

**PLTG Steering Committee Teleconference**  
**Wednesday, March 18, 2009, 4:30 pm**  
**Meeting Minutes**

**Present:**

Carol Gerber (President), Alan Fricke (Vice President-Secretary), Chris Brady (Co-Vice President-Secretary), Linda Harte (Co-Treasurer), Marilyn Hatcher (Treasurer), Roberta Gelb (Vendor Rep), Lisa Reminick (Past President), Dennis Holly (Advisor), Maria Reteguiz (Co-Vice President-Membership)

**Not Present:**

Nia Lourekas (Co-Vice President-Membership)

**Proceedings:**

Meeting called to order at 4:30 by President Carol Gerber

*March 13 Meeting Recap:* Marilyn Hatcher, first time remote meeting attendee reported that attending remotely "won't take the place of being there," but that it was a good alternative and helpful way to keep abreast of meeting goings-on for those who cannot attend. It was generally agreed that testing of remote attendance options would be continued at future meetings provided that meeting host can accommodate. Suggestions for future remote links included recording the meeting and having it available on the website as a reference and making available all meeting materials prior to meeting so that those participating remotely have access. Carol suggested using Dimdim, a free web conferencing service for the next remote meeting.

*Membership Process for 2009-2010:* Linda Harte reported that approximately 25 membership checks have been received to date. In the past, 50-60 membership renewals have been received by the end of April.

There was much discussion about reduced dues for members who have lost their jobs in the recent economic downturn. Discussion established that the current policy is that members who have been laid off in the current membership year may continue as full members through the end of the current year's membership as members of their former firm, as long as the former firm does not name a new member to take the laid off member's place. Once that membership has expired he or she may join as an individual member or attend meetings and pay the \$5 individual meeting fee.

In light of the current economic conditions among New York City law firms, all agreed that the organization should adopt a new policy with a reduced rate for PLTG members who had been laid off from member firms. Dennis volunteered to draft language and submit to Carol for review. Dennis will also make this information available on the website and Carol will review the bylaws.

*April Meeting:* Greg Renza will be speaking on podcasting and training. Marsha Flowers will speak briefly at the meeting about LIDS (Legal Industry Document Standards) a movement to standardize styles and other document formatting among New York City law firms.

*May Meeting:* Kirkland & Ellis, the scheduled meeting host may back out. If so an alternate meeting host will be needed. **[Subsequently, Kirkland & Ellis did cancel – we are currently seeking a host for the May meeting.]** The May meeting topic is diversity in training with guest speaker Mara Gottlieb. Dennis will talk with Mara and confirm specific meeting title before the meeting is posted on the website and the invitation is sent to the membership.

*Future Meetings:* Carol will be speaking at the ILTA conference in August on "Training on the Cheap." She suggested this as a topic for a future PLTG meeting – perhaps in June, noting that it had been a topic that had come up at several of the past few January planning meetings. "Comparison Tools" as a topic for a future meeting was also discussed. Both of these ideas will be considered and discussed in further detail by the Programs and Events Committee.

*Pictures* Lisa and Roberta each took photos of the Steering Committee at the March 13 meeting. Carol has not yet reviewed Roberta's photos. Lisa will send those she took to Carol this week. A suggestion was made to take another group photo at the April meeting in the hopes that all Steering Committee members would be present.

Lisa has many pictures from last year's meetings. She will upload those to the website once the new "Photos" feature has been installed.

*Treasurer's Update:* Linda reported that the current balance is \$9762.00 of which \$700.00 has been allotted for Mike Truese who maintains the website. The group has received an estimate of \$1400 for current website tasks.

Meeting adjourned at 5:00 pm.