

**Pro Bono Committee, Business Law Section
Minutes for the August 31, 2013 Meeting**

1. The meeting was called to order at approximately 8:35 a.m.
2. Mark Stein read the mission statement of the Pro Bono Committee:

The mission of the Pro Bono Committee is to achieve 100% participation in Pro Bono Service by Business Law Section members and attorneys in their firms.
3. Mark Stein briefly discussed changes to the website which included separating the Pro Bono Committee's business from pro bono opportunities, removing outdated materials, and updating the information regarding current projects of the Committee.
4. Non-Profit Clinics
 - a. General discussion of the clinics for the benefit of new attendees.
 - b. Jacksonville: Reaching out to United Way this year. Scheduled for 10/29
 - c. Orlando: Jennifer Morando is working with FAMU to coordinate the first Orlando clinic. The estimated timeframe is March or April 2014.
 - d. Plans for Fort Lauderdale and Tallahassee are also in the works.
5. Best Practices Guide
 - a. Mark Stein discussed that the general intent and purpose of the Best Practices Guide is to serve as a recommendation for firm pro bono policies. It is designed so that any firm could use the Guide, and adapt it to serve the firm's particular needs. Maxine Long gave a brief overview of the topics covered by the Best Practices Guide and announced that the Best Practices sub-committee wants to seek approval of the Guide by the Executive Council at its September 2, 2013 meeting.
 - b. **Motion:** Maxine moved that the Committee request that the Executive Council:
 - i. Approve and adopt the Best Practices Guide;
 - ii. Post to the Business Law Section's website; and
 - iii. Post sample policies to the Section website.

John MacDonald seconded the motion. The group discussed the motion. John MacDonald reiterated that the Best Practices Guide is only a guide and is not an actual policy. There was some concern voiced that the Committee may not have authorization from the law firms to post the sample pro bono policies on the

Section website. As such, Maxine Long amended the motion to delete the request that the sample policies be posted to the website.

Amended Motion: To request that the Executive Council approve and adopt the Best Practices Guide and post it to the Section website.

John MacDonald suggested that Section notify the Council of Sections of the Best Practices Guide. He also discussed some revisions that were made prior to the meeting in order to address some concerns raised by leadership of the Executive Council.

The motion was further amended to the following:

- (1) Request that the Executive Council adopt the Best Practices Guide as a recommendation of the Section; and
- (2) Promote the Best Practices Guide to the Council of Sections.

The motion was unanimously approved.

6. Pro Bono Story of the Month.

The group discussed the story of the month project and the difficulty in getting it to take off. The group discussed strategies for getting the project moving, including assigning a person to take responsibility (possibly a law student) and assigning a Committee person to every month.

7. Pro Bono Week

The group discussed that ABA Pro Bono Week was approaching and whether the Committee should take part in it. No decision was reached.

8. The minutes of the June 27, 2013 meeting were unanimously approved.

9. Website

Mark Stein discussed that he, Jennifer Morando, and Tracey Eller had redesigned the pro bono web pages prior to the meeting. The Committee page has now been separated from the pro bono opportunities. The ultimate goal for the web page is to create a central clearing house of pro bono opportunities with links directly to the pro bono opportunities. The group discussed how these opportunities should be organized and decided that organizing them by judicial circuit would make the most sense.

The Section Chair, Steph Nagin, Vice Chair, Hon. Bill Van Nortwick, and Secretary/Treasurer, Alan Howard, briefly interrupted the meeting to discuss Section business. Steph Nagin talked about the retreat and said that a survey would be sent to membership when the retreat was over. He also discussed that a goal for the Section this

year is to focus more on long-term strategic planning. Judge Van Nortwick said that he is the leadership liaison to the Pro Bono Committee and asked that the Committee contact him if there is anything he can do to assist with our work.

The group resumed its discussion on the website. The group decided that it would be a good idea to set up a conference call in the future to discuss the direction of the site. Also, it was suggested that the group involve Kathy Grunewald of Florida Legal Services as she may be able to provide helpful information.

10. The meeting was adjourned at 9:55 a.m.