

**STATE BAR OF MICHIGAN
2011-2012 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 non-attorneys. 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	Bruce A. Courtade	Rhoades McKee PC 161 Ottawa Ave NW Ste 600 Grand Rapids, MI 49503-2766	(616) 233- 5152	bcourtade@rhoadesmckee.com
Co-Chair	Nancy J. Diehl	1300 E. Lafayette St. Ste 1206 Detroit, MI 48207-2921	(313) 354- 6399	diehlnancyj@sbcglobal.net
Staff Liaison	Naseem Stecker		(517) 367- 6428	nstecker@mail.michbar.org
Commissioner Liaison	Bruce A. Courtade			

Member/Advisor/Other	Member/Advisor/Other
Jennifer S. Bentley, member	April E.H. Sawhill, member
Nancy Brown, SBM	Gregory T. Stremers, member
Thomas W. Cranmer, member	Janet K. Welch, advisor
Francine Cullari, member	
Peter DeRose, member	
Hon. Denise Langford Morris, member	
Daniel P. O'Neil, member	
Solon M. Phillips, member	

Committee Meeting Schedule:

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

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Meeting Type	Date	Location
Description	January 19, 2012	Conference call
	March 15, 2012	Conference call
	May 10, 2012	Conference call
	June 7, 2012	Conference call

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

October, second week Staff contacts co-chairpersons to schedule meetings and mailing dates.

Staff sends future meeting dates via e-mail to Committee

January, first week Staff posts updated 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 etc.

Staff prepares announcement for Michigan Bar Journal, e-Journal, and SBM newsletter

Staff emails Committee the following documents one week before first teleconference:

1. Announcement of first meeting, agenda attached
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

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Jan. 19, 2012

First teleconference meeting takes place

February–April, first week	Staff prepares EXCEL matrix for nominees as applications are received.
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. Deadline reminders sent to media and legal community.
Early April	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, second 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	Staff sends Zoomerang survey to committee members to narrow down list of nominees. Staff sends announcement of second meeting via e-mail, agenda attached
May, second week	Teleconference 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 other electronic and social media. Staff orders Awards and writes speeches, scripts, program for the Annual Meeting Awards ceremony.

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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 The committee helps to beat the bushes every year to get nominations submitted in time. An important goal of this committee is to also make sure that the quality of the recipients is always outstanding.

Other Information: Created the John W. Reed Michigan Lawyer Legacy Award to be presented periodically to an educator from a Michigan School.