcheves _____