

**SOLO & SMALL FIRM SECTION**  
**Executive Council Meeting**  
**January 15, 2021**  
**1:00 – 4:00 p.m.**

**Meeting Minutes**

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**I. Call to Order – Tim Shaw, Chair**

- A. Introduction and Attendance – Chris Johnson, Bill Curphey, Joshua Hertz, Tim Shaw, Jake Schickel, Linda Calvert-Hanson, Frank Maloney, Ghenete “G” Wright Muir, Stephanie Myron, Jacina Parson, Cristina Alonso, Theresa Jean-Pierre Coy, Priscilla Warn, Camara Williams, Renee Thompson, Paige Greenlee, Mike Olexa, John Maceluch, Michelle Gilbert, Theresa Byrd Morgan, Peggy Hoyt, Tim Chinaris, Pete Muschott, and Liz McCausland.
- B. Excused Absences – None
- C. Brief Remarks from Candidates for Bar President-elect, Steven Davis and Gary Lesser.

Steve Davis is former President of Dade-County Bar. Thanked the EC for their service in the section. Running for President-Elect because he has a passion for serving the profession and serving lawyers. Been on the BOG for the last 8 years. Been on executive committee of BOG for last 5 years. Believes his experience qualifies him to lead the bar. Election starts on March 1 and is open for 3 weeks. Wants to protect independent judiciary. Also wants to focus on diversity and inclusion.

Gary Lesser was involved originally in the Palm Beach County Bar. Chaired professionalism committee in local bar for four years. Chaired professionalism committee. Also been on the BOG for a long time. Spoke about focus for SSF lawyers.

Guest Lorna Brown-Burton, 17<sup>th</sup> circuit BOG representative. Former Solo & Small Firm member and recently joined a larger firm. Wanted to join in and listen to meeting. SSF is important to her. Excited to hear what we are working on.

**II. Secretary’s Report – Chris Johnson**

- A. Consideration of Minutes of November 6, 2020 (**Exhibit A**) - Motion by Bill Curphey. Seconded by John Maceluch. Motion passed and minutes were approved.
  - B. Consideration of Minutes of December 9, 2020 (**Exhibit B**) – Motion by Mike Olexa. Seconded by John Maceluch. Motion passed and minutes were approved.
- III. Financial Report** – Theresa Coy (**Exhibit C**) – Over \$400,000 operational revenue to begin 2021. Most there has been that anyone can remember. Ricky notified membership that the bulk of revenue was from CLEs. Motion by Bill Curphey to approve financial report. Seconded by John Maceluch. Motion approved and Financial Report passed.
- IV. Chair’s Report** – Tim Shaw – Tim showed a picture of his first grandchild. Tim emphasized that when he reached out to council of sections, he was notified that they wanted information on what we were doing because this section is head and shoulders above everyone else in our CLE programming.
- Tim is trying to get is out-of-country trip moved to late August. Thinks vaccinations might be better dispersed by then.
- V. Board of Governors’ Report** – Paige Greenlee – BOG are continuing to meet virtually. The pro bono awards program will take place virtually this year. Encourages everyone to tune in on January 28. Supreme Court Historical Society Dinner is the same night and will also be virtual. Paige appreciates that everyone circulated the tech committee’s virtual preferences request. Comments are coming in and the deadline to provide feedback is upcoming. BOG is getting ready for legislative session which begins in March. Mental health hotline is a member benefit and information for it is available on Florida Bar’s website. Completely free and completely confidential. If anyone is struggling with mental health – it’s a great resource. Any comments or questions on the topics for the BOG meetings contact the representative from your circuit or let Paige know.
- VI. As Needed Committee Reports**
- A. CLE Committee – Linda Calvert Hanson (**Exhibit D**) – Pleased to announce that Josh Hertz has volunteered to moderate and host Wednesday Wisdom Zoom CLEs. Going to work with Jennifer Griffin to work on backup support to her. Jennifer has been working on the program unilaterally since its inception. Josh will take over next year. Annual convention decision on in-person attendance will not be made until April. CLE revenues up substantially across the board because expenses are down. Exhibit D contains spring CLE offerings. Two recently added offerings that rounds out spring program. Linda thanked the EC members who help with programming – including everyone who creates programming and moderates CLEs.

1. Florida Law Update (**Exhibit E**) – Renee and Linda called Annual Convention Chair and requested that the annual convention committee allow the section to provide the Florida Law Update on Thursday, June 10 as part of Annual Convention, but only to be advertised as a virtual program and allow section to receive revenue from that. Robin (the Chair) was open to bringing that idea to the Annual Convention committee. We are awaiting that decision. Exhibit E contains the financial information for the Florida Law Update conference, including comparisons year-to-year. Concerned about lack of running financial total for any particular CLE. Have to ask accounting to give you the lifecycle of each one that you are evaluating to make a decision on the viability of the CLE. Timing of getting the relevant information makes it more difficult to make timely assessments of which topics/specific CLEs are viable and should be renewed or expanded. Peggy Hoyt talked about the speaker lineup for Florida Law Update. Registration fees for last year's program was over \$40,000. A few new faces on podium this year. Still looking for a new Real Estate speaker, a new Criminal Law speaker (Bruce Akins from Orlando), and we may have a new Family Law and Bankruptcy speaker. If anyone has any suggestions for new speakers, please notify Peggy. Prefer Board Certification within the specialty and looking to increase diversity of the speakers.

2. Solo & Small Firm Conference – Cristina Alonso and Jacina Parson – Conference will be taking place on February 12, 2021. Everything is set and information is on the website. 40 people are registered to attend. We have 10 scholarships from the YLD, and we have only received 1 application. Deadline is today but will be extending the deadline to collect new applications. Encouraged EC members to notify anyone that might be interested.

- B. Publications Committee – Jennifer Dietz and Liz McCausland
1. *LINK* – Always need articles. Next article is February 15. Think of at least one person that writes articles and make the ask. Can use this as an opportunity to get non-members interested in the section.
  2. *Bar JOURNAL*
- C. Agriculture Law Committee – Mike Olexa – Finalizing a paper on “mad deer disease” to submit to Florida Bar Journal.
- D. Outreach and Expansion Committee – Jacina Parson – Not much to report for this meeting. Brought a colleague for last CLE for section and that person has begun assisting with various aspects of the section. We still have the 100 complimentary memberships to provide. Not a lot of feedback from local bar sections and specialty bars, so Jacina encourages us to reach out.

- E. Council of Sections – Tim Shaw and Jacina Parson – Tim did not attend meeting due to birth of his granddaughter. Jacina was not able to attend either. Going to reach out to other section leaders to talk about annual seminar costs.
- F. Transition to Solo – Chris Johnson
  - 1. LawClerk Proposal – Held further discussions with Kristin Tyler of LawClerk. She provided a contract for our review. The offer includes a financial reimbursement of \$25 per section member that signs up as a hiring attorney and utilizes the platform 3 times. Renee Thompson suggested asking for an additional nominal amount per use by our membership after the first three. We will go back and attempt to add that term. Once decided, the contract will be sent to the Bar for review and approval. The goal is to announce our new partnership at the Convention in February.
- H. Bylaws – Tim Shaw – Nothing new on bylaws
- I. Sponsorship – Cristina Alonso – WE have a new sponsor. Tabs3 has joined. Sponsorship dollars for this year is just over \$16,000.
- J. Affiliates Outreach Committee – Priscilla Warren - Not much to report. State chapter had election on Tuesday. Nearly identical officers. Everything has been virtual. Using our outline for Wednesday webinars and pushing that out for the affiliates.
- K. Publicity, Marketing and Public Relations Division – Lisa Tipton
  - 1. Deliverables (**Exhibit F**) – Website analytics. Conference link is by far biggest hit with over 150 hits. Number of hits and the amount of time they stay is dramatically up in January. Last meeting discussed expanding our online presence. We now have a podcast account. Can start uploading audio recordings of the Zoom CLEs. Now have an Instagram account for the section – FLSoloSmallFirm.

Wants to roll back out the member spotlight series, but this time with a video component. One per month. Could start with members of EC. Website sponsor page is not getting a lot of traffic. Want to see if we can get some interviews with our sponsors that could become social media content and could drive people to the website. Lisa will coordinate with Cristina on that.

## VII. New Business

None.

## VIII. Old Business

- A. Handbook – Interest in putting this digitally onto the website. Ricky and Tim have discussed putting the minutes on the website for the entire membership to review. Contemplated doing a closed page for it. Right now, the handbook is open to the public. Originally created for EC members. Had sections that we may not want to be on the website for public consumption. We can create a password protected area on the website to place this stuff in. Or we could create a new website that would not be as discoverable by the public. Problem is having personal information of EC members (biographies) open to public or whether to eliminate biographies from handbook. Proposal was to move the minutes out to the public along with exhibits attached as determined by the Secretary. The remainder of the Handbook would be moved to a password-protected part of the website accessible only to EC members. Biographies would be included, and the amount of information provided would be up to each EC member.

- IX. Adjournment** – Motion to adjourn by Jacina Parson. Seconded by Chris Johnson. Meeting adjourned at 3:14 p.m.

#### **Informational**

**Long Range Planning Meeting** – Thought was to hold in Kentucky in April. Doesn't look like the pandemic will allow it.

**TBA**

**Executive Council Meeting**

**June 11, 2021**

# ***EXHIBIT A***

## MINUTES

### SOLO & SMALL FIRM SECTION Executive Council Meeting November 6, 2020 1:30 p.m. – 4:30 p.m. Zoom Meeting

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- I. **Call to Order** – Tim Shaw, Chair, Meeting called to order at 1:34 p.m.
- A. Welcome  
Attendance: Tim Shaw, Frank Maloney, Linda Calvert Hanson, Damon Glisson, Cristina Alonso, Jennifer Kuyrkendall Griffin, Paige Greenlee, Priscilla Warren, Theresa Coy, Michelle Gilbert, Jacina Parson, Tim Chinaris, Ghenete Wright Muir, Mike Olexa, Renee Thompson, Jerry Curington, John Maceluch, Bill Curphey, Chris Johnson, Camara Williams
- Excused Absences: Peggy Hoyt, Pete Muschott
- Tim welcomed special guest Board of Governor Steven Davis running for President-elect. Mr. Davis spoke briefly regarding his willingness to assist our section.
- B. Guest Kristin Tyler, Law Clerk (3:30 p.m.)
- II. **Secretary's Report** – Chris Johnson
- A. Consideration of Minutes of June 19, 2020 (**Exhibit A**)  
The attendance record will be added to the minutes from June 19, 2020.  
Approval made by Bill Curphey, Cristina Alonso second and all approved.
- B. Notes of Long-Range Planning Meeting August 28, 2020 (**Exhibit B**)  
No corrections needed for the notes from the Long-Range Planning Meeting.
- III. **Financial Report** – Theresa Coy (**Exhibit C**)  
Financial report given by Theresa Coy. As of September 2020, beginning fiscal year balance was \$270,892, total revenue \$147,988, total expenses \$35,276 and current fund balance is \$383,604. Section in good fiscal shape partly due to the absence of in-person meetings and seminars.

#### **IV. Chair Report**

Tim announced the increase in membership for this year. As of 10/8/20 we have seen an increase of 6.2% over last year to date. Damon Glisson voiced the lack of affiliate members. Priscilla thought the \$45 membership dues were higher than they should be. Ricky said they were the same as the regular members, but Jennifer Griffin reminded everyone that when the section elected to raise the dues it was for only the members, not the affiliates. Ricky will check into it.

Tim Shaw also announced the possibility of having a in-person meeting during the Winter Meeting in January. Executive Council members were asked to send Ricky an email regarding an in-person attendance or via Zoom. Ricky will inquire regarding the hotel connection in order to provide Zoom for those that will not attend in-person.

##### **A. Out of Country Trip**

Due to dates changed for Annual Convention it will be difficult for those that go on the trip and then the following week attend the convention. Tim relayed the thought of doing the 2020 Norway trip that was rescheduled for May 16-22, 2021 a week earlier, instead of the Rhine River might be a possibility. Tim will meet with Pete Muschott to discuss. Tauck has presented a Zoom webinar to address the COVID-19 issues regarding health guidelines.

#### **V. Board of Governors' Report – Paige Greenlee**

Page Greenlee reported that all the BOG meetings have been virtual and is expected to continue. As a result of COVID-19 a mental health hotline has been set-up offering three free visits with a health care professional. President Dori Foster-Morales has been holding virtual town hall meetings which are available to Florida Bar members. President-elect Michael Tanner has been heading up his committee dealing with COVID-19 issues, and updates are posted on The Florida Bar website. Renee Thompson added that her Technology committee was working to establish more technology offerings.

#### **VI. As Needed Committee Reports**

##### **A. CLE Committee – Linda Calvert Hanson (*Exhibit D & E*)**

Linda Calvert Hanson thanked the executive council members that are participating in our webinars. Tim Chinaris, and Pete Muschott will speak in November. Bill Curphey and Josh Hertz will do presentations in December. Both Michelle Gilbert and Bill Curphey were both moderators recently.

Exhibit D show the spring 2021 seminar offerings, and the section now has 18 CLE's in the CLE library. Between fall and spring 35 seminars are offered. Credits include 11 technology 7 ethics 2 mental health, and 1 bias elimination.

Exhibit E shows a recap of the Florida Law Update financials for 2018, 2019 and 2020.

Due to the presentation of this seminar at Annual Convention, no registration revenue is generated. All seminar registration goes to the Annual Convention Budget. As a result of AV, food expenses and admin fees, the only revenue received is from the live webcast and aftermarket sales. The final revenue from the 2018 course was \$13,139. The 2019 the seminar is showing \$-1,756 and will expire 12/28/20. The Boca Raton location is a higher priced location which contributes to the cost of the seminar. The 2020 seminar was a virtual webinar only and the section was able to keep all registration revenue due to the convention being held as a virtual event. Linda purposed that the council members think about pulling the seminar from the Annual Convention due to the low revenue and high costs. Discussion included the possibility of doing the program virtually during the convention if registration fees would be collected by the section. Point made that this is the largest seminar being held at convention and spotlights our section and the fact that this seminar is very long running at convention. Final decision was made to ask the Annual Convention Committee Chair if the program could be done virtually with section keeping the proceeds. If not, the section will continue to do a in-person seminar at convention but work to negotiate a lower administrative price. Tim also asked that Ricky inquire other sections regarding their seminars being that are held at Annual Convention.

1. Annual Ethics Update – Peggy Hoyt  
No Report
  2. Solo & Small Firm Conference – Cristina Alonso and Jacina Haston **(Exhibit F)**  
Cristina reported that everything is running on time. See Exhibit F for Ad that will run in the newsletter for the conference. Registration is available online and marketing has started. Cristina, shared topics and speakers for the conference.
- B. Publications Committee – Jennifer Dietz and Liz McCausland
1. *LINK*  
The next issue is in process and the goal is to have it sent to the members by the middle of November.
  2. *Bar JOURNAL*  
Mike Olexa submitted an article to the *Bar JOURNAL* which was published in the recent November/December issue, titled “Application of the Florida Friendly Landscaping Statute to Homeowner Disputes Regarding Violation of Restrictive Covenants”. A second article is being written addressing “mad deer disease” and the regulations governing commercially raised deer in Florida.
- C. Agriculture Law Committee – Mike Olexa  
The Agriculture Law Update will be held in November 2021. Concerns related to both the pandemic and if it should be done virtually or in-person.
- D. Outreach and Expansion Committee – Jacina Haston

Jacina has contacted several local voluntary bars and asked E.C. members to let her know if they are members of a local bar or know someone in leadership so that we can connect with our section.

E. Pro Bono Awards Committee – Jerry Curington and John Maceluch (**Exhibit G**)  
Submitted applications are attached. Jerry asked if anyone would object to the Catholic Legal Services, Archdiocese being among the applications to be considered. Vote was made and majority approved to accept them. Jerry and John recommended Catholic Legal Services, Archdiocese, Bay Area Legal Service and Legal Aid of Manasota, Inc. as winners. Vote was taken and Bay Area Legal Service is the winner receiving \$4,000 and the winners-up \$2,000 each along with travel expense to the Annual Convention to receive the awards.

F. Council of Sections Committee – Tim Shaw and Jacina Haston  
Nothing to report at present. The next meeting is schedule November 18 which Tim Shaw will attend.

G. Transition to Solo – Chris Johnson and Kristen Tyler  
Kristin Tyler, CEO of Law Clerk, attended the meeting and discussed a potential partnership between the Section and Law Clerk. Law Clerk is an on-demand attorney service that operates in line with the gig economy. Hiring lawyers post jobs and can negotiate prices for working lawyers to sign up for and complete. Law Clerk has more than 3,000 lawyers currently on their platform and more than 900 in Florida. This service could assist members of the Section who either need associate help but do not want to take on the cost of hiring a full-time employee or those who want to pick up some additional work on the side.

Law Clerk is willing to provide the Section with a special banner on their profile to identify themselves as Section members, an ability to sort through attorneys to identify Section members so those in the Section can hire their own, a landing page for the Section on the Law Clerk website, and a discount to our membership and a referral fee to the section for business generated from members. The specifics of the amount for the discount and referral fee are still under negotiation.

The EC approved partnering with Law Clerk. Chris Johnson and Renee Thompson will be reaching out to the Florida Bar to discuss our ability to move forward with this partnership.

H. Bylaws Committee – Tim Shaw  
Nothing to report.

I. Sponsorship – Cristina Alonso  
Cristina reported that our sponsorship is strong this year with the following sponsors for a total of \$15,666:  
LexHelper \$5,000  
Sandler Training \$4,166  
Thompson Reuters \$3,000

National Deed Network\$1,750

Aligned CPA, LLC \$1,750

The sponsors will have Ads in the handbook, the handbook will be completed by council meeting in January.

J. Affiliates Outreach Committee – Priscilla Warren

An article for the Affiliates Corner has been submitted for the *LINK*.

Priscilla thanked Lisa for doing a Paralegal spotlight.

K. Publicity, Marketing, and Public Relations Division – Lisa Tipton

1. September Deliverables (***Exhibit H***)

Lisa is looking into how a virtual sponsor event can be done for possibly next year. The Orange County Solo and Small Firm held one that she hopes to be able to model.

Lisa is planning to do an informational welcome video for our website. Also, to expand the social media by working on more platforms to reach additional people. Plans are also in the works for doing podcasts in addition to our Zoom webinars.

Lisa also reported that the website hits have been strong on the homepage and CLE. Least amount has been on the sponsorship page. Lisa will work on ideas to get more leads to the sponsorship page.

Facebook has 223 followers.

**VII. New Business**

**VIII. Old Business**

**IX. Adjournment**

**Informational**

**Executive Council Meeting**

**January 15, 2021**

**1:30 p.m.**

# ***EXHIBIT B***

Solo & Small Firm Section  
Budget Approval Meeting Minutes  
12/16/20

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Meeting began telephonically at 10:08 a.m.

In attendance: Jake Schickel, Joshua Hertz, Cristina Alonso, Chris Johnson, Teresa Jean-Pierre Coy, Paige Greenlee, Tim Shaw.

Ricky explained the organization of the budget between the various years and how to determine the year-to-date numbers and what the budget proposals are for 2022. Ricky budgets very conservatively with revenue and budgets full anticipated expenses. We are doing well with our revenue due in part to increased membership. Also, did very well in the section profit split – almost \$103,000. Because that is a one-year trend, Ricky did not budget that much anticipated revenue from the section split. Will revise if we see a pattern of increased profit split over a few years in a row.

Tim confirmed that our ending fund balance is \$411,000+ as of November 2020. In 30+ years, we have never had an ending fund balance that high. The section is in good financial shape.

Jake moved for vote of approval. Seconded by Teresa. Unanimous vote in favor of passage. Budget passes.

Technology committee for the Bar is sending out questionnaires for proposed best practices recommendations for operating virtually. Asked Tim to send it around to EC members and the section. Especially relevant for litigators. Looking for feedback in January.

Meeting ended at 10:18 a.m.

# ***EXHIBIT C***

**SOLO AND SMALL FIRM SECTION**

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**Overview -- 2020/2021 Financial Statement** December  
2020

Beginning Fiscal Year Fund Balance	\$ 270,892
Total Revenue	\$ 221,382
Total Expenses	\$ 44,085
Current Fund Balance	\$ 448,189

THE FLORIDA BAR  
Solo, Small Firm Section  
For the Six Months Ending Thursday, December 31, 2020

	December	YTD 2021	FY 20-21 Budget	Prior Year December	YTD 2020
3001-Annual Fees	\$585	\$85,725	\$83,250	\$225	\$80,145
3002-Affiliate Fees	\$	\$1,210	\$900		\$1,530
<b>Total Fee Revenue</b>	<b>\$585</b>	<b>\$86,935</b>	<b>\$84,150</b>	<b>\$225</b>	<b>\$81,675</b>
3301-Registration-Live			\$3,500		\$1,614
<b>Total Registration Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$3,500</b>	<b>\$</b>	<b>\$1,614</b>
3351-Sponsorships	\$400	\$16,066	\$1,000		\$
3391 Section Profit Split	\$23,904	\$67,066	\$45,000	\$14,380	\$45,562
3392-Section Differential	\$980	\$6,190	\$9,000	\$1,710	\$6,795
<b>Other Event Revenue</b>	<b>\$25,284</b>	<b>\$89,322</b>	<b>\$55,000</b>	<b>\$16,090</b>	<b>\$52,357</b>
3899-Investment Allocation	\$10,664	\$45,125	\$8,525	\$4,336	\$10,516
<b>Non-Operating Income</b>	<b>\$10,664</b>	<b>\$45,125</b>	<b>\$8,525</b>	<b>\$4,336</b>	<b>\$10,516</b>
<b>Total Revenue</b>	<b>\$36,533</b>	<b>\$221,382</b>	<b>\$151,175</b>	<b>\$20,652</b>	<b>\$146,162</b>
4111-Rent Equipment			\$300		
4134-Web Services	(\$2,845)	\$619	\$2,500	\$123	\$638
4301-Photocopying			\$500		
4311-Office Supplies		\$24	\$150		\$113
<b>Total Staff &amp; Office Expense</b>	<b>(\$2,845)</b>	<b>\$643</b>	<b>\$3,450</b>	<b>\$123</b>	<b>\$751</b>
5051-Credit Card Fees	\$22	\$518	\$1,450	\$5	\$570
5101-Consultants	\$2,500	\$10,000	\$30,000	\$2,500	\$12,500
<b>Total Contract Services</b>	<b>\$2,522</b>	<b>\$10,518</b>	<b>\$31,450</b>	<b>\$2,505</b>	<b>\$13,070</b>
5501-Employee Travel		(\$2,714)	\$8,470		\$2,006
5531-Board/Off/Memb Travel			\$14,250		\$2,335
5599-Other Travel			\$22,800	\$300	\$8,171
<b>Total Travel</b>	<b>\$</b>	<b>(\$2,714)</b>	<b>\$45,520</b>	<b>\$300</b>	<b>\$12,513</b>
6001-Post 1st Class/Bulk			\$100		\$9
6301-Mtgs TFB Annual Meeting			\$6,500		
6311-Mtgs General Meeting	(\$37)	\$226	\$23,000	\$28	\$11,406
6319-Mtgs Other Functions			\$500		

6325-Mtgs Hospitality			\$500		\$311
6399-Mtgs Other			\$6,000		
6401-Speaker Expense			\$4,840		
6451-Committee Expense			\$300	\$24	\$79
7001-Grant/Award/Donation			\$10,200		\$553
7999-Other Operating Exp		\$100	\$4,600	\$342	\$360
<b>Total Other Expense</b>	<b>(\$37)</b>	<b>\$326</b>	<b>\$56,540</b>	<b>\$394</b>	<b>\$12,719</b>
8021-Section Admin Fee	\$216	\$34,812	\$33,660	\$90	\$32,580
8101-Printing In-House			\$400		\$30
8141-Journal/News Service					\$425
8171-Course Approval Fee			\$150		\$150
<b>Total Admin &amp; Internal Expense</b>	<b>\$216</b>	<b>\$34,812</b>	<b>\$34,210</b>	<b>\$90</b>	<b>\$33,185</b>
9692-Transfer Out-Council of Sections		\$500	\$500		\$300
<b>Total InterFund Transfers Out</b>	<b>\$</b>	<b>\$500</b>	<b>\$500</b>	<b>\$</b>	<b>\$300</b>
<b>Total Expense</b>	<b>(\$143)</b>	<b>\$44,085</b>	<b>\$171,670</b>	<b>\$3,412</b>	<b>\$72,538</b>
<b>Net Income</b>	<b>\$36,677</b>	<b>\$177,297</b>	<b>(\$20,495)</b>	<b>\$17,240</b>	<b>\$73,624</b>
2001-Fund Balance, Beginning		\$270,892			\$192,010
<b>Fund Balance, Ending</b>	<b>\$</b>	<b>\$448,189</b>	<b>\$</b>	<b>\$</b>	<b>\$265,635</b>

# ***EXHIBIT D***

## SOLO & SMALL FIRM SECTION SPRING 2021 CLE (updated 1/11/21)

All one-credit webinars are offered from 12 – 1 PM. One-credit live InReach webinars are \$50 for Solo & Small Firm Section members and \$95 for non-section members. Wednesday Wisdom Zoom webinars are free for section members. Updates and registration information available on [fisolosmallfirm.org/calendar](http://fisolosmallfirm.org/calendar)

### January

- 19 Luca Hickman, Registered Patent Attorney, Henderson, Franklin, Starnes & Holt, P.A. of Fort Myers, ***“Digital IP: Helping Clients Protect, Defend & Recover Intellectual Property Rights Online, In Social Media & E-Commerce Platforms.”*** InReach webinar. Course # 4276. 1.0 General; 1.0 Technology CLE credit.
- 27 Rob Howard, founder and president of RC Howard and Associates, LLC; a certified Sandler Training Center of Clearwater, ***“Professional Approach to Managing the Client Experience.”*** Wednesday Wisdom webinar. Course # 4204. 1.0 General CLE Credit.

### February

- 12 Virtual Solo & Small Firm Conference, ***“Virtually Irresistible: Tech Tools and Strategies for Solo and Small Firms.”*** 8:00 A.M. – 1:10 P.M., Course # 4253. \$185.00 Section Members, \$230.00 Non-Section Members, 5.0 General; 3.0 Technology CLE Credits.
- 16 Nicole (Niki) Black, Attorney with MyCase, Rochester, NY, ***“Practicing with the Machines: Artificial Intelligence, Automation & Technology Tools.”*** InReach webinar. Course # 4277. 1.0 General; 1.0 Technology CLE
- 24 Kevin Rabin, Senior Staff Attorney, Three Rivers Legal Services, Gainesville, ***“Landlord, Tenant and Eviction Law Issues.”*** Wednesday Wisdom webinar. 1.0 General CLE Credit Pending.

### March

- 16 Renee Thompson and Liz McCausland on ***“Increase Your Law Firm Productivity and Efficiency Using Technology.”*** InReach webinar. 1.0 General; 1.0 Technology CLE Credit Pending.
- 24 Teresa Morgan, Morgan Law Center of Lake City, Sean Desmond, Desmond Law, PLLC of Tallahassee, & John Maceluch, Jr., Maceluch Law Firm of Panama City, ***“Practice Tips from Highly Successful Solo & Small Firm Attorneys.”*** Wednesday Wisdom webinar. 1.0 General CLE Credit Pending.

### April

- 20 Melanie Griffin, Of Counsel, Attorney at Shumaker, Loop & Kendrick, LLP, Tampa and Senior Advisor, Business-to-Business Relationships of Shumaker Advisors Florida ***“Time Management Strategies & Life Hacks for the Productive, Professional Lawyer.”*** InReach webinar. Course # 4278. 1.0 General; 1.0 Professionalism CLE.
- 28 Rebecca Bandy, Director, The Henry Latimer Center for Professionalism at The Florida Bar of Tallahassee, ***“Using EQ to Improve Your Life and Practice.”*** Free Wednesday Wisdom webinar. 1.0 General; 1.0 Professionalism; 1.0 Mental Illness CLE Credit Pending.

### May

- 11 Frank Ramos, Managing Partner, Clarke Silvergate, P.A. of Miami, ***“Virtual Business Development –Developing Relationships, On and Offline.”*** Live InReach webinar. 1.0 General; 1.0 Technology CLE Credit Pending.
- 19 Christine Phipps, Registered Professional Reporter, President of Phipps Reporting, Inc, of West Palm Beach, ***“Court Reporting; Technology and Ethics.”*** Wednesday Wisdom webinar. 1.0 General; 1.0 Technology; 1.0 Ethics CLE Credit Pending.

### June

- 10 FL Law Update 2021, 7:55 AM – 4:25 PM, 8.0 General CLE Credits Pending
- 23 Diriki Geuka, Assistant County Attorney, Pinellas County Attorney’s Office, Clearwater, moderating panel ***“Managing Up: A Primer on Interfacing with Young Attorneys.”*** Wednesday Wisdom webinar. 1.0 General CLE

# ***EXHIBIT E***

## Comparison FL Law Update as of 12/31/20

	<b>2017 #2320</b>	<b>2018 #2640</b>	<b>2019 #2873</b>	<b>2020 #3353</b>
Venue	Boca	Orlando	Boca	Virtual
Year 1 3391	-11,284	-22,820	-21,870	13,372
Year 2 3391	20,668	33,251	18,508	<u>18,482</u>
Year 3 3391	<u>2,526</u>	<u>2,708</u>	<u>1,861</u>	
<b>Final Net #3391</b>	<b>11,910</b>	<b>13,140</b>	<b>-1502</b>	<b>31853*</b>

Memb Regist Cost	225	205	250	195
Live Attendees	189	187	208	112**

### Selected Revenues:

Regist Webcast 3321	19,162	34,866	20,301	40,499*
Sec. Differential 3392	-2,205	-1,850	-3,125	-1485*
CD/DVD Sales 3401	16,517	13,397	15,426	9,035*

### Selected Fees:

Speaker Travel & Exp 557	530	1,438	2,794	0
Mtg Hospitality 6325	4,115	6,673	12,037	0
On-site AV recording 503:	6,621	7,079	6,716	0
Admin Fee 8011	2,800	8,100	8,100	3,200
Post AV Services 8131	3,339	4,447	3,708	3,435

\* not final, only 1st 6 months

\*\* day of webcast, no live

# ***EXHIBIT F***

**November 2020 Deliverables—The Florida Bar Solo & Small Firm Section**

Date	Deliverables	Fee																				
Nov. 1 – 30, 2020	<p><b>2021 Conference</b></p> <ul style="list-style-type: none"> <li>- Participate on calls; provide call recaps.</li> <li>- Update “logo” with version selected by group.</li> <li>- Send first section-wide promotion; include in QuickLINK.</li> <li>- Build conference web page; update web event and Facebook event. Update page with suggested edits.</li> <li>- Contact OCBA regarding virtual tech fair; telephone meeting to ask questions; forward answers/call recap to conference committee.</li> <li>- Discuss conference session transitions/times.</li> <li>- Forward (11/3) graphics and write-up to Stephanie Myron for YLD scholarships.</li> <li>- Create conference video; forward for review/approval; update to reflect suggestion about the prominence of the registration link.</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>- Update covers slides for CLE and Wednesday Wisdom; email to Ricky Libbert.</li> <li>- Ongoing discussion about member not receiving emails.</li> <li>- Create draft report for Jacina Haston related to Outreach &amp; Expansion Committee; forward Tim Shaw emails for voluntary bar outreach.</li> <li>- Participate on EC Zoom meeting.</li> </ul> <p><b>CLE</b></p> <ul style="list-style-type: none"> <li>- Ongoing promotions for section CLEs and webinars.</li> <li>- Monitor/approve/check membership status for Zoom registrants.</li> <li>- Download attendee results from Zoom.</li> <li>- Update PowerPoint slides for each presentation.</li> <li>- Update website events with moderators.</li> <li>- Write draft text for use in encouraging CLE presenters to promote events on their social media platforms.</li> <li>- Follow up to WW CLEs with handouts, as requested.</li> </ul> <p><b>Mailings.</b> (Research/write/edit copy; select or create graphics; set up blog post on FLSoloSmallFirm.org; set up HTML mailing in emma mail program; review mobile optimization; send tests to various mail programs; test all links; adjust spacing/graphics issues; forward to Ricky Libbert for edits; update with suggested changes; forward final versions for approval; facilitate mailings; report results).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">QuickLINK 138 Nov 19, 2020 02:22 PM</td> <td style="width: 10%;">6.7</td> <td style="width: 10%;">247</td> <td style="width: 10%;">36</td> <td style="width: 10%;">1,834</td> </tr> <tr> <td></td> <td>Score</td> <td>Opens</td> <td>Clicks</td> <td>Recipients</td> </tr> <tr> <td>CLE Reminder Nov 16 Nov 16, 2020 10:26 AM</td> <td>6.7</td> <td>274</td> <td>35</td> <td>1,857</td> </tr> <tr> <td></td> <td>Score</td> <td>Opens</td> <td>Clicks</td> <td>Recipients</td> </tr> </table>	QuickLINK 138 Nov 19, 2020 02:22 PM	6.7	247	36	1,834		Score	Opens	Clicks	Recipients	CLE Reminder Nov 16 Nov 16, 2020 10:26 AM	6.7	274	35	1,857		Score	Opens	Clicks	Recipients	
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	<p>QuickLINK 137 Nov 05, 2020 11:04 AM</p> <p>Conference Promo 1 Nov 3 Nov 03, 2020 01:55 PM</p> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>- Ongoing discussions about method of outreach to local bar associations, free memberships, etc.</li> <li>- Discussions with Jacina Haston to make Outreach &amp; Expansion Committee plans.</li> <li>- Ongoing membership promotional emails to non-members who request registration for Wednesday Wisdom CLEs and/or membership in the closed Facebook group.</li> </ul> <p><b>Publications/LINK</b></p> <ul style="list-style-type: none"> <li>- Create CLE “ads” for LINK; edit per Linda Calvert-Hanson and Ricky Libbert corrections and update with new information as available.</li> <li>- Provide rate sheet/advertising specifications to sponsor/advertiser.</li> <li>- Forward all ads to Ricky Libbert for inclusion; email sponsor to obtain ad.</li> <li>- Edit Fall issue; discuss articles and editing issues.</li> </ul> <p><b>Social Media</b></p> <ul style="list-style-type: none"> <li>- Manage Facebook and Twitter accounts daily; post information to LinkedIn group page: upload images and event photos; provide captions and links, review followers’ accounts; repost relevant content, etc. (ongoing).</li> <li>- Monitor and post to closed Facebook group; message those who are not members to provide Join Now pitch.</li> </ul> <p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>- Ongoing social media posts.</li> <li>- Forward sponsor ads for LINK; discuss with Ricky Libbert.</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>- Continue posting QuickLINK blog content.</li> <li>- Update pages with information as received.</li> <li>- Update conference web page.</li> </ul>	<p>7.1 Score</p> <p>7.3 Score</p>	<p>243 Opens</p> <p>276 Opens</p>	<p>47 Clicks</p> <p>43 Clicks</p>	<p>1,857R ecipients</p> <p>1,859 Recipients</p>	
<b>Total</b>						<b>\$2,500</b>

**December 2020 Deliverables—The Florida Bar Solo & Small Firm Section**

Date	Deliverables	Fee												
Dec. 1 – 31, 2020	<p><b>2021 Conference</b></p> <ul style="list-style-type: none"> <li>- Final updates to conference video.</li> <li>- Suggest that Ricky Libbert ask for permission and lists to email MIGS who listed their firm size as 1, 2-5 and 5-10.</li> <li>- Create “forwardable” promotional email and send with links and graphics to all conference presenters; follow-up communication with Ernie Svenson.</li> <li>- Update conference graphic per Nora Bergman suggestion; forward graphics in social media sizes to all presenters.</li> <li>- Set up email promotion to small-firm attorneys statewide (analytics below).</li> <li>- Correct error on conference page.</li> <li>-</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>- Review LawClerk proposal for partnership; forward section logo options to Christopher Johnson.</li> </ul> <p><b>CLE</b></p> <ul style="list-style-type: none"> <li>- Discussion about allowing non-member guests to attend the side hustle CLE; provide suggested membership-recruitment text to Joshua Hertz.</li> <li>- Forward graphics, social media posts and links to events to Gail Lamarche and Luca Hickman for promotion of digital IP CLE.</li> <li>- Forward reporting information for to attendees of the sovereign immunity CLE.</li> <li>- Ongoing promotions for section CLEs and webinars (see analytics below).</li> <li>- Monitor/approve/check membership status for Zoom registrants.</li> <li>- Download attendee results from Zoom.</li> <li>- Update PowerPoint slides for each presentation; forward to Ricky Libbert and Jennifer Griffin.</li> </ul> <p><b>Mailings.</b> (Research/write/edit copy; select or create graphics; set up blog post on FLSoloSmallFirm.org; set up HTML mailing in emma mail program; review mobile optimization; send tests to various mail programs; test all links; adjust spacing/graphics issues; forward to Ricky Libbert for edits; update with suggested changes; forward final versions for approval; facilitate mailings; report results).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">QuickLINK 140 - Resend to Non-Openers Dec 22, 2020 11:19 AM</td> <td style="width: 10%;">6.5 Score</td> <td style="width: 15%;">89 Opens</td> <td style="width: 10%;">14 Clicks</td> <td style="width: 10%;">0 Shares</td> <td style="width: 20%;">1,592 Recipients</td> </tr> <tr> <td>QuickLINK 140 Dec 17, 2020 02:20 PM</td> <td>7 Score</td> <td>251 Opens</td> <td>44 Clicks</td> <td>0 Shares</td> <td>1,831 Recipients</td> </tr> </table>	QuickLINK 140 - Resend to Non-Openers Dec 22, 2020 11:19 AM	6.5 Score	89 Opens	14 Clicks	0 Shares	1,592 Recipients	QuickLINK 140 Dec 17, 2020 02:20 PM	7 Score	251 Opens	44 Clicks	0 Shares	1,831 Recipients	
QuickLINK 140 - Resend to Non-Openers Dec 22, 2020 11:19 AM	6.5 Score	89 Opens	14 Clicks	0 Shares	1,592 Recipients									
QuickLINK 140 Dec 17, 2020 02:20 PM	7 Score	251 Opens	44 Clicks	0 Shares	1,831 Recipients									

	<p>Conference Promo 1, 2-5, 6-10 Dec 16 Dec 16, 2020 08:12 AM</p> <p>6.2 Score</p> <p>1,622 Opens</p> <p>81 Clicks</p> <p>6 Shares</p> <p>26,081 Recipients</p> <p>Curphey CLE Reminder 12-7 Dec 07, 2020 11:21 AM</p> <p>6. 8Score</p> <p>287 Opens</p> <p>38 Clicks</p> <p>0 Shares</p> <p>1,831 Recipients</p> <p>QuickLINK 139 Dec 03, 2020 08:52 AM</p> <p>6.8 Score</p> <p>229 Opens</p> <p>38 Clicks</p> <p>0 Shares</p> <p>1,834 Recipients</p> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>- Ongoing discussions about method of outreach to local bar associations, free memberships, etc.</li> <li>- Discussions with Jacina Haston to make Outreach &amp; Expansion Committee plans.</li> <li>- Ongoing membership promotional emails to non-members who request registration for Wednesday Wisdom CLEs and/or membership in the closed Facebook group.</li> </ul> <p><b>Publications/LINK</b></p> <ul style="list-style-type: none"> <li>- Ongoing discussions about articles, content, number of submissions, etc.</li> <li>- Discuss ad sizes and dividing between issues.</li> <li>- Edit article; edit Winter issue; forward with comments/opinions to Ricky Libbert.</li> <li>- Finalize CLE ads; update with registration links.</li> <li>- Update Thomson Reuters ad; replace hyperlink.</li> </ul> <p><b>Social Media</b></p> <ul style="list-style-type: none"> <li>- Discussions about affiliate membership and eligibility for same in connection with the members-only Facebook group.</li> <li>- Manage Facebook and Twitter accounts daily; post information to LinkedIn group page: upload images and event photos; provide captions and links, review followers' accounts; repost relevant content, etc. (ongoing).</li> <li>- Monitor and post to closed Facebook group; message those who are not members to provide "Join Now" pitch.</li> </ul> <p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>- Ongoing social media posts.</li> <li>- Discussions about special-category sponsorships and/or prorated sponsorships.</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>- Continue posting QuickLINK blog content.</li> <li>- Update pages with information as received.</li> <li>- Update conference web page.</li> </ul>	
<b>Total</b>		<b>\$2,500</b>