

Lexwork Americas Governing Board Meeting Minutes
February 13, 2019 @11:00 a.m. EST



1. Approval of Meeting Minutes:

January 16, 2019. Brian Anderson moved to approve. Dan Larsen seconded. Minutes approved.

2. Financial and Administrative Matters:

a. Budget Review

- i. Mark Silow reported that Lexwork Americas income is based on 20 members at \$6,000 annually, plus reimbursements from previous years.
- ii. Mark said the guess work in preparing the 2019 Budget, is on the expense side: He offered explanation of the following
 1. ICC May 2019 Meeting in Milan: budgeted \$7500.
 2. Governing Board Annual Meeting Travel Expenses: budgeted \$63,000 – Mark reported that he increased this to bulk up and to take into consideration the new reimbursement policy.
 3. Recruiting: budgeted amount increased by \$500. Brian Renaud asked whether this was for recruiting new Lexwork Americas members. Mark confirmed that it is.
 4. Contingency fund: budgeted \$4,800.
 5. Premiere Teleconference service is still being used by the practice groups and Lexwork Europe - Asia and is paid through December 2019.

b. Mark Silow discussed the financial reports and asked for comments or questions. Inquiry was made about when 2019 Lexwork International invoices would be sent. Mark responded that the invoices would be sent out in the next few days.

c. Reimbursement policy – Brian Renaud announced that Dan Larsen had distributed via e-mail the "final" reimbursement policy with everyone's input. Brian asked if there was any additional comment. There were no additional comments offered. Brian announced the amended policy as distributed by Dan Larsen as final.

3. Updated City List for Lexwork International Website

- a. Kim Hafley reported that the list has been updated.
- b. Brian Renaud inquired about enhancements to the Lexwork International website. Kim Hafley responded the Marketing Committee will have information to share with the Governing Board at the March 13, 2019 Governing Board meeting.

4. New Practice Groups:

- a. Block chain practice group - No update.
- b. Cannabis practice group – Abe Reich reported the group members have had at least one call and are moving ahead.
- c. Ilana Subar is working with Joe Dunn to plan the Lexwork Practice Group Meeting in Atlanta May 16 & 17, 2019.

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- d. Forbes Sargent asked that the practice groups, chairs, contact information and meeting dates be added to the monthly agendas. The group concurred and this will be added starting with the agenda materials for the March 13, 2019 meeting.
- e. Michael Blachly offered that he has a list of all practice group members. Ilana Subar followed, stating she will send a Lexwork practice group members list to the members of the Governing Board.

5. Monthly Intelligence Sharing:

- a. Feedback on presentation regarding use of Pricing Officer - The group had very positive feedback about the Pricing Strategy presentation delivered by Eddie Raychaudhuri, Chief Legal Project Management and Pricing Officer of Berger Singerman. Brian Renaud asked if any members currently had or were considering adding a pricing officer. Daryl Bailey reported that Gray Reed had already started to look into adding the position prior to the presentation. Brian asked Daryl to whom the pricing officer will report. Daryl was not quite sure but that it was anticipated that the individual would report to the Managing Partner and the COO. Adrienne Lago from Berger Singerman reported that Eddie Raychaudhuri reports to their firm's CEO.
- b. Future topics. Brian encouraged Governing Board members to consider future topics appropriate for monthly meeting presentations.

6. Meeting Schedule:

- a. Wednesday, March 13, 2019
- b. Wednesday, April 10, 2019
- c. Wednesday, May 8, 2019
- d. Wednesday, June 12, 2019
- e. Wednesday, July 10, 2019
- f. Wednesday, August 14, 2019
- g. Wednesday, September 11, 2019
- h. Wednesday, October 17 – 19, 2019 Cracow / Krakow, Poland
- i. Wednesday, November 13, 2019
- j. Wednesday, December 11, 2019

7. Important Dates – Future Meetings:

- a. European Spring Meeting – Milan, Italy – May 30 - June 1, 2019
- b. Lexwork International Annual Meeting 2019 – Cracow / Krakow, Poland – October 17 – 19, 2019
- c. Practice Groups Meeting – Atlanta – Freeman Mathis -May 16-17, 2019

8. Other Business:

- a. Preferred call-in method for future Governing Board conference calls.
 - i. After discussion, the group determined to keep the existing system but to re-institute roll call at the start of each meeting.

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- b. Other
 - i. Michael Blachly reported the Lexwork Americas 2018 Referral Report had been distributed via email. Highlights included:
 - 1. All but one firm had reported.
 - 2. The report shows Lexwork Americas firms had generated \$1.5 million in referred matter revenues.
 - 3. This is the 4th highest revenue generated in Lexwork Americas history.
 - 4. In terms of number of referrals, 2018 is the second highest numbers of referrals in Lexwork Americas history.
 - 5. For the last four years, there has been a consistent 190-200 referrals each year.
 - ii. Brian Renaud – stated he will be emailing a link to an Accountancy Age article which reported that professional networks are accounting for 30% of law firm revenues.
 - iii. Daryl Bailey stated he is interested in identifying if is there a way for our firms to create business. Brian Renaud suggested that Daryl start the discussion at the next Governing Board Meeting under the Agenda item “Monthly Intelligence Sharing.” Assuming that Daryl’s schedule then permits.

9. Meeting Adjournment