

## Meeting Planning

This information is furnished to advise you of State Bar of Michigan policies and procedures affecting the operation of committees and sections, as well as the type of services available from staff to assist you and your group in its work.

In order to plan its activities and determine its goals for the coming association year, every committee and section of the State Bar of Michigan is encouraged to have its first meeting as early in the new SBM year as possible. This will enable you to plan future meeting dates and begin work on projects and activities when energy and enthusiasm levels are high.

Dates and locations for proposed meetings throughout the year should be scheduled at your first meeting so members can clear their calendars, thereby assuring maximum attendance.

### **Scheduling a Meeting at the State Bar of Michigan:**

The State Bar of Michigan offers a variety of meeting space to accommodate various size groups with the latest in technology. Advanced reservations are required to ensure that the meeting space is available.

To schedule a meeting at the State Bar of Michigan, please contact Karla Eubank at 517.346.6314 or toll free at 877.247.8233 x6314. For section and committee services, contact Heather Anderson at 517.346.6414.

### **Saturday Meetings at the State Bar of Michigan**

The SBM building is available for committee/section meetings on the first and third Saturday of every month, from 9:00 AM to 1:00PM (except holidays and Saturdays when no meetings are scheduled).

### **Other Available Meeting Locations**

The **Attorney Grievance Commission**, Marquette Building, 243 West Congress Street, Detroit, has a conference room that can accommodate up to 14 people. This room is accessible Monday – Friday from 9:00AM to 5:00PM. Arrangements, including coffee, may be made by calling Bonnie Metty at 313.961.6585

The **Attorney Discipline Board**, 211 W. Fort Street, STE 1410, Detroit, has a hearing room that can accommodate up to 9 judges and 12 people. This room is available Monday – Friday from 9:00AM to 5:00PM. Arrangements, including coffee, rolls and lunch, may be made by calling 313.963.5553.

### **Meeting Room Change**

Because meeting space is available at the SBM building, room charges for meeting at off site locations will not be covered by the State Bar of Michigan. It is important to note that when other locations are utilized, every effort should be made to hold meetings of the State Bar of Michigan

entities in facilities which are handicap accessible and which adhere to the SBM policy against invidious discrimination.

## **Audio/Visual**

Most meeting rooms have the following capabilities:

- Internet Access (wireless and standard analog modem, and dedicated T-1)
- Teleconferencing either alone or simultaneously with Internet access

Available equipment includes:

- LCD Projector (2000 ANSI Lumens)
- Lectern
- Screen
- TV/VCR/DVD Player
- Overhead Projector
- Teleconference phone
- Laser Pointer
- Easels
- Flip Chart and Markers
- White Board and markers

A fee may apply for this service. When scheduling a meeting at the SBM, please specify if teleconferencing or any of the above equipment is needed. The equipment is not available for taking outside the SBM building.

## **Meeting Notices**

The Meetings Department should receive from you, **no later than three weeks before the meeting date**, the meeting notice, photocopy-ready agenda and any other materials for reproduction and mailing. Whenever possible, meeting notices will be sent out by e-mail from the State Bar of Michigan.

## **Attendance**

Committees: Article VI, section 4 of the SBM Bylaws requires the removal of any committee member who is absent without having been excused by the chairperson at three consecutive meetings of the committee to which the member has been assigned. Absences should not be routinely excused but only in unavoidable circumstances. Please notify Candace Crowley of any resignations and/or removals due to lack of attendance.

Sections: Section Bylaws mandate the attendance policy for that section.

## **Meals & Expense Reimbursement**

Upon request, the Meetings Department can arrange to have coffee and pastries or breakfast) provided at morning meetings. Lunch or a light dinner can be ordered upon request in advance of the meeting date.

Because of the substantial expense, lunch and dinner meetings are subject to a reimbursement limitation of \$8.50 for lunch and \$9.50 for dinner per member in attendance. In those cases where the actual cost of a meal exceeds this amount, it is suggested that the chairperson pay the bill, collect any portion of the meal cost which exceeds the reimbursement limit from those in attendance, and submit the receipt to the Finance Department with a list of those in attendance for whom the reimbursement is sought. A check in the amount equal to the number of those in attendance times the \$8.50 amount authorized for lunch or the \$9.50 authorized for dinner will be promptly forwarded.

General reimbursement policies and procedures regarding section and committee reimbursement can be found under the Finance tab of this book.

Sections: Catering services provided will be billed directly back to the sections' accounts. Section subcommittees should check with their section treasurer to make sure that funding is available for catering services.

Committees: Catering services made through the SBM will comply with the above budgetary constraints.

## **Parking**

Limited parking is available in the SBM parking lot. If the lot is full, there is a City of Lansing Municipal parking ramp directly across the street. The SBM does not validate or reimburse for parking unless prior arrangements have been made.

## **Minutes of Meetings**

To keep the SBM leadership and staff advised of committee and section activities and to maintain permanent records of proceedings, each committee and section chairperson should appoint a secretary who will be responsible for keeping detailed minutes. The Bylaws require that minutes of each meeting be forwarded to the SBM **within 20 days** and that the minutes indicate those present, those excused and those absent without an excuse. The minutes will be made part of a permanent file maintained with respect to each committee and section and will be reproduced and distributed to committee and section council members. Minutes should be sent to Heather Anderson at 517.346.6414 [handerson@mail.michbar.org](mailto:handerson@mail.michbar.org).

## **Tax Exemption**

As a committee/section of the SBM, each section is eligible for tax-exempt status. A "Certificate of Tax Exemption" can be obtained by contacting Heather Anderson at 517.346.6414. The tax exemption covers meals (except alcohol), printing, and various outside services.

## **Evaluation of Members**

Standing Committee members are appointed for a term of three years, staggered so that only one-third of the members reach the end of their term each year. This helps to insure continuity and preserve the institutional memory of the group. Committee chairpersons will be asked to assist the incoming President by submitting evaluations at the end of the Bar year regarding the effectiveness of each member who is eligible for reappointment.

## **Other Meeting Services and Resources**

### **Communication Assistance-**

Bar Journal: This publication is available to each committee and section to publish any matter of interest to the entire membership of the SBM. Requests for inclusion of material in this publication should be directed to Linda Novak at 517.367.6422.

Publicity: Public relations advisory services pertaining to committee or section activities can be provided by the SBM. Contact Naseem Stecker at 517.346.6428

Printing: Printing, graphic design and typesetting services for agenda packets, newsletters, brochures, seminar notices and other publication are available through the Communication Division.

### **Mailing Labels, Lists & Listservs**

Pursuant to the policies approved by the Board of Commissioners, labels and lists of section members are available in paper or electronic form from the SBM. For more information about cost and availability, please call Joan Kreutzman, Member Records Clerk, at 517.346.6341 or toll free at 877.247.8233 x6341

### **Contact for Sections & Committees Services**

All SBM services provided to sections and committees may be coordinated through Heather Anderson, Section & Committees Administrator, 517.346.6414, [handerson@mail.michbar.org](mailto:handerson@mail.michbar.org)

# State Bar of Michigan Building Usage and Meeting Room Policy

9-08

**Purpose:** The purpose of this policy is to establish rules and guidelines concerning the use of the State Bar of Michigan meeting rooms and facilities.

## **State Bar Business Hours for Meeting Rooms**

The State Bar of Michigan is open for business for meeting room usage Monday through Friday from 8:30 AM to 5:00 PM, and 9:00 AM to 1:00 PM the first and third Saturday of each month. Meeting rooms may be used outside of these hours subject to receptionist and maintenance personnel availability, at a charge of \$15.00 per hour for receptionist services and \$20.00 per hour (2 hour minimum) for maintenance services.

## **Use of Meeting Rooms**

State Bar entities have priority for room usage. Events whose purpose may conflict with the State Bar's interests will not be permitted. Because the State Bar of Michigan is nonpartisan, the building may not be used for political campaign purposes or political fundraising. A person or organization utilizing all or any part of the building may not state or imply that the event is sponsored or endorsed by the State Bar of Michigan without express permission to do so. The State Bar building shall not be used for advertising or marketing of individual attorneys or law firms. The State Bar reserves the right to refuse the use of its facilities to any organization.

## **Usage by State Bar and Related Entities**

The following entities will not be charged for meeting rooms as long as the meeting is related to State Bar business and/or the business of the legal profession. The meeting may not conflict with State Bar interests.

State Bar entities, including the Board of Commissioners, Committees, Sections, Task Forces, and Representative Assembly

### **Attorney Discipline Board**

Attorney Grievance Commission

Michigan attorney or law firm usage for depositions, arbitrations, hearings, and client meetings (subject to availability)

American Inns of Court

Institute of Continuing Legal Education (ICLE)

Judicial Branch Entities

Michigan Law Schools

Law Student Organizations

Legal Aid Organizations  
Local Bar and Special Purpose Bar Associations  
Michigan Association of Legal Support Professionals  
Michigan Forum of Estate Planning Attorneys  
Michigan Judges Associations (Probate, District, Circuit)  
Michigan Lawyers Auxiliary  
Michigan Poverty Law Program  
Michigan Probate Association  
Municipal Attorneys Association  
NALS (National Association of Legal Secretaries)  
State Appellate Defenders Office  
UAW Legal Services

### **Use by Other Organizations and Meeting Room Rates**

Other organizations and staff may use meeting rooms for civic and social functions as long as the meeting does not conflict with State Bar policies and subject to availability. A fee will be charged for room usage and a Building Use Agreement (see Attachment I) will be required.

The rates for all meeting rooms used by other organizations will be \$100 for a full day and \$50 for a half day (4 hours or less). The room rates include room set up, use of audiovisual equipment (projectors, TV/VCR's, conference phones, easels, flip charts, etc.), room clean up, assistance with catering meals and refreshments, assistance setting up conference calling, and room set up recommendations by the Internal Meetings Coordinator.

### **Refreshments and Meal Catering**

The State Bar can take orders for refreshments and meals that would be catered from outside entities. Arrangements will be made for billing the costs to the user of the Facility.

### **Billing/Payment Procedures**

Payment must be received along with a meeting use permit prior to the meeting. The Internal Meetings Coordinator will be responsible for sending the permit and checking to make sure payment has been received along with the signed contract prior to the meeting date (see Attachment I). The coordinator is Karla Eubank and she can be reached at 517-346-6314. Payment may also be required in advance for meals, refreshments, and conference calls.

### **Alcohol in the Building**

Alcohol may be consumed on State Bar property for meeting functions but will be allowed only if the following requirements are met:

- 1) Hosted bar
- 2) Caterer must have a liquor license
- 3) Beer and wine only

Alcohol is not allowed for State Bar of Michigan employee events in the building.

## **Parking for Meetings**

The parking lot adjacent to the State Bar building is provided for the general use of members of the State Bar and its employees. Due to the limited availability of parking, unless otherwise notified, meeting attendees, including State Bar members attending a scheduled event, are advised to park in the City of Lansing parking lot across the street and are advised that the State Bar does not validate their parking tickets unless prior arrangements have been made to do so. Persons parked illegally in the State Bar lot may have their vehicles towed at their expense.

## **Smoking Policy**

Smoking is prohibited in the State Bar office building. There is a designated smoking area at the rear of the building. Guests of the State Bar should observe non-smoking area signs at the front of the building.

**Attachment I**

**STATE BAR OF MICHIGAN**

306 Townsend Street  
Lansing, Michigan 48933-2083  
(517) 346-6300

**BUILDING USE AGREEMENT**

DATE OF ROOM USE \_\_\_\_\_ DAY \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_  
REPRESENTATIVE \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_

ROOMS USED	HOURS OF USE	FULL DAY	HALF DAY	AMOUNT
			RECEPTIONIST FEE	
			TOTAL	

SEATING PLAN \_\_\_\_\_

\*FOOD ORDER (to be billed directly from caterer) \_\_\_\_\_

The State Bar of Michigan building has been constructed for the uses of its members whose needs must have priority over other organizations. In the unlikely event that it becomes necessary to cancel or to designate a meeting room other than the room(s) scheduled, you will be notified as soon as the need arises. In accepting this agreement, the organization using State Bar facilities agrees to abide by the building use policies attached and assumes all risks and liability of using these facilities and agrees to hold the State Bar of Michigan harmless from any liability, now or in the future, in connection with its use of these facilities. In the event State Bar property is damaged, or a loss is incurred through the use of these facilities, the organization agrees to compensate the State Bar for any such loss or damage.

Prepared by: \_\_\_\_\_ Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_ Organization \_\_\_\_\_  
State Bar Approval \_\_\_\_\_ Title: \_\_\_\_\_  
Title \_\_\_\_\_ Date: \_\_\_\_\_  
Date \_\_\_\_\_

MAKE CHECK PAYABLE TO: "STATE BAR OF MICHIGAN" AND RETURN WITH THIS FORM

**PARKING:** The parking lot next to the building cannot accommodate your meeting participants, and this room use permit does not authorize its use. Please ask your meeting participants not to park there. Unauthorized vehicles may be ticketed and towed. Parking is available in the city parking facility across Townsend Street from the State Bar building.

## Room Set Ups

There are 3 basic types of room set-ups: Conference style, classroom style, and theatre style. Conference style is an open square of tables and chairs. Classroom style is tables and chairs placed in rows all facing one way. Theatre style is rows of chairs with no tables. Below are the room capacities that each can hold of the 3 different types of seating arrangements:

**Room 1:** Conference style – 12 to 15 people  
Classroom style – 12 people  
Theatre style – 15 people

**Room 2:** Conference style – 24 people (with no audio visual)  
Classroom style – 24 people (with TV/VCR)  
Theatre style – 40 - 50 people

**Room 3:** Conference style – 12 to 15 people  
Classroom style – 12 people  
Theatre style – 15 people

**Rooms 1 & 2 combined:** Conference style – 30 people  
Classroom style – 35 people  
Theatre style – 65 people

**Hudson Room:** Conference style – 20 people (24 with chairs at the ends)

**Library:** Conference style – 8 people

**Boardroom:** 32 seats with a row of seats along the outside walls

### Equipment

Pull down screens in all rooms except the Library – 1 portable screen

3 LCD Projectors: 1 in the Boardroom which is permanent

3 TV/DVD players

1 lapel mike

1 Laser pointer

Conference phones for each meeting room

Flip charts with markers and White boards with markers

# SECTION/COMMITTEE MEETING SPACE REQUEST

Date of Meeting: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Hours of Meeting: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

**Style of Room Setup:**

- Classroom
- Conference
- U-Shaped
- Theater

**Audio-Visual Needs:**

- LCD Projector
- Lectern
- TV/VCR/DVD
- Overhead Projector
- Teleconference Phone
- Laser Pointer
- Flip Chart & Markers
- White Board & Markers
- Easel

**Food/Catering**

- Breakfast
- Lunch
- Dinner

**Requests:** \_\_\_\_\_

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- Meeting Notices to be sent via e-mail
- Attendance responses forwarded to contact person
- After hours staff coverage (\$15/hour after 5:00pm Monday – Friday)

**Notes:** \_\_\_\_\_

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**Submit to:** Karla Eubank, [keubank@mail.michbar.org](mailto:keubank@mail.michbar.org), 517-346-6314, fax: 517-346-6365

## Meeting Contact Information

For meetings at the State Bar of Michigan, contact:

Karla Eubank      517-346-6314  
[keubank@mail.michbar.org](mailto:keubank@mail.michbar.org)

I can assist you with the following:

Catering

Meeting notices

Room set up

Equipment needs

After hours staff coverage

Conference call set up

Forwarding catering bills to Finance

Validating parking

Please feel free to contact me with any questions.