

**VSB DIVERSITY CONFERENCE BOARD OF GOVERNORS**  
**BOARD MEETING AGENDA**  
**VIRGINIA STATE BAR OFFICE**  
**September 20, 2023**

**Welcome**

- Meeting minutes approval – April 20, 2023 and June 16, 2023

**Approval of Remote Participation**

**Chair's Report**

**Financial Report – Courtney Frazier, Treasurer Report**

**Reports**

- a. Showcase/Annual Meeting
  - **FYI-2024 VSB Annual Meeting – May 30 - June 1, 2024**
  - Deadlines:**
  - Proposal to BAM Committee – due October 13, 2023
  - Detailed info (title, narrative description, and invited/confirmed speakers) – due November 29, 2023
  - Submit final program info (precise title, list of participants, biographical data on participants) – due January 17, 2024
  - MCLE Outlines – due March 13, 2024
  - Gifts & Awards – due April 24, 2024
- b. Annual Meeting/Reception Committee
- c. Juneteenth Recognition
- d. Pipeline & Community Projects
  - Oliver Hill/Samuel Tucker Pre-Law Institute
  - Rule of Law Student Day at Capitol
  - Chesterfield Rule of Law
  - Law Schools Committee: Law Student Mentor-Mentee Program
  - Law School Diversity Task Force Committee
- e. Publicity/Website/E-Newsletter Committee
- f. Membership Committee
- g. Nominating Committee
- h. Providence Napoleon Committee
- i. Ad hoc Governance Taskforce

**New Business**

- a. *Mentors/Mentees*
- b. *Review of various Subcommittees*
- c. *Annual Forum location and dates*
- d. *Bench-Bar Dinner 10/3/23: Sponsor a table*
- e. *Volunteers to join various organizations/ VSB committees (i.e., Richmond Bar Association, Committee on Lawyer Discipline)*
- f. *2024 ODBA Conference Dates (See attached)*

**Upcoming Webinars (See attached)**

**Next Meeting: November 9<sup>th</sup> 1:30PM**

- In-person meeting at McGuireWoods LLP, Tysons Corner office

# Minutes

# **Chair's Report**



# Virginia State Bar

Bank of America Building  
1111 E. Main Street, Suite 700  
Richmond, Virginia 23219-3565  
Telephone: (804) 775-0500

TDD: (804) 775-0502

TO: Section Chairs  
Craig E. Ellis, Esq.  
Gary C. Hancock, Esq.  
Alicia R. Johnson, Esq.  
Luis A. Perez, Esq.

FROM: Crystal T. Hendrick

SUBJECT: June 2023 Financial Report

DATE: August 11, 2023

The June 2023 financial report for your section is enclosed.

Do not hesitate to call me if you have any questions concerning your monthly financial report. My direct line number is (804) 775-0523.

CTH/cdh

Enclosures

cc: Section Vice-Chairs  
Matthew C. Perushek, Esq.  
William C. Younger, Esq.  
Candace A. Blydenburgh, Esq.  
Dillina W. Stickley, Esq.  
Section & Conference Liaisons

**DIVERSITY CONFERENCE LEDGER**  
**FISCAL YEAR 2023**  
**90**

<b>MONTH</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BALANCE</b>
July	Beginning Balance		56,050.00
July	Sheila Costin	554.51	55,495.49
July	Maura Burke Weiner	560.86	54,934.63
July	Courtney Frazier	461.23	54,473.40
July	Christopher Fortier	114.00	54,359.40
July	Christopher Fortier	555.89	53,803.51
July	Brian Wesley	472.71	53,330.80
July	Nicolas Dubin - speaker	1,091.68	52,239.12
July	Luis Perez	446.28	51,792.84
July	Larry Dubin	646.26	51,146.58
July	Grace Okoye	1,022.34	50,124.24
July	Hilton - Welcome Reception	4,392.00	45,732.24
July	Hilton - CLE A/V	1,691.35	44,040.89
July	Sheraton - Reception & A/V	4,249.30	39,791.59
July	VITA May conference calls	1.91	39,789.68
July	University of Richmond - OHI Grant	10,433.48	29,356.20
July	VISA - Safescreeener - Background Checks	112.00	29,244.20
	<b>TOTAL FOR JULY</b>	<b>26,805.80</b>	
August	Alicia Roberts Johnson	761.15	28,483.05
August	Julie McClellan	797.96	27,685.09
August	Claire Gastanaga	387.02	27,298.07
August	Zaida Thompson	688.65	26,609.42
August	Alexander Levay	655.32	25,954.10
August	Danielle Stokes - OHI Grant	478.41	25,475.69
August	VISA - IDAmerica - OHI Grant	755.78	24,719.91
August	VISA - James River Transporation - OHI Grant	1,029.24	23,690.67
August	VISA - Bizport - AM sign	48.00	23,642.67
August	VISA - Bizport - AM sign	48.00	23,594.67
	<b>TOTAL FOR AUGUST</b>	<b>5,649.53</b>	
October	Tammy Currie	456.34	23,138.33
October	Lorrie Sinclair Taylor	150.01	22,988.32
October	Brian Wesley	27.75	22,960.57
October	YLC Bench Bar Dinner table	375.00	22,585.57
October	VISA - Manna Café - Snacks for meeting	50.92	22,534.65
October	VISA - Sam Millers - Board Dinner	641.37	21,893.28
	<b>TOTAL FOR OCTOBER</b>	<b>1,701.39</b>	

**DIVERSITY CONFERENCE LEDGER**  
**FISCAL YEAR 2023**  
**90**

<b>MONTH</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BALANCE</b>
November	VITA September conference calls	18.01	21,875.27
November	VISA - South Hampton Bar Asso Gala Table	750.00	21,125.27
November	VISA - Meeting Lunches	319.09	20,806.18
	TOTAL FOR NOVEMBER	1,087.10	
December	Brian Wesley	16.88	20,789.30
December	Daniel Frankl	253.38	20,535.92
December	Kailani Memmer	261.26	20,274.66
December	Tammy Currie	168.76	20,105.90
December	VISA - Wordpress - Newsletter website hosting	114.00	19,991.90
	TOTAL FOR DECEMBER	814.28	
January	VITA November conference calls	19.97	19,971.93
	TOTAL FOR JANUARY	19.97	
February	VISA - Apple Spice Junction	265.28	19,706.65
	TOTAL FOR FEBRUARY	265.28	
March	Claire Gastanaga	27.62	19,679.03
March	Brian Wesley	16.83	19,662.20
March	Zaida Thompson	225.43	19,436.77
March	Refund for Conference Dinner	(50.00)	19,486.77
	TOTAL FOR MARCH	219.88	
April	SMS postage for March	3.69	19,483.08
April	VITA February Conference Calls	28.00	19,455.08
April	Spouse Dinners - Conference	(150.00)	19,605.08
	TOTAL FOR APRIL	(118.31)	
May	Colonial Williamsburg Company	17,294.48	2,160.60
May	Doris Henderson Causey	321.10	1,839.50
May	Julie McClellan	335.78	1,503.72
May	Zaida C. Thompson	533.54	970.18
May	Brian T. Wesley	308.00	662.18
May	Brian L. Buniva	344.68	317.50
May	Barbara R. Mardigian	91.70	225.80
May	Kyung Dickerson	429.83	(204.03)
May	Courtney M. Frazier	309.31	(513.34)
May	Michael M. York	450.79	(964.13)
May	Shemeka C. Hankins	313.83	(1,277.96)

**DIVERSITY CONFERENCE LEDGER**  
**FISCAL YEAR 2023**  
**90**

<b>MONTH</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BALANCE</b>
May	Rashida MacMurray-Abdullah	491.33	(1,769.29)
May	Tammy H. Currie	456.68	(2,225.97)
May	Lorrie Sinclair Taylor	342.72	(2,568.69)
May	Luis A. Perez	521.49	(3,090.18)
May	Halasz Reporting & Video	1,500.00	(4,590.18)
May	VISA - For the Love of Chocolate - Speaker gifts	333.08	(4,923.26)
May	VISA - Center Street Grill - Speaker & Board Dinner	2,901.20	(7,824.46)
May	Kai Memmer - Refund for Spouse Dinner	50.00	(7,874.46)
May	Spouse Dinners - Conference	(150.00)	(7,724.46)
	TOTAL FOR MAY	27,179.54	
June	VITA April Conference calls	20.11	(7,744.57)
June	Mentor and Mentee registrations for AM	2,695.00	(10,439.57)
June	Johnny L. Moore	1,035.29	(11,474.86)
June	Morenike Miles	328.96	(11,803.82)
June	Mark D. Cummings	1,708.65	(13,512.47)
June	VISA - For the Love of Chocolate - AM speaker gift:	55.96	(13,568.43)
June	VISA - Gift Bags - AM Award Winners	32.55	(13,600.98)
June	VISA - For the Love of Chocolate - Refund	(3.30)	(13,597.68)
June	VISA - Bunkie Trinite Trophies - AM Award Winne	290.00	(13,887.68)
June	Chuck Spera Audio-Visual Services - AM A/V	731.25	(14,618.93)
	TOTAL FOR JUNE	6,894.47	



**Commonwealth of Virginia**  
**June 2023 Diversity Conference**

**Report ID:** RGL035  
**Layout ID:** VGLR0035  
**Period Ending:** 2023-06-30

**Run Date:** July 11, 2023  
**Run Time:** 3:49:03 PM

**Business Unit:** 11700 Virginia State Bar

<b>Cost Center</b>	<b>Description</b>	<b>Budget</b>	<b>2023-12</b>	<b>Current Year Expenditures</b>	<b>(Over) Under Budget</b>	<b>% of Budget Remaining</b>
6103	Grants	0.00	0.00	12,696.91	(12,696.91)	0%
6702	Diversity Conference - Program	41,150.00	(3.30)	27,358.81	13,791.19	34%
6704	Diversity Conference - Print	1,800.00	0.00	213.69	1,586.31	88%
6706	Diversity Conference - Travel	10,700.00	6,499.15	28,257.01	(17,557.01)	(164%)
6708	Diversity Conference - Misc	2,400.00	398.62	2,192.51	207.49	9%
6760	Attorney General Costs	0.00	0.00	(50.00)	50.00	0%
	All Cost Centers	\$56,050.00	\$6,894.47	\$70,668.93	(\$14,618.93)	(26%)





# 2024 CONFERENCE DATES

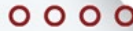
*Save the Date*

## WINTER MEETING

Saturday, February 3rd  
Richmond, Virginia

## ANNUAL MEETING

May 16 - May 19  
Virginia Beach, Virginia



[www.olddominionbarassociation.com](http://www.olddominionbarassociation.com)





## VSB Section, Committee, and Conference-Sponsored FREE Live CLE Webinars and In-Person/Virtual CLEs

Are you looking for **free**, live webinars and/or in-person/virtual events to meet your MCLE requirements for the year? See below for upcoming opportunities. Links are provided for events with open registration. Check back frequently for additions to the list.

### FREE Live CLEs

#### September 2023

- |                 |                   |  |
|-----------------|-------------------|--|
| September 18-29 |                   | <a href="#"><u>The Firm Retreat</u></a><br>(3 Live Interactive <b>Ethics</b> Credits)<br>Sponsored by the VSB and ALPS<br><i>Various Dates and Locations</i>   |
| September 18    | 9 a.m. – 4 p.m.   | <a href="#"><u>Solo &amp; Small-Firm Practitioner Forum</u></a> – Melfa<br>(5 hours CLE/3 Ethics <i>pending</i> )<br>Sponsored by the CLSBA<br><i>Eastern Shore Community College</i>  |
| September 19    | 12:00 – 2:00 p.m. | <a href="#"><u>What Local Government Practitioners Need to Know About Cable Franchises and Broadband: Regulations, Implementation and Funding</u></a><br>(2 hours CLE <i>pending</i> )<br>Sponsored by the Local Government<br>Live Online Program |
| September 28    | 1:00 - 2:00 p.m.  | <a href="#"><u>Zero Trust Architecture CLE</u></a><br>(1 hour CLE <i>pending</i> )<br>Sponsored by the CLSBA (Solo & Small-Firm Practitioner Forum Webinar Series)<br>Live Online Program  |

#### October 2023

- |           |                 |   |
|-----------|-----------------|---|
| October 2 | 9 a.m. – 4 p.m. | <a href="#"><u>Solo &amp; Small-Firm Practitioner Forum</u></a> – Lexington<br>(5 hours CLE/3 Ethics <i>pending</i> )<br>Sponsored by the CLSBA<br><i>Washington &amp; Lee University School of Law</i> |
|-----------|-----------------|---|



## VSB Section, Committee, and Conference-Sponsored FREE Live CLE Webinars and In-Person/Virtual CLEs

October 3-5            12:00 - 1:00 p.m.    [The Firm Retreat](#)  
(1 Live Interactive **Ethics** Credit)  
Sponsored by the VSB and ALPS  
*Live Online Programs*

### **May 2024**

May 17                9 a.m. – 4 p.m.        [Solo & Small-Firm Practitioner Forum](#) – Big Stone Gap  
(5 hours CLE/3 **Ethics** *pending*)  
Sponsored by the CLSBA  
*Mountain Empire Community College*

## **FREE On-Demand CLEs Available until October 31, 2023**

### [Trust Account Issues: How the Disciplinary System Handles Money Cases](#)

(1 hour On-Demand CLE/ 1 hour **Ethics**)  
Sponsored by the Office of Bar Counsel

### [Representing Parents in Child Dependency Cases: Part 1 – Overview & Best Practices](#)

(1 hour On-Demand CLE credit)  
Sponsored by the VSB Access to Legal Services Committee, the VSB Young Lawyers Conference, and the National Association of Counsel for Children, Virginia Chapter

### [Implicit Bias and How it Affects the Practice of Law](#)

(1.5 hours On-Demand CLE credit)  
Sponsored by the VSB Diversity Conference as part of the Spring Diversity Forum

### [Best Practices and Encouraging a Culture of Improving Diversity in the Legal Profession through Hiring and Retention](#)

(1.0 hour On-Demand CLE credit)  
Sponsored by the VSB Diversity Conference as part of the Spring Diversity Forum



VSB Section, Committee, and Conference-Sponsored  
FREE Live CLE Webinars and In-Person/Virtual CLEs

**FREE On-Demand CLEs (con't)**  
**Available until October 31, 2023**

**[Investing in ESG](#)**

(1.0 hour On-Demand CLE credit)

Sponsored by the VSB Diversity Conference as part of the Spring Diversity Forum

**[Racial Reconciliation, Civil Rights and Jury Abuse in Virginia](#)**

(2.0 CLE hours On-Demand CLE/ 1 hour of **Ethics**)

Sponsored by the VSB Diversity Conference as part of the Spring Diversity Forum

**[Virginia's \[Erosion and\] Stormwater Management Program: A Look at What's Coming](#)**

(1.5 hours On-Demand CLE credit)

Sponsored by the VSB Environmental Law and Local Government Law Sections

**[Child Dependency CLE Series – Part 2 – The Office of the Children's Ombudsman](#)**

(1.0 hour On-Demand CLE)

Sponsored by the VSB Access to Legal Services Committee, the VSB Young Lawyers Conference, and the National Association of Counsel for Children, Virginia Chapter

**Low-Cost On-Demand CLEs**

**Available through October 31, 2023**

**[VSB 2023 Techshow On-Demand Credit](#)**

Up to 13.0 hours (3.0 ethics) on-demand CLE credit

**\$50**

**[VSB 2023 Annual Meeting On-Demand Credit](#)**

**7 CLEs** - Up to 10.0 hours (4.0 ethics) on-demand CLE credit

**\$100**

**“Budding” Cannabis Law From Four Perspectives: A “Joint” Presentation  
from the Litigation, Criminal, Health Law and Real Property Sections**  
*(1.5 Hours On-Demand CLE)*



## VSB Section, Committee, and Conference-Sponsored FREE Live CLE Webinars and In-Person/Virtual CLEs

### **The Business and Law of Diversity, Equity, and Inclusion and the 21<sup>st</sup> Century U.S. Supreme Court**

*(1.5 Hours On-Demand CLE)*

### **Butting Heads: Negotiation Tactics and Ethical Boundaries for Lawyers**

*(1.5 Hours On-Demand CLE; 1.5 hours **Ethics**)*

### **How to Remain Sane While Practicing Law**

*(1.5 Hours On-Demand CLE; 1.5 hours **Ethics**)*

### **Protective Orders – Defense and Pleas**

*(1.0 Hour On-Demand CLE)*

### **Workers' Compensation 101 – An Introduction**

*(1.0 Hour On-Demand CLE)*

### **It's Hip to be (Judicial) Squares**

*(2.0 Hours On-Demand CLE; 1.0 hour **Ethics**)*