

BLS Communications Committee Meeting Agenda

August 29, 2025 at 2pm EST (via Zoom)

Deedee Bitran, Chair	Deedeeb@standwithus.com
Emma Refuveille, Vice Chair	ERefuveille@shutts.com
Shirley Grinstein, Second Vice Chair	Smg@gs2law.com
The Honorable Paul Hyman, Judicial Chair	Paul_hyman@flsb.uscourts.gov
Tracey Eller, BLS Website Administrator	Tceller@gmail.com
Carly Hopkins, FL Bar Program Administrator	Chopkins@floridabar.org

Newsletter Drill

Deedee, Emma, and Shirley will rotate as to which member edits the newsletter and get the edits to Tracey by 3pm EST on Fridays. This will ensure that Tracey has time to edit during the business day on Friday and send it to Carly and then to Stephanie.

Standing Content Calendar

- i. January – New Year’s Resolutions/Traditions
- ii. February – Black History Month; Valentine’s Day
- iii. March – Women’s History Month/International Women’s Month; St. Patrick’s Day (travel stories; pictures)
- iv. April – Spring Cleaning; Administrative Professionals, thank you; Financial Literacy Month
- v. May – Mother’s Day (thanks to lawyer moms); Memorial Day; Law Day; National Lawyer Well-Being Week
- vi. June – Father’s Day (thanks to lawyer dads)
- vii. July – Independence Day; patriotic
- viii. August – Back to School
- ix. September – Labor Day/Labor Day Retreat
- x. October – Pro Bono Month
- xi. November – Thanksgiving
- xii. December – Holidays

Standing Content

- i. Message from the Chair by Stephanie Lieb
- ii. Upcoming Events/ CLEs
- iii. CLE Spotlights
- iv. News and Announcements

- v. Blog Posts
- vi. Judicial Spotlight
- vii. Past Chair Spotlight
- viii. Call for Sponsorships

Content Help

- CLEs
- Blog Posts
- Pro Bono Success Stories

Committee housekeeping

- Posting policy
- Committee playbook

Website updates

- Per CLE committee, add committee page under main navigation, update on demand cle programs, add page for CLE policy, rename links
- Per Sponsorship committee, content updates
- Per Pro Bono committee, content updates
- Per Carly, move membership links under about, move committee links to main navigation, update social links in header, add login link to header, remove announcement section and replace with spotlights.

Adjournment

Any questions?