

NALP Solo & Small CSO Section Quarterly Report

TO: Gwendolyn Ferrell, NALP Board Section Liaison
FROM: Alisa Benedict O'Brien, Section Chair
CC: Claire Nash (cnash@nalp.org)
DATE: June 18, 2020

Our section held its first call on Thursday, June 11, 2020. Our section Vice-Chairs (listed below) were present on the call.

1. Alisa shared updates from the Board provided by Board Liaison, Gwendolyn Ferrell. Section members have benefited from NALP's support, resources, surveys, and town halls held during these last few months and look forward to continuing to engage.
2. Introduction of Vice-Chairs and Reports
 - a. Vice-Chair of Annual Education Conference / Bulletin Article and Webinar Planning- Trisha Y. Nakamura
 - i. Charge: Brainstorm with Section membership to develop ideas and identify speakers for the 2021 Annual Education Conference and topics for Bulletin articles. Assist members through the completion of the RFP processes for both. Consider the production of educational webinars throughout the year.
 - ii. 2021 NALP Annual Education Conference RFP Process
 1. We reminded members the deadline for RFP submissions to the 2021 NALP AEC is now July 24, 2020. We will likely schedule another call to firm up section RFP submissions prior to the deadline.
 - iii. Bulletin Articles
 1. We reminded members the deadline for submissions is June 15th.
 2. We had a robust discussion about potential bulletin articles, including the impact of furloughs and budget cuts on small and solo CSO offices and how CSOs might maintain engagement with students while working remotely and practicing social distancing.
 3. Trisha will be working directly with volunteer authors and finalizing our article submissions to be submitted Monday, June 15th.
 4. Proposals submitted are attached.
 - iv. Webinars: the section wants to deliver at least 2 educational webinars on "hot topics" this year.
 - b. Vice-Chair of Member Relations and Membership Development – Tanya Lundberg
 - i. Charge: Reach out to new and/or continuing members on a periodic basis to welcome them to the section and educate them about ways to get involved. Consider reaching out to additional members encouraging them to join the section.

1. Tanya will be forming a Member Relations work group/gathering volunteers to help with Member outreach initiatives.
- c. Vice-Chair of Programming Best Practices - Katie Atkinson Overberg
 - i. Charges: Explore best practices for providing programming to students. Consider best practice for advisors on providing effective virtual programming in a world of physical distancing. In collaboration with the Law Student Professional Development Section, consider creating a To Go Kit on the basics of launching a professional development curriculum for students.
 - ii. Katie will be looking for volunteers to assist with this new initiative and reaching out to the Law Student Professional Development Section to begin collaborating. We are very excited about these charges.
- d. Vice-Chair of Environmental Scanning/Resources – Maria Comas
 - i. Charges: Identify common challenges related to small CSO work including student engagement, employer outreach, data collection and working with alumni. Continue to collect handouts, sample workshops, and guides to rebuild the resource pool for members.
 - ii. Maria will begin by assessing and removing old and outdated items currently living in the resource pool. Then, she will be sending personal emails to individual members asking them to contribute resources this summer and fall.

Our next call is scheduled for Thursday, October 8th at 3PM EST and the Chair/Vice-Chairs will meet on Friday, June 26th to discuss charges and potential work groups. We are looking forward to a fun and challenging year ahead!

2020 -2021 Section and Group Topic Proposals – NALP Bulletin

Return by Monday, June 15, 2020

Section/Group Name: Small and Solo CSO Section

Section Contact Names/Emails: **Trisha Y. Nakamura:** tynakamu@hawaii.edu

Alisa N. Benedict O'Brien: ab139@uakron.edu

1. ARTICLES and COLUMNS are “nuts and bolts” pieces that are 500-750 words in length. Please indicate NO MORE THAN SIX preferred dates for publication and provide a tentative indication of possible topics to be featured in each column. Add more rows if necessary.

Proposed Issue Month	Tentative Topic	Author(s) Name & Email
August 2020	Leveraging Creative Placements to Build Student Skills Beyond Traditional Associate and Law Clerk Roles	Whittley Sue Pike wpike@iu.edu Trisha Nakamura tynakamu@hawaii.edu
September 2020	Resources for our grads in states offering limited licenses; practice pending admission while bar exams are delayed?	Alisa Benedict O'Brien ab139@uakron.edu
October 2020	The impact of furloughs and budget cuts on small solo offices.	Kathryn Overburg kathryn.overberg@drake.edu (possible co-author TBD)
November 2020	How to maintain engagement working remotely or social distancing.	Mike Ruiz mikeruiz@siu.edu
January 2021	Using social media to engage students with Career Services	Alecia Bencze anb77@uakron.edu
February 2021	Lessons learned on student professionalism from firms and how firms have had to pivot and adapt and implement innovative programs for students.	Maria Comas comas@duq.edu

2. FEATURES run up to 1,200 words in length and are published less frequently. Sections, Committees, and Advisory Groups are welcome to submit proposals for 2-3 feature articles during the year.

Proposed Issue Month	Tentative Topic	Author(s) Name & Email

Email article proposal details and information to: Andrew Parker NALP Editor-in-Chief and Staff Writer aparker@nalp.org.