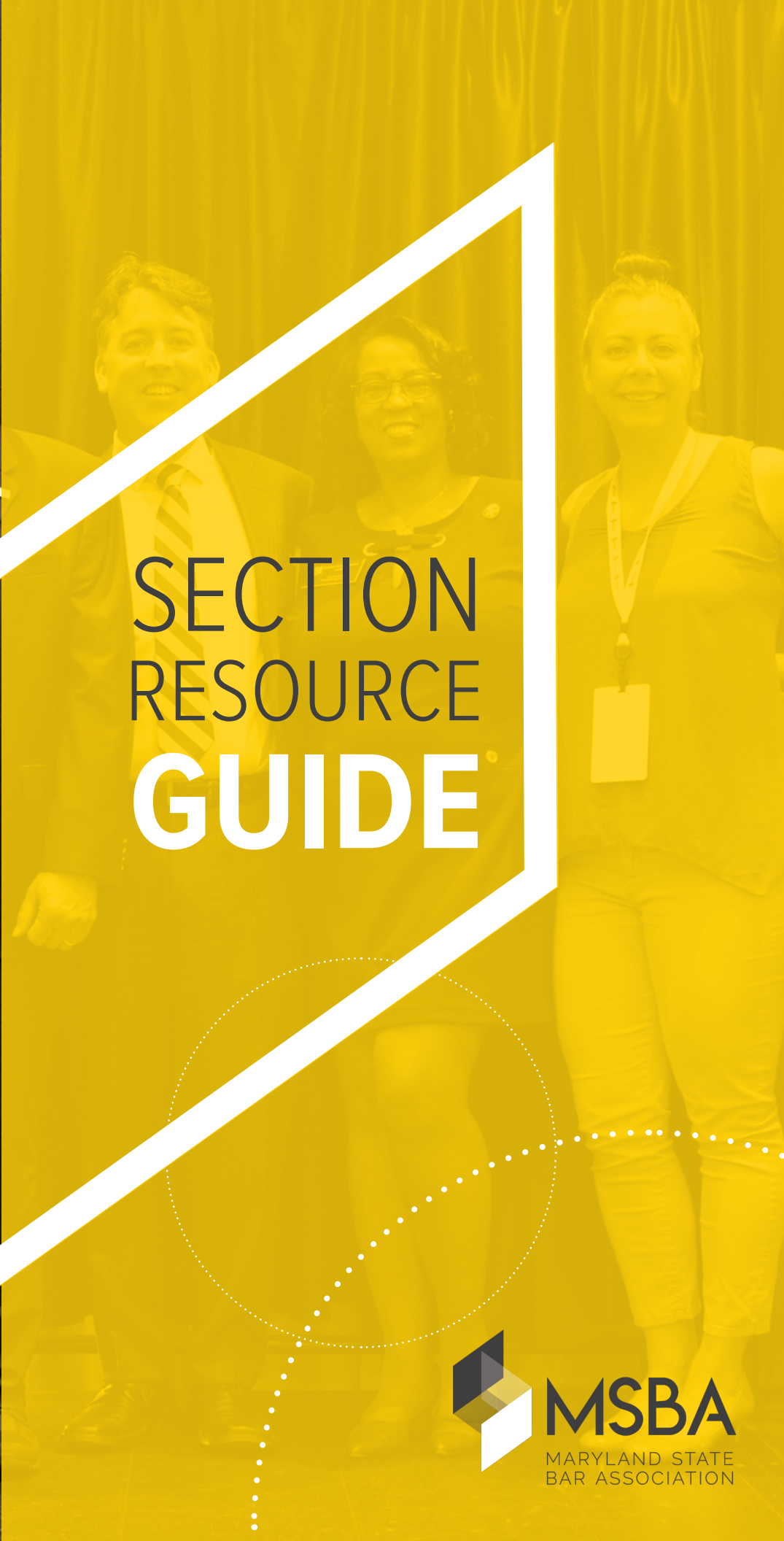




SECTION RESOURCE GUIDE



MSBA
MARYLAND STATE
BAR ASSOCIATION

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Who Does What at MSBA

“

The opportunities provided by my active involvement with MSBA Sections have been an important building block of my career.



Hon. Sidney A. Butcher
*Immediate Past Chair, Criminal
and Practice Section*

Introduction

Over the past three years the MSBA has worked hard to modernize the organization, and enhance value for its members. As part of that work, the MSBA has improved its technology and infrastructure, enhanced communications with members and non-members through social media, email, and print, refreshed and redesigned its publications including the Maryland Bar Journal, and much more. The time and energy spent in modernizing the MSBA's infrastructure and technology was evident only to those behind the scenes, that is, until the COVID-19 pandemic.

During the COVID-19 pandemic, the MSBA's number one objective was to support legal professionals, and it had to do so in a 100% remote or virtual work environment, which was only possible because of the modernization work done over the past three years. As part of its efforts to support the profession, the MSBA launched the COVID-19 website and packed it with diverse resources from information on court closures to health and wellness resources to keep you grounded, and from helping firms transition to remote practices to providing guidance on reopening, and much more.

With the help of our Sections, we conducted over 30 complimentary webinars on emerging issues related to COVID. These webinars have been viewed by over 20,000 legal professionals (and that number continues to grow as these webinars remain available through the MSBA YouTube channel). Lastly, the MSBA opened its OnDemand Catalog of CLEs through June 30, 2020, so legal professionals could take this opportunity to hone their skills or learn a new practice area.

Notably, all of these valuable resources were complimentary and available to all legal professionals regardless of membership status. This, coupled with the fact that the MSBA had to postpone many of its large in-person CLEs and the Legal Summit & Annual Meeting, had a negative impact on the MSBA from a financial standpoint. As leaders of the MSBA, it is more important than ever, that you act as ambassadors for the organization and encourage your colleagues to renew or join the MSBA. Together, we can continue to provide resources to legal professionals across Maryland. Together, we are stronger. Together, we are the MSBA.



Membership Snapshot

MEMBERSHIP BY TYPE

Membership Type	Count as of: 6/22/20	Previous Count 7/1/2019	(+ or -)
Attorney	23,162	22,729	+433
Honorary	675	521	+154
Paralegal/Legal Assistant	120	101	+19
Legal (Firm) Administrator	19	18	+1
Student	654	463	+191
Passport (new for 2020)	241	N/A	+241

SECTION MEMBERSHIP

Administrative Law	365
Agriculture Law	148
Alternative Dispute Resolution	389
Animal Law	103
Bench-Bar	136
Business Law	1,459
Construction Law	378
Consumer Bankruptcy	370
Correctional Reform	337
Criminal Law & Practice	935
Delivery of Legal Services	276
Elder Law & Disability Rights	639
Entertainment & Sports Law	166
Environmental & Energy Law	331
Estate & Trust Law	1,764
Family & Juvenile Law	1,331

Health Law	495
Immigration Law	433
Intellectual Property	426
Labor & Employment Law	846
Legal Education & Admissions to the Bar	122
Litigation Law	1,671
Negligence, Insurance & Workers' Compensation	841
Real Property	1,736
Senior Lawyers	115
Solo & Small Firm Practice	1,239
State & Local Government	419
Taxation Law	716
Veterans' Affairs & Military Law	230
Young Lawyers	4,320

Membership Snapshot

MEMBERSHIP BY COUNTY

Allegany County	69	Howard County	1,185
Anne Arundel County	1,500	Kent County	15
Baltimore City	1,895	Montgomery County	4,176
Baltimore County	4,567	Prince George's County	1,562
Calvert County	158	Queen Anne's County	118
Caroline County	16	Saint Mary's County	105
Carroll County	1,245	Somerset County	23
Cecil County	79	Talbot County	136
Charles County	119	Washington County	164
Dorchester County	35	Wicomico County	138
Frederick County	360	Worcester County	138
Garrett County	33	*Out of State	7,296
Harford County	386		

**Out of State includes members in the District of Columbia as well as other states who were once MD residents/attorneys.*

MEMBERSHIP RENEWAL YEAR OVER YEAR DATA

Dues Renewal: [Week 7]	2019-2020	2020-2021 (as of 6/22/2020)
% of those renewed	18%	33%
\$ of revenue from renewals	\$618,381	\$1,143,380
% of Revenue to Budget	21%	39%

Continuing Legal Education



The MSBA CLE Department is an accredited provider with all the surrounding MCLE states and pays all expenses related to a Section's virtual or in-person program, in addition to providing all staff, tech, marketing, and coordination support. MSBA accredited programs meet widely held standards for educational quality, which are accepted in nearly all mandatory CLE jurisdictions. The CLE Department sets pricing for all accredited programming.

PROGRAMS

50+

live and simulcast classes per year.

150+

on demand programs available covering 50 different practice areas.

Look to the MSBA

CLE INSTITUTE

for honing your presentation skills and professional brand



80 LEGAL PUBLICATIONS

available for purchase, most electronically and with downloadable forms



8

legal titles published,
10 planned for FY21

WHY DO AN ACCREDITED CLE PROGRAM?

- > Increase attendance. CLE credit adds value and appeal to a program, because even though Maryland lawyers aren't subject to mandatory CLE, they have an ethical obligation to maintain competency and knowledge of emerging issues, and many MSBA members are also barred in MCLE jurisdictions and need credit.
- > No cost to the Section's budget.
- > Raise your Section profile. Accredited programming is promoted to all members.

HOW DO I DO AN ACCREDITED PROGRAM?

- > A Section chair or a Section CLE liaison can contact Andrea Terry the Director of CLE at andrea@msba.org, or Criselle Anderson the Educational Program Coordinator at criselle@msba.org
- > Submit through the [content development portal](#) and state an interest in offering CLE credit
- > Contact or submit at least 8 weeks prior to the desired program date



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

COVID-19 RESPONSE

- Delivered 30+ free webinars in response to COVID-19's impact on all facets of the practice of law that had 17,000 viewers
- Developed a new remote delivery method in response to COVID-19, that enables us to double the number of annual livestream accredited programs
- Provided free access to the accredited on-demand CLE catalog for three months



LEGAL & ANNUAL SUMMIT & MEETING

MARYLAND STATE BAR ASSOCIATION

2020 MSBA LEGAL SUMMIT & ANNUAL MEETING WAS POISED TO BE BIGGEST EVER

With keynote speakers, former Secretary of State Madeleine Albright and NPR Legal Analyst Nina Totenberg, 80+ substantive programs spread over eight new learning tracks, and both traditional and new ways to connect, the 2020 MSBA Legal Summit & Annual Meeting was on track to be our biggest to date. In fact, over 350 legal professionals had registered by mid-February with over 550 participants at that same time. As such, we were poised to exceed our 2019 attendance projecting over 1300 participants.

COVID-19 FORCES CANCELLATION

The onset of the COVID-19 pandemic in March 2020 had a negative impact on nearly all aspects of our daily lives, and the 2020 MSBA Legal Summit & Annual Meeting was not immune. In years past, we received the most registrations for the Legal Summit & Annual Meeting in March. However, this March, we saw negative registrations. In addition, all signs pointed to the fact that a large-scale, indoor event would not be safe for our speakers, attendees, and staff. As such, the MSBA Board of Governors made the difficult decision to cancel the 2020 MSBA Legal Summit & Annual Meeting in late April.

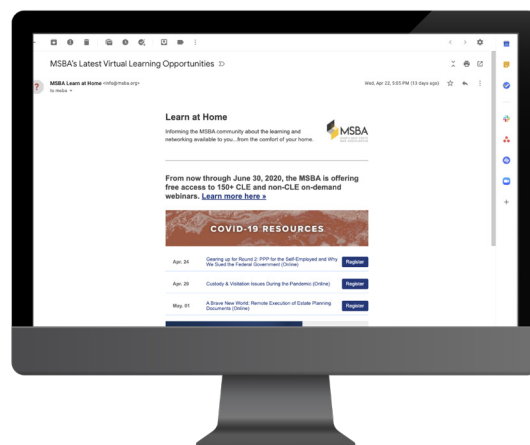


Conferences & Events

LEGAL SUMMIT PROGRAMS LIVE ON

Despite not having the opportunity to meet and greet with our members in Ocean City, Maryland, we wanted to ensure that the many substantive programs submitted by Sections, Members, and other leaders of the profession had a chance to shine. On the same day that the Legal Summit & Annual Meeting was set to begin, June 10, 2020, we launched the first program of our new Legal Summit Series. These 1-hour to 90-minute sessions will be Live Streamed throughout the summer and early fall, and will give all of our members a small taste of our Legal Summit & Annual Meeting. Check out the MSBA calendar or watch out for our “Learn from Home” emails on Wednesdays to learn about upcoming programs in our Legal Summit Series.

LEGAL SUMMIT SERIES



UPCOMING EVENTS

November 9-13, 2020
Hanover

Legal Excellence Week

November 11

**SOLD + SMALL FIRM
SUMMIT**

November 13

61ST CONFERENCE OF
& BAR PRESIDENTS
13TH YOUNG LAWYERS SUMMIT

June 9-12, 2021
Ocean City

**LEGAL & ANNUAL
SUMMIT & MEETING**
MARYLAND STATE BAR ASSOCIATION



Legislative and Governmental Relations

The principal function of the MSBA Office of Legislative & Governmental Relations is to coordinate the legislative advocacy activity of the MSBA Board of Governors (BoG), as well as those the legislatively active 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

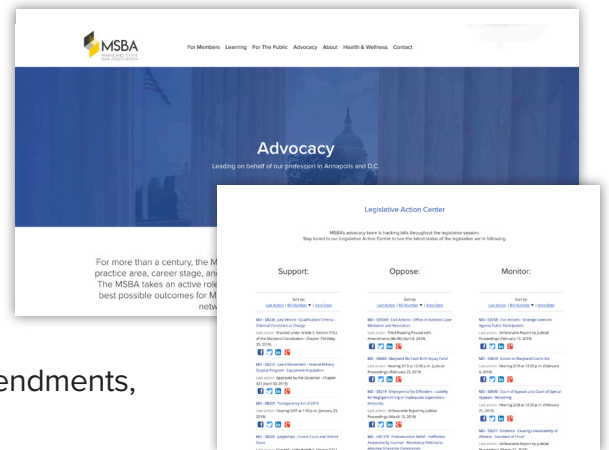
The Legislative Office provides staff support to the MSBA Committee on Rules of Practice and Procedure. That Committee monitors the activities of the Court of Appeals' Committee on Rules of Practice and Procedure (CA Rules Committee). The MSBA Committee is the clearinghouse for synthesizing commentary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

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

Advocacy FAQ

> How does the MSBA decide which bills to act upon?

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 BOG to support, support with amendments, oppose, monitor or take no position.



> Are Sections allowed to take positions on bills?

Yes. Sections are allowed to take positions on any proposed legislation they deem to be within their area of interest, UNLESS the BOG 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 BOG.

> Are there any types of bills upon which Sections are not allowed to express a position?

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?

Sections may sign up to 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?

Yes, although it is best to have the testimony submitted on-time, which is no later than 11:00 am on the day of the hearing.

> Are Sections allowed to take opposing positions on a bill?

Yes, as long as neither Section is seeking to take a position that conflicts with a position of the BOG. Generally, we try to avoid having Sections express 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 Section(s) involved.

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



BURNOUT.



STRESS.



DEPRESSION.



SUBSTANCE ABUSE.



ADDICTION.

LAWYERS:

Get *free* and *confidential* support



MSBA's Lawyer Assistance Program serves all lawyers across the state for a broad range of personal issues.

If you are concerned about another lawyer you can make an anonymous referral to the Lawyer Assistance Program. Financial assistance is available for mental health and substance abuse treatment.

msba.org/health-and-wellness

Toll free phone: 1-888-388-5459

Lawyer Assistance Program

The Lawyer Assistance Program is available to all lawyers in Maryland and has a statewide network of counselors that is committed to providing free, confidential assistance to lawyers, judges, and law school students by offering assessment, referral, short-term counseling, and continued support to ensure long term success. Everyone experiences personal concerns at some point, and early intervention is the key to resolving these concerns. **The Lawyer Assistance Program offers financial assistance for Mental Health and Substance Abuse treatment.**

The Lawyer Assistance Program can make a difference.

Our services include help for a broad range of problems and personal concerns such as:

- ANXIETY
- DEPRESSION
- MARITAL AND FAMILY
- ALCOHOL AND DRUG ABUSE
- STRESS AND BURNOUT
- PRESCRIPTION DRUG CONCERNS
- CAREER TRANSITIONS
- GAMBLING
- SEXUAL ADDICTION
- COMPULSIVE SPENDING
- EATING DISORDERS
- BALANCING WORK AND FAMILY
- BEREAVEMENT
- WELLNESS
- INTERNET ADDICTION

REFERRING TO THE LAWYER ASSISTANCE PROGRAM

If you are concerned about another lawyer you can make an anonymous referral to the Lawyer Assistance Program.

12 STEP AA MEETING (TEMPORARILY DISCONTINUED DUE TO COVID-19)

Thursday from 6:30 PM – 7:30 PM

419 W. Redwood St, 2nd fl. Room 210

CONFIDENTIALITY

Federal and state laws and Rule 8.3 ensures the confidentiality of those who seek assistance or have been referred to the Lawyers Assistance Program.

The MSBA Lawyer Assistance Program is available to **all lawyers in Maryland**. If you or someone you know is in need of LAP's free and confidential counseling services, please contact us. The Lawyer Assistance Program continues to support virtual support to the legal profession during Covid-19 and we are here for all of you.

TOLL-FREE LINE

1-888-388-5459

Lisa Caplan, LCSW-C, Director

443-703-3042

lisa@msba.org

Content, Tools & Resources

The MSBA team is focused on providing its members with content, tools and resources across a variety of practice areas and sectors of the profession. Our goal is to provide curated and original content across various communication vehicles, including the *Maryland Bar Journal*, *MSBA News Blog*, “What We’re Reading” webpage, eWeekly Newsletter and Weekly Roundup, our social media channels, and our YouTube Channel. See below for more details about our communication vehicles.

Every section has their own story, we are here to help you share yours through our various communication channels. We are excited to share Section news and encourage Sections, as our subject matter experts, to submit articles, pre/post event blogs/wrap ups, program ideas and other content through our new content submission portal: www.msba.org/content-portal

FOLLOW MSBA ON THESE

SOCIAL MEDIA PLATFORMS:

- > [Facebook](#) (3,400+ followers)
- > [Twitter](#) (2,000+ followers)
- > [LinkedIn](#) (1,200+)
- > [YouTube](#) (video features)
- > [Flickr](#) (event albums)

MSBA VIDEO PRODUCTION

- > Housed on our [YouTube channel](#)
- > Pushed on social media platforms
- > Member and firm profiles
- > Event promotion/coverage
- > In March 2020, the MSBA expanded to include broadcast of COVID-19 webinars

MSBA EWEKLY NEWSLETTER

(TUESDAYS) AND WEEKLY ROUNDUP (FRIDAYS)

- > MSBA member exclusive
- > Professional Headlines
- > MSBA Headlines
- > Focus on 2-3 week window
- > Distribution = 24,000 (membership-wide)

MARYLAND BAR JOURNAL (3X/YEAR)

- > Longer form, substantive theme articles, features, and departments
- > Member Profiles
- > Articles supported with video
- > Relaunched in January 2019
- > Distribution = 24,000 (membership-wide)



In addition to these resources, the MSBA is working on delivering the new MSBA Learning Library, a searchable database of tools and resources, later this Bar year. Stay tuned for more details on this exciting addition to MSBA member resources.





Access to Justice



UNITED FOR CIVIL JUSTICE *FOR ALL.*

In civil (non-criminal) legal proceedings, you do not have a right to an appointed attorney, but an attorney can make all the difference in a case. Still, justice matters to all Marylanders and must be pursued. ***Always.***

WHAT DOES THE ACCESS TO JUSTICE COMMISSION DO?

We Serve as an Umbrella that brings together all civil justice partners to maximize collective impact.

We Change “the System” by improving institutions and laws that protect all Marylanders.

We Educate the Public & Decision Makers about the importance of civil legal aid through our thought leadership, communications, and advocacy.

We Develop Programs & Implement Innovations to help Marylanders navigate the civil justice system.

LEARN MORE AT [MDACESSTOJUSTICE.ORG](https://mdacesstojustice.org)

NOW, IN PARTNERSHIP WITH  MSBA

MSBA members promote access to justice for all Marylanders – because our profession is rooted in a spirit of fairness and service. We are proud to partner with the Access to Justice Commission.



HOUSING
DISPUTES



EMPLOYMENT
ISSUES



NATURAL
DISASTERS



IMMIGRATION



PUBLIC
BENEFITS



DOMESTIC
VIOLENCE



FAMILY LAW

... AND EVERY OTHER
NON-CRIMINAL COURT
OR ADMINISTRATIVE
PROCEEDING

Access to Justice

In the wake of COVID-19, access to justice is more important than ever. Membership in the MSBA enables The Maryland Access to Justice Commission to do meaningful work to help Marylanders who cannot afford a lawyer get the legal information, advice or representation they need to resolve their civil legal problems. We have made great strides in elevating the access to justice challenges faced by Marylanders, through the following:

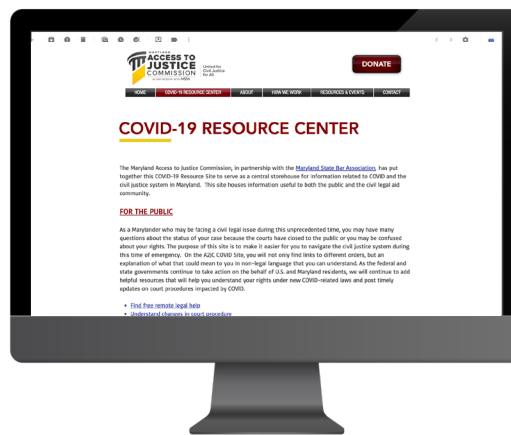


MARYLAND ATTORNEY GENERAL'S COVID-19 ACCESS TO JUSTICE TASK FORCE

forging high-level partnership with the Office of the Attorney General to address civil legal needs of Marylanders in the wake of COVID-19

COVID-19 RESPONSE

serving as a centralized information hub and providing real-time plain-language information for the public about changes in court closures, legal rights and remote civil legal resources



STRATEGIC PLAN

steering the Commission's work in three core areas



MSBA LOBBY DAY

increasing visibility and presence of access to justice issues in the Maryland General Assembly



Initiatives

One of the largest initiatives for the 2020-21 Bar year will be the transition of all sections, councils, and committees to a new communication tool, MSBA Connect, within a few weeks. This new platform will replace the current Email Discussion Lists (more commonly referred to as the MSBA's ListServes), a technology dating back decades and which is no longer supported. Please familiarize yourselves with the platform, interact frequently, and encourage section members to engage with this new platform. Visit the [Connect FAQ](#) page to learn more.



Here are some of the new features available on MSBA Connect:

- > Ability to control the types and frequency of messages you receive via email from other attorneys;
- > Ability to share documents and attachments and more robust content in areas of specific interest to you;
- > Option to use the MSBA website or email to connect with other members;
- > Ability to flag other member comments as valuable or not appropriate/relevant to the topic area;
- > Enhanced searchability of topics to more easily find previous questions and responses posted.

In addition to the launch of MSBA Connect, we will continue our focus on increasing tools and resources for our members. Behind the scenes, we are diligently working on the launch of the MSBA Learning Library, a searchable database of articles, tools and resources for MSBA members. We will look to our Sections to help provide practice area specific content to help build out this valuable resource.

We are also working to introduce new and improved member benefits to provide MSBA members with access and discounts to meaningful services and vendors. More details to come on these initiatives and more.

Did you Know?

Through your MSBA membership, you have exclusive access to Professional Liability Insurance from Lockton Affinity and Attorney Protective.



LAWYER



Products and services provided through TriBridge Partners, LLC on behalf of The Bar Associations Insurance Agency in conjunction with The Bar Associations Insurance Trust.

Section and Committee FAQ

Section Chairs and their designees should email angela@msba.org or doris@msba.org for any requests related to the management of/support for their Section.



Introduction

All Sections are supported by Section Liaisons Angela Munro and Doris Barnes. They should be your first contact for all things Section-related and can be contacted at angela@msba.org (443-703-3016), or doris@msba.org (443-703-3034).

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 Angela Munro, Doris Barnes, and Anna Sholl.

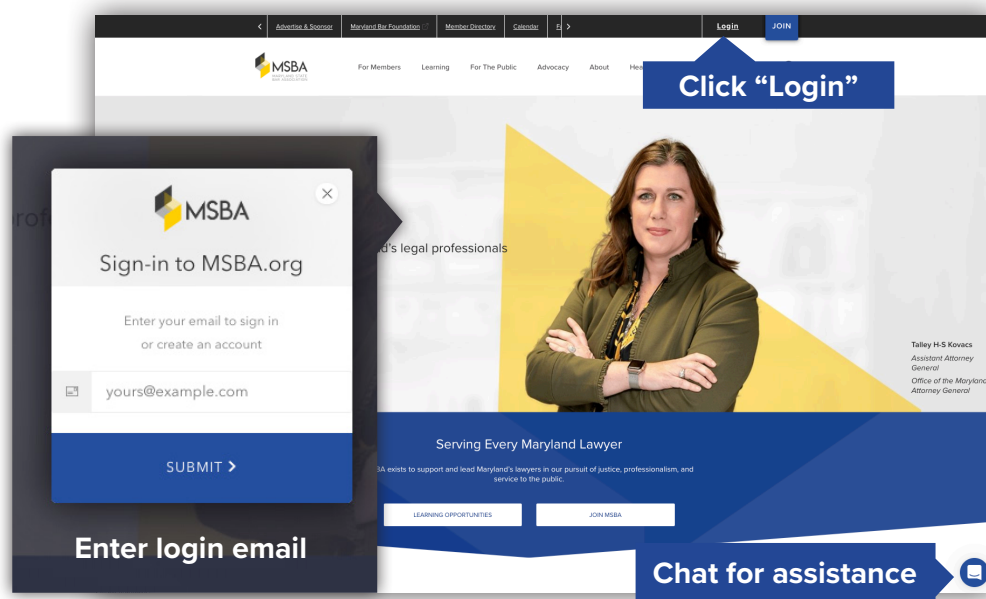
Website

> **How do I update/change my Section web page, including uploading documents?**

Email the Section Liaisons 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 7 business days of receiving the request.

Section and Committee FAQ

HOW TO LOGIN



> How do I access minutes, or other locked content on my Section page?

Section members must login to access any locked content on the Section's webpage, including minutes. To login to www.msba.org, 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. Do not create a new MSBA member login account, as this will result in duplicate mailings, etc.

> How can a Section Council member change his or her contact information on the website?

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 the Section Liaison (Angela or Doris) with the Council member's name and new contact information, and the page will be updated within 3 business days. It is the responsibility of the Section chair (or designated Section member) to make sure Section Council information is accurate.

> How do I get a roster of my Section?

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

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

Section and Committee FAQ

Meetings/Events

Sections generally hold 60-80 programs and events throughout the year (July-June), ranging from educational, volunteer and networking. As a result of COVID-19, 2020-2021 will see an increased use of “virtual” meetings and most (if not all) in-person meetings will include a virtual-attendance option when possible.

> What kind of meetings/events do Sections generally present?

1. **Council meetings** generally should be scheduled before the end of August by emailing the Section Liaison(s), and are attended by the leadership of the Section (i.e., Section Council). Council meetings can be held at MSBA Headquarters at Brewers Hub in Canton, an MSBA approved venue, a law firm, or virtually.

How do I schedule my Section’s Council meetings?

First, please check the MSBA calendar (www.msba.org/calendar) to see if a date is available, and does not conflict with any government or religious holidays. Note that all Section Council meetings are required to appear on the MSBA calendar. After checking the calendar to confirm you have selected a date without conflicts, please email the Section Liaison(s) with the date, time, location, and meeting details. Please allow 3 business days for these events to be added to MSBA’s online calendar.

2. **General member programs/events**, 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. Please work with the Section Liaisons to confirm a date and venue at least two months in advance of the event. The Section Chair, or designated Section Member, is responsible to provide notice to the Section Council via Connect, with links that will be provided by the Section Liaison(s) to online registration.

TAXATION SECTION

The 19th Annual Tax Professionals’ Networking Night was held on November 21, 2019. Over 100 members of the bar attended this event at The Prime Rib at Live! Casino & Hotel.



YOUNG LAWYERS SECTION

The membership committee of the YLS hosted a Oktoberfest themed happy hour at Diamondback Brewery on October 2, 2019. This happy hour was hosted by the YLS and the student bar associations of UB Law and UMD Law.



REAL PROPERTY AND ENVIRONMENT & ENERGY LAW SECTIONS

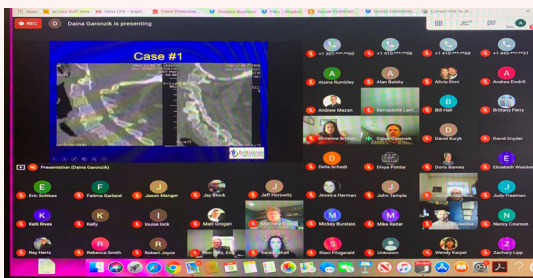
On January 23, 2020, The Real Property and Environment & Energy Law Sections co-hosted a New Year Celebration and membership mingle. This event included networking and an informative guided tour of the Guinness brewery in Halethorpe.



Section and Committee FAQ

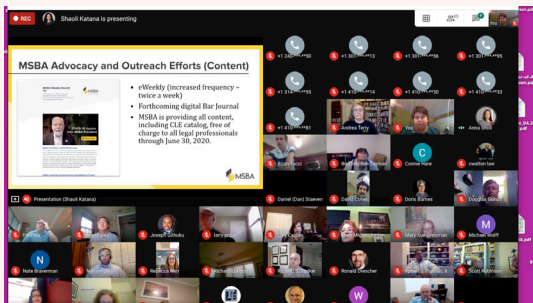
NEGLIGENCE, INSURANCE & WORKERS' COMPENSATION

Due to COVID19, many sections shifted their spring programs to online webinars. The Negligence section hosted Dr. Ira Garonzik, founder and president of the Baltimore Neurosurgery and Spine Center. Dr. Garonzik spoke to 45 members of the section regarding spinal surgery and the impact of COVID19.



CONSUMER BANKRUPTCY SECTION

Many sections hosted “coffee talk” sessions throughout the COVID19 pandemic to keep their members engaged with the MSBA and one another. The Consumer Bankruptcy section held multiple sessions that focused on updates from the MSBA leadership and specific topics regarding their area of law. On May 6, 2020, this section hosted a coffee talk which had over 40 members participate.



> How do we schedule Section marketable events?

First, please check the MSBA calendar (www.msba.org/calendar) to see if a date is available, and does not conflict with any government or religious holidays. 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 complete and submit the Section Event Request Form (www.msba.org/msba-section-event-flyer-submission). This form details all support services the MSBA offers for our Sections' various programs and will provide a event/program flyer created by the design team, used to market the event/program.

> Can we have a photographer/videographer present at our Section's event?

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. 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.

Section and Committee FAQ

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

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 the Section Liaison(s).

> **Where can Section Councils hold their meetings?**

In light of the COVID-19 pandemic, Sections are encouraged to meet virtually. However, if the Section would like to meet in person, you can do so at MSBA Headquarters at Brewer's Hill Hub in Canton or at an approved restaurant.

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

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

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

Please email the Section Liaison(s) 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?**

No. MSBA staff will order the food. The preferred venue is Jay's Catering, however, if the Section has a different suggestion, please contact the Section Liaison(s). Please include any dietary restrictions in your initial request.

> **Our Section is planning an event – who should pay the deposit and sign the contract?**

MSBA staff pay deposits and sign all contracts. Email the Section Liaison(s) with deposit/contract requests and the MSBA will communicate directly with the venue/restaurant. This will ensure that the venue is provided with the MSBA tax exempt certificate, that it is a pre-approved venue, etc.

> **Can we have sponsors for events?**

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 the Section Liaison(s).

> **How can we offer CLE credit at our Section event?**

The desire to offer CLE credit should be indicated on the [Section Event Request Form](#). The MSBA CLE department will apply for CLE accreditation to the surrounding mandatory CLE states, and coordinate the program. Thus, to allow adequate time for these applications, Sections must submit requests for CLE credits to the MSBA **at least 6-8 weeks prior to the event**.

Section and Committee FAQ

Marketing

> Can we have a digital flyer (social media and electronic communications) created for our event?

Yes. This should be indicated when 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.

> Will our event have a registration link?

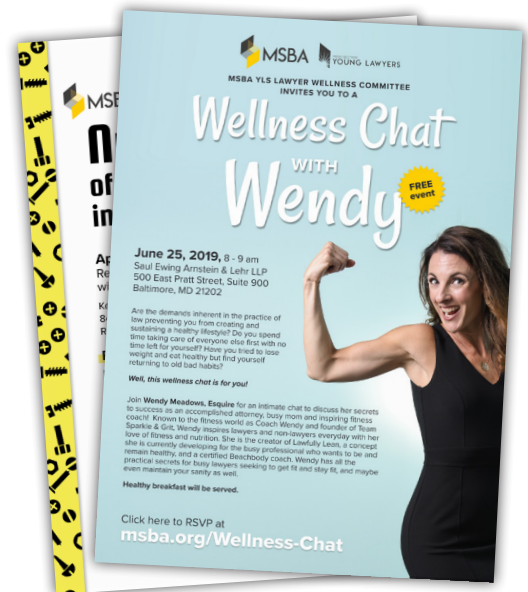
Yes. The MSBA will provide a registration link attached to the event on the calendar for all Section events, programs and meetings. Events will also be posted on the Section's page under upcoming events.

> Can our event be posted on MSBA's social media accounts?

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' email discussion lists for marketing?

Yes, with approval from the other Section Chair. Consider this when developing programs/events so all Sections involved can be included on the flyer and in cross-marketing. The MSBA needs approval from other Section Chairs to accommodate this, but if you receive approval, you can cross-market using another Section email discussion list.



Digital Newsletters and Reports

> When is the Annual Report content due?

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 budgets determined?

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 relation to Section finances and activities etc.

Statement of Activities

	Budget	YTD Actual	Balance
▶ Program Expenses	\$930	\$324	\$606
▶ Meals/Food Expense	\$1,071	\$0	\$1,071
Total	\$2,001	\$324	\$1,677

Section and Committee FAQ

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 Section 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?**

An automated monthly report will be provided with a spreadsheet containing the Section's Annual Budget and monthly summaries. This document will be updated by the 20th of each month by the Section Liaisons. As a "shared" document, the Section Chair, Chair-Elect and Treasurer will automatically see "live" updates on the original spreadsheet provided. Additional questions should be submitted to the Section Liaison(s).

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

Please direct the member to the reimbursement form available on each Section page; members will need to email the completed form to the Section Liaison(s). Expenditures by Members must be approved by the Section Council in accordance with the Section Annual Budget. The itemized invoice/receipt must be provided to the Section Liaison(s) within thirty (30) days of the date incurred. Section Annual Budget cannot, under any circumstances, be used for the payment of alcohol. The MSBA is exempt from Maryland State sales tax, which may need to be provided to a vendor prior to incurring the expense. For this reason, it may be easier to ask the Section Liaison(s) to make direct payments to vendors instead of Members making payments that later need to be reimbursed. Reimbursement is generally made within 30-45 days of submission.

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 to complete the electronic payment process. [Bill.com](https://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 30-45 days of the request.

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

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.

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Delegate Erek L. Barron
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