

**Association of Corporate Counsel  
Louisiana Chapter**

**Minutes  
Board of Directors Meeting  
January 17, 2020**

The Board of Directors of the Louisiana Chapter of the Association of Corporate Counsel met at the Pan-American Life Center on January 17, 2020.

**Present:** Kimberly Theriot-Smith, President; Daniel LaGrone, Secretary; Kurt Duncan, Treasurer; Molly Vigour, Past President; Jose Corrada; Sophia Ryan (by phone) ; Katy Wittman (by phone); Randy McKann (by phone) ; Jeff Peters (by phone)

**Absent:** Joni A. Johnson, Vice President; Franck Labiche; John H. Fenner; Edmund Giering

**I. Call to Order**

Ms. Theriot- Smith called the meeting to order.

**II. Review and Approval of Board Minutes of September 13, 2019**

Upon a motion made and duly seconded, the Board approved the minutes of the September 13, 2019 Board Meeting, attached hereto.

**III. Financial Reports**

The Board considered financial matters concerning the Chapter. The fiscal period started October 1, 2019. The Budget, approved in 2019 projects Net Income of \$1,200 for the 12 month fiscal period. The balance in the Chapter's checking account as of January 8th is \$12,613. Much of the Sponsor revenue is expected to be received this quarter.

Mr. Duncan noted that the anticipated revenue from the Chapter's sponsorship commitments significantly exceeds the budgeted revenue. He also noted that the current budget did not include an expense item for lunches that will be hosted by the Chapter for our sponsors. He additionally noted that the Chapter will not incur a CLE Commission expense. In view of the foregoing, the Board considered whether to approved a revised Budget . Upon motion made and duly seconded, the Board approved a revised Budget, with variances from the existing budget to reflect new budgeted Net Income of \$6,110, derived from the following changes:

Budgeted Sponsorship Revenue: \$24,500, rather than \$17, 500

Budgeted Lunch Expenses (for Sponsors): \$2,200, rather than \$0

Budgeted CLE Commission Expense of \$0, rather than \$110.

In view of the greater than anticipated revenue, the Board anticipates greater than budgeted spending this year going forward, including possibly greater pro bono contributions, as budget variances. This additional spending would be in line with the Board’s objective of maintaining a limited surplus consistent with ACC National’s recommendations.

**IV. Program and Sponsorship Committee**

*a. 2020 Sponsors*

Ms. Vigour reported the Committee had secured commitments from the following sponsors for 2020.

| LEVEL    | SPONSOR             | FEE     |
|----------|---------------------|---------|
| Premiere | Ogletree Deakins    | \$3500  |
| Premiere | Fisher Phillips     | \$3500  |
| Gold     | Galloway Law Firm   | \$2000  |
| Gold     | Jones Walker        | \$2000  |
| Gold     | McGlinchey Stafford | \$2000  |
| Gold     | Phelps Dunbar       | \$2000  |
| Gold     | Ware Immigration    | \$2000  |
| Gold     | Deutsch Kerrigan    | \$2000  |
| Gold     | Baldwin Haspel      | \$2000  |
| Gold     | Litchfield Cavo     | \$2000  |
| Silver   | Kean Miller         | \$1,500 |

The Chapter may additionally secure a sponsorship from Lewis Brisbois.

*b. 2020 Calendar*

The Chapter’s Calendar of Events is being constructed in coordination with the sponsors. Ogletree has proposed a date coinciding with Jazz Fest, in order to offer a Jazz Fest CLE and social event. Ogletree has agreed to sponsor a holiday luncheon in December.

*c. Sponsor Luncheons.*

Individual Board members accepted assignments to host a luncheon with one or more of our Chapter sponsors. The luncheons will provide an opportunity for our sponsors to provide feedback on their experience as sponsors and for the Board to share programming ideas with our sponsors, e.g., diversity programs and possible webcast approaches. The Board concluded that the appropriate budget for these lunches for a party of 4 would be \$200 per lunch.

*d. Loyola LinkedIn Advertising*

Ms. Theriot-Smith reported that Loyola School of Law advised that it would expand its advertising outreach for the full day seminar jointly sponsored by Loyola and the Chapter to include advertising on LinkedIn.

**V. Membership Committee**

The Board discussed goals regarding Chapter membership. The Board noted the importance of recruiting new members in the ordinary course of Chapter activity; however, for 2020, the Board asked the Chapter's officers to prioritize the promotion of greater membership participation in the Chapter's events, with a focus on providing value to recently added large firm members that have not yet fully availed themselves of the benefits of membership.

**VI. Public Relations Committee**

Mr. LaGrone reported that he would prepare a newsletter for the 2<sup>nd</sup> Quarter and 4<sup>th</sup> Quarter. In connection with each newsletter, he will offer each Sponsor an opportunity to contribute educational content to the newsletter.

Ms. Theriot Smith indicated that she has been maintaining Chapter information on the Chapter's website. Ms. Theriot Smith includes information about upcoming events, and she uploads photographs regarding past events.

**VII. Scholarship Committee**

Mr. Giering provided information in advance of the meeting regarding current developments. LSU awarded the 2019-2020 Corporate & Business Law Excellence Award to London Smith. The LSU Law Center Scholarship Reception will take place February 11, 2020.

**VIII. Pro Bono/Donations/Diversity Committee**

*a. PBJ Grant Opportunity.* Ms. Theriot discussed the Pro Bono Jumpstart (PBJ) grant program run by the ACC Foundation. Under the program, the ACC Foundation will award a grant of up to \$10,000 to successful applicants to fund initiatives that engage in-house counsel in providing pro bono legal services. The Board asked the Membership Committee to approach Christy Kane of Entergy, who formerly served as the director of the Louisiana Appleseed organization, about assisting the Board in preparing an application, with the objective of engaging the Chapter membership including her colleagues at Entergy in a Pro Bono initiative.

*b. Louisiana Appleseed Good Apple Gala – January 23, 2020.* Mr. Duncan reported that the Appleseed Organization has been provided six tickets to the Gala in connection with the Chapter's

sponsorship of the organization. Ms. Theriot –Smith encouraged Board members to attend the Gala in support of the work of Louisiana Appleseed.

*c. Diversity Conclave.* Mr. Duncan presented to the Board a request from the Diversity Conclave for a sponsorship contribution. The Board discussed the request. In view of the Chapter’s revised 2020 Budget with enhanced revenue, the consensus of the Board was that the Chapter should make a contribution. Upon motion made and duly seconded, the Board approved a sponsorship contribution of \$250 for the Diversity Conclave.

*d. Diversity Programming.* Ms. Theriot-Smith noted that other Chapters have begun to organize events devoted to diversity programming. Such programming includes non-traditional content that is directed to (but not necessarily exclusively for) a diverse segment of the Chapter’s membership. As an example of diversity programming, a Chapter might offer self- defense instruction geared primarily towards women. The consensus of the Board was that the Chapter could benefit from diversity programming. Board members were asked to discuss diversity programming opportunities with our Chapter sponsors.

## **IX . Old /Unfinished Business**

### *Sponsor Webcast Coordination*

Ms. Theriot-Smith reported that ACC National can support a webcast event for a Chapter Sponsor, with a software package that cost \$295 per event. However, Ms. Theriot Smith cautioned that the Louisiana CLE rules require that remotely delivered CLE include some method of verifying “attendance.” It is not clear if the ACC software can address this requirement. Ms. Theriot-Smith asked the Board members to consult with the Chapter’s sponsors regarding their interest in providing a webcast in lieu of a traditional lunch CLE.

## **X. New Business**

### *a. Committee Assignments.*

The Board made the following Committee assignments:

Membership: Kim Theriot-Smith, Joni Johnson, Kurt Duncan, Daniel LaGrone

Program and Sponsorship Committee: Joni Johnson and Molly Vigour

Public Relations: Daniel LaGrone, Katy Wittman, and Kim Theriot-Smith

Pro Bono Diversity: Kurt Duncan, Jose Corrada

Scholarship: Edmund Giering, Frank Labiche

*b. ACC HQ Board Meeting Reception.*

Ms. Theriot-Smith reported that the ACC HQ is having its winter board meeting in New Orleans. The LA Chapter's Board of Directors has been invited attend a reception on February 5<sup>th</sup>. Board members are encouraged to attend in order to expand the Chapter's contacts with the national organization and to learn more about the activities of ACC HQ.

*c. ACC Board of Directors- Call for Nominations.*


Ms. Theriot- Smith advised the Board of ACC National's call for nominations to serve of ACC National's board. Due to other commitments, none of the Chapter's Board Members are in a position to serve on the National board.

*d. SuccessionPplanning*

The Board discussed succession planning. Mr. LaGrone and Mr. Duncan expressed interest in continuing in their current roles. Ms. Theriot-Smith's two year term as president expires this year; and per the by-laws, she may not continue to serve as president for 2021. The officers of the Chapter will convene separately to discuss next year's officer positions.

**XI. Next Meeting/Adjourn**

The date of the next Board Meeting was not set. Ms. Theriot- Smith will provide notice of the next meeting.

A blue rectangular box containing a handwritten signature in black ink that reads "Daniel LaGrone".

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Daniel LaGrone, Secretary