

## **NALP Small & Solo CSO Section Quarterly Report**

TO: Arturo Thompson, Board Liaison

FROM: Kimberly Underdown and Maria Comas, Section Co-Chairs

CC: Claire Nash

DATE: April 6, 2023

### Summary of Meeting

Our section held a quarterly meeting on February 16, 2023, where members of our section joined us for some great discussion. Maria shared all upcoming NALP events and webinars and encouraged members to attend. Vice Chairs provided updates (Section I) and several topics were discussed (Section II).

#### I. Workgroup Updates

1. Annual Education Conference/Bulletin+ and Webinar Planning (Vice-Chairs: Maria Comas, Duquesne University School of Law, [comas@duq.edu](mailto:comas@duq.edu); Kimberly Underdown, St. Mary's University School of Law, [kunderdown@stmarytx.edu](mailto:kunderdown@stmarytx.edu))
  - a. We are working with Mary Beal on a webinar and/or bulletin article on "providing employers with meaningful tips for writing job descriptions that attract law student applicants" – Still need to provide Mary Beal with a date
2. Member Relations and Membership Development (Vice-Chair: Tammy King, Creighton University School of Law, [tammyking@creighton.edu](mailto:tammyking@creighton.edu); Maria Comas, Duquesne University School of Law, [comas@duq.edu](mailto:comas@duq.edu); Kimberly Underdown, St. Mary's University School of Law, [kunderdown@stmarytx.edu](mailto:kunderdown@stmarytx.edu))
  - a. When new members join, welcome emails go out to invite them to our meetings and to join our community
  - b. Calendar invites went out to all of our member base for meeting
3. Environmental Scanning (Vice-Chairs: Sophia Dinkel, Washburn University School of Law, [sophia.dinkel@washburn.edu](mailto:sophia.dinkel@washburn.edu); Stacey Blakeman, The University of Kansas School of Law, [staceyblakeman@ku.edu](mailto:staceyblakeman@ku.edu))
  - a. "Tuesday Topics" – Maria and Kim alternate each week posting a new topic for the group to discuss
4. Programming Best Practices (Vice-Chairs: Whitley Pike, Santa Clara University School of Law, [wpike@scu.edu](mailto:wpike@scu.edu); Tom Lee, Penn State Dickinson Law, [tlee@psu.edu](mailto:tlee@psu.edu))
  - a. Survey question list has been approved to move forward;
5. Knowledge Management (Vice-Chair: Stacey Blakeman, The University of Kansas School of Law, [staceyblakeman@ku.edu](mailto:staceyblakeman@ku.edu))
  - a. Conducting an inventory of resources available – no update at this meeting
6. DEI Liaison Courtney Carter, Jenner & Block LLP, [CCarter@jenner.com](mailto:CCarter@jenner.com)
  - a. No DEI-related issues or topics were raised

7. Well-Being Champion (Vice-Chairs: Kimberly Underdown, St. Mary's University School of Law, [kunderdown@stmarytx.edu](mailto:kunderdown@stmarytx.edu); Katy Stack, University of Montana School of Law, [katy.stack@mso.umt.edu](mailto:katy.stack@mso.umt.edu))
  - a. Well-Being Circles have been brought back, and Kim has encouraged members to attend the meetings
  - b. Through our Tuesday Topic as well as this meeting, we collected feedback on well-being topics that we would like to see addressed
8. Communications (Vice-Chair: Maria Comas, Duquesne University School of Law, [comas@duq.edu](mailto:comas@duq.edu))
  - a. Maria is on the schedule for NALP social media posts

## II. Topics of discussion

1. Nikia Gray joined us to meet the section and introduce herself
2. Annual Education Conference in Vancouver
3. Annual Education Conference in Boston
  - a. Highlighted the RFP due date
4. Well-being topics the group would like to see discussed

## III. Future Meeting Dates

1. No future meetings are on the calendar at this point – we will get those scheduled after the AEC