



Business Law Section of the Florida Bar

INCLUSION MENTORING FELLOWSHIP & MEMBERSHIP COMMITTEES

2020 ANNUAL LABOR DAY RETREAT MEETING-Agenda Wednesday, January 12, 2020 (1:00-1:55pm)

1. **Welcome and Introduction**
 - a. Chair: Michelle K Suarez
 - b. Vice Chair: Christina Taylor
 - c. Second Vice Chair: Valeria Angelucci (will not be present as she is attending the Communications Committee meeting)
2. **Approval of meeting minutes** from September 2, 2020 (attached as **Schedule 1**).
3. **Chair's Report (IMF & Membership)**
 - a. IMF: Sub Committee Updates:
 - i. Communication & Marketing Committee:
 1. Co-Chairs: Christina Taylor and Michelle Suarez
 2. BLS website is getting a redesigned. Stay tuned for the BLS CLE Diversity Policy form which will be made available to all section members who will need to review and complete this form and submit it to the presiding IMF Chair and Co-Chair at least one week before a CLE is to take place in order to approve the CLE as meeting the requirements of the BLS CLE Diversity policy. A copy of the form is attached to this agenda for your review as **Schedule 2**.
 - ii. Networking Committee:
 1. Co-Chairs: Michelle Suarez and Kelly Roberts.
 - (a) We had the following IMF events since our last meeting:
 - i. 09/03/20 IMF Themed event (sports or 90's)
 - ii. 10/29/20 IMF Halloween party
 - iii. 11/30/20 Fellows only end of year meeting
 - (b) Upcoming IMF events to keep an eye out for and promote
 - i. **March – 2021 IMF Networking event (open to all BLS members)** and;

ii. Exclusive **IMF Networking event – April 2021**(open to BLS Fellows only – current, past and Executive Committee members)

iii. CLE Committee:

1. Co-Chairs: Dana Robbin and Utibe Ikbe. They will provide update.

iv. IMF Mentor/Mentee Program

1. Chairs: Nicole McLemore & Michelle Suarez.

2. **38 Mentors and 73 Mentees signed up.** Emails to Mentors/Mentee's going out by 01/31/2021 and Mentorship Program will run through 01/31/2022. Mentors will be paired up with 2 Mentee's each.

(a) Need a volunteer to assist me with following up with Mentors/Mentees at the end of each quarter to make sure they are meeting and following the Pledge program (requires 4 meetings a year; 2 by video conference + 2 by phone; so, 1 per quarter).

b. Fellowship 2021-2023 Program and Applications are now Open and will soon be updated on BLS website

i. See attached **Schedule 3** for revised BLS Fellows Application for 2021-2023

c. Implementation of IMF Substantive Committee Liaison Policy.

i. Each substantive committee must have an IMF representative to serve as a liaison to that substantive committee. The IMF Liaison's responsibility is to email the substantive committee Chair and Vice-Chair prior to each substantive committee meeting to which the IMF Liaison is assigned and ask for 1-2 minutes to speak at the substantive meeting for purposes of a.) informing that substantive committee of what we are getting done in IMF, encouraging the substantive committee to engage with the Fellows, and request that more members of that substantive committee participate in the IMF section or attend IMF networking events.

ii. The following IMF Members volunteered at the 09/02/20 meeting to be the liaison's for the following Substantive Committees (each one to report)

1. Business Litigation→Name of volunteer: Toni V. Tsvetanova

2. Bankruptcy/UCC→Name of volunteer: Lorna E. Brown-Burton

3. Computer and Technology→Name of volunteer: Adam Duh

4. Corporations/Securities and Financial Services→Name of volunteer: Angelique Gulla

5. Intellectual Property→Name of volunteer: Nicole Reid

4. Other New or Unfinished Business

5. Adjournment

SCHEDULE 1

**BLS IMF Committee Meeting Minutes
Labor Day Retreat Meeting
September 2, 2020, 1pm-2pm**

1. Chair's Report (IMF)

a. **Proposed Changes to Fellowship 2021-2023 Program and Applications (Vote required). The following was voted on and approved by 76% of attendees, 100% of those who voted.**

- i. 2 Obligations to met each year by each fellow: i.) proof of participation in substantive project (subject to approval by IMF Chair and Vice Chair); ii.) proof of attendance and participation on all days of BLS Meetings (IMF, attendance at 1 substantive, and attendance at 1 non-substantive meeting) of at least 2 of 3 BLS meetings in first year as fellow. If obligations are not met in 1st year, the Fellow failing to honor that commitment is disenrolled from the Fellows program and an alternate fellow (chosen from a list of 3 alternates selected from the year of that fellowship) will be offered the opportunity to replace the disenrolled fellow and use that fellow's remaining \$2,500.00 for the 2nd year of the disenrolled fellow's fellowship.
- ii. Pledge Commitment to be signed by Fellows agreeing to the terms set forth above in b(ii).

b. **Diversity CLE Policy** was voted on and approved by over 79% of attendees, and 100% of those who voted.

c. **Discussed the Relaunch of BLS Mentor/Mentee Program & Pledge drive.**

See materials attached hereto as Schedule 2.

- i. **Liaisons were assigned to each of the following** Substantive Committees as follows to report at those committees what IMF is doing and needs their assistance with as well as to report back to IMF if there's anything we can do for those committees.

1. Business Litigation→Name of volunteer: Toni Tsvetanova
2. Bankruptcy/UCC→Name of volunteer: Lorna Burton-Brown
3. Computer and Technology→Name of volunteer: Adam Duh
4. Corporations/Securities and Financial Services→Name of volunteer: Angelique Gulla
5. Intellectual Property→Name of volunteer: Nicole Reid

d. **IMF: Upcoming Events 2020**

- i. **IMF Networking event via Zoom (6pm-7pm) Sept. 3, 2020 (Thurs)**
- ii. **IMF Pumpkin Carving Contest** (all submissions due to MSuarez@FloridaEntrepreneurLaw.com on or before Wednesday October 28, 2020, 10pm). Winner announced at IMF Halloween Party.
- iii. **IMF Halloween Party via Zoom (Thursday, October 29, 2020)**
 1. Gift card to the best costume

iv. **The Kozyak Minority Mentoring Foundation, September 15, 2020 at 6:00**

2. Future Project Reports
 - a. CLE on BLS Leadership (Dana Andrews and Utibe Ikpe will follow up at next meeting as to date and details. Being put off for now).
3. Other New or Unfinished Business
4. Adjournment

Business Law Section of the Florida Bar

INCLUSION, MENTORING, & FELLOWSHIP COMMITTEE

**Continuing Legal Education
Diversity Form**

****This form must be submitted to the Inclusion, Mentoring, & Fellowship Committee for approval at least seven (7) days prior to the date the program is scheduled to occur.****

Applicant Information

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Program Information

Name of program: _____

Description of program:

Date program is scheduled to occur: _____

Location of program: _____

Number of panel participants (including the moderator): _____

Names & contact information for panel participants

Name	Email	Law Firm	Contact Number	Does this panelist/moderator meet the diversity criteria? (check Yes or No)
				__ Yes __ No
				__ Yes __ No
				__ Yes __ No
				__ Yes __ No
				__ Yes __ No

CLE Diversity Policy Compliance

Pursuant to the Business Law Section’s CLE Diversity Policy, the following guidelines apply to CLE programs with three or more panel participants, including the moderator:

(a) individual programs with faculty of three or four panel participants, including the moderator, require at least 1 diverse member;

(b) individual programs with faculty of five to eight panel participants, including the moderator, require at least 2 diverse members; and

(c) individual programs with faculty of nine or more panel participants, including the moderator, require at least 3 diverse members.

The Business Law Section will not sponsor, co-sponsor, or seek CLE accreditation for any program failing to comply with this policy unless an exception or appeal is granted.

Diverse members include members of diverse groups based upon race, ethnicity, gender, sexual orientation, gender identity, disability, and multiculturalism.

Identification of diverse members of the panel:

Name: _____

Basis of diversity: _____

Name: _____

Basis of diversity: _____

Name: _____

Basis of diversity: _____

Name: _____

Basis of diversity: _____

Name: _____

Basis of diversity: _____

Date submitted: _____

FOR COMMITTEE USE ONLY:

Date reviewed: _____

Application approved: Yes No

Exemption/appeal requested: Yes No

Exemption granted: Yes No

(If Yes, basis for exemption _____)

THE BUSINESS LAW SECTION OF THE FLORIDA BAR

Name:			
	First	Middle Initial	Last
Address:			
	Firm Name		Position
	Street Address	City	State Zip code

Telephone No.: _____ | Email: _____

Law School & Date of Graduation: _____ | LLM: _____

Fla. Bar No: _____ | Years of Practice: _____

Diversity Classification: Gender, Race, Ethnic Heritage, Sexual Orientation, Gender Identity, Gender Expression, or Disability¹: _____

Please describe the area(s) of the law in which you focus your practice: _____

Please list your employment history for the past 5 years: _____

How long have you been a member of the Business Law Section of the Florida Bar? _____

Have you ever been the subject of any disciplinary action by any Bar association? If yes, please describe in detail the nature of the disciplinary action and the outcome. Attach additional sheets if necessary. _____

Please state why you are interested in being appointed as a Fellow for the Business Law Section. Attached additional sheets if necessary. _____

Please describe your involvement in any local, state, voluntary and national level bar association, including any leadership positions you currently hold or have held in the past. Attach additional sheets if necessary. _____

Please describe any funding or support (including allowing time to fulfill your obligations as described in the Fellows Memo) that you may receive from your firm or employer, or other organization(s) that would support your activities as a Fellow. Attach additional sheets if necessary. _____

Please identify at least two substantive committees that you would be interested in joining as a Fellow: _____

Please list the name, email address and phone number for two members of the Business Law section who can provide information regarding your professional qualifications and experience: _____

Name	Email	Phone
Name	Email	Phone

Have you previously applied to the BLS Fellows Program, and if so, indicate when: _____

PLEASE NOTE THAT IN ORDER TO QUALIFY FOR CONSIDERATION AS A BLS FELLOW, YOU MUST SIGN AND RETURN THE ATTACHED PLEDGE FORM.

¹ Information requested is optional.



Business Law Section of the Florida Bar

IMF Fellows Program Pledge Participation Agreement

(June 2021-June 2023)

The Florida Bar's Business Law Section's ("BLS") Inclusion Mentorship and Fellowship Committee ("IMF") Fellows Program provides those accepted into the Fellows Program the opportunity to develop legal competencies and enhance relationships with other BLS Members, especially other BLS Members involved in leadership. In order to be considered as a recipient of the BLS Fellowship Program, you, the Fellow, must first pledge your commitment to adhere to the minimum obligations, as set forth below. You, the Fellow, understand and agree that your failure, inability, or refusal to meet the minimum obligations below, will result in you being withdrawn from the BLS Fellows Program and will result in the immediate forfeiture of any further participation in the BLS Fellows Program, which includes the forfeiture of your right to seek reimbursement for up to two thousand five hundred dollars (\$2,500) for each year of the two years of your Fellowship Program.

By signing this BLS Fellows Program Pledge Agreement, you, as the prospective **FELLOW**, acknowledge and pledge to commit to the following terms and conditions as a BLS Fellow, if awarded a Fellowship by the BLS IMF Committee:

1. You shall currently be, and at all times during your participation in the Program, maintain your status, as a member in good standing of The Florida Bar's Business Law Section.
2. You shall attend at least one (1) substantive committee meeting and one (1) standing committee or task force committee meeting during each BLS Section meeting, for at least two (2) of the three (3) BLS Section meetings held during the first calendar year of your Fellowship.
3. You shall make a reasonable effort to participate in at least one (1) substantive project (subject to approval by the current IMF Chair or Vice-Chair) during the first calendar year of your Fellowship, and shall be solely responsible for notifying the current IMF Chair or Vice-Chair before the end of the first calendar year of your Fellowship if you have been unable to participate in a substantive project for reasons beyond your control and may be required, upon request, to demonstrate your efforts to participate in a substantive project.

BY SIGNING BELOW YOU PLEDGE TO MEET YOUR OBLIGATIONS AS A BLS FELLOW AND COMMIT TO MAKING THE MOST OF THE FELLOWSHIP EXPERIENCE.

Name of prospective Fellow (PRINT)	_____
Signature of prospective Fellow	_____
Email of prospective Fellow	_____
Name of Law Firm of prospective Fellow	_____
Phone Number of prospective Fellow	_____

Business Address of prospective Fellow	<hr/> <hr/>
Primary Practice Area(s) of prospective Fellow (Note: you may check more than one)	<input type="checkbox"/> Bankruptcy <input type="checkbox"/> Commercial Litigation <input type="checkbox"/> Corporate Transactions <input type="checkbox"/> UCC <input type="checkbox"/> Securities <input type="checkbox"/> Receivership <input type="checkbox"/> Other _____