In May, 2017 the MSBA Board of Governors adopted 25 Foundational Recommendations which sought to modernize and enhance many aspects of the MSBA including its operations, marketing, communications, technology and more. These efforts were deemed necessary due to member feedback, including survey data from over two thousand attorneys, feedback from partners, and a review of financial performance and numerous other indicators.

A sample of some the recommendations implemented or in progress include;

- Completed migration to cloud based infrastructure of key systems and database storage, resulting in enhanced security, achievement of business continuity objectives and significant improvement in back office performance;
- Publication of 8 updated legal titles/texts in FY 2017-18, most in any MSBA year, with 11 more titles on track for this fiscal year. This will be the most publications produced by MSBA in a two-year period since MICPEL;
- Transitioned to Sun Trust from multiple financial institutions for cost benefits and enhanced security;
- Launched Intaact financial platform (final integration components with Web/Association Management System scheduled for end of 2018);
- Launched significant social media and marketing capabilities, which have been leveraged for new member campaigns, powered the publications and CLE revenue growth plan, and raised the MSBA's social/digital media profile (important for younger segments of the profession);
  - As of September 15, 2018, the newly launched member campaign has yielded the most new members in a decade with 6 weeks to of marketing to go. This is an important outcome as we seek to (partially) mitigate the diminishing new admittee class sizes and the number of members aging out.
- Launched the new MSBA.org website version 1.0, which resulted in a mobile device friendly website for the first time, resolved numerous security vulnerabilities and serves as the platform for future upgrades and enhanced functionality already in development;
- Full rebranding of the MSBA including new logo;
- Revamped & modernized dues invoice back end process, with additional work planned to continue improvement;
- Held focus groups and have received in person feedback from hundreds of attorneys;
- A refreshed Bar Bulletin launches in October, 2018 with a fully revamped Bar Journal being delivered in January, 2019 (to be mailed to all 40K attorneys in Maryland);
- Launched Inner Workings newsletter and web page as the home for information related to MSBA Governance and Finance addressing nearly 60 questions raised by members;
- Launched new member benefits including free CLE for online renewal & launching a brand new Practice Management portal by end calendar year 2018, filled with content for solo/small firm practitioners;
- Tested new concepts for the Legal Summit & Annual Meeting, including 200 or so attendees participating in a Wednesday opening of the event, as first phase attempt to address opportunities.
• Surveyed members (attendees and those who did not attend) to aide in the 2019 planning

A lot of work has been done in 16-months since the recommendations were adopted last year and a lot is still planned or in progress.

The implementation of the Foundation Recommendation results in significant change. Change is disruptive and imperfect yet necessary. We have tested approaches and concepts, learned along the way and continue to refine our approach as we work to best position the MSBA for the future.

Organizations in the midst of change and evolution will encounter individuals or members that are not in agreement. We continue to solicit feedback and work to be responsive to all members.

Governors, Section Chairs and Committee Chairs have a unique opportunity and responsibility to lead during this period of transition for the MSBA, as we honor our traditions while also working to position ourselves for the future. Several conference calls will be scheduled between now and May, 2019 to serve as opportunities to have open dialogue about the challenges and opportunities ahead for the MSBA.

We hope this guide is helpful and more importantly, let us know if there’s anything we can be doing better or differently. You can reach us at feedback@msba.org or contact the MSBA’s President, Hon. Keith Truffer at president@msba.org or its Executive Director, Victor Velazquez at victor@msba.org.

You are….the MSBA.
“MSBA has been very supportive of our Section and worked with us every step of the way to ensure good attendance at one of our key events, promoting via MSBA discussion Lists, social media including Facebook, attending the event and taking photos and other forms of support — we couldn’t have asked for more!

Kathleen Tabor, Esq.,
Chair and Founder
Agriculture Law Section

*General design elements and framework inspired by 2017 ABA New Bar Board Member Guidebook
Membership Snapshot

Membership by Type

- **Attorney Member**: 22,159
- **Firm Administrator Member**: 14
- **Honorary Member**: 461
- **Paralegal/Legal Assistant Member**: 79
- **Student Member**: 285

Section Membership

<table>
<thead>
<tr>
<th>Section Membership</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Law</td>
<td>330</td>
</tr>
<tr>
<td>Agriculture Law</td>
<td>150</td>
</tr>
<tr>
<td>Alternative Dispute Resolution</td>
<td>359</td>
</tr>
<tr>
<td>Animal Law</td>
<td>99</td>
</tr>
<tr>
<td>Bench-Bar</td>
<td>117</td>
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<tr>
<td>Business Law</td>
<td>1,378</td>
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<tr>
<td>Construction Law</td>
<td>349</td>
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<tr>
<td>Consumer Bankruptcy</td>
<td>339</td>
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<tr>
<td>Correctional Reform</td>
<td>305</td>
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<tr>
<td>Criminal Law &amp; Practice</td>
<td>864</td>
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<tr>
<td>Delivery of Legal Services</td>
<td>283</td>
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<tr>
<td>Elder Law &amp; Disability Rights</td>
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<tr>
<td>Entertainment &amp; Sports Law</td>
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<td>Environmental &amp; Energy Law</td>
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<td>Health Law</td>
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<td>Immigration Law</td>
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<td>Intellectual Property</td>
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<td>Labor &amp; Employment Law</td>
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<tr>
<td>Legal Education &amp; Admissions to the Bar</td>
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<td>Litigation Law</td>
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<tr>
<td>Solo &amp; Small Firm Practice</td>
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<td>State &amp; Local Government</td>
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<tr>
<td>Taxation Law</td>
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<tr>
<td>Veterans’ Affairs &amp; Military Law</td>
<td>186</td>
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<tr>
<td>Young Lawyers</td>
<td>3,666</td>
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Membership Snapshot

Membership by County

<table>
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<tr>
<th>County</th>
<th>Membership</th>
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<tbody>
<tr>
<td>Allegany County</td>
<td>103</td>
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<tr>
<td>Anne Arundel County</td>
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<td>Baltimore City</td>
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<td>Calvert County</td>
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<td>Carroll County</td>
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<td>Cecil County</td>
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<td>Garrett County</td>
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<td>Howard County</td>
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<td>Somerset County</td>
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<td>Talbot County</td>
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<td>Washington County</td>
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<td>Wicomico County</td>
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<td>Worcester County</td>
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<td>Out of State</td>
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Membership by Type and Age

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<th>Age</th>
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<th>Firm Administrator Member</th>
<th>Paralegal/Legal Assistant Member</th>
<th>Student Member</th>
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<td>4</td>
<td>135</td>
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<td>20-40</td>
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<td>40-60</td>
<td>8,273</td>
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<td>60-80</td>
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<td>80-100</td>
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<tr>
<td>100-120</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</table>
Sections & Committees

MSBA Sections

Administrative Law
Agriculture Law
Alternative Dispute Resolution
Animal Law
Bench-Bar
Business Law
Construction Law
Consumer Bankruptcy
Correctional Reform
Criminal Law & Practice
Delivery of Legal Services
Elder Law & Disability Rights
Entertainment & Sports Law
Environment & Energy Law
Estate & Trust Law

Family & Juvenile Law
Health Law
Immigration Law
Intellectual Property
Labor & Employment Law
Legal Education & Admissions to the Bar
Litigation Law
Negligence, Insurance & Workers’ Compensation
Real Property
Senior Lawyers
Solo & Small Firm Practice
State & Local Government Law
Taxation Law
Veterans’ Affairs & Military Law
Young Lawyers

MSBA Committees

Audit
Budget & Finance
Bylaws
Continuing Legal Education
Diversity & Inclusion
Editorial Advisory
Ethics
Investments
Judicial Appointments
Laws
Lawyer Assistance Program
Leadership Academy

Local and Specialty Bar Liaisons
Membership
Past Presidents
Policy Review
Professionalism
Program
Public Awareness
Publications
Resolution of Fee Disputes
Rules of Practice
Section Value Task Force
Strategic Vision
Congratulations on the start of your year as a new Section chair.

As the director of the CLE department, I want to invite you to submit program ideas for the upcoming year so we can start to build our schedule. Our department provides all logistical support; the programs support themselves so nothing comes out of your budget.

If you’d like to partner on a program, we handle:

> Marketing
> Registration
> Accreditation with the surrounding Mandatory Continuing Legal Education (MCLE) states
> Webcasting and recording of the program
> Catering
> Assembling and reproduction of materials
> On site staffing the day of the program
> And more

If you don’t already have a CLE liaison, consider appointing one to be the contact with our office unless you’d prefer to reach out as chair of your Section. We need 8-10 weeks advance notice to begin working on the program planning process. Most of our programs are half day or full day — we don’t organize lunch and learns or evening meetings with a speaker at dinner for example.

Again, welcome to your new bar year, and my staff and I look forward to working with you if you wish to offer accredited programming.

Best Regards,
Andrea Terry, Esq. | Director of Learning & Publications
andrea@msba.org

**MSBA Publications** are made possible by section and committee members and other experienced and respected practitioners and judges. These volunteers unselfishly contribute to help Maryland lawyers improve their practice and professionalism.

You can help by volunteering and providing input, such as

> Identifying topics for new publications
> Recommending practitioners to contribute to publications as editors and authors

If your section would like to contribute to a CLE publication, email our publications attorney Daria Zane at daria@msba.org.
Made budget of $900K+ revenue last fiscal year (2017-2018)

40+ LIVE classes per year

300+ ON DEMAND PROGRAMS available covering 50 different practice areas

80 LEGAL PUBLICATIONS available for purchase, many electronically and with forms CDs

8 LEGAL PUBLICATIONS produced last year, 12 planned for FY 19

1 FREE online CLE course up to a value of $225 for renewing online

ALMOST 500 volunteer faculty and authors enable us to provide top quality programs and publications

ADDED 5 NEW PARTNERSHIPS with other providers to expand and diversify programming
Conferences & Events

2018
Held first Legal Summit & Annual Meeting
June 2018
Highlights Included:
• Two Plenary Sessions for all Registrants
• Three Pre-Conference Workshops
• Educational Programs Sponsored by MSBA Section and Committees
• Expanded Educational Programs offering various topics/content
• Health and Wellness Tracks
• Additional Family Events

Preparing for more CLE Opportunities, Expanded Programs and Events
2019 Legal Summit & Annual Meeting
June 12-15, 2019
Clarion Resort Fontainebleau Hotel
Ocean City, Maryland

OCTOBER 1, 2018
> Submit names of Section & Committee Program Chairs to Wanda@msba.org

OCTOBER 16, 2018
> Program Chairs Q&A Webinar

NOVEMBER 16, 2018
> Program Drafts submitted for Consideration

NOVEMBER 2018 - MAY 2019
> Promoting 2019 Legal Summit & Annual Meeting

NOVEMBER 30, 2018
> Early-Bird Registration Opens

DECEMBER 3, 2018
> Program Approved by Program Committee

JANUARY 16, 2019
> Full Draft of Program Due

FEBRUARY 25, 2019
> Complete program live on conference website
The principal function of the MSBA Office of Legislative & Governmental Relations is to coordinate the legislative advocacy of the MSBA Board of Governors (BoG), as well as that of the Sections and Committees of the MSBA in response to legislation introduced before the Maryland General Assembly. The parameters of MSBA activity in Annapolis are set forth in the annually updated MSBA State Legislative Program.

In addition to coordinating state advocacy, the MSBA Legislative Office also manages Federal legislative activity by facilitating communication between the BoG and the American Bar Association (ABA) Government Affairs Office.

**State Legislation**

The MSBA Legislative Director serves as the sole registered lobbyist for the Association, advocating on selected legislation before the Maryland legislature, once a position has been established by the BoG, after receiving a position recommendation from the MSBA Committee on Laws (Laws Committee). The Laws Committee meets weekly for the first 8-10 weeks of the 90-day session of the Maryland General Assembly, and reviews bills broadly affecting the practice of law and the administration of justice. Generally, of the approximately 3000 introduced before the General Assembly, the MSBA takes action upon roughly 200-300 bills.

The Legislative Director also coordinates the legislative activity of MSBA Sections. MSBA Sections may take positions upon any bill which falls into their practice area, unless a proposed Section position would conflict with a position of the BoG.

Core issues of interest include bills that involve taxation of legal services, regulation of the legal profession, funding of the justice system, judicial elections, and legal services funding.

**Federal Legislation**

Occasionally, the MSBA Legislative Office receives requests for input on Federal legislation before Congress from either the ABA Government Affairs Office, or the office of a member of the Maryland Congressional delegation. Those requests are reviewed by the Laws Committee and reviewed by the BoG, which may lead to the BoG issuing a statement of position.

**Maryland Rules**

The Legislative Office provides staff support to the MSBA Committee on Rules of Practice and Procedure. That Committee monitors the activities of the Court of Appeals’ Committee on Rules of Practice and Procedure (CA Rules Committee). The MSBA Committee is the clearinghouse for synthesizing commentary from MSBA Sections on proposed amendments and additions to the Maryland Rules put before the CA Rules Committee.

For further information, contact Richard Montgomery, MSBA Director of Legislative & Governmental Relations, (410) 269-6464 or richard@msba.org.
Lawyer Assistance Program

Referral, Peer Counseling, Support

MSBA through the Lawyer Assistance Program Committee is committed to providing confidential assistance to the legal community by offering help with alcohol, drug, and mental health issues.

FREE & Confidential  Financial AID  STATEWIDE Locations

12 Step AA Meeting

Thursday from 6:30 PM – 7:30 PM
Maryland Bar Center
520 West Fayette Street

Contact:
Jim Quinn, MS, CCDC, NCGC.
443-703-3041

Lisa Caplan, LCSW-C, CAC
443-703-3042
**Communications**

**SOCIAL MEDIA**
- Facebook (3,000+ followers)
- Twitter (1,800+ followers)
- LinkedIn (500+)
- YouTube (video features)
- Instagram (490+ followers)
- Flickr (event albums)

**MSBA WEEKLY (WEEKLY)**
- MSBA member exclusive
- Professional Headlines
- MSBA Headlines
- Focus on 2-3 week window
- Distribution = 24,000 (membership-wide)
- Sent out every Monday
- Deadline preceding Friday

**BAR BULLETIN (15TH OF EACH MONTH)**
- Relaunched in October 2018
- MSBA news
- Section/Committee news
- Member news
- Volunteer-member and staff-generated
- Calls for nominations/submissions/volunteers/etc.
- Distribution = 24,000 (membership-wide)

**MARYLAND BAR JOURNAL (BIMONTHLY)**
- Longer form, substantive theme articles, features, and departments
- Slated for relaunch in January 2019
- Distribution = 24,000 (membership-wide)

**MSBA VIDEO PRODUCTION**
- Housed on our YouTube channel
- Pushed out through social platforms
- Member/firm profiles
- Event promotion/coverage
- Complements printed content

**MISCELLANEOUS**
- Media relations
- Event coverage
- Section newsletters
Access to Justice

What is the Maryland Access to Justice Commission?

The Maryland Access to Justice Commission is an independent entity that unites leaders to drive systemic reforms and innovations in the civil justice system to make it accessible, user-friendly, and fair for all Marylanders.

The Maryland Access to Justice Commission is an umbrella organization that brings together different segments of the legal community to prioritize solving problems in the civil justice system.

These are the partners we bring together.
What Do We Mean When We Say Civil Justice?

Housing ● Wages ● Immigration ● Child Custody
Domestic Violence ● Public Benefits ● Freedom From Abuse

Key A2JC Initiatives

> IMMIGRATION
  • Create an Immigration Law Library so Marylanders can have access to most up-to-date, accurate and reliable legal information in one central place
  • Adopt Justice Referrals to match private practitioners to immigrants who need legal help and are able to pay for representation
  • Convene immigration legal services providers to ensure information sharing and facilitate collaboration
  • Study ICE presence in State Courts
  • Establish Statewide Legal Defense Fund

> EVICTION IN BALTIMORE CITY
  • Evaluate the effectiveness of civil legal aid interventions in reducing eviction rate in Baltimore City

> ESTABLISH CRITICAL PARTNERSHIPS - LAW IN PUBLIC LIBRARIES
  • Partner with public librarians so they can provide legal information and referrals to patrons in local communities

The Access To Justice Problem Explained

• No right to appointed counsel in civil cases
• Legal representation key determinant to success of case
• Not enough affordable lawyers

80% OF MARYLANDERS who need civil legal help, but cannot afford it, navigate civil justice system on their own

Ripple Effects

When you do not get legal help you need in civil case, it...
  • Harms individuals and families
  • Destabilizes communities
  • Decreases business productivity
  • Causes delays in court
  • Increases cost to taxpayers

How A2JC Solves the Problem

• Being a thought leader
• Driving reforms
• Influencing decision-makers
• Implementing A2J innovations
• Increasing collective impact
Pro Bono Arm of the MSBA

The Pro Bono Resource Center of Maryland is the pro bono arm of the MSBA. The non-profit recruits, trains, mentors and matches lawyers with volunteer civil legal services opportunities throughout the state, with special focus on areas of emerging need such as rental housing, home preservation, estate planning, immigration, veterans’ benefits and debtor issues. PBRC also supports the network of legal services organizations in Maryland, hosts the annual Maryland Partners for Justice Conference, and facilitates pro bono policy initiatives.

Contact: (443) 703-3048
Sharon E. Goldsmith, Esq.

Educational Arm of the MSBA

Providing educational opportunities through real-world experiences like Mock Trial, Teen Court, Law Links and Moot Court, MYLAW is an organization that helps prepare Maryland youth for college and career pathways such as the legal profession.

Shelley Brown, Executive Director of MYLAW, can be contacted through email at shelley@mylaw.org or (667) 210-2518.
Major Initiatives

New Committees
Introduction of four new and revised committees with the goal of proactivity and furthering progress as the MSBA continues to evolve.

> Strategic Vision Committee
> Policy Review Committee
> Bylaws Committee
> Section Value Task Force

Bar Journal/Bar Bulletin
The MSBA is in the process of redesigning the current layout of the Bar Journal to include more content and a new, modern look and feel.

MSBA app
We are presently in the process of creating an app that will allow members to access their benefits while mobile. All of the features of the website and more will be available to our members through their phones and other portable devices.
Section and Committee FAQ

Section Chairs and their designees should email sections@msba.org for any requests related to the management of/support for their Section. This email address is sent to several team members at the same time to ensure the email is acted upon promptly.

Introduction

Section leaders should be focused on the health of the Section defined by engagement of new attorneys into the ranks of volunteer leadership, a focus on programming that would entice members to want to continue to belong, rejoin or join, a focus on effective outreach and communication approaches (i.e. MSBA can support social media communications, assist with marketing, etc), creation of technical content that is of use to members and generally be focused on reinforcing the Sections’ value proposition (i.e. Why do existing members belong and what needs to be done so that those who don’t belong become more interested in doing so).

Below are the responses to some basic questions and outlines examples of when to email sections@msba.org.

Website

> How do I update/change my Section web page, including uploading documents?
  a. Email sections@msba.org for all site updates for your Section. These changes include, but are not limited to, updates to Council roster, bylaws, newsletters, announcements, minutes, etc. The page will be updated within 3 business days of receiving the request.

> How do I access minutes, or other locked content on my Section page?
  a. Section members must login to access any locked content on the site, including minutes on their Section page. To login, you will need to enter the email address associated with your MSBA Member account and use the one-time use passcode to enter the site. If you have any issues with logging in, please use the chat feature in the bottom right-hand corner on each page of the site.

> How can a Section Council member change his or her contact information on the website?
  a. Currently, the Council roster displayed on each Section site is not tied to an individual's MSBA account information (i.e., the contact information on their profile).* To make changes to the Council page, please email sections@msba.org with the Council member’s name and new contact information, and the page will be updated within 3 business days.

  * This functionality will become available in the 2019/2020 fiscal year
How do I get a roster of my Section?

a. Rosters may be requested by members of the Section Council. Email sections@msba.org with the request. It will be fulfilled within 3 business days, and sent as a Google sheet. The standard roster includes the following fields:

I. First Name
II. Last Name
III. Primary Mailing Address
IV. Email Address
V. Phone Number
VI. Member Type

Meetings/Events

What kind of meetings/events do Sections generally present?

a. Section events fall into two categories: 1) Council meetings and 2) general member programs/meetings which we would seek to publicize. Council meetings are generally scheduled before the end of August by emailing sections@msba.org and are attended by the leadership of the Section. All other events delivered by and sponsored by a particular section include: networking opportunities, happy hours, award dinners, educational programs, charity events, pro bono opportunities, etc. These events are marketed to either the Section, the membership at large, and/or non-member attorneys.

How do I schedule my Section’s Council meetings?

a. First, please check the MSBA calendar (https://www.msba.org/calendar/) to see if a date is free. We also recommend that Sections review their calendars for government and religious holidays, and avoid scheduling meetings on these dates. Note that all Section meetings/events are required to appear on the MSBA calendar. After checking the calendar to confirm you have selected a date without conflicts, please email sections@msba.org with the date, time, location, and meeting details. Please allow 3 business days for these events to be added to MSBA’s online calendar.

How do we schedule Section marketable events?

a. First, please check the MSBA calendar (https://www.msba.org/calendar/) to see if a date is free. We also recommend that Sections review their calendars for government and religious holidays, and avoid scheduling events on these dates. Note that all Section meetings/events are required to appear on the MSBA calendar. After checking the calendar to confirm you have selected a date without conflicts, please fill out the Section Event Request Form. This form details all support services the MSBA offers for our Sections’ various programs, such as registration, videography, photography, marketing, social media, etc. Due to limited MSBA resources, the availability of these resources will be handled on a case-by-case basis.

What services does the MSBA offer in support of Section events?

a. The MSBA will assist with marketing, planning (contracts signing, payments to venues), and registration (name tags, registration link)
Can we have a photographer/videographer present at our Section’s event?

a. The MSBA has limited photo/video capacity, but does strive to cover as many events as possible. When submitting the Section Event Request Form, please indicate your photography/videography request.

b. If your event is an educational event and you are not seeking CLE credit with surrounding MCLE states, our CLE Department may be able to provide staff to video the event, which may be posted on your Section website as a free member benefit, as long as the CLE Department can also post the video on its CLE catalog, for sale at the price your Section charged for the live, original event.

Can we publish our Section event in the MSBA Weekly (sent out on Mondays)?

a. Yes, please indicate this request on the Section Event Request Form. The MSBA will need 5 business days notice in advance of the intended date of publication to include the event. Ad hoc requests can be sent to patrick@msba.org.

Can the MSBA send ‘Save the Date’ announcements for our Section event?

a. Yes, the MSBA’s marketing team will either use a templated digital flyer or, for larger events, create personalized flyers. These should be requested during event creation when filling out the Section Event Request Form.

Is there an approved list of restaurants for meetings/events?

a. Yes, visit MSBA.org/restaurants to find an approved list of restaurants

How do I request a restaurant be added to the list?

a. Please email sections@msba.org with this request. Include the name, address, and phone number of the restaurant in your request. Note that these additions take time.

If our meeting is at MSBA Headquarters, is it our responsibility to order food?

a. No, MSBA staff will order the food. Our preferred venue is Jay’s Catering, however, if the Section has a different suggestion, please contact sections@msba.org. Please include any dietary restrictions in your initial request.

Our Section is planning an event - who should pay the deposit, and sign the contract?

a. MSBA staff pay deposits and sign all contracts. Email sections@msba.org with deposit/contract requests and the MSBA will communicate directly with the venue/restaurant.

Can we have sponsors for events?

a. Yes, sponsors usually cover the alcohol cost. Sponsors can either send payment directly to the MSBA or pay the venue directly. Indicate on the Section Event Request Form about potential sponsors. Email questions to sections@msba.org
> How can we offer CLE credit at our Section event?
   a. The desire to offer CLE credit should be indicated on the Section Event Request Form when first requesting the event. The MSBA must apply for CLE accreditation to the surrounding mandatory CLE states at least 30 days in advance of the event, thus, to allow adequate time for these applications, sections should submit requests for CLE credits to the MSBA at least 60 days prior to the event. Please submit materials to Andrea Terry at Andrea@msba.org.

Marketing

> Can we have a digital flyer (social media and electronic communications) created for our event?
   a. Yes, this should be indicated when first submitting the Section Event Request Form for the event. Please note, due to the large number of events MSBA presents each year, not all events will receive custom-made marketing materials. The MSBA marketing team will utilize templates for repeating events.

> Can we have a registration link for our event on MSBA.org?
   a. Yes, please indicate this request on the Section Event Request Form. The MSBA will have a registration link attached to the event on the calendar.

> Can our event be posted on MSBA’s social media accounts?
   a. Yes, please indicate this request on the Section Event Request Form. The event will be posted to social media once the marketing materials have been approved by the Section.

> Can I utilize other Sections listservs for marketing?
   a. The MSBA needs approval from other Section Chairs to accommodate this, but if you receive approval, you can cross-market using another Section listserv.

Digital Newsletters and Reports

> How can our Section submit an article for the Bar Bulletin?
   a. Please email Lisa Muscara Brice at lisam@msba.org to submit content for the Bar Bulletin. Monthly email requests for content will also be sent to all Section Chairs. The Bar Bulletin is published on the 15th of each month, and all content submitted for consideration must be received by the 20th of the preceding month (for example, the deadline for the September 15th edition is August 20th).

> Is there an editorial calendar?
   a. Yes. The complete editorial calendar is available online at www.msba.org/for-members/publications/bar-bulletin. Additionally, the calendar will be emailed to all Section Chairs at the beginning of the fiscal year. Questions regarding the calendar can be sent to lisam@msba.org.

> When is the Annual Report content due?
   a. The Annual Report content deadline is in the end of March. Section Chairs will be emailed at the end February with a specific date and reminder.
Finance and Budget

> **How are Section budget’s determined?**

a. The MSBA expends resources to support Sections including but not limited to, marketing, staff support, communications, infrastructure including technology, interface with auditors and other third parties in related to Section finances and activities etc.

The budget for a Section is allocated so that the Section can provide value to its members and as an investment in the growth of the Section due to perceived value by prospective members.

The exact funding figure is calculated via a funding formula whereby dues revenue is projected using the membership count of the Section at the end of the prior fiscal year. Although the MSBA cost to support Sections far exceeds 15% of the total dues collected (for any given Section and all Sections combined), Sections are allocated 85% of the projected dues revenue as their ‘budget’. Unspent Sections funding at the end of a fiscal year is aggregated and used by the MSBA to offset the costs the MSBA incurs which are well above and beyond the 15% it retains in the initial budget development process.

> **How do we obtain our Section’s budget?**

a. An automated monthly report will be sent to the Section Chair, Chair-Elect, and Treasurer by the 20th of each month. These will be preliminary budgets and subject to changes due to reconciliation. Additional questions should be submitted to sections@msba.org.

> **How may a Section member be reimbursed for an expense paid out of pocket?**

a. Please direct the member to the reimbursement form available on each Section page; members will need to email the completed form to sections@msba.org. Reimbursement is generally made within 3 to 4 weeks of submission.

b. Although the MSBA operates on a net-30 basis, it seeks to reimburse volunteers more quickly than that. Reimbursements can be issued as either a check or an electronic payment. Once the form is submitted, the member will receive an email invitation from bill.com like the one pictured here, to complete the electronic payment process. Bill.com is the payment system for MSBA and allows us to direct deposit reimbursements which speeds up the process.

If the member prefers a check, they should not accept the invitation, and a check will be mailed within a few weeks of the request.

> **Can the Section pre-pay for events for the following fiscal year using the current year’s budget?**

a. No, anything paid in advance is recorded as a prepaid expense until the actual service is rendered or the event occurs. The MSBA uses the remaining unspent allocated budget to reduce the losses associated with supporting Sections.
Advocacy

> How does the MSBA decide which bills to act upon?
  a. The legislative activity of the MSBA is broadly governed by the MSBA State Legislative Program, (which can be found on the Advocacy page of the website. The MSBA Legislative Office creates a weekly agenda of bills relating to the practice of law and the administration of justice to be considered by the MSBA Committee on Laws (Laws Committee). After the Laws Committee reviews those bills, the Committee will make recommendations to the Board of Governors to support, support with amendments, oppose, monitor, or take no position.

> Are Sections allowed to take positions on bills?
  a. Yes, Sections are allowed to take positions on any proposed legislation they deem to be within their area of interest, UNLESS the Board of Governors is taking a contrary position on the bill. The MSBA Legislative Office refers bills to Sections that are related to their respective practice areas. Among those bills referred, Sections communicate any proposed position on a bill to the MSBA Legislative Office to make certain that there is no conflict with a position of the Board of Governors.

> Are there any types of bills upon which Sections are not allowed to express a position?
  a. Yes. Generally, there are issue areas where virtually any bill introduced is likely to be outside the purview of the MSBA advocacy role in Annapolis. As examples, invariably controversial bills, such as those related to gun control or abortion would fall into this category.

> In what forms may Sections express a position on bills?
  a. Sections may sign up to a have representative testify in-person or may submit written testimony to the Standing Committee of the General Assembly to which the bill is assigned. Committees of the General Assembly do not accept written testimony via email. Sections should email their written testimony to the MSBA Legislative Office and we will deliver it to the appropriate Committee for you.

> Is it permissible to submit bill testimony after the date of the bill hearing?
  a. Yes, although it is best to have the testimony submitted on-time, which is no later than 11:00am on the day of the hearing.

> Are Sections allowed to take opposing positions on a bill?
  a. Yes, as long as neither Section is seeking to take a position that conflicts with a position of the Board of Governors. Generally, we try to avoid having Sections expressing conflicting opinions on a piece of legislation before the General Assembly. However, there are situations where such conflict cannot be avoided. When Section conflict arises, the MSBA Legislative Office will work with Section Legislative Liaisons to determine whether amendments can be developed that address the concerns of the Sections involved.

For further information, contact Richard Montgomery, Director of Legislative & Governmental Relations, (410) 269-6464, or richard@msba.org
### Who Does What at MSBA

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