

**Association of Corporate Counsel
Louisiana Chapter**

**Minutes
Board of Directors Meeting
March 8, 2018**

The Board of Directors of the Louisiana Chapter of the Association of Corporate Counsel held a regular Board meeting on March 8, 2018, at the offices of Laitram, LLC., 5307 Plantation Road, Harahan, Louisiana.

Present: Molly Vigour, President; Joni A. Johnson, Vice President; Kimberly Theriot-Smith, Treasurer; Daniel LaGrone, Secretary; Clay Beery; Jose Corrada; Kurt Duncan; Jim Moran; and John H. Fenner (by telephone)

Absent: Edmund Giering; Franck LaBiche; Alex Pucheu; and Sophia Ryan

I. Call to Order

Ms. Vigour called the meeting to order.

II. Review and Approval of Board Minutes of February 1, 2018

Upon a motion made and duly seconded, the Board approved the minutes of the February 1, 2018 Board Meeting, attached hereto.

III. Financial Reports

Ms. Theriot-Smith and Mr. Moran presented the financial reports for the Chapter. The Balance Sheet, as of March 5, 2018, reflects Total Assets of \$37,793.52. Per the Profit and Loss Statement, Revenues in excess of Expenses for the fiscal period [October 1, 2017 through September 30, 2018], thus far, are \$16,866.65 against a budgeted total loss of \$5,470 for the full fiscal period. However, as shown in the Profit and Loss Budget vs. Actual Report, which reflects variances from the budget, the largest budgeted expenses – scholarships [\$12,000] and a pro-bono contribution to Pro Bono Project [\$5,000] -- have not yet been made in this fiscal period, as well as lesser budgeted expenses. The Board considered all budgeted expenses and anticipated non-budgeted expenses, as well as expected future budgeted income during the fiscal period, and unbudgeted revenue. Based on this analysis, the Chapter appears to be on target to end the year “on budget.”

With respect to unbudgeted revenues and expenses, Ms. Vigour commented that the financials should be revised to include line items for the unbudgeted revenue from the grant provided to the Chapter by ACC’s national organization (to hold a mini-MBA program for the Chapter’s members), as well as the Chapter’s related expenses for the mini-MBA program. However, the revenue and related expense from

the mini-MBA program are expected to roughly offset each other; so the line item additions will not affect the net budget figures.

IV. Old Business

a. Program and Sponsorships Committee

(i) Sponsorships

Ms. Johnson and Ms. Vigour reported on the 2017 Sponsorships. Sponsorships were previously accepted from Fisher Phillips; Ogletree Deakins, Deutsch Kerrigan; Ware Immigration; Baldwin Haspel; Phelps Dunbar; Carver Darden; Stone Pigman and Kean Miller. Since the previous Board meeting, the Chapter has been approached by McGlinchey to sponsor a Professionalism CLE in Baton Rouge and to participate in the ACC/Loyola CLE program. Given the Chapter's interest in making programs available in Baton Rouge, the Board supported the addition of the McGlinchey sponsorship.

ii. Past CLE and Events

Ware Immigration sponsored a CLE program at Ralphs on the Park, February 28, 2018.

iii. Upcoming CLE and Events

Ms. Vigour announced that the Chapter has received a \$6,000 grant from the ACC to host a mini-MBA program for the Chapter's members. Arrangements have been made with Tulane's A.B. Freeman School of Business to provide five hours of instruction. The program will be held on May 24th. The initial plans for the program contemplate 20 participants. However, Ms. Vigour will explore with Tulane if there is flexibility to offer a greater number of seats for the program. Ms. Theriot-Smith and Ms. Vigour will communicate (via e-mail) with Chapter's members, with specifics about the program, in order to solicit indications of interest. Depending on the results of the inquiry to the members, and assuming space is available, special offers may be extended to non-members as membership recruitment tool. Also, depending on feedback from members, Ms. Vigour will address other logistical considerations relating to the event. Ms. Vigour will also work with Kean Miller, which has agreed to sponsor a social event for the Chapter, to determine if a dinner hosted in conjunction with the program would be appropriate.

The following Chapter events are slated for this year:

February 28, 2018. Ware Immigration – CLE at Ralph's on the Park (held as scheduled)

March 21, 2018. Baldwin Haspel -- CLE at Ralphs on the Park

April 11, 2018. Fisher Phillips -- CLE at Ruth's Chris in Metairie

May 3, 2108. Ogletree Deakins -- Jazz Fest CLE [Note that this is a change from the previously scheduled date.]

May 24, 2018. "Mini MBA Day" at Tulane Freeman School of Business (per grant from ACC's National organization)

June 2017. Deutsch Kerrigan – CLE in New Orleans

June 2017. Phelps Dunbar -- CLE in Baton Rouge

Carver Darden – CLE TBA

Kean Miller Social Event (projected for the Fall, but possibly held in conjunction with the mini-MBA program)

September 28, 2018. ACC/Loyola CLE at Courtyard Marriott in New Orleans

Stone Pigman – CLE TBA

Ogletree Deakins – December "Last Chance" CLE in New Orleans

Chapter Holiday Luncheon – December (sponsored by Fisher Phillips)

b. Membership Committee Reports

Ms. Theriot-Smith reported on her continuing outreach to potential members. Mr. Moran reported that as of the date of the Board meeting, ACC is reporting a total of 129 Chapter members. The Board discussed a request from the ACC (national) membership team for the Chapter to share its prospect list. The Board agreed to share the list with national organization; and the Chapter will explore how the Chapter and the national organization might work together to promote membership.

c. Scholarship Committee Reports.

The Chapter's budget includes \$12,000 for four scholarship (\$3,000 each) for law students at Loyola, Southern, LSU and Tulane. Mr. Giering will be attending the LSU Scholarship Reception on March 27, 2018; and he will also be communicating with LSU and Southern about the scholarships available for 2018. Mr. Labiche will communicate with Tulane and Loyola about the scholarships available for students of those schools.

d. Public Relations

Mr. LaGrone reported that Louisiana Bar Journal published a news item in the February/March 2018 edition, which focuses on the Chapter's scholarship program. Mr. LaGrone also indicated that he would be preparing a newsletter for the 2nd Quarter of 2018, which would feature, among other things, the mini-MBA program.

e. Pro Bono/Donations/Diversity

Ms. Vigour indicated that, in connection with the Chapter's donations to the Louisiana Bar Foundation, the Chapter has received tickets to 32nd Annual Fellows Gala. She encouraged Board members to attend the Gala in order to demonstrate the Chapter's support for the work of the Bar Foundation.

Ms. Theriot-Smith reported regarding the ACC's Global Community Service Month - September. Board members were receptive to promoting the program, offering various ideas for community involvement. The Board asked Ms. Theriot-Smith for further information about the ACC's objective with respect to the program and asked that the program be placed on the agenda of the May Board meeting.

V. New Business

Ms. Vigour reiterated her request that Board members offer ideas about succession planning, as her term as president will end this year. The Chapter does not currently have a president-elect. According to the by-laws of the Chapter, the office of president may not be filled by an individual for three successive terms, so the Board must nominate a new candidate. Accordingly, succession planning will continue as an agenda item in future board meetings.

VI. Closing

The next Board Meeting was scheduled for May 24th, immediately prior to the first session of the mini-MBA.

There being no further business, the meeting was adjourned.



Daniel LaGrone, Secretary