### Outstanding Large/Small Committee of the Year Award Nomination

**Committee: Small Law Department**

<table>
<thead>
<tr>
<th>Judging Criteria</th>
<th>Yes: X (see Section I, pg. 5)</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Committee Planning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop and administer a strategic plan</td>
<td>Yes: X (see Attachment 1)</td>
<td>No:</td>
</tr>
<tr>
<td>Have a full slate of executive committee leaders? (Chair, Vice-Chair, Secretary, Program Chair)</td>
<td>Yes: X (see Section I, pg. 6)</td>
<td>No:</td>
</tr>
<tr>
<td>Have sub-committees and leadership in place</td>
<td>Yes: X (see Section I, pg. 6)</td>
<td>No:</td>
</tr>
<tr>
<td>Hold Monthly Committee Teleconference Calls</td>
<td>Yes: X (see Section I, pg. 7)</td>
<td>No:</td>
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<tr>
<td>Prepare Meeting Agendas</td>
<td>Yes: X (see Section I, pg. 7)</td>
<td>No:</td>
</tr>
<tr>
<td>Prepare Meeting Minutes</td>
<td>Yes: X (see Section I, pg. 7)</td>
<td>No:</td>
</tr>
<tr>
<td><strong>Create Resources</strong></td>
<td></td>
<td></td>
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<tr>
<td>Legal Quick Hits</td>
<td>Yes: X</td>
<td>No:</td>
</tr>
<tr>
<td>Title(s):</td>
<td></td>
<td></td>
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<tr>
<td>• What an In-House Lawyer Needs to Know About Investigations into Discrimination/Harassment Claims and How to Defend Them (attendance 53, total 72) 6/14</td>
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<tr>
<td>• How An I-9 Self Audit Will Save You Money (attendance 39, total 52) 7/14</td>
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<tr>
<td>• Sinkhole: How Unlicensed Software Can Swallow Your Business (attendance 51, total 54) 8/14</td>
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<tr>
<td>• Employing Foreign Workers: What US Companies and Counsel Need to Know (attendance 52, total 54) 9/14</td>
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<tr>
<td>• Legal and Practical Considerations for Running Online Sweepstakes and Contests (attendance 73, total 79) 11/14</td>
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<tr>
<td>• Social Media In the Workplace and Why All Employers Should Care (attendance 56, total 57) 12/14</td>
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<tr>
<td>• US Environmental Protection Agency (EPA) Inspections – What to Do When The EPA Shows Up (attendance 53, total 55) 1/15</td>
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<tr>
<td>• Crowdfunding Basics for Small US Companies (attendance 45, total 48) 2/15</td>
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<tr>
<td>• Analyzing the Outcome of the US Supreme Court's 2014 Pro-Employment Trend (attendance 50, total 51) 3/15</td>
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<tr>
<td>• Top 10 Considerations When Negotiating an Office and Retail Lease in the US; Frequent Pitfalls and Hidden Gems for Maximizing Business Opportunities (attendance 137, total 139) 4/15</td>
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<td>• Import Compliance: High Percentage Problem Areas (attendance 65, total 70) 5/15</td>
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<td>• US Export Compliance: The Absolute Essentials (attendance 85, total 89) 6/15</td>
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<td><strong>Webcasts</strong></td>
<td>Yes: X</td>
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<tr>
<td>Title(s):</td>
<td></td>
<td></td>
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<tr>
<td>• Patent Litigation: Strategies for Managing Aggressive Plaintiffs and Defense (attendance 33, total 36) 9/14</td>
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<tr>
<td>• Hot Topics in Small Business US Government Contracting (attendance 38, total 46) 12/14</td>
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<tr>
<td>• Virtual Roundtable on Contracting Processes SPECIAL</td>
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</table>
WEBCAST (attendance 181, total 181 (Summary published on SLD webpage so system doesn’t show "archive" access numbers)) 1/15

- Ethical Issues for US In-house Counsel to Consider in 2015 (attendance 156, total 177) 2/15
- Drafting Dispute Resolution Clauses From a Litigator’s Perspective in the United States (attendance 82, total 85) 3/15
- Employee Stock Ownership Plan: Is It the Right Fit for Our Company in the United States (attendance 28, total 30) 4/15
- Product Related Claims and Recalls in the United States (attendance 82, total 87) 6/15

EMEA Webcasts:
- A General Overview of TUPE Regulations (attendance 10, total 11) 6/14
- Considerations for Strategic Investors When Investing in Early / Late Stage Companies (attendance 3) 9/14
- Safe Harbour and Transfer of Data in Third Countries: Legal Framework and Perspectives (attendance 46, total 65) 1/15
- The Big Picture: A Global View of Diversity and Inclusion Programs (attendance 23, total 25) 3/15
- Recent Developments and Trends with Employment Law in Europe (attendance 85) 6/15

InfoPAKS Title(s):
- Advanced Contract Negotiations (DRAFT Version); Sponsor: Arent Fox; slated for publication Yes: X Total: 1

Sample Forms/Policies for Virtual Library Title(s):
- Contract Review and Approval Form (376 downloads) Yes: X Total: 1

ACC Docket Article Title(s):
- Common Pitfalls of Export Compliance by *Katia Bloom and Julie Gibbs (Jul/Aug 2014)
- Small Law: Winging It by Maryrose Delahunty (Jul/Aug 2014 issue)
- The Chief Opportunity Counsel – How to Increase Your Value Through Participation in Strategic Business Conversations by *Charles H. Veigel (Jul/Aug 2014)
- Small Law Column- A Grand Approach to In-house Practice by *Anil Adyanthaya (Sep 2014)
- Cybersecurity and Medical Devices: Reality Bytes by *K. Royal and Gretchen A. Ramos (Oct 2014)
- Small Law Column – A REAL Apology by *Maryrose Delahunty (Oct 2014)
- A New Frontier: Successfully Navigating the Pitfalls and Paradigms of Cross-Border Mergers and Acquisitions by *Jeff

Yes: X Total: 16+ (multiple monthly Column contributions) No:
<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Your Mask First, Then Help Others</td>
<td>*Sherie Edwards</td>
</tr>
<tr>
<td>Small Law Column – Building Your Own Memorial</td>
<td>*Anil Adyanthaya</td>
</tr>
<tr>
<td>More Than Your Average Lawyer: Developing Executive Presence</td>
<td>*Kathryn K. Mlsna and Amy D. Cline</td>
</tr>
<tr>
<td>Small Law Column – It’s All About Relationships</td>
<td>*Maryrose Delahunty</td>
</tr>
<tr>
<td>A Lean Approach to Evaluating and Addressing Export Compliance Issues</td>
<td>*Kasey Ingram and **Brian W. Walsh</td>
</tr>
<tr>
<td>Mind Your Ethics: Professional Conduct for the In-house Lawyer</td>
<td>Nicole B. Guerin and **John M. “Jack” Tanner</td>
</tr>
<tr>
<td>Small Law – So, You’re Not a Computer Person?</td>
<td>*Jeffrey Wheeler</td>
</tr>
<tr>
<td>Day in the Life Column</td>
<td>*Ilse De Loof</td>
</tr>
<tr>
<td>Tips &amp; Insights Column</td>
<td>*Ward Sykes</td>
</tr>
<tr>
<td>Sign Here: Electronic Signatures and the In-house Counsel</td>
<td>*Rachel Stoermer</td>
</tr>
<tr>
<td>Small Law Column – Was That All You Wanted?</td>
<td>*Maryrose Delahunty</td>
</tr>
<tr>
<td>Gambling for a Cause: The Rise of the 50/50 Charitable Raffle in Pro</td>
<td>*Ellen M. Zavian and Dawn Crowell Murphy</td>
</tr>
<tr>
<td>Ditch the Boilerplate: Avoid Drafting Mistakes in Employment Agreements</td>
<td>*Lisa Haas, Walter Stella, and Carolyn Rashby</td>
</tr>
<tr>
<td>The ‘R’ In Inherited IRA Does Not Stand For Retirement — The</td>
<td>*Kristen Chittenden, **Dana B. Perry, and **Jeffrey W. Maddux</td>
</tr>
<tr>
<td>Small Law: Communication Breakdown</td>
<td>*Jeffrey Wheeler</td>
</tr>
<tr>
<td>Cybersecurity – Emerging Trends and Regulatory Guidance</td>
<td>*Fernanda Schmid, Robert B. Hubbell, Nathan Taylor, and Daniel A. Nathan</td>
</tr>
<tr>
<td>Small Law: The Art of Communication</td>
<td>*Maryrose Delahunty</td>
</tr>
<tr>
<td>Meeting in the Middle: The Advantages of Commercial Arbitration</td>
<td>*Charles Veigel</td>
</tr>
</tbody>
</table>
- Small Law: Oh Great, the Lawyer’s Here! by *Jeffrey Wheeler (June 2015 issue)
- Lead the Way Column by *Whitnie Wiley (every issue)
(* before a name denotes an SLD member; **before a name denotes a member of a Meritas Member Firm co-authored the SLD article)

<table>
<thead>
<tr>
<th>ACC Top 10 and Wisdom of the Crowd Title(s):</th>
<th>Yes: X</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC Quick Counsel Title(s):</td>
<td>Yes:</td>
<td>No: X</td>
</tr>
<tr>
<td>eGroup Usage and Traffic:</td>
<td>Yes: 3</td>
<td>No:</td>
</tr>
<tr>
<td>eGroup Chair – SLD has a leadership position to monitor eGroups posting and the Job Description for the position is in Attachment 5</td>
<td>See pages 5 (No. 2) and page 8 (No. 2) below for more information on eGroups activity.</td>
<td></td>
</tr>
</tbody>
</table>

| Membership Development                      | Yes: X (See Top 3 Accomplishments Summary on pg. 5) | No: |
| Identify member interests through surveys or polls: Member | Yes: X (See Sections III and IV) | No: |

| Advocacy Initiatives                        | Please define: None this year. However, SLD does maintain a leadership position for an Advocacy Liaison who participates in ACC Advocacy update meetings with ACC staff to keep abreast of ACC Advocacy efforts and communicates them to SLD members. |
Outstanding Large/Small Committee of the Year Award Nomination (Continued)

What do you consider to be the Committee’s TOP THREE accomplishments during the period June of the previous year to June of this year?

1. Increased Communication and Engagement of Membership. In the Fall of 2014, for the first time, ACC provided Committees with the opportunity and ability to send both monthly and quarterly communications directly to all Committee members. The Small Law Department Committee (SLD) Leadership has taken full advantage of this capability by sending out monthly email communications and quarterly newsletters to all SLD members. These communications provide members with information on new resources, upcoming events including SLD and Meritas sponsored webcasts, monthly meetings, Legal Quick Hits (Quick Hits), initiatives such as our FIRST virtual roundtable (see discussion below under Item 2) and the development of networking opportunities and resources for Small Law CLOs and OLOs. Additionally, every month SLD asks members new to the monthly call and/or new to SLD to send an email to the Committee Chair. In response, the SLD Chair or another leader sends the member a “Welcome” email containing the latest news together with a Docket article entitled “GC Rules: Over 350 Things I Wish I’d Known My First Year as General Counsel” (see Attachment 3). Additionally, since ACC set up the email address sld@acc.com, members have been able to send questions, comments, and requests to SLD Leadership. SLD responds to member inquiries for information about resources, events, and even “how-to” instructions for participating in the monthly calls.

2. Initiative for “Virtual Roundtables” for In-House Counsel. In response to an active eGroups (email groups) thread regarding contracting processes, SLD Leadership coordinated an online “Virtual Roundtable” with a panel of six speakers each of whom addressed specific topics and best practices regarding contracting processes. After the event, the moderator for the Virtual Roundtable, Matt Hitchcock (also SLD’s Webpage Chair), drafted a written summary ([Link to summary: Contracting Processes](#)) highlighting the items discussed by the speakers and providing a list of resources regarding the topic discussed. Currently available on the SLD Webpage, the document has been downloaded 74 times to date. This event has also been the catalyst to launch future “Virtual Roundtables” specifically focused on topics for SLD Committee members who are CLOs (Chief Legal Officers) and OLOs (Only Legal Officers). The SLD Chair worked with ACC’s CLO staff personnel to compile and send out a survey to SLD CLOs and OLOs to vote on topics for discussion specifically designed for SLD members at the Annual Meeting CLO Roundtable.

3. Increase in Webcasts with a Focus on International Members and Cross-Border Practice. SLD webcasts during the award year focused on addressing the needs of SLD’s U.S. and international members with domestic and cross-border practices. Seven of the webcasts presented during the year highlighted legal issues arising while doing business in the US – information of use to both US and international members. In addition, SLD sponsored four webcasts specifically directed toward our members’ practices in the EMEA (Europe, Middle East, and Asia) regions. Furthermore, as a welcome to ACC’s new members in Australia with the addition in 2015 of the Australian Corporate Lawyers Association (ACLA); SLD has planned and coordinated with its sponsor Meritas to offer a special webcast comparing Australian and US law on various issues for SLD and new Australian members, and any other interested ACC members. A Meritas member firm in Australia will present the webcast scheduled for September 2015. This special webcast, intended to welcome ACC’s new Australian members, will help meet both SLD and ACC goals of creating more programming for international members and U.S. members with cross-border practices.

With the three items listed above, SLD leadership has intentionally increased not only the quantity of resources and connections to ACC members, but also the quality. By taking advantage of the ACC-provided communication channels to and from members through the newsletters and assigned email address (sld@acc.com), connection with the overall membership of the committee has become a more personalized
experience. In reaching out not only to the general membership, but also to individual CLOs, OLOs and international members, SLD’s ongoing mission to deliver value to each and every member has been greatly advanced in the last year.

The following is a more expansive summary of the activities of the SLD Committee this past year and is specifically structured to address the judging criteria of the award.

NOTE: To minimize page count, hyperlinks have been provided to example documents when such links are available. Other referenced document examples have been included as attachments.

Section I – Committee Structure and Planning (Reference Judging Criteria 1)

A. Small Law Department (SLD) Committee Leadership:
In addition to the executive leadership positions of Chair, Vice Chair, and Secretary, SLD also has subcommittee Chair positions to handle the various SLD information resources and events.

<table>
<thead>
<tr>
<th>Current Chair:</th>
<th>Mary Delahunty</th>
<th>eGroups:</th>
<th>Assunta Rossi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Chair:</td>
<td>David Gilmartin</td>
<td>Membership:</td>
<td>Raimi Blackery</td>
</tr>
<tr>
<td>Vice Chair:</td>
<td>Melissa Alexander</td>
<td>Newsletter:</td>
<td>Leah Williams</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Jeff Wheeler</td>
<td>Webcasts:</td>
<td>Kristen Chittenden</td>
</tr>
<tr>
<td>Program:</td>
<td>Sherie Edwards</td>
<td>Webpage:</td>
<td>Matthew Hitchcock</td>
</tr>
<tr>
<td>Advocacy Liaison:</td>
<td>Sheri Fanaroff</td>
<td>Social Co-Chair:</td>
<td>Todd Silverman</td>
</tr>
<tr>
<td>Docket &amp; Top 10:</td>
<td>Elyse Beidner</td>
<td>Social Co-Chair:</td>
<td>Corrine Taylor</td>
</tr>
</tbody>
</table>

1. Job Descriptions: Each leadership position has a written job description which is reviewed each year by the outgoing position-holder for revision. Position job descriptions have not been included here in order to maintain page count economy, but they may be made available to the judges upon request. A sample job description is provided in Attachment 5. The incoming Chair began recruiting leaders for the 2014-2015 year in April of 2014 and held one-on-one calls with each incoming leader in September and October of 2014 in preparation for the coming year. The incoming Chair also tasked each person occupying a specific position in 2013-2014 to hold a telecon with the incoming person for 2014-2015 for informal training and to pass on best practices. In 2014-2015, with the new opportunity to publish a quarterly newsletter for members, the SLD Chair created a new position of Newsletter subcommittee Chair.

2. Task Assignments: Each member of SLD leadership has the ability and authority to coordinate with the SLD sponsor (Meritas) and ACC staff personnel as needed. SLD leaders perform their assignments as guided by their job descriptions. Although no formal due dates are established, monthly leadership calls and regular emails between the Chair and Committee leaders allow the assignments to be tracked, updated and completed in a timely fashion. With respect to events, initiatives or programs not covered in a job description, the Chair solicits a volunteer from leadership or assigns the task based on the most logical connection to an existing leadership position. For example, the Program Chair for SLD is tasked with overseeing the solicitation, selection, and submission of topics to ACC for the Annual Meeting Program as well as staffing those panels for the meeting. With the addition by ACC of the Ethics and Compliance Conference (ACES)(April 2015) and the Mid-Year Conference (slated for 2016), the Program Chair was tasked with overseeing the solicitation of topics and speakers for those events as she did for the 2015 Annual Meeting programs.

3. Succession Planning: The SLD Committee has made a concerted effort to recruit for the Chair position as far as five years in advance. The formal succession plan includes an election for the
Small Law Department Committee
Outstanding Large/Small Committee of the Year Nomination 2014-2015

position of Secretary from the committee leadership pool and the prior year's secretary moves to Vice Chair, and the Vice Chair becomes the Chair. Informally, it has been the practice for at least the last six years to elect the Program Chair to the position of secretary. SLD has also in the past had a Program Vice Chair who trains under the Program Chair to take over as Program Chair for the next year. In the case of the current year (2014-2015), the Secretary for SLD had to step down due to conflicting work obligations so the Program Chair was appointed by the Committee Chair to assume the position of Secretary and the Program Vice Chair took over Annual Meeting programming. Due to the training and coordination between the Committee leadership members and their depth of experience, the transition was smooth and had no effect on the Committee's ability to meet its Annual Meeting programming obligations to ACC.

B. Committee Administration (Monthly Calls, Meeting Agendas, Meeting Minutes):

1. Monthly Calls: SLD held a Committee call every month which included: a Quick Hit provided by the SLD sponsor lasting 20-30 minutes with a prize drawing; an update from ACC staff members; an update of committee activities; announcements of upcoming events and opportunities for member participation; a request for emails from new members; and solicitations for member suggestions, questions or input. In addition to the regular monthly calls for members, the Chair held separate monthly calls for SLD leaders to plan short- and long-term actions, gather updates on leader activities, assign new tasks, and get input for the Committee call agenda, monthly emails, and quarterly newsletters.

2. Meeting Agendas: A meeting agenda for the monthly Committee call is posted in advance on the SLD Webpage and on eGroups. A link to the agenda is also provided to members through the monthly email update for easy access. SLD works with ACC to make all previous agendas available through the SLD Webpage. (Link to sample monthly meeting agenda: HERE) The SLD Chair also emails an agenda for each monthly leadership call in advance to SLD leaders. An example is provided in Attachment 4.

3. Meeting Minutes: Meeting minutes for each monthly call are posted to the SLD Webpage and made available through eGroups. Minutes include hyperlinks to allow members to easily access items discussed or referenced during the call. (Link to sample monthly meeting minutes: HERE) Minutes for the monthly SLD leadership calls are provided by the Chair as well to keep SLD leaders updated on Committee leadership activities. An example is provided in Attachment 4.

Section II – Development and Administration of a Strategic Plan
(Reference Judging Criteria 1)

SLD’s Strategic Plan is an integral part of our success in drawing new members, increasing participation within the membership, and providing quality resources to our members. Three years ago, SLD Leadership updated its Strategic Plan to provide an ongoing foundation for solid long-term initiatives and to provide continuity for future leaders who could use this foundation to further develop and refine objectives. The current SLD Leadership has found success with this Strategic Plan and continues to experience the momentum put in place by past leaders by adding initiatives based on the strategic goals of ACC.

The 2014-2015 SLD Strategic Plan (see Attachment 1) focused on the following three initiatives which continue to be the foundational and long-term goals of SLD Leadership:

1) Increase communication of resources and opportunities to members and solicit member feedback;
2) Increase the level of member participation in the Committee by providing new and innovative avenues to contribute and provide feedback; and
3) Work with ACC and SLD’s Sponsor, Meritas, to increase the number of quality educational programs and resources sponsored and/or delivered by the Committee with international members in mind.

The following section discusses how each of the above goals was met.

1. Increase Communications to Members
As part of our outreach to members to keep them updated about SLD activities and resources and strengthen their participation in the Committee, SLD took full advantage of the ability (first offered by ACC to the Committee in November 2014) to send both monthly* and quarterly** newsletter communications directly to all Committee members. These communications provide members with information on new resources, upcoming events and webcasts, monthly meetings and Quick Hits, and SLD initiatives.

* See Attachment 2 for sample of monthly email to members.
** See sample quarterly newsletter here.

(Note: SLD is happy to provide additional samples of the SLD monthly email or quarterly newsletter upon request of the judging committee. For purposes of page economy, only one sample or hyperlink is provided herein.)

2. Increase Member Participation
The value and effectiveness of any committee relies heavily on the contributions and participation of its members. SLD, with the help of ACC staff, provided multiple avenues this year for members to provide feedback with respect to areas of interest and also to participate in launching new and innovative methods for discussion and collaboration among SLD members. In January 2015, multiple SLD leaders and the SLD liaison noticed a particularly active SLD eGroup thread regarding Contracting Processes. SLD solicited member feedback through the monthly email, quarterly newsletter, and monthly call requesting members to email the Committee leadership if they were interested in participating in a virtual roundtable to be conducted online (similar to a webcast) to further discuss issues and practices related to contracting processes. Fifty SLD members expressed interest and/or provided topics through eGroups and by direct emails to SLD. With the help of Victor Morales, SLD’s ACC Liaison, SLD held an online virtual roundtable at the end of January 2015. Panelists for the roundtable were recruited from the members expressing interest and 181 SLD members attended. As previously discussed, the lead panelist and roundtable moderator, Matthew Hitchcock (SLD Webpage Chair), compiled a summary document of the topics and discussion from the roundtable and added a list of ACC resources. The Contracting Processes Roundtable Summary is a currently available resource on the SLD Webpage for members to download.

With the success of this first Virtual Roundtable, SLD leadership has collaborated with ACC’s staff assigned to the CLO Club to develop topics specifically for CLOs and OLOs for future virtual roundtables and roundtables at the 2015 Annual Meeting. SLD highlighted the CLO Club in its March 2015 quarterly newsletter and was contacted by ACC staff to brainstorm ways to deliver resources and networking opportunities targeted at CLOs and OLOs in small law departments. Through the monthly call, monthly email, and June 2015 quarterly newsletter, the SLD Chair requested member feedback regarding interest in CLO-specific events and topics. Member submissions allowed SLD to develop a list of suggested topics for future virtual roundtables and the roundtables for SLD CLOs at the 2015 Annual Meeting. With the help of ACC staffer Paul Goatley, the SLD Chair emailed the topic list in survey format to SLD CLO and OLO members. Through the survey, members could rank the topics in order of interest and suggest other topics. The original survey and its results are provided in Attachment 6. The results of the survey have been directly used to create at least three Annual Meeting Roundtable topics for Small Law Department CLOs/OLOs. Additional surveys provided to members to solicit input are discussed further in Section IV – Conducting Membership Activities. SLD plans to hold at least one
more virtual roundtable in 2015 to address other topics listed in the CLO survey which may not be covered at the Annual Meeting due to time limitations.

3. Increase Online Resources for U.S. and International Members

This year SLD wanted to increase the number of webcasts covering topics relating to cross-border and international practice and to produce special programs about issues in high demand to meet the needs of our expanding SLD demographic.

Many of our programs focused on addressing the needs of SLD’s US and international members with domestic and cross-border practices. As discussed above, seven of the webcasts presented during the year highlighted legal issues arising while doing business in the US and five were specifically directed toward addressing EMEA issues. In addition, to welcome ACC’s new members from Australia (added by the joining of the Australia Corporate Lawyers Association with ACC) and to provide information on a topic rarely covered in ACC webcasts, SLD conceived the idea of a special webcast targeted at the ACLA members but containing content for U.S. members as well. SLD began coordinating with Meritas in April 2015 to have the webcast presented by a Meritas member firm in Australia. The webcast is scheduled to be held in September 2015. It will include a comparison of Australian and US law on various issues and provide a brief summary of the SLD Committee to our new Australian members. This special event directly addresses an ACC strategic goal for more international member resources and programs.

We also presented two very unique programs in response to high demand from our members: the Virtual Roundtable on Contracting Processes webcast (discussed in detail above) which was developed and sponsored solely by the SLD Committee specifically in response to a surge in activity on SLD’s eGroups and the Ethical Issues for US In-house Counsel to Consider in 2015 webcast which was presented as a follow up program to the wildly successful Special Ethics Issues for In-house Counsel webcast in May 2014 but with new and updated material. Both programs had tremendously high attendance (181 and 156 attendees, respectively, plus additional archive viewings) and generated extremely positive reviews. We appreciate the assistance of Victor Morales, SLD’s ACC liaison, who was integral to helping SLD create and present these programs, and to making it possible for the Virtual Roundtable program to be conceived, prepared and presented in less than a month.

Section III – Creation of Resources (Reference Judging Criteria 2)

SLD members are unique from other Committees’ members in that many times they do not have the luxury of going down the hall to ask another attorney a question or the time and/or monetary resources to ask outside counsel to help with an issue. Instead, our members rely on other resources, making ACC and SLD resources and networking opportunities a vital part of their practice. As such, it is imperative that SLD provide resources that meet our members’ needs. We were able to accomplish this goal by providing a robust library of high quality resources on a wide variety of topics—exactly what the SLD member needs to successfully navigate their daily practice.

A. Creating Quality Programming and Resources – the Pursuit of Feedback

To ensure the creation of quality programming and resources, SLD’s Leadership Succession Plan is more extensive than the plans of other committees and has a five year leadership progression. Individuals who have been active in non-succession leadership positions and/or shown exceptional leadership and organizational abilities in their participation in Committee activities are chosen by the SLD Committee Chair to become the Vice Chair of Annual Meeting Programs. The next year the individual advances to be the Chair of Annual Meeting Programs and subsequently advances to Secretary (with a confirmation vote by Committee members), Committee Vice Chair, and finally to the Committee Chair.
Succession Plan leverages the knowledge, skills and experience gained by these individuals in each year of their progression to ensure that SLD continues to create excellent programming and resources for SLD members, SLD Leaders with better leadership skills, and more effective and efficient Committee operations.

We supplemented this core operational philosophy with various techniques to collect up to the minute information from SLD members, SLD Leaders, ACC and our Sponsor, Meritas, to ensure that programs and resources produced each year meet the current needs of our members. During this award year we:

- Continually solicited input for feedback, resources, and programs from members via monthly emails, quarterly newsletters, and on monthly calls where new members are asked to email sld@acc.com for more resources and information.
  - Members have enthusiastically responded, especially with respect to the Contracting Processes Virtual Roundtable and the topic solicitation for CLOs and OLOs.
- Used eGroups to understand our members’ needs, produce topical programs and resources of relevance, and increase member involvement. The eGroup Chair periodically asked members for common issues they faced and communicated the responses to other Committee resource chairs who could incorporate these needs into their respective programs and resources (i.e. Webcasts, Quick Hits, InfoPaks, and Docket articles).
  - One particularly successful example of this was the Virtual Roundtable on Contracting Processes webcast created in direct response to the surge in activity on SLD’s eGroups of members wanting to know more about contracting processes (as discussed above). Another good example was the solicitation for Annual Meeting programs posted on eGroups which resulted in many quality program suggestions from SLD members both for Annual Meeting programs and other programs (see further discussion above and below).
- Executed three surveys this year: a written survey completed by members at the Annual Meeting; an online survey for members to vote on Annual Meeting topics; and an online survey for CLOs/OLOs to determine topics for the 2015 Annual Meeting CLO roundtable discussions.
- Considered programs and resources from other ACC committees and non-ACC sources (including leveraging Leadership members’ participation in other ACC committees and other organizations) to determine topical issues.
- SLD leaders held a separate meeting with Meritas staff at the 2014 Annual Meeting to brainstorm ideas and plan goals for the 2014-2015 year.
- Worked with ACC to create special programs to address ACC initiatives during the year including Annual Meeting Roundtables for SLD CLOs and creating a webcast for new Australian members added due to ACLA and ACC merger (see further discussion above and below).

**B. Programming – ACC Meetings**

1. **2014 Annual Meeting Programs**

   We solicited 6,000 SLD members through eGroups to respond to a survey requesting program topics for the 2014 Annual Meeting. To encourage quality submissions, instructions with submission criteria were provided. Members meeting the criteria were entered in a drawing for the opportunity to win a $100 Amazon gift card sponsored by the SLD Program Chair. This approach yielded 38 quality topics. SLD’s Executive Committee narrowed the list to the ACC-permitted eight programs and submitted them for selection for the Annual Meeting. Six of these were selected by ACC for inclusion in the Annual Meeting program. SLD co-sponsored two of these programs with the International Law Committee. In addition, SLD provided at least one panelist for each co-sponsored panel, and Meritas provided a panelist for one of the programs. Three of the programs were in the top 25 most popular programs attended. These
programs were valuable resources for SLD members, and all ACC members, who attended the Annual Meeting, and for those who weren’t able to attend but were later able to access these resources on ACC’s website.

In addition, members of SLD’s Leadership Team continued the practice of attending each SLD-sponsored program at the Annual Meeting to evaluate the content and panelists to ensure quality programming and to search for potential new leaders.

2. 2015 Annual Meeting Programs
Planning for SLD programs for the 2015 Annual Meeting also took place during the award period. Shortly after the 2014 Annual Meeting, SLD solicited ideas for programs for the 2015 Annual Meeting from our members via eGroups, a request in the monthly newsletter, and an announcement during the monthly meeting. In addition, an opportunity to win an Amazon gift card was again offered as an incentive to provide quality program ideas. See Attachment 7 for a copy of the online survey posted to solicit topics. We received 100 ideas which we narrowed down to 38 submission-ready descriptions, and then chose nine which were submitted in accordance with ACC’s limit on the number of programs that SLD could submit. ACC accepted six of these programs for inclusion in the 2015 Annual Meeting. SLD is co-sponsoring two programs (When Common Law Isn’t So Common with the International Legal Affairs Committee and Real Estate Leasing Agreements Primer with the Real Estate Committee) and is providing at least one panel member for each program. In addition, two panels will include members from our sponsor, Meritas.

3. 2015 Advanced Compliance Education Summit (ACES)
In August 2014, ACC notified the committees that it would be holding an inaugural ethics and compliance conference (ACES – Advanced Compliance Education Summit) in April 2015 and requested committee topic submissions within a month of the notification. Twelve topics were solicited and four were submitted to ACC. ACC selected one topic from SLD and the SLD Programs Chair (Sherie Edwards) acted as Program Organizer and staffed the faculty for the program by January 2015. According to metrics provided by ACC, the SLD topic session received “very high satisfaction” ratings by over 60% of those attending with no members stating dissatisfaction.

4. 2016 Mid-Year Program
In response to an ACC request for interactive programming topics for a new Mid-Year Meeting to be held in April 2016, SLD published the following announcement in its June 2015 monthly email:

CALL FOR TOPIC/PRESENTATION IDEAS
ACC will be hosting a Mid-Year Meeting in April 2016 that offers intensive and advanced education for senior in-house counsel. After receiving feedback from members over the last few years regarding the fall Annual Meeting, ACC is providing a day and a half, three-track, mid-year conference to specifically address advanced programs for corporate counsel. The three program tracks include the following:

• Contracts Practice (Managing Risk, Driving Efficiencies and Sharpening Contracting Skills);
• Corporate Governance; and
• Financial Industry Compliance & Data Management.

ACC has specifically requested from interested committees program ideas for interactive 2-hour sessions to be held during the conference. All program idea submissions should incorporate a high degree of audience engagement and participation. Any interactive presentation format ideas are welcome. Successful types of audience engagement tactics employed at past ACC events include hands-on workshops, facilitated roundtable discussions, hypothetical scenarios with group work, mock trials/role playing activities, skits, quizzes/game
shows, and sophisticated polling (e.g., “choose your own adventure”-style sessions). ACC will make audience response systems available for use and is open to incorporating other types of technology to help facilitate an interesting and engaging presentation for attendees.

SLD in interested in ANY topic ideas or programs you may have for topics you want to present or topics/programs you want to be addressed at this Mid-Year Conference. If you are interested in submitting an idea, please email the following information to sld@acc.com: Name, Company, Email, Phone, Topic Title & 3-5 sentence description of your idea and which track listed above that it addresses.

Please keep in mind that ACC is only interested in ADVANCED type programs so these programs should be geared toward in-house counsel practicing for at least three years in-house and potentially at least 5-10 years as an attorney.

All topic recommendations should be submitted to SLD no later than 19 June 2015.

SLD anticipates submitting at least two topic suggestions for the 2016 Mid-Year Meeting.

C. Programming – Legal Quick Hits

To provide extra value to SLD members during our monthly meeting calls, SLD provided a 20-30 minute Quick Hit during each meeting. The Vice Chair works with Meritas and its member firms as well as other firms to select and schedule the Quick Hit programs. The Quick Hits were presented by lawyers from across the world on topics identified as relevant to attorneys in small law departments, ranked on surveys as an important offering of SLD, frequently requested by members, or were current “hot topics.” During this award year, SLD included program content with an international focus to address the needs of members with cross-border operations and our international constituency. The Quick Hits were recorded and archived, together with accompanying materials, on the SLD webpage to provide resources for SLD members unable to attend the call and other ACC members. We included information and registration links for upcoming Quick Hits in the monthly emails, quarterly newsletters, and on eGroups. In addition to providing the Quick Hit content, each Quick Hit sponsor also generously provided a prize worth at least $250 which was awarded to one SLD member in a random drawing from all of the SLD members attending the call and registered for the Quick Hit. The 12 Quick Hits presented during this award year included the following:

- **What an In House Lawyer Needs to Know About Investigations into Discrimination/Harassment Claims and How to Defend Them** in June 2014
- **How An I-9 Self Audit Will Save You Money** in July 2014
- **Sinkhole: How Unlicensed Software Can Swallow Your Business** in August 2014
- **Employing Foreign Workers: What US Companies and Counsel Need to Know** in September 2014
- **Legal and Practical Considerations for Running Online Sweepstakes and Contests** in November 2014
- **Social Media In the Workplace and Why All Employers Should Care** in December 2014
- **US Environmental Protection Agency (EPA) Inspections — What to Do When The EPA Shows Up** in January 2015
- **Crowdfunding Basics for Small US Companies** in February 2015
- **Analyzing the Outcome of the US Supreme Court's 2014 Pre-Employment Trend** in March 2015
- **Top 10 Considerations When Negotiating an Office and Retail Lease in the US; Frequent Pitfalls and Hidden Gems for Maximizing Business Opportunities** in April 2015
- **Import Compliance: High Percentage Problem Areas** in May 2015
- **US Export Compliance: The Absolute Essentials** in June 2015
NOTE: Attendance numbers for these programs are included in the nomination table on pages 1-4. To maximize the advance notice provided to SLD members of upcoming programs, the Vice Chair works to schedule the Quick Hits as far in advance as possible. As of the submission of this nomination package, the Vice Chair has already finalized and scheduled Quick Hit presentations up to January 2016.

D. Programming – Webcasts

With the help of our Sponsor, Meritas, and other sources, SLD developed seven webcasts this year. This included additional webcasts from Meritas beyond what they were contractually required to provide, webcasts created with other sources, and a special virtual roundtable webcast sponsored by SLD. These programs included:

- Hot Topics in Small Business US Government Contracting on December 3, 2014
- Virtual Roundtable on Contracting Processes on January 29, 2015
- Ethical Issues for US In-house Counsel to Consider in 2015 on February 19, 2015
- Drafting Dispute Resolution Clauses From a Litigator’s Perspective in the United States on March 31, 2015
- Employee Stock Ownership Plan: Is It the Right Fit for Our Company in the United States on April 30, 2015
- Product Related Claims and Recalls in the United States on June 9, 2015

These webcasts included two very unique programs. The Virtual Roundtable on Contracting Processes webcast on January 29, 2015 was developed and sponsored solely by the SLD Committee specifically in response to a surge in activity on our eGroups of members wanting to know more about contracting processes as discussed above. This program had an amazing 181 attendees. A six page summary of the discussion was posted on the SLD Committee page on ACC’s website and is another resource available to all ACC members. Thanks to the stellar assistance of Victor Morales, SLD’s liaison with ACC, we were able to conceive, prepare and present this webcast in less than a month. The Ethical Issues for US In-house Counsel to Consider in 2015 webinar on February 19, 2015 was presented as a follow up program to the wildly successful Special Ethics Issues for In-house Counsel webinar in May 2014 with new and updated material (NOT a repeat program) and had a remarkable 156 attendees, many of whom obtained Ethics CLE credit. Victor Morales (SLD’s Liaison) provided not only extraordinary support but was instrumental in conceiving and realizing the vision for this 2015 Part II Ethics Webcast as a follow up to the Ethics Webcast presented in 2014.

SLD and Meritas also hosted a number of webcasts for EMEA members and SLD and ACC members with practices that reach into the EMEA geographic area. These webcasts demonstrate SLD’s increased emphasis on our commitment to international members, for whom we are trying to provide more relevant resources, and to US members with cross-border practices. These programs included:

- A General Overview of TUPE Regulations on June 11, 2014
- Considerations for Strategic Investors When Investing in Early / Late Stage Companies on September 17, 2014
- Safe Harbour and Transfer of Data in Third Countries: Legal Framework on January 22, 2015
- The Big Picture: A Global View of Diversity and Inclusion Programs on March 26, 2015
- Recent Developments and Trends with Employment Law in Europe on June 18, 2015
As previously discussed under Item 3 of the top three accomplishments (page 5), SLD has taken the initiative to present a special webcast to welcome new members joining ACC as a result of the addition of the Australia Corporate Lawyers Association to the ACC family. The SLD Vice Chair and Webcast Chair have already held telecons with the Meritas member firm in Australia to plan the program which will be a comparison of U.S. and Australian law. The “Welcome” webcast is currently scheduled for September 2015 to provide ACC and SLD sufficient time to market the event to members.

E. InfoPAKs

Meritas produced various InfoPaks in the years prior to this award year but chose to focus this year on developing additional webcasts and Top 10 resources instead. However, ACC afforded SLD the opportunity to work with a new sponsor (Arent Fox) on a new InfoPAK entitled “Advanced Contract Negotiations.” Five members of the leadership team reviewed the initial outline for the proposed InfoPAK in December 2014 and provided feedback to ACC staff. In June 2015, four members of the leadership team reviewed and edited the first full draft of the InfoPAK. Additionally, the SLD Chair had a phone conference with ACC staff to provide additional input for publication and marketing of the finalized InfoPAK.

F. Docket, Top Ten and Quick Counsel

1. Virtual Library Contributions: Sample documents are important to a lawyer in a small law department. Our Sponsor, Meritas, provided a Contract Review and Approval Form in February of 2015 but focused this award year on providing additional quality webcasts, Quick Hits and Top 10 resources.

2. Docket Articles: SLD continues to appreciate the significance of this resource by having a dedicated position on its Leadership Team to manage submissions and by the continued submission of articles and columns by SLD members to the Docket. Our Docket/Top 10 Chair worked hard to make sure SLD provided an abundance of Docket articles and columns in 2014-2015. Articles and columns submitted by SLD members and our Sponsor, Meritas, this award year included:

- Common Pitfalls of Export Compliance by *Katia Bloom and Julie Gibbs (Jul/Aug 2014)
- Small Law: Winging It by Maryrose Delahunty (Jul/Aug 2014 issue)
- The Chief Opportunity Counsel – How to Increase Your Value Through Participation in Strategic Business Conversations by *Charles H. Veigel (Jul/Aug 2014)
- Small Law Column - A Grand Approach to In-house Practice by *Anil Adyanthaya (Sep 2014)
- Cybersecurity and Medical Devices: Reality Bytes by *K. Royal and Gretchen A. Ramos (Oct 2014)
- Small Law Column – A REAL Apology by *Maryrose Delahunty (Oct 2014)
- A New Frontier: Successfully Navigating the Pitfalls and Paradigms of Cross-Border Mergers and Acquisitions by *Jeff Levinson, Nicole Nguyen and Matthew Gemello (Oct 2014)
- Secure Your Mark First, Then Help Others by *Sherie Edwards (Nov 2014 issue)
- Small Law Column – Building Your Own Memorial by *Anil Adyanthaya (Nov 2014)
- More Than Your Average Lawyer: Developing Executive Presence by *Kathryn K. Mlsna and Amy D. Cline (Dec 2014 issue)
- Small Law Column – It’s All About Relationships by *Maryrose Delahunty (Dec 2014)
- A Lean Approach to Evaluating and Addressing Export Compliance Issues in M&A Transactions by *Kasey Ingram and **Brian W. Walsh (Jan/Feb 2015 issue)
- Mind Your Ethics: Professional Conduct for the In-house Lawyer by Nicole B. Guerin and **John M. “Jack” Tanner (Jan/Feb 2015 issue)
Small Law – So, You’re Not a Computer Person? by *Jeffrey Wheeler (Jan/Feb 2015 issue)
Day in the Life Column by *Ilse De Loof (Jan/Feb 2015 issue)
Tips & Insights Column by *Ward Sykes (Jan/Feb 2015 issue)
Sign Here: Electronic Signatures and the In-house Counsel by *Rachel Stoermer (March 2015 issue)
Small Law Column – Was That All You Wanted? *Maryrose Delahunty (March 2015)
Gambling for a Cause: The Rise of the 50/50 Charitable Raffle in Pro Sports by *Ellen M. Zavian and Dawn Crowell Murphy (March 2015 issue)
The ‘R’ In Inherited IRA Does Not Stand For Retirement — The Implications of the US Supreme Court’s Clark Decision by *Kristen Chittenden, **Dana B. Perry, and **Jeffrey W. Maddux (April 2015 issue)
Small Law: Communication Breakdown by *Jeffrey Wheeler (April 2015 issue)
Meeting in the Middle: The Advantages of Commercial Arbitration by *Charles Veigel (May 2015 issue)
Small Law: Oh Great, the Lawyer’s Here! by *Jeffrey Wheeler (June 2015 issue)
Lead the Way Column by *Whitnie Wiley (every issue)

NOTE: One Asterisk (*) before a name above denotes an SLD member. Two asterisks (**) denote a member of a Meritas member firm co-authored the article.

3. Top 10, Quick Counsel, and Wisdom of the Crowd: The following quick review resources were also provided by SLD:

Top 10 Do’s and Don’ts for Managing Employee Social Media Use
Top 10 Things to Know About Advertising through Social Media
Top 10 IP Concerns When Working With Independent Contractors
Top 10 Things In-House Lawyers Need to Know about Ethics

Wisdom of the Crowd: Corporate Document Requests From a Russian Entity
Wisdom of the Crowd: Hiring Foreign Contractors in the US
Wisdom of the Crowd: Unilateral Termination Default Clauses

G. Webpage

Our Webpage Chair, Matthew Hitchcock, worked with ACC to revise SLD’s webpage to improve the design and readability of the webpage. As a result of these efforts, plus the addition of information about, and links to, recent programs (such as a summary of the Virtual Roundtable on Contracting Processes webcast) and recently published resources, the webpage has become more useful to members. In addition, the Meritas landing page, originally developed in 2012 as a special service to SLD members, was improved to make it easier for members to get additional resources and to request 30 minutes of free advice each year, a valuable benefit available only to SLD members. Meritas and SLD work
collaboratively to keep the resource list on the Meritas site for SLD members up to date with the most recently added resources.

H. SLD Leadership Activities

SLD leaders actively participate in ACC special committees/boards. For example, Jeff Wheeler served on the Advisory Board for Annual Meeting Programs. Other leadership activities for both ACC national are listed below along with additional SLD leader involvement in their local Chapters.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Delahunty, Chair</td>
<td>Regular Docket Columnist for Small Law Column; Docket Advisory Board; Attends local Chapter CLEs</td>
</tr>
<tr>
<td>Melissa Alexander, Vice Chair</td>
<td>Active in SoCal Chapter including being a former 2 term member of the Board of Directors and a Director Emeritus.</td>
</tr>
<tr>
<td>Jeff Wheeler, Secretary</td>
<td>Regular Docket Columnist for Small Law Column; Cofounder, former President, and current Board of Directors member of the South Carolina Chapter.</td>
</tr>
<tr>
<td>Sherie Edwards, Programs Chair</td>
<td>Member of the ACC Law Firm Data Security Task Force; on Board of Directors of Tennessee Chapter.</td>
</tr>
<tr>
<td>Assunta Rossi, eGroups</td>
<td>Member of ACC Northeast Ohio Chapter and Secretary and Chair of Chapter’s Sponsorship Committee</td>
</tr>
<tr>
<td>Elyse Beidner, Docket/Top 10</td>
<td>Active in New Jersey chapter.</td>
</tr>
<tr>
<td>Kristen Chittenden, Webcasts</td>
<td>Active in West Coast Florida Chapter</td>
</tr>
<tr>
<td>Matthew Hitchcock, Webpage</td>
<td>Secretary, Communications Chair, and Publicity Committee Chair for the West Coast Florida Chapter.</td>
</tr>
<tr>
<td>Todd Silberman, Social Co-Chair</td>
<td>Former Docket Columnist, Currently on Docket Advisory Board; former Chair of SLD, former President of South/ Central Texas Chapter and other officer positions in both.</td>
</tr>
</tbody>
</table>

Section IV – Conducting Membership Activities (Reference Judging Criteria 3)

A. Overview of Membership Goals for 2014-2015

With respect to SLD membership activities, SLD Leadership’s focus this year was on member communications and engaging existing members. Although an ongoing goal to increase SLD membership remains, SLD’s strategy this year centered on increasing communication to members thereby increasing interest and participation. The philosophy behind this is that engaged members will participate more actively and will encourage the participation of new members. This idea has helped to recruit members to SLD Leadership and allowed the Committee to plan succession up to five years in advance. The current SLD Committee Chair was recruited by SLD Leadership at her first Annual Meeting in 2010 and has remained not only engaged but motivated to recruit similar leaders to maintain a strong succession plan. Other SLD Leaders are, and have been, active at various levels of ACC (see description above in the previous section).

The subsections below discuss various avenues and activities used by the SLD Committee to meet the four criteria listed under Judging Criteria 3 which include the following: retain current members; recruit new members; increase member involvement; and identify members’ needs

B. Membership Activities

1. **Monthly meetings:** SLD continued to streamline its monthly meetings, making them more useful to members. Organizational matters managed by Committee Leaders were handled during separate Leadership calls and communications (See Section I above and Attachment 4) leaving more time...
during the monthly meetings to focus on information of interest to members at large, to offer them more opportunities for participation, and to enable SLD to increase the length of our Quick Hits by 5-10 minutes. In addition, we posted agendas and minutes on eGroups and began sending out Outlook calendar invitations a few days in advance of the meetings so members could incorporate into their calendars a convenient reminder with the call in information and links to the agenda. With ACC’s assistance we developed a simplified and efficient method to take attendance by using the web registration check-ins for the Quick Hit. This also simplified our ability to choose the Quick Hit prize winner during each call. And as an additional incentive to attend the monthly meeting, sponsors of each Quick Hit program offered a prize worth approximately $250 to one lucky winner of a drawing held from meeting attendees who attended the entire meeting and were logged in to the Quick Hit webcast. In addition, our ACC liaison, Victor Morales, was an important part of the meetings, sharing information about ACC events and initiatives with members, answering questions, and helping to make the Quick Hit prize process run smoothly. During the call, members new to the call and/or new to SLD were asked to submit an email to sld@acc.com (address provided by ACC) and the Chair or another Committee member followed up the email with a “welcome” email response (see Attachment 3).

2. **Webcasts:** SLD presented 12 webcasts during the award year to provide opportunities for SLD members to take advantage of the one of SLD’s most useful resources. To encourage international members to make more frequent use of SLD resources, the webcasts addressed issues in US and international law of interest to members located outside the US and those with cross-border practices. Details of the webcasts are described above.

3. **2014 Annual Meeting:** SLD sponsored six programs at the 2014 Annual Meeting, each of which included SLD members as panelists. In addition, we conducted our regular monthly meeting on site allowing members to meet other members who they may only have talked to previously. Together with Meritas, we also sponsored a committee business luncheon, an evening social function, and the HobNob event (discussed below) which further encouraged member participation, involvement, and social and professional networking.

4. **2014 Annual Meeting Hobnob:** SLD sponsored the Ninth Annual Hobnob at the Haunted Mortuary at the 2014 Annual Meeting. The event was a huge success with tickets selling out in 4 days and a wait list of over 100. There were five major sponsors for the event, three of whom have now been sponsoring Hobnob for multiple years, with Meritas sponsoring the event from the beginning and another sponsor sponsoring it for seven years. Attendees took home gift bags, including a cookbook personally autographed by Emeril, and raved about the event throughout the Annual Meeting. SLD views the Hobnob at the Annual Meeting as a key event to identifying potential future Committee leaders and to provide new and existing members of SLD with an opportunity to learn more about the Committee in a personal and informal setting.

5. **2015 Annual Meeting:** Planning for SLD programs for the 2015 Annual Meeting also took place during the award period. At the SLD Luncheon during the Annual Meeting, members were provided with a survey to submit ideas and express interest in committee events (see copy of survey in Attachment 8). Shortly after the 2014 Annual Meeting, SLD solicited ideas for programs for the 2015 Annual Meeting from our members through an online survey (see Attachment 7), advertised through eGroups, the Committee Webpage, the November and December Monthly Emails, and the December 2015 Quarterly Newsletter to ensure that the 2015 Annual Meeting would include programs of interest to SLD members. ACC accepted six of those programs for the 2015 Annual Meeting and each program, including the two co-sponsored programs, has SLD member panelists. Other plans for the 2015 Annual Meeting include conducting our regular monthly meeting on site, sponsoring another evening party with Meritas, and continuing the popular HobNob event.
6. **ACC Advanced Compliance Education Summit (ACES):** As previously discussed in detail in Section III(B)(3) above, SLD solicited topics and speakers for the 2015 ACES Meeting from its members. ACC selected one topic which was staffed by SLD’s Program Chair.

7. **Member Surveys:** In addition to the solicitation for ideas and program topics discussed under Item 5 above, SLD also solicited member input for the Contracting Processes Virtual Roundtable discussed in detail on pages 5 and 13 and the CLO Survey discussed on pages 5 and 8 and provided in Attachment 6. These surveys afforded members the opportunity to communicate their needs and preferences for programming.

8. **Committee Awards to Members:** The SLD Committee presented two awards to Committee members at the 2014 Annual Meeting. The first award for SLD Committee “Member of the Year” was presented to Jeff Wheeler for his hard work in putting together the slate of SLD Annual Meeting Programs and Speakers. Todd Silberman received a Special Appreciation Award for numerous contributions to the SLD Committee including nine years of coordinating the Annual Meeting SLD Hobnob.

9. **Pop Ups and Other Chapter Involved Activities:** In August 2014, SLD and the Chicago Chapter sponsored a Pop Up lunch which was very successful. The gathering was limited to the first 12 members who responded. Nine members from various industries attended and the topics discussed included contract management, obstacles faced by small law departments, and best practices for keeping books. The Chicago Chapter graciously covered the cost of the event. On-site feedback at the event was very positive. The SLD Chair at that time (David Gilmartin) stated that members thought that 10-15 attendees was probably an optimum number for exchange of ideas and networking.

   Another SLD Chapter-sponsored event occurred in Austin, TX in May 2015 and was entitled the “ACC Austin 2015 Small Law Business Fair.” The event targeted in-house counsel with small law departments and generalists in larger departments. The program focused on providing strategies and advice on how to provide the best representation of our companies while managing a small budget. The event was conceived of and promoted by Tanya Avila (SLD and Austin Chapter member). Four outside counsel panelists presented at the Business Fair. The following link to the program’s information page was still active as of the submission of this application:

   http://events.r20.constantcontact.com/register/event?oeidk=a07eavyw23sc0b00f3a&llr=zslqn9eab

   According to Ms. Avila, the member feedback for the Business Fair has been positive and the Chapter has already received requests for similar events from new members who are just learning about ACC. Sixteen members attended the event and it evolved into a roundtable conversation after the initial presentation was complete.

   In addition, planning has commenced for a local event for SLD members to be held in Southern California in the Fall of 2015.

10. **Welcome Campaign to all New Members:** Welcome emails were sent out to each new SLD member beginning in March 2015 that included information about the benefits of Committee membership, easy instructions on how to sign up for the eGroup, and quotes from current members on the benefits of SLD (see Attachment 3).

11. **Monthly Emails and Quarterly Newsletters:** SLD took advantage of ACC’s offer to provide committees with the ability to send out monthly emails and quarterly newsletters to their members. According to ACC, SLD is currently the only Committee that sends out BOTH regular monthly email updates and quarterly newsletters. Member response to receiving more frequent
communications from the SLD Committee has been very positive. Here are some comments from our members in response to a request for feedback on the Committee’s communications this year:

Comment A:
“I think the reminder email about the upcoming monthly call and what's going on in SLD that month was much needed and is a huge bonus. The quick little update capsule of info I get is just what I need to remind me to attend the SLD call and that there is a lot of stuff going on at ACC-SLD! By the very nature of my job, I have to log on to several websites every day and sometimes, I don't want to log into another and I miss some ACC news. So an email reminding me what is going on is a huge help and it got me back on the monthly call.

I really appreciate the positive energy and the message of welcome on the monthly SLD calls. It can be hard feeling a part of the call of this type but I think SLD is doing a great job making everyone feel included. I think the numbers on the calls reflect that.”

Comment B:
“I always enjoy the daily email/web forum for sharing questions and information; an invaluable too. Similarly, I find the monthly quick hits and telephone meeting helpful, when I am able to attend. I look forward to the Small Law Hobnob (hopefully haven't missed sign up!).

Notable this year is the improved email communications as far as timeliness and content”

12. Expansion of Chapter Liaisons: This past year we continued to recruit for and expand the Chapter Liaison program. We now have 26 of 54 Chapters represented. We have also held informational meetings for liaisons, and continue to provide points of contact, templates and ideas to them – all to get chapters to better understand SLD resources and increase SLD membership among their members. Members who have volunteered to be liaisons have expressed interest in promoting membership in SLD to their chapter members.

13. Creation of new SLD Leadership Position: SLD added a new position of Newsletter Chair to its Leadership Team to manage the quarterly newsletters SLD now sends to its members to ensure that the Committee produces interesting, useful, and comprehensive newsletters of exceptional quality.

14. Update of SLD Webpage and Meritas Landing Page: As mentioned above, our Webpage Chair worked with the ACC liaison to revise SLD’s webpage content. ACC has currently initiated a major website overhaul and the SLD Webpage Chair is coordinating with ACC personnel to update the design and readability of SLD’s webpage.

Although Section IV above is intended to specifically address the Committee’s activities with respect to member engagement and communication, it should be noted that examples of SLD’s efforts toward improving the quality of committee attention to members can be found throughout every section of this nomination form. SLD leadership could not have executed these activities without the input and overwhelming support of ACC staff members who went above and beyond this year to increase the value of ACC, and specifically SLD, membership to the more than 6,000 SLD Committee members. The third and equally valuable contributor to the success of the Committee this year is our ever faithful and generous sponsor, Meritas, whose extensive contributions are discussed in the following Section V.

Section V – Using Sponsorship Effectively (Reference Judging Criteria 4)

SLD’s partnership with our Sponsor, Meritas, is invaluable to our success and we are very fortunate to be able to work with a sponsor that is so engaged and willing to meet and exceed the needs of our members. Meritas
has sponsored SLD since 1999 and has been SLD’s ONLY sponsor, proving the value of this partnership to SLD, Meritas and ACC. Our partnership with Meritas over the years has been instrumental in providing quality services to our members including great networking opportunities at the Annual Meeting (the SLD Hobnob, luncheon meeting, and evening social event) and excellent educational resources. SLD Leadership stays engaged with Meritas through the following methods:

1. **SLD/Meritas Annual Summit –October 2014:** Members of SLD Leadership and Meritas’ staff met at the 2014 ACC Annual Meeting to brainstorm ideas, understand each other’s goals and create a working plan governed by mutual goals. The agenda was as follows:
   
   1) Review of existing three-year plan originally established in 2012 and past year activities
   2) Review of ACC events for 2014-2015 and opportunities for Meritas’ participation
   3) Brainstorming session to develop short and long term goals for the year

2. **2014 Annual Meeting**
   
   Meritas provided a panelist for one of the Annual Meeting programs, *International Government Contracting for the Small Law Department*.

3. **2015 Annual Meeting**
   
   Following the success of the drawing in providing quality Annual Meeting program suggestions in 2014, we continued to offer the drawing, this time with Meritas sponsoring the $100 Amazon gift card. The second time around we received 100 submissions. In addition, Meritas will be providing panelists for two programs: *Real Estate Leasing Agreements Primer* and *Successfully Integrating a Newly Acquired Company*.

4. **Additional Webcast and Quick Hit Programming:** In addition to the Webcast and Quick Hit programs Meritas was contractually required to provide, Meritas presented several additional Webcasts and Quick Hits. SLD’s sponsor provided 10 of the 12 Quick Hits presented by SLD during the year and seven of the 12 webcasts (including three of the five EMEA webcasts) presented during the year. In addition, we are in the planning stages with an Australian Meritas firm for the Australia webcast discussed above to be held in the Fall of 2015. The exceptional resources and time commitment required to present such a large number of quality webcasts and Quick Hits in one year indicates the value of our partnership to both SLD and Meritas. We are proud, and appreciative, that they have stepped up to provide such a substantial amount of additional quality programming for our members.

5. **Meritas Support of SLD Leadership and SLD Initiatives:** Even though Meritas is a non-profit organization, Meritas and its member firms generously provide incentives and programming to encourage SLD member participation. The list of Meritas-sponsored events and incentives includes the following:

- Hosted breakfast planning meeting for SLD Committee Leadership at 2014 Annual Meeting.
- Provided t-shirts designed by the ACC Chair and approved by ACC for SLD Leadership Team members for 2014-2015.
- Provided $100 Amazon gift card for drawing of winner for 2015 Annual Meeting topic submissions.
- Provided $250 prizes for the drawings for each Quick Hit sponsored and presented by a Meritas Firm.
- Worked with the SLD Chair to plan sponsorship and details of 2014 and 2015 Annual Meetings SLD Committee evening networking event
- Worked with the SLD Social Chairs to sponsor and coordinate HobNob for the 2014 and 2015 Annual Meetings
- Worked with the incoming SLD Chair to provide a recognition gift to the outgoing SLD Chair

Meritas personnel, specifically Kim Heinrich, are always ready and willing to explore new ways of delivering valuable resources to SLD members. Ms. Heinrich coordinates on a regular basis by email and phone with numerous members of SLD’s Leadership team. In response, SLD Leadership makes every
effort to reciprocate by educating SLD members of Meritas’ resources, especially the global network of legal firms spanning multiple areas of expertise. On a regular basis, SLD leadership connects inquiring members with Meritas and its firms to help SLD members satisfy their outside counsel needs. Below is just one email chain example of the way SLD connects its sponsor to its members:

From: SLD Member (name withheld for privacy reason but original can be provided upon request)
Sent: Friday, June 19, 2015 4:05 PM
To: Mary Delahunty
Cc: ‘Kim Heinrich’
Subject: RE: Small Law Departments : Employment lawyer in Vancouver referral request

Thanks Mary!

From: Mary Delahunty [mailto:mdelahunty@invocon.com]
Sent: Friday, June 19, 2015 12:49 PM
To: SLD Member
Cc: ‘Kim Heinrich’
Subject: Small Law Departments : Employment lawyer in Vancouver referral request

SLD Member - Our Meritas representative for SLD members is Kim Heinrich. I have copied her on this email and provided her information below:

Kim Heinrich | MERITAS | DIRECTOR OF GLOBAL MARKETING
phone +1-612 604-0083 | fax +1-612 337-5783; Email: kheinrich@meritas.org

Kim – See the email chain below. I will let [SLD Member] contact you to further elaborate on his needs.

Cheers and have a great weekend!

Mary Delahunty
VP & General Counsel, Invocon, Inc.
Email: mdelahunty@Invocon.com; Ph: 281-292-9903

From: SLD Member
Sent: Friday, June 19, 2015 2:41 PM
To: mdelahunty@invocon.com
Subject: RE: Small Law Departments : Employment lawyer in Vancouver

Hi Mary. I am the anonymous poster. Yes, please put me in touch with the Meritas contact. Thank you for bringing that to my attention!

SLD Member
Associate General Counsel, Palo Alto, CA 94304

From: ACC Anonymous Posting [mailto:anonymousposting@acc.com]
Sent: Friday, June 19, 2015 11:57 AM
To: SLD Member
Subject: FW: Small Law Departments : Employment lawyer in Vancouver

On 6/19/15 9:06 AM, “Maryrose Delahunty via Association of Corporate Counsel” <Mail@ConnectedCommunity.org> wrote:
The following message has been sent to you in response to your eGroup message

Message From: Maryrose Delahunty

As you may or may not be aware, the sponsor for the Small Law Department Committee is Meritas, which is “an established nonprofit global alliance of independent, full-service law firms.” As the Chair for the Small Law Department Committee, I have met with Meritas at their HQ and met with many of the member firms who have to go through a period vetting process for quality and customer responsiveness to be and remain a member of Meritas. Also, as an SLD member, you receive 30 minutes of courtesy advice from any Meritas firm. Would you like me to put you in touch with our Meritas contact to obtain a firm and attorney reference?

Sincerely,
Mary Delahunty, SLD Committee Chair

The opinions expressed are the views of the author alone and should not be attributed to any other individual or entity and shall not constitute a legal opinion.
Original Message:
Sent: 06-17-2015 15:11
From: Anonymous Posting
Subject: Employment lawyer in Vancouver

This message has been cross posted to the following eGroups: Small Law Departments and Employment & Labor Law.

Below is an anonymous request from a fellow ACC member. Please reply to the eGroup to keep the conversation going. If you would like to make your reply anonymous, reply to me and I will post your reply for you.

We are a US-based organization with 100+ employees in the US, and one employee who works from home in Vancouver. I would appreciate referrals for a lawyer who could advise about legal obligations, under federal or provincial law, of an employer laying off an employee. We have a severance/retention/release package that has been vetted under US and state law, and want to know whether we can use it for our Vancouver-based employee.

Thanks.

6. Meritas Interaction with SLD Members: In addition to providing the SLD-specific web landing page on its web site, offering free 30 minutes of advice by a Meritas law firm to SLD members each year, sponsoring Annual Meeting events (including the sold out Ninth Annual Hob Nob at the Haunted Mortuary and an evening networking event and party), and providing a wealth of resources, Meritas invited former SLD Committee chairs and other members to a breakfast in conjunction with the 2014 Annual Meeting. Meritas also hosted an SLD Networking Breakfast at ACC Corporate Counsel University in May 2015. Seven SLD members attended the breakfast and provided feedback expressing their high regard for Meritas as sponsor and also expressing appreciation the networking opportunities provided by Meritas. Meritas also invited SLD members to Meritas webcasts on varying topics periodically throughout the award year. This type of partnership allows us to reach more SLD members to show them the benefits of their SLD and ACC membership.

7. Meritas’ Annual Meeting: Every year SLD’s Committee Chair attends Meritas’ Annual Meeting. This year the SLD Chair met with Meritas’ member firm representatives and informed them of sponsorship opportunities for member firms for SLD resources such as Quick Hits, Webcasts, Docket co-authoring, and SLD education and networking events. Attendance at this meeting afforded the SLD Chair an opportunity to meet and express SLD’s (and ACC’s) gratitude to many of the member firms and their attorneys who have provided Quick Hits, Webcasts, Top 10s, Quick Counsels; and who have collaborated on Docket Articles with SLD members. The SLD Chair also drafted a letter for Meritas to be sent out the member firms informing them of the numerous sponsorship opportunities for SLD member resources.

8. Landing Page from SLD Webpage: As part of the SLD webpage overhaul described above, the Meritas landing page was enhanced to provide SLD members with additional resources and the ability to request 30 minutes of free advice each year in a single click thus benefitting both SLD members and Meritas.

9. Nomination for Sponsor of the Year Award: Meritas was such an exceptional partner during this award year that SLD is nominating them again for the Committee Sponsor of the Year Award. We nominated them previously in 2006, 2012 and 2013 and they won the award in 2006 and in 2013.

Thank you for the opportunity to submit this application. If there are any questions or you need additional information, please feel free to contact the SLD Chair, Mary Delahunty (mdelahunty@invocon.com / (281) 210-1817).
ATTACHMENT 1: SLD STRATEGIC PLAN

In fulfilling the Committee’s mission and charter, the Committee Leadership proposes the following strategic goals and objectives for 2014-2015:

1. **Increase communication of resources and opportunities to members and solicit member feedback**

   In 2014, ACC informed committees of a new opportunity approved by ACC staff for a committee to be able to send a targeted email to all committee members once a month and to provide a quarterly newsletter. A beta version of this was rolled out with smaller committees originally but is to be expanded to the large committees Fall 2014. Given that a relatively low percentage of SLD members participate in eGroups, a more targeted approach with monthly and quarterly communications affords the Committee Leadership the opportunity to provide members information on committee events on a regularly basis. A separate membership leadership position will be established in 2014-2015 to draft the quarterly newsletter communication: Newsletter Chair. In 2014, this position along with the SLD Chair and other leaders will draft monthly and periodic publications which will include the following:
   - Information of upcoming committee events including meetings, webcasts, initiatives
   - Links to added resources including Docket articles, Top 10, and archived Quick Hits and Webcasts
   - Information on sponsor-offered resources and courtesy advice
   - Solicitation of members for participation in surveys, speaking panels, Docket articles and other opportunities for member participation
   - Solicitation of topic ideas for all SLD resources including the annual meeting

2. **Increase level of member participation in the Committee.**

   The higher level of participation a member has with the SLD, the more engaged they are in SLD and ACC and more likely to recruit others for membership. As the Committee with one of the largest number of eligible and current members, it is imperative the Committee find ways for members to have not one, but several opportunities to become engaged in Committee activities, thereby not only increasing satisfaction with the Committee, but ensuring succession for SLD Officer positions.

   To increase membership participation, the Small Law Department Chair along with SLD leaders subcommittee will work to actively drive this initiative, including:
   - Strengthen communications with current members to increase awareness of current and upcoming events/publications/programs.
   - Send email reminders to all new SLD members for monthly calls.
   - Send welcome email to members new to SLD and/or the monthly calls.
   - Actively recruit volunteers from membership as speakers for programs and authors of articles and other informational resources.
• Promote SLD’s Officer succession plan for those members interested in taking on a leadership role.
• Analyze membership survey from Annual Meeting to determine interests and talents of membership.
• Work to increase use of SLD website as a resource for committee members and further facilitate networking.
• Staff email address sld@acc.com and provide timely responses to member inquiries, questions and suggestions.
• Develop and implement member surveys to establish metrics and future initiatives on topics of interest to SLD members.

3. **Work with the ACC and Meritas to increase the number of quality educational programs and educational resources sponsored and/or delivered by the Committee.**

SLD members have a unique challenge in representing their clients. In-house lawyers with large law departments are generally more specialized. SLD lawyers have to know about a wide variety of subjects. SLD can provide a valuable service to lawyers in small law departments by offering quality programs that inform them about various subjects from the SLD perspective. Further, over 32% of ACC members are from law departments with 5 or fewer attorneys.

To increase the number of programs and educational resources to our membership, the Committee will do the following:

• Work with ACC to see an increase in the number of SLD sponsored programs accepted by ACC for the 2015 Annual Meeting and other ACC national meeting events.
• Work with ACC to develop innovative programs and initiatives for small law departments and “solo” legal officers and international SLD members.
• Work with Meritas to develop topics for Webcasts, InfoPaks, Top 10, The Docket, and other resources 6-12 months in advance to ensure enough time for: volunteer recruitment, authoring, meeting of deadlines; as well as reduce issues during transition of incoming officers and provide more opportunity for Meritas’ firms.

4. **Past Resolutions**

Incoming SLD Chair will be the SLD representative to the Meritas (SLD Sponsor) Annual Meeting.
ATTACHMENT 2: MONTHLY EMAIL TO SLD MEMBERS (SAMPLE)  
(NOTE: MORE SAMPLES MAY BE PROVIDED UPON REQUEST)

Mary Delahunty

From: Mary Delahunty <mdelahunty@wwoods.com>
Sent: Friday, November 14, 2014 12:31 PM
To: mandeluhunt@wwoods.com
Subject: [Small Law Department] Association of Corporate Counsel - Small Law Department Monthly News (Special $100 Amazon gift card prize drawing opportunity)

Importance: High

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Greetings ALL Small Law Department Committee Members of the Association for Corporate Counsel:

Welcome to our first monthly Small Law Department (SLD) Committee email. We wanted to make you aware of the current opportunities for you with respect to Influencing CLE/CPD programs and practical and substantive resources that would benefit you and the membership of SLD and ACC.

CALL FOR 2015 ANNUAL MEETING PROGRAMS FOR BOSTON

We are currently soliciting CLE/CPD program ideas for the 2015 ACC Annual Meeting in Boston (Oct 18-21, 2015). We would like to hear about topics on which you need more training and/or on topics for which you would like to provide training for other members. All complete entries will be entered in a drawing to receive a $100 Amazon Gift Card sponsored by Meritas. Please submit your program entries [here](http://www.acc.com/login) before December 12, 2014.

CALL FOR DOCKET AUTHORS

The ACC Docket is a wonderful way to provide global thought leadership to our colleagues and the profession. For aspiring and accomplished authors in our legal community, see this link for the authoring guidelines: [http://www.acc.com/accdocket/editors.cfm](http://www.acc.com/accdocket/editors.cfm). Writers of longer feature articles receive a PDF of their article for their professional (company website, etc.) and personal (website/Linkedin) use, as well as five hard copies of the magazine. In addition, authors can contribute shorter (and often more timely) articles to the website, currently acc.com/docket. For an idea of the Docket upcoming areas of subject matter, see the current Editorial Calendar here: [http://www.acc.com/accdocket/edcal.cfm](http://www.acc.com/accdocket/edcal.cfm)

If the idea of writing an entire feature piece seems daunting, we can also pair you to co-author with another SLD member or Meritas attorney. Please email our SLD Docket Subcommittee Chair (Elise Reifner) to let us know of your interest in (co)authoring an article, even if the specific topic hasn't yet come to mind. Please make sure you put the words “SLD Docket” in the subject line.

Quicklists/Webcasts/Top10
We are currently putting together the slate of monthly Quickhits (monthly 15-20 minute webinars on legal issues) and periodic Webcasts (1 to 1.5 hour CLE/CPD Webinar). We would be very interested in knowing what topic areas interest you. Please send your Quickhit ideas to Melissa Alexander, the SLD Vice-Chair and your Webcast ideas to Kristen Chittenden, the SLD Webcasts Chair. Please make sure you put the words “SLD Quickhit” or “SLD Webcast” in the subject line.

SMALL LAW DEPARTMENT COMMITTEE SPONSOR MERITAS OFFERS COMPLIMENTARY CONSULTING

Meritas has been a proud sponsor of the ACC Small Law Department (SLD) Committee for over 10 years. SLD members enjoy a special benefit from Meritas: 30 minutes of courtesy advice from any one of Meritas’ global law firms. Courtesy advice includes a general discussion on the current status of law or other issues that do not require legal research time by the Meritas lawyer. To take advantage of this opportunity and locate a lawyer with relevant expertise, please contact Kim Heinrich, Meritas’ Global Marketing Director at kheinrich@meritas.org or 1-612 339-8680.

Additionally, access to resources provided by Meritas to Small Law Department Committee Members can be found here and here.

Meritas is an established non-profit, global alliance of independent, full-service law firms. Founded in 1990 by Leon Steinberg, Meritas has been distinguished by its quality standards. Mr. Steinberg, a practicing lawyer, created Meritas in response to a need: He was frustrated by the difficulty of finding and hiring qualified, local counsel. And he was disappointed by the lack of quality control in firms outside his jurisdiction. Steinberg developed a rigorous system for evaluating firm performance and launched Meritas.

Over the years, Meritas has carefully vetted and invited select, like-minded firms to join the non-profit alliance for their mutual benefit. Today, there are 178 Meritas law firms worldwide, in over 80 countries. Firms become members through invitation. To maintain membership, they agree to perform under our uniquely comprehensive Quality Assurance Program, ensuring that clients receive the same high quality legal work and service from every Meritas firm. The Meritas model provides essential peace of mind for business owners, in-house counsel and others who can easily connect with carefully qualified, independent business legal expertise worldwide. Find qualified lawyers by searching here, calling a Meritas law firm directly, or by contacting Meritas headquarters at +1-612 339-8680.

The SLD leadership considers this to be YOUR committee and we are committed to doing all we can to maximize resources and networking for in-house counsel working with little to no staff. Our goal is to provide you not only with substantive legal resources but a community of professionals to come alongside you to remind you that YOU DO MAKE A DIFFERENCE!

We are interested in getting ideas how we can better meet your resource and networking needs. Please send suggestions, requests and ideas regarding the SLD Committee at SLD@acc.com. Please put the words “SLD idea” in the subject line.

Sincerely,
Mary Delahunty
Small Law Department Committee Chair
Email: sld@acc.com
ATTACHMENT 3: WELCOME EMAIL TO SLD MEMBERS (SAMPLE)
(NOTE: MORE SAMPLES MAY BE PROVIDED UPON REQUEST)

Mary Delahunty

From: Mary Delahunty <mdelahuntym@invocon.com>
Sent: Thursday, April 09, 2015 10:02 AM
To: 'Emily Cabrera'
Subject: RE: SLD Resources
Attachments: Association of Corporate Counsel - Small Law Department March- Monthly News; ACC Small Law Department Committee Newsletter; [64] Association of Corporate Counsel - Small Law Department Committee - April Monthly News

Emily:

We are SO happy you decided to join us today and hope that you are able to join us for future calls, webcasts, meetings or other events as your schedule and interest permit.

Please find below a quick summary of benefits and feedback from other members. I apologize if you are already aware of this information or have received it already. For purposes of completeness, I just wanted to make sure you knew what we do and what is available for our SLD members. I have also attached emails that will allow you to see our March Quarterly Newsletter (or go to this link: http://news.acca.com/accacomm/issues/2015-03-05.html) and our most recent March and April email updates. I apologize if you have already received these items. Most information can be found on our ACC Webpage - http://www.acc.com/committees/sldc/index.cfm. You will need to login with your ACC ID and password to access the detailed content. You will find that these newsletters contains links to new resources, articles, etc. for Small Law members.

We have numerous resources, such as Webcasts, InfoPAKs, and Docket articles, geared towards those of us in small corporate law departments. As stated previously, we also have monthly meetings the second Thursday of every month at 2:00 CST to provide more information, including a Legal QuickHit presented by outside counsel for which you can enter your name for a prize drawing, and roundtable issues you may be facing in your practice. As a SLD member, you are also eligible to receive 30 minutes of free consultation with one of our sponsor’s, Meritas, law firms located across the United States and around the world.

Information about our monthly meetings and educational resources is communicated on the SLD webpage and through the SLD eGroups – a networking tool our members find very useful. If you haven't already signed up for our SLD eGroups, I would highly encourage you to do so by going to “My ACC” on the top of the ACC Website after you log in; then click on My eGroups, on the left navigation bar, and then “Manage my eGroups” to update your preferences – as this is a great resource to network with others in small law departments and get answers to any issues/questions you might have. If you have any questions about signing up for eGroups, please contact Victor Morales at morales@acc.com or Matt Kabak at mkabak@acc.com

See what others have to say about SLD:

"The SLD has helped in keeping me abreast of the numerous areas of law that we, diminutive law departments, have to deal with."

"I find the SLD is a huge resource for networking and for advice - either providing sample documents, or a giving a “been there done that” kind of advice or feedback. I find everyone very willing to help others."
“It can be very daunting coming from a large law firm with many resources to a corporate office of only one.
The Small Law Department quickly became my “go-to” for resources and networking.”

On behalf of the SLD Leadership team, we appreciate your interest and are happy to take any feedback you may have that will allow us to make the committee as beneficial to you as possible. If you are interested in participating as a volunteer for SLD, please let me know.

WELCOME!

Mary Delahunty  
(Small Law Department Committee Chair)  
Email: sld@acc.com  
Vice President & General Counsel  
Invocon, Inc.  
19221 I-45 South, Suite 530  
Conroe, TX 77385  
Ph: 281-292-9903  
Email: mdelahunty@invocon.com

Mary Delahunty  
Invocon, Inc.  
Email: mdelahunty@invocon.com  
Ph: 281-292-9903

From: Emily Cabrera [mailto:ECabrera@jpenergypartners.com]  
Sent: Thursday, April 09, 2015 9:41 AM  
To: sld@acc.com  
Subject: SLD Resources

Hello,

I am new to ACC and the Small Law Department Committee. I am planning to join today’s SLD call, and the agenda mentions something about additional resources if I am joining the call for the first time. I’d appreciate it if this information could be passed on to me.

Thanks,  
Emily  

Emily Somerville Cabrera  
Counsel  
JP Energy Partners LP  
600 E. Las Colinas Blvd., Ste. 2000  
Irving, TX 75039  
p. 469-310-8381 (direct)  
ecabrera@jpenergypartners.com
ATTACHMENT 4: LEADERSHIP CALL AGENDA AND MINUTES (SAMPLES)
(NOTE: MORE SAMPLES MAY BE PROVIDED UPON REQUEST)

Call in number Dial-in: 1-877-647-3411
Passcode: 5261026875

Executive Leadership Call Agenda
December 19, 2014 – 1:30 pm PST/2:30 pm MST/3:30 pm. CST/4:30 pm EST

3. Attendance

2. Quick review of initial draft for Strategic Plan

3. Discuss January 2015 SLD Call agenda (Mary)

4. Discuss ACC Programs and ACES Programs (Speakers)
   a. Do we need a leader call over the holiday for Mary, Melissa, Jeff & Sherie?

5. Status of Quicklaw for 2015 (Melissa Alexander)
   a. We are currently scheduled through Feb 2015. Melissa has been requested to schedule us through Feb 2015.
   b. What else does Melissa need?

6. Docket/Top 10 (Elena)
   i. Matias Most Top 10 - "Top Ten Things In-House Lawyers Need to Know about Ethics"
   ii. Member volunteer – Shawn/nom is willing to write
   iii. Probably need to do another eGroups call for authors

7. Advocacy (Sheri) – Any news?

8. eGroups (Assunta) – Status on topic monitoring

9. Monthly email blast - to be sent Jan 5th

10. Next Quarterly Newsletter – probably March

11. Websats [Written]
    a. Updates on any future Websats - upcoming Ethics webinar
    b. Status of working with Matias
    c. EMEA Webcast (Mary) – Jan 22nd on Privacy

12. Webpage (Matthew) – Status?

13. Holmoh

14. ACC Update (Victor)

15. New Business/Leadership Feedback

16. Discuss Next Call Date on SLD Strategic Plan (week of Jan 22-26)
Minutes for Executive Leadership Call
December 4, 2014 – 3 p.m. CST

1. Attendance
Mary Delahunt; Jeff Wheeler; Kristen Chittenden; Matthew Hitchcock; Victor Morales

2. Announce Changes to SLD Leadership Team (Mary)
   Due to other professional obligations, Candace Bankovich has elected to step down as Secretary. She has been replaced by Jeff Wheeler and Sherie Edwards will now be the Programs Chair. Jeff will still be helping to coordinate programs with Sherie to some degree. Kristen Chittenden is “shadowing” Sherie and Jeff and she has agreed to take on the Programs Chair position for 2015-2016 since they will be rotating into Vice Chair and Secretary respectively.

3. Discuss Dec 2014 SLD Call agenda (Mary)
   No issues with raised with the agenda for the December 11 call.

4. Status of Quickhits for 2015 (Melissa Alexander)
   a. We are currently scheduled through Feb 2015. Melissa has been requested to schedule us through Feb 2016.
   b. Melissa still needs topics. She’s getting mostly Employment issues so please send her suggested topics for her to send to Metitas and other firms for staffing.
      i. Kristen and Melissa have been coordinating Webcast and Quickhit topic ideas and Kristen sent ideas to Melissa including:
         - Drafting enforceable noncompetes
         - Record retention policies for manufacturing firms
         - An update on the Incoterms have also been discussed
      ii. Jeff recommended the topic of practical considerations for negotiating office space, Matt has a firm that might be good to do this Quickhit as they recently presented on this for his Chapter.

5. Docket/Top 10 (Elyse) (Update provided by email from Elyse)
   a. What is the status on authors?
      Elyse met a few vendors at the ACC and asked if they would be willing to submit something for the Docket. One of them has sent me several articles relating to ADR but she did not say whether she would agree to have them published (assuming ACC approves of the content). She is waiting to hear back from her as well as several others.
b. Meritas’ First Top 10 – “Top Ten Things In-House Lawyers Need to Know about Ethics” – Elyse is currently reviewing and will follow up with Meritas.

6. Membership Update [Raimi]
   Raimi and Sherie were unable to attend the call but they are scheduled for a planning meeting this week on membership and Chapter Liaisons.

7. Advocacy [Sheri Faureff]
   Sheri was unable to attend the call.

8. eGroups [Assunta] – Status on topic monitoring
   Assunta was unable to make the call but she sent an update by email. She attempted to search the egroup data with little success to mine it for topics. So she has enlisted Victor at ACC and he is going to provide a report which should identify subjects which have not received responses. From this report, we hope to identify trends and topics that we can focus on and consider further. She also discussed with Victor the “chat room/real time” concept that we briefly discussed last month and he is looking into that for her.

9. Monthly email blast – sent on Dec 2nd
   Matt recommended that we include some type of description in future newsletters or emails of what a Chapter Liaison is expected to do so that people have an idea of what the position entails.

10. First Quarterly Newsletter – to be sent mid-December
    All the inputs for the first quarterly newsletter have been provided to ACC. They are currently working on formatting changes. We hope to get it sent out next week.

11. Webcasts [Kristen]
   a. First Webcast was held on Dec 3rd – “Hot Topics in Small Business Government Contracting”
      Attendance reported by Victor to be: 55 registered / 38 attended

   b. Updates on any future Webcasts
      Victor & Matt are coordinating with Meritas.
      Kristen is still currently collecting ideas.
      Victor got approval for Meritas to do a 4th webcast for free which will be an update on the highly successful Ethics webcast from this past year.
c. **EMEA Webcast (Mary)**
   
   i. EMEA stands for “Europe, Middle East and Asia” and the goal for ACC is international outreach to ACC members. Victor informed us that ACC rotates committees who do EMEA call and it is run like a monthly call.
   
   ii. The goal is to have an EMEA call for SLD in mid-December and Victor is coordinating with Meritas on the topic. The current one under consideration is Privacy Law in Europe.
   
   iii. Victor also spoke with a law firm in Latin America interested in doing a topic on Noncompetes in Latin America (possible for next EMEA). Victor will pursue this lead.

12. **Webpage (Matthew) – Status?**

   Matt has had the Webpage reviewed by a friend who is a webpage developer and Matt will be coordinating with Victor and Matt Kabak at ACC to discuss potential changes to enhance the website. Matt will coordinate with ACC on the ability to track metrics and website traffic as well.

13. **ACC Update (Victor)**

   a. Training calls for all leadership will be available twice in December with respect to resources available for leaders. The call will include:

   - How to access membership rosters, reports, and important dates.
   - How to access templates and/or other resources for chapter/committee partnership programs.
   - How to access communication templates (chairs’ messages, new member welcome letters, recruitment letters, sponsor thank you letters).
   - New project management software for committees.
   - New training sessions opportunities in FY2015.

   To register for December 1st, 1PM ET / 6PM GMT, please click here.
   To register for December 17th, 1PM ET / 6PM GMT, please click here.

   Leaders unable to make the call can view the Webcast later.

   b. Currently the Survey for AM topics has generated 72 responses.

   c. ACC is looking at getting SLD a domain name so that SLD leadership can have more tools for email communication with members.

   d. ACC is currently taking nominations for the Value Champion Award. This announcement will be added to December SLD Quarterly Newsletter.
e. ACC is also currently taking nominations for “Top 30 Somethings.” This announcement will be added to December SLD Quarterly Newsletter.

f. The Australian Corporate Lawyers Association (ACLA), the leading in-house counsel association of Australia, has joined ACC. Currently, ACLA has 4,000 members spanning 2,000 organisations in Queensland, New South Wales, Australian Capital Territory, Victoria, Tasmania, South Australia and Western Australia. ACLA members will officially join ACC on July 1, 2015.

14. Member Volunteers
   We are getting inquiries from members who want to volunteer. Leaders looking for help with their subcommittees are asked to contact Mary.

15. New Business/Leadership Feedback
   None.

16. Discuss Next Call Date on SLD Strategic Plan
   Mary will send out copies of the Strategic Plan for review by email. She will also be sending out a request for leaders to pick a convenient day to hold a mid-December leadership call to cover the Strategic Plan and go over the draft agenda for the January call.
ATTACHMENT 5: SLD COMMITTEE LEADER JOB DESCRIPTION (SAMPLE)
(NOTE: MORE SAMPLES MAY BE PROVIDED UPON REQUEST)

eGroups Information Resources Chair

Drafted: October 25, 2012
Last Revised: July 18, 2013

Job Description: Responsible for monitoring SLD eGroups to post information; and solicit and analyze common topics/issues experienced by SLD members.

Term: One year term

Tasks:
- Periodically reply to requests for attorney suggestions with Meritas approved message
- Post SLD monthly meeting agenda and information about Legal Quick Hit and prize on eGroups one week prior to meeting
- Solicit issues experienced by SLD members for possible roundtable discussion or informational resources topics
- Analyze issues received and bring to SLD monthly meeting for roundtable discussion and/or discuss with Meritas as possible issue one if their attorneys would like to address
- Monitor eGroup messaging for trends and/or messages SLD leadership should address
- Document accomplishments and send to SLD Chair at end of term

Estimated Time Commitment: relatively low time commitment – 5%
ATTACHMENT 6: SURVEY FOR CLO ROUNDTABLE TOPICS
FOR ANNUAL MEETING 2016 AND SURVEY RESULTS (Link: HERE)

2015 ACC Annual Meeting Small/Medium CLO Club Roundtable Sessions

1. Below is a list of topics ACC is currently considering for the Small/Medium CLO Club track at the 2015 Annual Meeting in Boston. Please rate them based on your level of interest in seeing them produced into a roundtable/benchmarking session (1 star = no interest, 5 stars = extreme interest):

   - Determining when your department needs to hire additional attorneys and effective strategies to sell it internally
   - Effective imaging of numerous legal needs with insufficient resources, while under pressure to decrease outside legal fees
   - Best practices for effective project management and task organization in working with company lawyer and nonlawyer staff
   - Utilizing staff feedback in a project management plan
   - Dealing with disgruntled colleagues (especially in Europe) who do not understand the U.S. legal system and have expectations around work schedules
   - Managing your law in a small law department: file stipulate and use (small lawyer staff)
   - Effective communication techniques when dealing with senior management
   - Financing options for Private Companies — bonds v. equity (how the SEC and FINRA can foster a relationship to get it off the ground)
   - Effectively implementing changes in your departmental structure and procedures
   - Managing board expectations and working with your Board of Directors
   - Negotiating D&O insurance policies
   - Negotiating cyber security insurance policies
   - Contract and matter management software and best practices for small law departments
   - Best practices in corporate governance (holding company meetings, CFO, Corporate Secretary, etc.)
   - Information governance issues (including development of actionable, recent retention schedules)

2. Would you participate in a roundtable discussion that focuses specifically on your industry? (e.g., manufacturing, retail, health services, finance, aerospace)

   - [ ] Yes
   - [ ] No

   If yes above, what’s your industry?

   [ ]

3. Are there any topics not listed above that you would like to see covered in a roundtable format (virtual or in-person)? If so, please list them below.

   [ ]

Finish Survey
Below is a list of topics ACC is currently considering for the Small/Medium CLO Club track at the 2015 Annual Meeting in Boston. Please rate them based on your level of interest in seeing them produced into a roundtable benchmarking session (1 star = no interest; 5 stars = extreme interest).

<table>
<thead>
<tr>
<th>Topic</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Standard Deviation</th>
<th>Response</th>
<th>Weighted Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective triage of numerous legal needs with insufficient resources, while under pressure to decrease outside legal fees</td>
<td>9</td>
<td>20</td>
<td>30</td>
<td>36</td>
<td>61</td>
<td>(20.25%)</td>
<td>156</td>
<td>3.78/5</td>
</tr>
<tr>
<td>Contract and matter management software and best practices for small law departments</td>
<td>14</td>
<td>12</td>
<td>17</td>
<td>18</td>
<td>12</td>
<td>(9.52%)</td>
<td>181</td>
<td>3.71/5</td>
</tr>
<tr>
<td>Managing workflow in a small law department: 6 issues and use of nonlawyers/staff</td>
<td>12</td>
<td>17</td>
<td>40</td>
<td>49</td>
<td>42</td>
<td>(9.29%)</td>
<td>148</td>
<td>3.58/5</td>
</tr>
<tr>
<td>Information governance issues (including development of actionable record retention schedules)</td>
<td>15</td>
<td>16</td>
<td>45</td>
<td>39</td>
<td>41</td>
<td>(8.32%)</td>
<td>129</td>
<td>3.46/5</td>
</tr>
<tr>
<td>Best practices in corporate governance (holding company filings, ORSA, corporate secretary activities, etc.)</td>
<td>13</td>
<td>20</td>
<td>40</td>
<td>49</td>
<td>30</td>
<td>(10.26%)</td>
<td>133</td>
<td>3.47/5</td>
</tr>
<tr>
<td>Effective communication techniques when dealing with senior management</td>
<td>26</td>
<td>30</td>
<td>32</td>
<td>46</td>
<td>39</td>
<td>(9.13%)</td>
<td>146</td>
<td>3.27/5</td>
</tr>
<tr>
<td>Best practices for effective project management and task organization in working with company legal and nonlaw staff</td>
<td>14</td>
<td>31</td>
<td>80</td>
<td>90</td>
<td>61</td>
<td>(12.29%)</td>
<td>120</td>
<td>3.19/5</td>
</tr>
<tr>
<td>Managing Board expectations in working with your Board of Directors</td>
<td>24</td>
<td>27</td>
<td>45</td>
<td>32</td>
<td>29</td>
<td>(10.18%)</td>
<td>79</td>
<td>3.12/5</td>
</tr>
<tr>
<td>Determining when your department needs to hire additional attorneys and effective strategies to bill them only</td>
<td>30</td>
<td>32</td>
<td>26</td>
<td>26</td>
<td>37</td>
<td>(11.15%)</td>
<td>101</td>
<td>3.03/5</td>
</tr>
<tr>
<td>Negotiating Cyber Security insurance policies</td>
<td>35</td>
<td>28</td>
<td>37</td>
<td>27</td>
<td>51</td>
<td>(7.27%)</td>
<td>24</td>
<td>2.94/5</td>
</tr>
<tr>
<td>Negotiating risk based insurance policies</td>
<td>33</td>
<td>32</td>
<td>26</td>
<td>32</td>
<td>30</td>
<td>(9.45%)</td>
<td>6.1</td>
<td>2.91/5</td>
</tr>
<tr>
<td>Effectively implementing changes in your department’s structure and procedures</td>
<td>41</td>
<td>37</td>
<td>22</td>
<td>32</td>
<td>14</td>
<td>(10.75%)</td>
<td>63</td>
<td>2.71/5</td>
</tr>
<tr>
<td>Financing options for Private Companies – Bundle v. Equity (the GC and CFO can benefit in understanding how to get deals done)</td>
<td>20</td>
<td>24</td>
<td>24</td>
<td>17</td>
<td>20</td>
<td>(10.26%)</td>
<td>137</td>
<td>2.32/5</td>
</tr>
<tr>
<td>Utilizing staff feedback in a project management plan</td>
<td>51</td>
<td>45</td>
<td>44</td>
<td>44</td>
<td>14</td>
<td>(7.75%)</td>
<td>123</td>
<td>2.10/5</td>
</tr>
<tr>
<td>Dealing with global colleagues (especially in Europe) who don’t understand the U.S. legal system and have expectations around workload structure</td>
<td>38</td>
<td>31</td>
<td>23</td>
<td>10</td>
<td>6</td>
<td>(10.45%)</td>
<td>20.30</td>
<td>1.84/5</td>
</tr>
</tbody>
</table>

Total: 3.81/5
ATTACHMENT 7: SLD SURVEY POSTED ONLINE TO SOLICIT TOPICS FOR 2015 ANNUAL MEETING

ANNUAL MEETING 2015 SLD CALL FOR IDEAS– SUBMIT AND WIN AN AMAZON GIFT CARD!

The 2015 ACC Annual Meeting will be held next October; it gives attendees the opportunity to participate in a plethora of CLE programs relevant to in-house counsel across many practice areas. ACC Committees, individual members, and sponsors drive this process with their original idea submissions. We had a great selection this past year, and we’re already gearing up for next year so that we can get a solid program schedule and excellent speakers.

To that end, each Committee is tasked to present program ideas for next year. The Small Law Department Committee will suggest programs of particular interest to in-house counsel in law departments of 8 or fewer attorneys. Since most of us are generalists, our programs tend to have a broad appeal.

EXAMPLES

Below are samples of programs previously sponsored by SLD at the Annual Meeting:

**Title: Bridging the Generation Gap (Skill Level: Intermediate)**

*Description:* From the Senior Generation to Gen Y — this program will provide tools that not only assess personality characteristics, but also give you resources that enable you to work with other generations more cohesively. What are the traits of different generations — how must you change your management or legal style to better deal with these traits? How do you best communicate with a Baby Boomer versus someone from Gen Y— Facebook, Twitter or on the phone? What are the best ways to retain employees from the different generations?

**Title: Contracts & Negotiation – Drafting and Negotiating Technology Contracts 101(Skill Level: Basic)**

*Description:* It’s not how you negotiate, but how you reduce negotiations. This program covers major issues in technology contracts and practical advice on what you can negotiate with giants of the IT world. Learn how to work with large and small vendors in collaborating and negotiating common terms applicable throughout the industry.

TRACKS FOR 2015, AND A FEW TIPS

The following tracks have been pre-selected for next fall, though they’re subject to change. Note that there’s no Small Law track per se, as the small law context can encompass many of these. Have an idea that doesn’t neatly fit in to one or more of these tracks? Don’t let that deter you from submitting it! You’re welcome to use this list as inspiration for ideas, but if you have one (or more) already, we can cross the taxonomy bridge later on.

- Compliance and Ethics
- Contracts and Negotiations
- Corporate and Securities
- Employment and Labor
- Environment and Energy
- Global Legal Issues
- Health Law
- Intellectual Property
- Law Department Management
- Litigation and Dispute Resolution
- Technology

ACC is continuing to expand its international reach; as such, SLD will include at least one such idea on the finalized list of submissions. The cross-border challenges you face in your practice are an excellent
source for topic ideas. The Committee also seeks to expand its intermediate and advanced-level offerings in 2015; what are the topics on which you’re ready to dive deeper in the months ahead?

We’re also looking for variety in program formats. There’s the traditional panel (2-3 speakers and 1 moderator/panel lead), but successful ideas this year included debates, game-show-style events with audience participation, roundtable discussions in small groups, mock negotiations, workshops, and role playing sessions.

Try to present fully developed program submissions. Proposals that provide descriptions with specific, practical objectives will have a significant advantage. Avoid generic program proposals on a popular topic; the competition is likely to be intense.
## 2015 ANNUAL MEETING SLD CALL FOR PROGRAM IDEAS

Complete this form and give it to our Program Co-Chairs by Friday, December 12th. Contact them with any questions about this entry form or annual meeting program submission:

<table>
<thead>
<tr>
<th>Jeff Wheeler</th>
<th>Sherie Edwards</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jeff.wheeler@tricenturion.com">jeff.wheeler@tricenturion.com</a></td>
<td><a href="mailto:sheriee@svmjc.com">sheriee@svmjc.com</a></td>
</tr>
<tr>
<td>803.264.7502</td>
<td>615.846.8205</td>
</tr>
</tbody>
</table>

### SUBMIT AND WIN!

SLD will randomly draw from all ideas submitted by December 12th and award the submitter of the idea drawn a $100 Amazon credit voucher!

### YOUR IDEA

<table>
<thead>
<tr>
<th>Subject area(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• e.g., International, Contracting, Labor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Programs last 1.5 hours</td>
</tr>
<tr>
<td>• Description can be broad at this point, but more detail is welcome, encouraged, and eventually necessary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>• e.g., roundtable, panel, debate, game show</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you want to be considered as a speaker/panelist for this topic?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Basic*</td>
</tr>
</tbody>
</table>

### ABOUT YOU

<table>
<thead>
<tr>
<th>Name / Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

*Only submissions with all fields completed will be eligible for the drawing.

*You are not required to be a speaker. We are only looking for ideas at this point. However, if you are willing to be a speaker, let us know. Speakers receive free registration to the Annual Meeting. NOTE: All faculty are limited to speaking for a maximum of two consecutive years.

*Basic – For attorneys new to in-house or new to this legal area; Intermediate – For attorneys having 1-7 years of experience in this area; Advanced – For attorneys with 10+ years in this area.
ATTACHMENT 8: SLD SURVEY PROVIDED AT 2014 ANNUAL MEETING LUNCHEON

Small Law Department Survey 2014-2015 Year

Name: ____________________________________________

Years in ACC?_____ Years as a SLD member? ____

Title/Company: _________________________________________________________________

E-Mail:_________________________ Phone: _______________________________

I have participated in/utilized the following SLD Committee events/resources (Check all that apply):

<table>
<thead>
<tr>
<th>Monthly Committee Calls</th>
<th>SLD Docket Article</th>
<th>SLD Annual Meeting Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLD Webcasts</td>
<td>SLD Website Resources</td>
<td>SLD Hob Nob</td>
</tr>
<tr>
<td>SLD InfoPAKs</td>
<td>Used Meritas’ Resources/Firms</td>
<td>SLD Hot Topic Discussion (after monthly call).</td>
</tr>
<tr>
<td>SLD eGroups</td>
<td>Meritas sponsored event</td>
<td></td>
</tr>
</tbody>
</table>

I am involved with SLD because of: (Check all that apply)

<table>
<thead>
<tr>
<th>Networking Opportunities with other members</th>
<th>Volunteer Opportunities (e.g. ability to write Docket articles, speak, hold leadership positions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLD Resources (Docket, Webcasts, etc.) assist me in my job</td>
<td>Ability to build leadership skills through SLD activities</td>
</tr>
<tr>
<td>SLD eGroups help answer questions for me</td>
<td>Meritas firms and resources available to me</td>
</tr>
<tr>
<td>SLD Hob Nob/Social Activities</td>
<td>OTHER:</td>
</tr>
</tbody>
</table>

Suggestions for helping increase your participation in SLD: ____________________________________________________________

I am interested in volunteering to help SLD with (check all that apply):

<table>
<thead>
<tr>
<th>Monthly Committee Calls</th>
<th>SLD Docket Article</th>
<th>SLD Annual Meeting Programming</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLD Webcasts</td>
<td>SLD Website Resources</td>
<td>SLD Hob Nob Planning</td>
</tr>
<tr>
<td>SLD InfoPaks</td>
<td>SLD eGroups or Newsletter</td>
<td>SLD Membership</td>
</tr>
<tr>
<td>SLD International Members</td>
<td>SLD Chapter Liaison</td>
<td>SLD Social Media</td>
</tr>
</tbody>
</table>

I am interested in a leadership role within the SLD: _____ yes _____ no
PLEASE TURN OVER FOR MORE QUESTIONS

My Suggestions for Annual Meeting Programming Topics for SLD to address:
____________________________
___________________________________________________________________________

My Suggestions for InfoPAKS, Webcasts and Other Publications:
____________________________
___________________________________________________________________________

Are you active with your local ACC chapter?: _____ yes _____ no
   If yes, what chapter: _________________________________________________________
   If no, do you want information on how to find out if there is a local chapter? __yes __ no

I belong to the following other ACC committees (Please circle those in which you actively participate):

Compliance & Ethics   Intellectual Property
Corporate & Securities Law   International Legal Affairs
Employment & Labor   Law Department Management
Energy   Litigation
Environmental & Sustainability   New to In-house
Financial Services   Nonprofit Organizations
Health Law   Real Estate
Insurance Staff Counsel   Small Law Department
IT, Privacy & eCommerce   Sports & Entertainment

If I could change one thing about SLD, I would recommend:

Other Suggestions for the Small Law Department Committee:

Your suggestions are very important to us. Thank you for taking the time to fill out this survey. Please leave it at your table or hand to a SLD Leader. Have a great Annual Meeting!