* **ABLL Board Meeting Minutes**
* Wednesday, July 27, 2016
* Brown Rudnick, Conference Room 18E
* 12pm-1pm
* **By phone:** Kara Mack, Jen Meger, & Sarah Bennett
* **Brown Rudnick:** Bob DeFabrizio, Helen Vlachos, Suzanne Reed Kidder, Christine Spindler, Kirsten Leary & Joe Dineen
* **Minutes from the meeting on June 8, 2016 were approved**
* **Reviewed “Basic Responsibilities” Handout**
  + Helen, Bob and Joe will work on the forms for the IRS
* **Chose dates for annual big events**
  + Welcome Back Party: September 20, 2016
    - Christine is working on booking this now
  + Holiday Party: December 5th or 6th
  + Business Meeting: Week of May 15th (usually Wednesday)

**Reviewed survey questions – 50th Anniversary events and a new logo contest**

* + Helen created a survey to gather what members want out of ABLL events this year
    - There were no objections to the survey but there were questions added in as the meeting went on (about whether to continue vendor membership discussions and what people value most from their membership)
  + Give to Carolyn to send out as communication within the next week or two. Set a deadline for responses for about a week after it gets sent out
    - Carolyn will also include other updates from the ABLL Board
  + 50th anniversary committee will eventually land under Christine and she can delegate tasks as needed
* **Reviewed Proposed Framework for Discussion of Vendor Membership Issue**
  + In the survey, will include the question about whether or not the discussion should continue this year
  + Ideas for how to proceed if the members decide they want to continue the discussin:
    - Schedule 3 ABLL member meetings for discussion of issues (10 business days’ notice for meetings). Suggested dates:
      * October 19
      * November 9
      * November 30
      * Potentially have these at Social Law Library at 3 different times and allow members to participate through video conferencing
    - There will need to be a committee of Board members to organize the meetings
      * Their responsibilities will include:
        + Send out summary of each discussion out to membership (the discussions should not be cumulative)
        + Based on discussions, if applicable, draft bylaw language
        + Following current bylaws, propose bylaw change (at least 10 business days before vote)
        + Schedule meeting for vote

Nominating committee meets in March so need to vote before then – potentially Wednesday, January 18, 2017

* + - * + Send out voting instructions
        + Hold meeting for the vote
        + Based on vote review forms and website for implementation changes to information, if necessary
        + Send out communication regarding result
      * Discussed whether or not the Board members on the committee should have to recuse themselves from the vote at the end of the year but did not make a final decision on that
      * Helen, Kara, Christine, & Sarah volunteered for the committee
      * Also discussed whether there should there be a third party facilitator and who could be asked to do that.
        + Reach out to lifetime members because they cannot vote
* **Discussed announcement of reinstatement of 501(c)(6) status**
  + Bob has uploaded all IRS paperwork onto the Board’s area on the ABLL website and the lawyer working on this confirmed we do not need to file back taxes
  + Need to file a 990N each year (we have less than $50,000 expenses each year so just need to do that). The lawyer recommended that the Treasurer file these online
    - It must be filed by mid-October
    - Login information: Robert DeFabrizio’s name
      * Jen is working on creating a generic ABLL email that can be changed who it gets routed to each board change
* **Discussed ideas for increasing membership**
  + 72 out of 115 members have renewed (this includes the lifetime members)
  + Helen plans on going through *Mass Lawyer’s Weekly* top 100 firms and send snail mail addressed to the Library
  + Send an email out to the ABLL listserv as a reminder to people to renew their membership. In the email, include past education members and what we are planning on doing next week. This may get folded into the email that Carolyn is sending out with the survey or Kara may send it out separately.
  + In the survey, include a question about what people find valuable from their ABLL membership
  + Joe will look into an alternative to PayPal because the feedback from members is that it is not easy to use
* **Education Meetings**
  + For each of the 4 meetings, need to announce that this is Education Meeting #1, Education Meeting #2, etc.
    - Brown bags may count towards the 4 meetings as long as they do not exclude any members