



## Business Law Section of the Florida Bar

### INCLUSION MENTORING FELLOWSHIP & MEMBERSHIP COMMITTEES

#### 2020 ANNUAL LABOR DAY RETREAT MEETING-Agenda Wednesday, September 2, 2020 (1:00-1:55pm)

##### 1. Welcome and Introduction

- a. Chair: Michelle K Suarez
- b. Vice Chair: Christina Taylor
- c. Second Vice Chair: Valeria Angelucci

##### 2. Chair's Report (IMF & Membership)

- a. IMF: Sub Committee Updates:
  - i. Communication & Marketing Committee:
    1. Co-Chairs: Christina Taylor and Michelle Suarez
    2. Not much going on. Adina Polan is now doing BLS newsletters. Get in touch with her if you want anything in there, but if it relates to IMF, send it to me and Christina first please. Also, Tracey Eller will be updating the BLS website soon. Stay tuned.
  - ii. Networking Committee:
    1. Co-Chairs: Michelle Suarez and Kelly Roberts. Lots of events coming up. See below.
  - iii. CLE Committee:
    1. Co-Chairs: Dana Robbin and Utibe Ikbe. They will provide update.
  - iv. IMF Mentor/Mentee Program
    1. Chairs: Nicole McLemore & Michelle Suarez. Update below. Relaunch in effect. Sign up now. Pledge Agreement attached.

##### b. Proposed Changes to Fellowship 2021-2023 Program and Applications (Vote required)

- i. 2 Obligations to met each year by each fellow: i.) proof of participation in substantive project (subject to approval by IMF Chair and Vice Chair); ii.) proof of attendance and participation on all days of BLS Meetings (IMF, attendance at 1 substantive, and attendance at 1 non-substantive meeting) of at least 2 of 3 BLS meetings in first year as fellow. If obligations are not met in 1<sup>st</sup> year, the

Fellow failing to honor that commitment is disenrolled from the Fellows program and an alternate fellow (chosen from a list of 3 alternates selected from the year of that fellowship) will be offered the opportunity to replace the disenrolled fellow and use that fellow's remaining \$2,500.00 for the 2<sup>nd</sup> year of the disenrolled fellow's fellowship.

- ii. Pledge Commitment to be signed by Fellows agreeing to the terms set forth above in b(ii).
- c. **Diversity CLE Policy:** Vote on new proposed BLS Diversity CLE Policy (if approved by IMF to be submitted at EC for approval and into immediate implementation for all future BLS CLE's) (to be discussed and explained by Marianne Doris). See materials attached hereto as **Schedule 1.**
- d. **Relaunch of BLS Mentor/Mentee Program & Pledge drive.** See materials attached hereto as **Schedule 2.**
- e. **Implementation of IMF Substantive Committee Liaison Policy.**
  - i. Each substantive committee must have an IMF representative to serve as a liaison to that substantive committee. The IMF Liaison's responsibility is to email the substantive committee Chair and Vice-Chair prior to each substantive committee meeting to which the IMF Liaison is assigned and ask for 1-2 minutes to speak at the substantive meeting for purposes of a.) informing that substantive committee of what we are getting done in IMF, encouraging the substantive committee to engage with the Fellows, and request that more members of that substantive committee participate in the IMF section or attend IMF networking events.
  - ii. Substantive Committees are as follows:
    1. Business Litigation→Name of volunteer:
    2. Bankruptcy/UCC→Name of volunteer:
    3. Computer and Technology→Name of volunteer:
    4. Corporations/Securities and Financial Services→Name of volunteer:
    5. Intellectual Property→Name of volunteer:
- f. **IMF: Upcoming Events 2020**
  - i. **IMF Networking event via Zoom (6pm-7pm) Sept. 3, 2020 (Thurs)**
    1. Themed: 90's or Sports Team clothing
    2. <https://us02web.zoom.us/j/6973758975>
    3. Meeting ID: 697 375 8975
    4. Corona Bingo
    5. Scavenger Hunt
  - ii. **IMF Pumpkin Carving Contest** (all submissions due to [MSuarez@FloridaEntrepreneurLaw.com](mailto:MSuarez@FloridaEntrepreneurLaw.com) on or before Wednesday October 28, 2020, 10pm). Winner announced at IMF Halloween Party.
  - iii. **IMF Halloween Party via Zoom (Thursday, October 29, 2020)**
    1. Gift card to the best costume

iv. **The Kozyak Minority Mentoring Foundation, September 15, 2020 at 6:00**

1. The Kozyak Minority Mentoring Foundation along with the Office of Career Services and Professional Development and the Black Law Student Association at NSU Law cordially invite you to attend the Minority Mentoring Reception on September 15, 2020 at 6:00 pm via Zoom. Sign up here: <http://www.kmmfoundation.org/calendar.asp>
3. Future Project Reports
  - a. CLE on BLS Leadership (Dana Andrews and Utibe Ikpe)
4. Other New or Unfinished Business
5. Adjournment

# SCHEDULE 1

UPDATE ON BLS/IMF CLE DIVERSITY & INCLUSION SPEAKER PANEL POLICY:

**Next Call: September , 2020 from**

**Call: 407-337-3733; PIN # 7788**

Members of Study Group:

**BLS**

Mariane Dorris

John Dorris

**Florida Bar Diversity & Inclusion Committee**

Michael Andriano

David Brunell

Julian Jackson Fannin

PROPOSED BLS DIVERSITY & INCLUSION CLE SPEAKER PANEL POLICY (“CLE DIVERSITY POLICY”):

The Business Law Section (“BLS”) expects all Continuing Legal Education (CLE) Programs sponsored or co-sponsored by the BLS to meet the goals of the Diversity Committee Strategic Plan of eliminating bias, increasing diversity and implementing tactics aimed at recruiting and retaining diverse attorneys. These goals are furthered by having the faculty include members of diverse groups based upon *race, ethnicity, gender, sexual orientation, gender identity, disability and multiculturalism*.

**CLE Diversity Policy:**

For these reasons, the Study Group recommends the following CLE Diversity Policy. This policy applies to CLE programs with three or more panel participants, including the moderator. Effective **January 1, 2021**, the following guidelines will apply: (a) individual programs with faculty of three or four panel participants, including the moderator, will require at least 1 diverse member; (b) individual programs with faculty of five to eight panel participants, including the moderator, will require at least 2 diverse members; and (c) individual programs with faculty of nine or more panel participants, including the moderator, will require at least 3 diverse members. The BLS will not sponsor, co-sponsor, or seek CLE accreditation for any program failing to comply with this policy unless an exception or appeal is granted.

**Implementation:**

The Inclusion, Mentoring & Fellowship Committee (“IMF”), will be responsible for the implementation and enforcement of the CLE Diversity Policy. As such, any question of compliance with the CLE Diversity Policy will be determined by the IMF Committee. If a proposed CLE panel does not comply with the CLE Diversity Policy and cannot be granted an exception, as defined below, then the BLS will not sponsor the CLE. **All applications for programs seeking CLE accreditation and BLS sponsorship shall be submitted to the IMF Committee at least seven (7) days prior to the date the program is scheduled to occur.**

At the discretion of the IMF Committee and the Chair of the Section, either of the following circumstances *may* constitute grounds for an exception from the CLE Diversity Policy:

1. Previously confirmed diverse speakers or moderators for the CLE cancel, withdraw or become unable to attend and participate in the CLE and insufficient time exists to replace them and maintain a diverse panel.
2. After a diligent search and inquiry, the proponents of the CLE have affirmed they have been unable to obtain the participation of the requisite diverse members of the CLE panel.

**Diverse Speaker Directory:**

In order to assist in the implementation of the CLE Diversity Policy, IMF will create and maintain a Diverse Speaker Directory (“Directory”). The Directory will provide a database of legal experts that self-identify from a race, ethnicity, gender and gender identity, sexual orientation, disability and multicultural perspective. In addition to the above, individuals who register with the Directory shall identify their geographical location, willingness to travel, speaker fees if any, and areas of expertise/interest, in addition to a CV.

# SCHEDULE 2



## Business Law Section of the Florida Bar

### IMF Mentorship Program Pledge Participation Agreement

*(September 2020-September 2021)*

#### MENTOR AGREEMENT

The Florida Bar's Business Law Section's ("BLS") Inclusion Mentorship and Fellowship Committee ("IMF") Mentorship Program provides those attorneys in the BLS looking for Mentorship ("Mentees") the opportunity to work with an attorney ("Mentor") to help the Mentee develop legal competencies, enhance relationships with other BLS Members, especially other BLS Members involved in leadership or who have been active BLS Members for several years, and assist the Mentees in establishing core skills that are important for early career success and for getting the most out of the BLS.

By signing this BLS IMF Mentorship Program Pledge Agreement, you, as the **MENTOR**, acknowledge and pledge to commit to the following terms and conditions as a BLS Member:

1. You shall currently be, and at all times during your participation in the Program, maintain your status, as a member in good standing of The Florida Bar's Business Law Section.
2. You shall meet shall **have at least four (4) interactions** which must include at least two (2) in-person or video-conference interactions with the Mentee assigned to you, during the year term (e.g. you could have 2 phone calls and 2 zoom meetings).
3. You shall make yourself available to the Mentee to answer questions about the BLS, or your experiences as a legal practitioner, as much as you determine to be reasonably necessary to establish a meaningful Mentorship relationship with your Mentee.
4. You shall provide **a brief summary to the IMF Committee Chair and Co-Chair(s)** of your experience with your Mentee, including how often you met with them, no later than **one month after the conclusion of your year term as a Mentor**. (i.e. by November 30, 2021).
5. You agree to comply with the Rules of Professional Conduct and the Rules Regulating the Florida Bar (and bar of other jurisdiction where you practice, if applicable) and you will not engage in any conduct which may subject you or your Mentee(s) to disciplinary or other action by The Florida Bar or other bar.

**BY SIGNING BELOW YOU PLEDGE TO MEET YOUR OBLIGATIONS AS A BLS IMF MENTOR AND COMMIT TO MAKING THE MOST OF THE MENTORSHIP EXPERIENCE.**

<b>Name of MENTOR (PRINT)</b>	_____
<b>Signature of Mentor</b>	_____
<b>Email</b>	_____
<b>Name of Law Firm</b>	_____

<b>Phone Number</b>	_____
<b>Business Address</b>	_____ _____
Primary Practice Area(s) (Note: you may check more than one)	<input type="checkbox"/> Bankruptcy <input type="checkbox"/> Commercial Litigation <input type="checkbox"/> Corporate Transactions <input type="checkbox"/> UCC <input type="checkbox"/> Securities <input type="checkbox"/> Receivership <input type="checkbox"/> Other _____



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2. You shall meet shall **have at least four (4) interactions** which must include at least two (2) in-person or video-conference interactions with the Mentor assigned to you, during the year term (e.g. you could have 2 phone calls and 2 zoom meetings). You will actively reach out to your Mentor to make sure these interactions occur.
3. You shall make yourself available to the Mentor, be on time to all scheduled interactions, and make a diligent effort to communicate and follow up with your Mentor, in order to establish a meaningful Mentorship relationship with your Mentor.
4. You shall provide **a brief summary to the IMF Committee Chair and Co-Chair(s)** of your experience with your Mentor, including how often you met with them, no later than **one month after the conclusion of your year term as a Mentee**. (i.e. by November 30, 2021).
5. You agree to comply with the Rules of Professional Conduct and the Rules Regulating the Florida Bar (and bar of other jurisdiction where you practice, if applicable) and you will not engage in any conduct which may subject you or your Mentor(s) to disciplinary or other action by The Florida Bar or other bar.

**BY SIGNING BELOW YOU PLEDGE TO MEET YOUR OBLIGATIONS AS A BLS IMF MENTEE AND COMMIT TO MAKING THE MOST OF THE MENTORSHIP EXPERIENCE.**

<b>Name of Mentee (PRINT)</b>	_____
<b>Signature of Mentee</b>	_____
<b>Email</b>	_____
<b>Name of Law Firm</b>	_____



<b>Phone Number</b>	_____
<b>Business Address</b>	_____ _____
<b>Primary Practice Area(s)</b> (Note: you may check more than one)	<input type="checkbox"/> Bankruptcy <input type="checkbox"/> Commercial Litigation <input type="checkbox"/> Corporate Transactions <input type="checkbox"/> UCC <input type="checkbox"/> Securities <input type="checkbox"/> Receivership <input type="checkbox"/> Other _____