

Solo & Small Practice Section
2018 Executive Committee Retreat
Agenda

Time	Activity	Presenter
10:00-10:10	Welcome, Agenda and Logistics	Nancy
10:10-10:45	Core Function Review.	
	Member Recruitment (stats)	Nancy
	Facilitate the List Serve	Bruce
	Maintain a Website (tour)	John/Kari
	Produce Webinars (stats)	Shashi
	Sponsor the Solo & Small Firm Conference (stats and status)	John/Ann
	Plan and Host Networking Events	Kristina/Jordan
	Award Scholarships	Kari
	Monitor BOG Activity and Legislation	Nancy
	Conduct Annual Membership Meeting	Nancy
10:45-11:00	Budget Review	Bruce
11:00-11:30	Board Recruitment and EC Election Planning	Bruce/Kari
11:30-11:45	BREAK	
11:45-12:30	Message Board Project – Part I Overview and Results of Member Survey	John/Jordan
12:30-12:45	Lunch is Served/BREAK	
12:45-1:45	Message Board Project – Part II Product Options and Demonstration	Vitaliy, John, Jordon
1:45-2:00	Break	Bruce
2:00-3:15	Sub-Committee Break-Out Sessions	All
3:15-3:45	Subcommittee Reports	Chairs
3:45-4:00	Building the EC Meeting Calendar	All
4:00-6:00	FREE TIME	
6:00	Blind Wine Tasting Reception	All + Guests
7:30	Shuttle to Kiana Lodge for Dinner	All + Guests