

## NALP Small & Solo CSO Section Quarterly Report

TO: Arturo Thompson, Board Liaison  
FROM: Tanya Lundberg and Maria Comas, Section Co-Chairs  
CC: Claire Nash  
DATE: June 23, 2021

Our section held its first call on May 6, 2021. Because the Annual Education Conference was held virtually this year, we asked members to introduce themselves as a way to build community and familiarity among the members, as we understand how important this group is to one another in our roles in solo & small offices. During the first meeting we discussed the charges of the workgroups and sought volunteers to serve as Vice Chairs. We also recognized outgoing Section Chair, Alisa Benedict O'Brien, for her leadership the past few years.

This report identifies our leadership team, outlines our communication plans, and lists the Section's Bulletin+ article proposals and meeting dates.

### I. Leadership Team

#### Section Co-Chairs

Maria Comas, Duquesne University School of Law, [comas@duq.edu](mailto:comas@duq.edu)  
Tanya Lundberg, University of Detroit Mercy School of Law, [lundbete@udmercy.edu](mailto:lundbete@udmercy.edu)

#### Annual Education Conference/Bulletin+ and Webinar Planning

Vice-Chair:

Jana Matthews, Indiana University School of Law, [janamatt@iu.edu](mailto:janamatt@iu.edu)

#### Member Relations and Membership Development

Vice-Chairs:

Tammy King, Creighton University School of Law, [tammyking@creighton.edu](mailto:tammyking@creighton.edu)  
Trisha Nakamura, University of Hawaii School of Law, [tnakamu@hawaii.edu](mailto:tnakamu@hawaii.edu)

#### Environmental Scanning

Vice-Chairs:

Rosalind Lister, West Virginia University College of Law, [rosalind.lister@mail.wvu.edu](mailto:rosalind.lister@mail.wvu.edu)  
Kimberly Underdown, St. Mary's University School of Law, [kunderdown@stmarytx.edu](mailto:kunderdown@stmarytx.edu)

#### Programming Best Practices

Vice-Chairs:

Katie Overberg, Drake Law School, [kathryn.overberg@drake.edu](mailto:kathryn.overberg@drake.edu)  
Stacey Blakeman, The University of Kansas School of Law, [staceyblakeman@ku.edu](mailto:staceyblakeman@ku.edu)

## Knowledge Management and Resource Implementation

Vice-Chair: Kayla Doiron, The University of Oklahoma College of Law, [kdoiron@ou.edu](mailto:kdoiron@ou.edu)

### II. Communication

We appreciate the discussion we had with you earlier this month, Arturo. As we talk with the section's vice-chairs and overall membership, we will be sure to notify you about ways in which the section seeks additional support from the Board.

In order to make our quarterly calls as productive as possible, we will meet with the section vice-chairs prior to the remaining quarterly meetings. In addition to hearing about work group updates, we will encourage the vice-chairs to engage in discussions that stem out of the environmental scanning workgroup or other topical issues.

We plan to post weekly discussion prompts to NALPConnect in an effort to engage members throughout the year. We recognize that the members of this section, especially, have myriad responsibilities, and we hope that through these prompts we can create ongoing dialogue and continue to share timely information and helpful resources with each other.

### III. Bulletin+ Article Proposals

1. Career Development Collaboration: Two Heads Are Better Than One  
Authors: Katie Overberg (Drake Law School) and Tasha Everman (University of Nebraska College of Law)  
Proposed Time: Spring 2021
2. One-Stop Shop: Effectively Managing the CSO and Externships  
Authors: Alisa Benedict O'Brien (University of Akron School of Law) and Trisha Nakamura (University of Hawaii School of Law)

### IV. Section Meeting Dates

- a. Our quarterly meetings will be held at 4:00 p.m. (EST) via Zoom on the following dates:  
May 6, 2021  
September 9, 2021  
December 9, 2021  
February 10, 2022
- b. We held a special Bulletin+ and RFP Brainstorming Session on June 3, 2021. We will continue to encourage members to submit RFPs for the next Annual Education Conference.