

OFFICER MEETING - MINUTES

MSBA Intellectual Property (“IP”) Section

November 5, 2008 from 12:00 p.m. to 12:45 p.m. at

Saul Ewing, LLP, 500 East Pratt Street, 9th Floor, Baltimore, MD 21202

Participating Officers:

Ms. Kathryn M. Goldman (via telephone), Chair, Membership

Ms. Konstantina M. Katcheves, Secretary

Mr. Vasilios Peros, Chair, Programs

Ms. Donna Thomas, Chair of the Section

Mr. Michael Yang, Treasurer

Mr. Larry Guffey (via telephone), Immediate Past Chair

Mr. Mike Oliver (via telephone), Chair, Communications

Non-participating Officers:

Ms. Sherry H. Flax, Chair, Publications and Chair-elect

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

I. Updated IP Section Council List

The first order of business was a confirmation of the new council list being ready for circulation. Chair requested a list of committee members from each of the committee chairs so that current information can be posted on the section’s website and the MSBA site. Chair still needs Membership and Publications list.

Chair asked if K. Goldman received contact information for developing student membership from University of Maryland and University of Baltimore schools of law. K. Goldman confirmed that she received the information and can now follow up on developing student memberships.

II. Budget

Confirmation was received of actual approved budget. The budget was less than the amount requested. Current budget for the section is \$4,434. The amount requested was approximately \$6,900. Nicole Earl at MSBA was asked for the reason for the lower number. Nicole Earl indicated that, typically, with a new section, the budget is approved based on the activity from the previous year. The budget from last year was \$4,434; actual expenditures exceeded the approved budget by \$483. The next budget (2009-2010), however, will be decided upon using different factors/parameters, and will not necessarily be based upon the spending of this year’s budget.

Chair indicated that next year’s budget has to be tendered by December 12.

It was discussed that the section will require dues to be paid next year. It was discussed that the section will retain 85% of the dues collected. Fifteen percent (15%) of the dues collected will go to MSBA headquarters to cover overhead. This is separate from what the budget approval will be. The section still tenders the budget, and the budget gets approved. The section will receive the approved budget regardless of what is collected in dues.

K. Goldman calculated that, based on our current membership, assuming 100% renewal and no growth (523 members), at \$15 per person and retaining 85%, we would have an income of \$6,668.25. K. Goldman expects that membership will be in the range of 600-650 by May of 2009.

The treasurer of the section requested that committee chairs consider their expenses next year (2009-2010) and let him know so that he can accommodate budget requests.

Chair noted that every section has \$50 allotted to it per month for copying and \$50 per month for postage charges. It is a "use it or lose it" allocation, so it doesn't accumulate. The Chair also noted that there are no restrictions on getting sponsors for the annual update or for events which can off-set the costs that would come out of the budget.

The treasurer updated the council on the current (2008-2009) budget status. Out of the allotted budget of \$4,434, the section has spent \$1,507.93, leaving a balance of \$2,926.07.

III. Schedule

Rather than scheduling the originally-considered three section council meetings per year, Chair suggested that, due to budget constraints, the section convene only one more section council meeting, perhaps in March (open to suggestions), in order to financially accommodate the rest of the programs and publications. The last section council meeting cost close to \$800. It was agreed that the section will convene only one additional section council meeting this year.

IV. Dues/New Membership

If the section sets annual dues at \$15, the section should yield somewhere between \$6,000 and \$7,000 in net fees to work with next year. The section must still submit a budget to the MSBA for approval, but the section should ideally rely on its own funding based on retention of 85% of our dues. Chair called for a vote for \$20 as annual dues. A majority voted in favor of \$20 annual dues. It was suggested that a marketing piece be given to prospective members detailing what the \$20 dues offers our members. With a \$20 membership fee, it would justify an \$8,500 budget request. The Chair is to submit the proposed dues of \$20 to a vote of the Section Council. The Past Chair suggested that K. Goldman send a welcome e-mail to new members.

V. Approval of Minutes

Mike requested a correction on the second page of the September 24, 2008 minutes .

The August 20 minutes were approved

VI. Committee Reports

- Communication Committee – M. Oliver, Chair

M. Oliver indicated that the podcast of the last program was available on the section website. The design is set up and may be implemented soon. M. Oliver intends to send a site e-mail to officers for review. Chair indicated that she spoke to the MSBA, and they are prepared to take over the website, so long as it is not too complicated for MSBA to manage.

Discussion was had of the technical issue of having the same log-in as MSBA when someone registers. M. Oliver discussed technological challenges.

- Membership Committee – K. Goldman, Chair

K. Goldman reported that the number of section members has reached 523. The membership goal for this bar year is 600 members. There was discussion of a possible social event in April with funding through sponsors of the event. A marketing strategy to implement the new dues structure was also discussed. A welcome e-mail encouraging registration on our website was discussed as a part of the marketing plan. A plan for marketing to student base will also be developed.

- Program Committee – V. Peros, Chair

V. Peros indicated that the program committee convened a phone call.

Attendance for the last program was reported at 14 people in-room, and 23 people on the phone. It was reported that the coordination with the communications committee went very well.

Discussion was had about possible event topics and a December winter event as webinar only event.

- Publication Committee – Sherry Flax, Chair (not in attendance)

The publications chair was not in attendance. The section chair reported that she has provided names and contacts regarding the eNewsletter to J. Contrera and that deadlines for the MD Bar Journal and MD Bar Bulletin have been set.

VII. **Officers Meeting Schedule**

It was reported that officers meetings are back on regular schedule for the second Wednesday of every month.

VIII. **Bar Convention Materials**

Bar Convention submission requirements are expected soon. Discussion was had regarding the Bar Convention and W. Claiborne indicated to the Chair that any section that wants to hold a program at the Summer convention will have the opportunity to do so.

IX. **MICPEL**

MICPEL is holding a January 30 program organized by Bill Galkin. Discussion ensued whether the section should co-sponsor this event. It was decided that the section will benefit by sponsoring the event because it will give us an opportunity to promote the section; thus it was agreed that the section will co-sponsor the MICPEL. It was also decided that we will market the program in coordination with MICPEL.

X. **Next Officers Meeting** is Wednesday, December 10 at noon by telephone conference.

There being no further business, the meeting was adjourned.

Minutes by Secretary : Konstantina Katcheves _____