

**STATE BAR OF MICHIGAN
2007-2008 ANNUAL REPORT
STANDING COMMITTEE
May 2008**

Committee Name: Standing Committee on Awards

Jurisdictional Statement:

- ✓ Recommend attorney recipients qualified to receive awards made in the name of the State Bar of Michigan.
- ✓ Recommend recipients of the annual Liberty Bell Award made to non-attorneys.
- ✓ Recommend the establishment of new awards or discontinuation of existing awards.

Officers and Membership:

Francine Cullari, Co-Chair
Edward H. Pappas, Co-Chair

Members:

John M. Barr	Calvin A. Luker
James S. Brady	Roshunda L. Price
Thomas W. Cranmer	Hon. Victoria A. Roberts
Kathryn M. Day	Curtis W. Smith
Nancy J. Diehl	
Elias J. Escobedo, Jr.	
Nino E. Green	

Advisor:

Janet K. Welch

Commissioner Liaison:

Edward H. Pappas

Staff Liaisons:

Nancy Brown
Naseem Stecker

2007-08 Meeting Schedule:

Jan. 17, 2008 teleconference
March 20, 2008 teleconference (canceled)
May 15, 10 a.m. teleconference

Resources Provided by the State Bar of Michigan in Support of Committee Work:

See attached – Awards committee schedule

Committee Activities:

The committee makes recommendations to the Board of Commissioners for the Roberts P. Hudson, Frank J. Kelley, Champion of Justice, and Liberty Bell Awards. In January, the committee introduced new members, and reviewed the committee mission, policies, procedures, and awards criteria for the awards. The group also set the deadline for

nominations and arranged for announcements in the Bar Journal and SBM electronic media (e-journal, SBM newsletter, e-mail), direct mail to local and specialty bars, and press releases.

From January through April, various committee members solicited nominations from local and specialty bars and past SBM presidents. In February and March, members and staff contacted certain individuals and organizations to promote additional nominations. In April, the committee preliminarily reviewed a package from staff with all nomination materials for nominees and the nominee matrix, noted which nominees have won other SBM awards, and discussed adding nominees to additional award categories. Having received a manageable number of nominations, the committee decided there was no need to narrow the field by preliminary e-mail voting this year.

Prior to the May meeting, the co-chairperson and staff reviewed the previously developed voting procedure for narrowing the field, to use the procedure for voting by e-mail. At the May teleconference, the committee reviewed the newly applied procedure, conducted a review of nominees, and views of the committee members on individual nominees, and members were allowed an opportunity to revise their votes. Final choices were recommended to the Board of Directors for the four awards.

The committee made no recommendations this year to the Board regarding changes to criteria, new awards, or the elimination of awards.

This year, the committee has become completely electronic, in that no face-to-face meetings are held. In 2007, only three members appeared for the last meeting in person, and the teleconference method for the non-appearing members was perfectly adequate. Thus, the committee decided to try all meetings by teleconference, which worked without incident this year. The savings in time and fuel costs were appreciated.

Future Goals and Activities:

The committee will annually review awards criteria, general procedures, voting procedures, schedule and nominee sources for continuous improvement and streamlining. All processes are completely transparent now, with all information in writing. The committee will also discuss annually whether any new awards should be recommended to the Board, and if any existing awards should be eliminated.

Chair/Co-Chair Contact Information:

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AWARDS COMMITTEE SCHEDULE

September	SBM President sends letters of appointment and Committee address list
December, second week	Staff contacts co-chairpersons to schedule meetings and mailing dates
January, third week	Operating co-chairperson prepares e-mail from co-chairpersons to members welcoming them, announcing tentative meeting dates, and soliciting availability. First Meeting takes place
	Staff develops Awards Brochure, with approval of co-chairpersons
January, last week	Staff sends future meeting dates via e-mail to Committee
	Staff posts Awards Brochure online
	Staff prepares and issues press release to legal newspapers and SBM Board of Commissioners, Representative Assembly, State Bar Foundation, local and affinity bars, prosecutor and defender associations, law school deans, courts, large law firms, SBM Section and Committee chairpersons
	Staff prepares announcement for Michigan Bar Journal, e-Journal, and SBM newsletter
February, second week	Staff mails Committee the following documents: <ol style="list-style-type: none">1. Announcement of first meeting, agenda attached2. Mission and member list3. Links to SBM By-Laws Articles V1, VIII http://www.michbar.org/generalinfo/bylaws.cfm#6 http://www.michbar.org/generalinfo/bylaws.cfm#84. Procedures and Policies5. Awards Committee Schedule6. Previous year's Annual Report7. Copy of Award Nomination Brochure for prior yr.8. Copy of press release from prior yr.9. Listing of all previous award recipients
February – April, first week	Staff prepares EXCEL matrix for nominees as applications are received, and e-mails matrix to operating co-chairperson after each entry

March, second week	Operating co-chairperson and staff discuss nominations (number and diversity - age, race, gender, geography, etc.), to determine if additional solicitation is needed
March 31	Deadline for nominations for SBM awards
April, first week	Staff acknowledges receipt of nominations by mail, e-mail or phone call to nominator Staff conducts background checks on nominees before names are submitted for consideration
April, second week	Staff compiles booklet in April (news articles and recommendations referenced in EXCEL matrix will be available for members at May meeting)
May, first week	Deadline for nominations for Liberty Bell Award Staff acknowledges receipt of nominations by mail, e-mail or phone call to nominator
May, first week	Operating co-chairperson prepares e-mail from co-chairpersons to Committee for preliminary eliminations, if necessary (more than ten nominees for a particular award) Staff sends announcement of second meeting via e-mail, agenda attached
May, second week	Meeting in Lansing to select recommendations to SBM Board Staff drafts memorandum from co-chairpersons to SBM Board with recommendations
June	After SBM Board meeting, staff prepares letter from State Bar Executive Director to nominees who were chosen, and letters to nominators of non-winners with mention of carryover of nomination for a second year
Summer	Staff prepares publicity for the awards recipients
September, first week	Staff sends press release, prepares coverage/cover photographs for Michigan Bar Journal, e-Journal, and SBM newsletter Staff orders Awards and write speeches for the Annual Meeting Awards ceremony

September, last week

Operating co-chairperson prepares e-mail from co-chairpersons to Committee thanking members for their participation

Note: The Awards Committee has one co-chairperson ex-officio as the President-elect of the SBM Board of Commissioners. The second co-chairperson is the operating co-chairperson appointed by the President of the SBM Board.