



Board of Commissioners

Agenda and Materials

September 16, 2020

STATE BAR OF MICHIGAN
BOARD OF COMMISSIONERS
FIRST MEETING OF THE 2020-21 BOARD
WEDNESDAY, SEPTEMBER 16, 2020
VIRTUAL MEETING
(BEGINS AT APPROXIMATELY 12:30 P.M.)
AGENDA

- I. **Call to Order**..... Robert J. Buchanan, President
- II. **President's Report**
 - A. Welcome
 - B. Introduction of New Commissioners
 - C. Oath of Office
- III. **Authorize President to Appoint an Executive Committee**
In accordance with Article III, Section 9 of the State Bar Bylaws, whose members will also become members of the Representative Assembly.
- IV. **2020 - 2021 Commissioner Committees****
A roster of President Buchanan's appointees to the following commissioner committees will be distributed to the Board members:
 - A. Executive (Pending Authorization, see III)
 - B. Audit
 - C. Communications and Member Services
 - D. Finance
 - E. Professional Standards
 - F. Public Policy
 - G. Strategic Planning
- V. **Fiscal Matters**
 - A. Nexonia Expense Reporting System*
- VI. **Board Members Forms**
 - A. Pictorial Directory Information*
- VII. **2020 - 2021 Board of Commissioners Meetings**
 - A. Board of Commissioners* and Public Policy Teleconference Dates**
- VIII. **2020 - 2021 Representative Assembly Meetings**
 - A. Representative Assembly Meeting Dates*
- IX. **Adjournment**

*Materials included with agenda

**Materials delivered or to be delivered under separate cover or handed out

State Bar of Michigan

Oath of Office

I do solemnly swear that I will
support the Constitution of the
United States and the Constitution
of this state, and the Supreme
Court Rules Concerning the State
Bar of Michigan and that I will
faithfully discharge the duties as
President of the State Bar
of Michigan according to the best
of my ability.

Name

Signature

Date



State Bar of Michigan

Oath of Office

I do solemnly swear that I will support the Constitution of the United States and the Constitution of this state, and the Supreme Court Rules Concerning the State Bar of Michigan and that I will faithfully discharge the duties as an officer of the State Bar of Michigan according to the best of my ability.

Name

Signature

Date



State Bar of Michigan

Oath of Office

I do solemnly swear that I will support the Constitution of the United States and the Constitution of this state, and the Supreme Court Rules Concerning the State Bar of Michigan and that I will faithfully discharge the duties as Commissioner of the State Bar of Michigan according to the best of my ability.

Name

Signature

Date

Nexonia Expense Reimbursement Application

(May be accessed on a mobile device, tablet or computer)

1. You will receive an e-mail from Nexonia to set your password (New commissioners only).
2. You may either follow the link in the e-mail or go to Nexonia.com to log-in
3. Your user name is your e-mail address on file with SBM
4. You will determine your password
5. Once logged in, click on "Expense Reports"
6. Click on Green Box – "Add Report"
7. The title box is the actual title of the expense report. Please use your travel dates and business purpose. For example "9/30/18 travel to NEXT Conference and BOC Meeting".
8. Click Save
9. Click on Green Box – "Add Expense Item"
10. Select "Executive Office" from the first drop down "Divisions & Sections"
11. Select "Board of Commissioners" from the second drop down "Department"
12. Choose the expense category from the third drop down box
 - A. In most cases, you will be submitting mileage. Select the "mileage" category from the dropdown. Under this category, you may either use google maps to calculate your mileage or you may enter the number of miles and the system will calculate the amount for you. Enter your starting point and destination in the google maps, and if you do not use google maps, enter the starting point and destination in the memo field.
 - B. If you have mileage and other travel expenses (such as meals, parking, tolls, or lodging), you may use one of two options, 1) you may enter your mileage under the "mileage" category and the rest of your expenses under the travel category or 2) you may enter all of your expenses including mileage under the travel category. The travel category also has a drop down for meals. If you do not have a meal, click on "NA."
13. Enter the transaction date – actual date of travel or expense
14. The memo field is where you enter the business purpose for the expense. This is also where you would indicate those in attendance (if more than yourself) for any meal reimbursements or any other purchase. Please note, this is a mandatory field.

15. If you have travel expenses (other than mileage) greater than \$25.00, a receipt is required.

All meal expenses require a receipt. There are several options to upload a receipt. You may take a picture on your phone and e-mail to yourself, or scan/save a copy to your files. While entering your expense, there is a blue button labeled “add receipts” click on this button and browse for your receipt. Please note, Word docs are not accepted. Please save the file as a PDF before you upload the receipt.

16. Select “save and new” to add other expenses or “save and close” if you are finished with your expense report.

17. After all of your expenses are entered, you may submit the expense(s) for payment by a) clicking on the action button drop down and select “submit”, or b) clicking on the green submit button.

18. Marge will review and approve your expenses or redirect them to you if more information or documentation is required. For those of you who donate your reimbursements to the ATJ Fund, please make sure you have notified Marge at the beginning of the year so we can set this up.

All BOC reimbursement procedures and policies will still be in effect. For your reference, the Board of Commissioners policies and procedures document will be posted on the Nexonia home page and is available also on the State Bar website.

Also to assist you, user guides are available on Nexonia’s website at the following link:

<https://nexonia.zendesk.com/hc/en-us/sections/205552407-Getting-Started-Expenses-101>

If you have questions, please contact Tatiana Goodkin, tgoodkin@michbar.org, Becky Weaver, bweaver@michbar.org, or Alpa Patel, apatel@michbar.org.

**INFORMATION FOR 2020-2021
STATE BAR OF MICHIGAN BOARD OF COMMISSIONERS
PICTORIAL DIRECTORY**

Name: _____ Commissioner District: _____

First year elected/appointed to the Board _____ Current Term Expires: _____

Business Address: _____

Areas of Practice: _____

Business Phone: _____ Business Fax: _____

Cell Phone: _____ E-Mail Address: _____

Assistant's Name: _____

Assistant's E-Mail Address: _____

Should your assistant be copied on all e-mails? Yes _____ No _____

Home Address: _____

Home Phone: _____ Birthdate: _____

Name of Spouse/Partner: _____

New Commissioners: Please submit a current bio and photo along with this completed form. A photographer will be available at a future board meeting to take a picture of the entire board and individual photos if necessary.

Current Commissioners: Please complete if there are changes to your information since 2019.

Please e- this information to Marge Bossenbery mail (bossenberym@mail.michbar.org).

**State Bar of Michigan
Board of Commissioners
2020-2021 Scheduled Meetings**

September 16, 2020

November 20, 2020

January 22, 2021

March 5, 2021 (if necessary)

April 23, 2021

June 11, 2021

Grand Hotel, Mackinac Island

July 23, 2021

September 17, 2021

Unless indicated or notified otherwise, all meeting will be virtual meetings until it is determined that they can be held at the State Bar of Michigan, Michael Franck Building, 306 Townsend Street, Lansing. Meetings will begin at 9:30 a.m. unless notified otherwise.

2020-2021 SBM Board Public Policy Meetings
All Calls will begin at 4:00 p.m.

Dates to be Determined

**State Bar of Michigan
Representative Assembly
2020-2021 Scheduled Meetings**

September 17, 2020

Virtual

April 24, 2021

To Be Determined

September 18, 2021

To be Determined