



**ENVIRONMENTAL & NATURAL RESOURCES LAW SECTION
EXECUTIVE COMMITTEE MEETING**

**August 1, 2018
Baker Botts, Austin**

ENRLS MINUTES

I. Morning: Playbook Working Session

Starting at 10:30AM, the ENRLS Council and Executive Committee held an informal working session on development of “playbooks” – knowledge management / “how to” guides to assist with continuity from year to year. The meeting started with a discussion of the structure and organization of playbooks and how they should be maintained. The group concluded that playbooks should be developed on a committee / activity specific basis for Publications, Finance / Sponsorship, Law School Committee, Pro Bono, and Website & Technology. The group then discussed specific topics related to ENRLS finance, section sponsorships and Superconference.

II. Afternoon: ENRLS Exec. Committee Meeting

Welcome and Introductions

Present: Rebecca Skiba, Steve McMillan, Paulina Williams, Connie Westfall, Caroline Sweeney, Pete Wahl, Nathan Block, Mike Dillinger, John Bull, Kirsten Fancher, Cindy Bishop, Erin Chancellor, Marshall Coover, David Klein, Arnaldo Medina, Mary Mendoza, Susan Maxwell

Via Phone: Walt Shelton, Greg Ellis

Absent: Lisa Dyar, Lyn Clancy

The meeting was held at the Baker Botts office in Austin in conjunction with the 2018 Texas Environmental Superconference. Rebecca Skiba called the meeting to order at 3:01 PM.

Rebecca reported on the ENRLS presentation at the SBOT Annual Meeting in Houston on 6/21. Approximately 10 people attended the session. It was well received but, because ENRLS has its annual meeting during the Superconference, there is not a large audience at the SBOT Annual Meeting. Rebecca recommended either participating every other year or, looking for ways to increase attendance.

II. Minutes/Secretary's Report

Nathan Block presented the minutes of the Executive Committee meeting held on June 20, 2018 in Houston. Corrections to the draft had been provided by e-mail prior to the meeting. No additional amendments or corrections were offered. Pete Wahl moved to approve the minutes with a second from Paulina Williams. The minutes were approved.

III. Treasurer's Report

David Klein's began the report by updating the budget with actual expenditures through the end of May. As currently budgeted, we expect to finish the year approximately \$50k short of projected revenue and will need to utilize some of the section's surplus. The committee discussed the implications of having a budget that doesn't balance. It was noted that we have a sufficient balance and liquidity to manage. During discussion of the Superconference it was noted that approximately \$15k of 2017 revenue had been misclassified as sponsorship funding. The funds were from a large purchase order payment that was delayed. This has been corrected. After discussion, no changes to the approved budget were recommended and no action taken.

IV. Committee Reports and Discussion Items

A. Publications Committee

Volume 48, Issue 1 of the Texas Environmental Law Journal is out and available for members to access on our section website. No other updates were provided. Steve McMillan will confirm Lyn Clancy's willingness to continue to serve as Editor in Chief for the Journal for the 2018-2019 academic year.

B. Law School Committee

1. Law School Programs

Kristen Fancher expressed appreciations for support of recent changes and budget increases in the budget for the Buck Wynne Scholarship and the summer internship programs. Planning for law student programs for the 2018-2019 academic year will start in earnest as soon as the new semester begins.

2. Internship and Scholarship Programs.

Kerry Halliburton continues to manage contacting the various schools and coordinating the Buck Wynne Scholarship. He is preparing those letters for 2018-2019 academic year. Kristen Fancher was tasked with coordinating with the Administrative Law Section to ensure there was no conflict with adding administrative law as a course for which a Buck Wynne Scholarship may be awarded.

C. Education Committee

1. Texas Environmental Superconference

Mary Mendoza reported that the 2018 Environmental Superconference is sold out with 512 registered. Registrations for the Wednesday evening program are running a bit light with approximately 70 registrations. We'd typically expect about 100 by this date. Mary also reported that construction / remodeling in the Four Seasons is going to create some challenges including requiring us to relocate our registration table and to split our lunch service into different groups. Mary will be working to secure concessions from the hotel for the inconvenience. A contract has already been signed with the Four Seasons for 2019 and we anticipate a draft contract for 2020 shortly after the 2018 Superconference is complete.

Financing and sponsorship for Superconference were discussed. All of the consultant sponsorship slots were filled, generating \$24,500. There has been some confusion noted on the part of the consultant sponsors about how our program works. There was a discussion of the need to provide very clear instructions on what they are getting for their money at various levels and that they must still register each individual who will attend. Twenty-one law firms sponsored at \$1000 each.

Development on a playbook for Superconference has started.

2. Changing Face of Water Law

Greg Ellis is onboard as the ENRLS representative for the Water Law conference. The first planning meeting for the 2019 Water Law conference is set for 8/3/18.

D. Website / Technology

Rebecca Skiba is joining the Website and Technology Committee as the new co-chair, assisting Connie Westfall. A meeting with Workhorse about updating and upgrading the ENRLS website is set for the week of August 6th. A scope of work has been completed and a contract will be going to the SBOT for review shortly. The Committee is soliciting comments and suggestions for the website and has already collected some suggestions. The Committee expects to have recommendations to present at the Fall 2018 meeting of the Executive Committee. Developing a playbook for the Website and Technology Committee was discussed.

E. Pro Bono Committee

Steve McMillan noted that the Pro Bono Committee manages donations as well as the ENRLS efforts at pro bono services through TEAP and suggested consideration of changing the name of the committee to reflect this larger mandate. No action was taken.

Marshall Coover provided an update on TAEP activity. Since the last update, the program has had two applicants. Neither applicant passed the screening processes used by Volunteer Legal Services (VLS). There was a discussion of potential additional outreach mechanisms to increase

the attention to and awareness of TAEP including better leveraging of the ENRLS website and communication resources.

V. Other Business

1. By-Laws

Steve McMillan raised the issue of updating the ENRLS by-laws. The current version has not been updated since 2000 and does not include provisions required by the SBOT. Steve presented the Executive Committee with a draft designed to better align the ENRLS by-laws with the SBOT's requirements and model by-laws. Significant changes in the draft include (1) formalizing the concept of a "council" comprised of the ENRLS offices and Executive Committee, (2) formalizing the standing committees, and (3) adding a nominating committee to manage recruitment of new Executive Committee members and nominations for officer positions.

The process for revision was discussed. Steve is going to solicit suggestions and comments on the draft. A revised draft is expected to be presented to the Executive Committee at the Fall meeting. The SBOT Board of Directors will need to approve any revisions before they will become effective.

2. Incoming Officers / New Exec. Committee Members

The slate of officers and incoming Executive Committee members for 2018-2019 was discussed. The current slate of officers served as a nominating committee.

3. Committee Participation and Organization

Steve McMillan reported on lessons learned from incoming section officer training provided by the SBOT. Some best practices ENRLS may adopt include having an Executive Committee member as a co-chair for every standing committee to ensure that every standing is represented by at least one voting member of the Executive Committee. Formalizing such a structure would ensure at least two members of each standing committee to share work.

Upon motion from David Klein and second from Susan Maxwell, the meeting was adjourned at 4:38 PM.

VI. Next Meeting

The next Exec. Comm. meeting will be held November 1, 2018, in Fort Worth, Texas, in conjunction with a Law School Committee event at the Texas A&M Law School.