



## Meeting Planning

This information is furnished to advise you of State Bar of Michigan policies and procedures affecting the operation of 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 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.

### **Schedule 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. Visit the Bar's [Meeting Rooms web page](#) for a list of room configurations and available audio visual equipment.

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 x 6314. Karla can assist you with catering, meeting notices, room set up, AV equipment, after hour's staff coverage, conference call set up, and parking.

### **Saturday Meetings**

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

### **Other Available Locations**

The **Attorney Grievance Commission**, Buhl Building, 535 Griswold, Suite 1700, Detroit, MI 48226 has 2 conference rooms that can accommodate up to 14 people each. This room is accessible Monday–Friday from 8:00 AM to 5:00 PM. Arrangements, including coffee, may be made by calling Nancy MacKenzie 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 9:00 AM to 5:00 PM. Arrangements, including coffee, rolls, and lunch, may be made by calling (313) 963-5553.

## Meeting Room Charge

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 in facilities which are handicap accessible and which adhere to the SBM policy against 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

Section bylaws mandate the attendance policy for each section.

## Meals & Refreshments

Upon request, the Meetings Department can arrange to have coffee, pastries, or breakfast provided at morning meetings. Lunch or a light dinner can be ordered upon request in advance of the meeting date. Catering services provided for meals and refreshments 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. A list of attendees is required to support payment of meals and refreshment expenses.

### **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.

### **Tax Exemption**

As a section of the SBM, each section is exempt from Michigan sales tax. A “Certificate of Tax Exemption” can be obtained by contacting Patti Schafer at (517) 346-6362.

## **Other Meeting Services and Resources**

### **Communication Assistance**

Bar Journal: This publication is available to each 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 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 x 6341.

### **Contact for Sections Services**

All SBM services provided to sections may be coordinated through Heather Anderson, section & committees' administrator, (517) 346-6414, [handerson@mail.michbar.org](mailto:handerson@mail.michbar.org).