

**STATE BAR OF MICHIGAN
2012-2013 COMMITTEE ANNUAL REPORT**

Article VI §6, Bylaws of the State Bar of Michigan

No later than May 1 of each year, the chair of each committee and subentity of the Bar, with the assistance of the staff liaison, shall report to the Executive Director on a form provided by the State Bar on the activities and accomplishments of the committee or subentity.

Committee Name: Awards Committee

Jurisdiction: 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 nonattorneys. Recommend the establishment of new awards or discontinuation of existing awards. Recommend rules for how awards should be given in the future.

Chair(s) and Committee Members:

Officer	Name	Address	Telephone	Email
Co-Chair	Nancy J. Diehl	1300 E Lafayette St Ste 1206 Detroit, MI 48207-2921	(313) 354- 6399	diehlnancyj@sbcglobal.net
Co-Chair	Brian D. Einhorn	Collins Einhorn Farrell PC 4000 Town Ctr Ste 909 Southfield, MI 48075-1408	(248) 351- 5414	brian.einhorn@ceflawyers.com
Staff Liaison	Nancy Brown		(517) 346- 6350	nbrown@mail.michbar.org
Staff Liaison	Samantha Meinke		(517) 346- 6332	smeinke@mail.michbar.org

Member/Advisor/Other	Member/Advisor/Other
Jennifer S. Bentley, member	Hon. Denise Langford Morris, member
Thomas W. Cranmer, member	Daniel P. O'Neil, member
Francine Cullari, member	Solon M. Phillips, member
Peter J. DeRose, member	Gregory T. Stremers, member
Brian D. Figot, member	Janet K. Welch, advisor

Committee Meeting Schedule:

Please attach any additional information needed regarding Committee meetings as an addendum.

Meeting Type	Date	Location
Description		
Conference call	January 15, 2013	Conference call

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Conference call	March 26, 2013	Conference call
Conference call	May 9, 2013	Conference call
Conference call	June 6, 2013	Conference call (if necessary)

Resources provided by the State Bar of Michigan in support of committee work:

October, second week	<p>Staff contacts co-chairpersons to schedule meetings and mailing dates.</p> <p>Staff sends future meeting dates via e-mail to Committee</p>
January, first week	<p>Staff posts updated Awards Brochure online</p> <p>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, etc.</p> <p>Staff prepares announcement for Michigan Bar Journal, e-Journal, and SBM newsletter</p> <p>Staff posts the following documents to the portal one week before first teleconference:</p> <ol style="list-style-type: none"> 1. Announcement of first meeting 2. Mission and member list 3. Links to SBM By-Laws Articles V1, VIII http://www.michbar.org/generalinfo/bylaws.cfm#6 http://www.michbar.org/generalinfo/bylaws.cfm#8 4. Procedures and Policies 5. Awards Committee Schedule 6. Previous year's Annual Report 7. Copy of Award Nomination Brochure 8. Copy of press release 9. Listing of all previous award recipients
Jan. 15, 2013	First teleconference meeting takes place
February–April, first week	Staff prepares EXCEL tables for nominees as applications are received.
March, second week	Chairpersons and staff discuss nominations (number and diversity—age, race, gender, geography, etc.), to determine if additional solicitation is needed. Deadline reminders are sent to media and legal community. Email was sent to committee to ask them to seek additional nominations.

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March 26, 2013	Second teleconference meeting takes place — committee members report on groups they reached out to for nominations
April, first week	Staff acknowledges receipt of nominations by mail, e-mail or phone call to nominator. Staff conducts simple 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)
April, last week	Staff sends Zoomerang survey to committee members to narrow down list of nominees. Staff sends announcement of third meeting via e-mail
May 9, 2013	Third teleconference meeting takes place – award recipients are chosen
May, second week	Staff drafts memorandum from co-chairpersons to SBM Board with recommendations Deadline for nominations for Liberty Bell Award Staff acknowledges receipt of nominations by mail, e-mail or phone call to nominator
June 6, 2013	A potential meeting to choose the Liberty Bell winner is set – last year this meeting was unnecessary because the committee agreed on a Liberty Bell recipient via email.
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 Staff sends press release, prepares coverage/cover photographs for Michigan Bar Journal, e-Journal, and other electronic and social media. Staff orders Awards and writes speeches, scripts, program for the Annual Meeting Awards ceremony.

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September 19, 2013 Awards are presented to winners at SBM Awards Banquet – part of the SBM Annual Meeting

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.

Committee Activities:

The committee works on a yearly cycle, so once the process is wrapped up at the Annual Meeting it must begin again for the next year. The committee continually works to ensure the awards process is fair and removed from political lobbying.

Future Goals and Activities:

The committee members work very hard every year to seek out nominations, and ensure that they are submitted by the nomination deadlines. An important goal of this committee is to also make sure that the quality of the award recipients is always outstanding.

Other Information: