Section and Committee Meeting Reference Guide

Connecticut Bar Association

Date: June 23, 2020

Sections and Committees meetings provide CBA members the opportunity for professional development, to network with other legal professionals, to get involved with the section and committee activities and to take on leadership roles.

Meeting Requirements

CBA bylaws require that sections meet at least four times a year and executive committees meet no less than twice annually. Please check your section bylaws to confirm.

Section and committee officers are not authorized to enter into contracts on behalf of the CBA. Only the executive director, or his or her designee, may sign contracts. Please direct contracts for facility or equipment rentals to Shirley Perrin at sperrin@ctbar.org for authorized signature.

Sections must either elect or designate a secretary or treasurer to take attendance at all meetings. Please ensure that the attendance list and all monies are submitted to the CBA within 24 hours of the meeting.

Section chairs must designate a secretary to prepare minutes of all meetings. Please record the members in attendance, an overview of matters discussed, and action taken so that this information can be disseminated to all of your members as required by Section IV of the CBA's bylaws.

Section Meeting

Select a Topic

- Recruit Speakers
- Create a blurb for marketing your program that articulates learning outcomes.

Select a Date

- Please plan as far in advance as possible to ensure securing the venue of your choice.
- Create a yearly schedule to provide to your members to avoid scheduling conflicts.

Select a Venue

- ADA accessible
  Facilities used for CBA meetings must be handicap accessible and must comply with the CBA's non-discrimination policy. The policy-making body of the Connecticut Bar Association has unanimously adopted a resolution requiring that all venues where we hold events be fully accessible to people with physical disabilities.

- CBA Law Center, New Britain, CT
  The CBA Law Center is equipped with several conference rooms that can hold groups of any size up to 100. Area caterers are able to provide food. A CBA staff representative will be on site to handle your meeting needs, emergencies and to secure the building at the end of your meeting.

- Restaurants, hotels and private clubs
  A list of restaurants, hotels and private clubs can be found on the CBA website under the tab Member Resources/Event Planning/Venue List.

Meeting Notices

- If requesting CLE Credit, click here to access the CLE Request Form. If you are not requesting CLE credit, please complete the Section/Committee Meeting Form. The form that you submit, will be used to create your meeting notice.
- Your meeting will be posted on the CBA Web site calendar. The section/committee will receive the notice via email. Please submit the Section/Committee Meeting Form at least seventeen days prior to the scheduled meeting. This allows three business days for meeting notice preparation and a minimum notification of two weeks for your members. If your members would like to have more than two weeks advanced notice, please provide the agenda accordingly.
- Attachments and/or handouts will be distributed via an e-mailed link. They may also be posted on the section Web page of the CBA Web site for downloading by your members.

Meeting Registration

- Online registration for meetings is available on the CBA Web site.
- Registrations may also be made by calling (844)469-2221, faxing the registration form to (860)223-4488, or mailing the registration form to CBA, 30 Bank Street, New Britain, CT 06051.
- Please encourage your members to register as early as possible so that an accurate guarantee may be given to the venue.

Meeting Recordkeeping

Taking Attendance:

Sections must either elect or designate a secretary and or treasurer to take attendance at all meetings.

- Registration List without CLE Credits:
  Please ensure that everyone at the meeting is noted on the registration list. It is important to capture all those in attendance because the registration and walk-in lists are the basis upon which we invoice for payment and upon which we prepare reports for the State Ethics Commission, so accuracy and completeness is extremely important.
- Registration List with CLE Credits:
  Please ensure that everyone signs into the meeting. CLE credit will not be given to attendees who have not signed in. However, they may self-report in their CLE Tracker.
- Walk-in Payment Form:
  Please ensure that all walk-ins are noted and their contact information is collected. Please ensure that the attendees name is noted on all checks that are collected so that payment is applied to the correct individual.
- Collecting Payment:
  If a meal is served at a meeting, each attendee pays for his/her own meal. The full cost of each meal, including tax and tip are determined in advance and stated on the meeting notice. The CBA requires prepayment of meal costs. Members may prepay for meals by check or credit card. When payment has not been made in advance, please ensure that payment is collected at the meeting from attendee.

- Gift and Award Reporting Form:
  Gifts or honoraria for public officials are subject to recently adopted ethics regulations. Please contact the CBA legislative staff for guidance before making a gift to a public official, even if that gift is of nominal value, such as a plaque. Additionally, any gifts or awards that are given to attendees must be noted on the Gift and Award Reporting form for ethics reporting.

Taking Minutes

- Section chairs must designate a secretary to prepare minutes of all meetings. Please record the members in attendance, an overview of matters discussed, and action taken so that this information may be disseminated to all of your members as required by Section IV of the CBA's bylaws.
- If you would like to have the minutes distributed to your members with the meeting notice, please upload them onto the Section/Committee Meeting Form or e-mail to Shirley Perrin at sperrin@ctbar.org.
- Submit the finalized minutes to sperrin@ctbar.org.

Final Accounting of the Meeting

- For auditing purposes, it is necessary for all financial activity to pass through the CBA's accounting system. After the meeting, please mail the registration list, walk-in registration form, gift and award reporting form and any payment to the CBA **within 24 hours** of the meeting.

Miscellaneous

Please provide the name of your vice-chair, secretary, treasurer, and legislative liaison to Ashleigh Morelli at amorelli@ctbar.org.

Speakers and Guests

- The CBA is registered as a client lobbying firm and is required to file monthly and quarterly reports with the Office of State Ethics and are required to report public official/state employee meals that go over $50. State employees are often in attendance at meetings and know their responsibility to pay for a CBA meeting. According to State Ethics they may not receive anything for free that any CBA member has to pay for. Only one state agency member may be identified as the principal speaker, any others are reportable to State Ethics or must pay for their meeting. If a state employee joins a Commissioner, that person is responsible to pay for the meeting. Please check on this before inviting someone to a meeting as an attendee or speaker. Public officials and state employees who are invited to speak may be provided a free meal up to $50. If the cost of the meal goes over $50, the speaker should plan to pay the overage. All other speaker meals should be paid for out of the section funds.
- Please contact Bill Chapman at bchapman@ctbar.org for additional information if your section or committee would like to provide a gift to a public official or state employee or to know who is reportable.

Venue Payments and Invoices

- The CBA either establishes direct billing privileges with the meeting facility or pays in advance via credit card or check. Invoices are submitted to the CBA directly from the facility. In the event that you are asked to sign off on an invoice or given a copy of an invoice, please send it to Shirley Perrin at sperrin@ctbar.org within 24 hours of the meeting.

Cancellation/Refund Policy
The CBA must guarantee, in advance of the meeting, the final number of meals to be served. Sections absorb the cost of guaranteed meals for registrants who do not provide adequate notice when they are not able to attend. In order to lessen the financial impact of this occurrence, the CBA has the following policy:

Participant cancels meeting registration:

- Meeting registrations may be cancelled up to 48 hours before the start of the scheduled event. Members are encouraged to apply registration fees to a future event. Refunds will be issued upon written request.
- Refunds will not be issued for cancellations received within 48 hours of the start time of a scheduled event. The Executive Director may approve refunds within 48 hours in exceptional circumstances. A written request and explanation may be required.
- Requests for refund must be in writing or via email and be received before the cancelation deadline. Emails should be addressed to msc@ctbar.org and include the words "Meeting Cancellation" in the subject line and clearly refer to the appropriate meeting.
- Refunds are made by the same means as the payment received (e.g., check by check, credit card to the same credit card).

CBA cancels or postpones meeting (e.g., inclement weather).

- Registrations carried over to next event or if there is no such event a refund will be issued.

Cancelling a Meeting

- If it becomes necessary for you to cancel a scheduled meeting, please immediately inform the CBA so that your members and the meeting venue may be notified. Cancellation charges may apply if adequate notice is not given to the venue.

Weather Cancellation Procedures

- When a severe winter storm is imminent and. if the chair and event planner agree to cancel the event, the following steps will be taken:
  1. Member Services will be notified
  2. The venue will be notified
  3. A message will be posted on the Web site
  4. All registrants will be contacted and notified of the cancellation
- If inclement weather occurs at night and affects a morning program, the event planner or CLE staff will contact the program chair by 5:00 a.m. to determine whether the event will be held. If the event is canceled, the following steps will be taken:
  1. A message will be posted on the CBA phone
  2. A message will be posted on the Web site
  3. All registrants will be contacted and notified of the cancellation
  4. The venue will be notified

If the CBA closes its offices due to weather or other unforeseen circumstances and an event was scheduled to occur at the CBA Law Center, a message will be placed on the CBA phone message and posted on the CBA Web site.