

LLAM Board of Director's Meeting
Thursday, September 11, 2025
11:05 am (ET)

Location: Virtual/Zoom

Welcome (Sara, President)

- Members Present/Attendees:
 - Sara Billard, President
 - Gaby Colmer
 - Kristee Copley
 - Mary Jo Lazun, Board Member
 - David Matchen, Board Member
 - Jill Schorr, Treasurer
 - Julia Topper, Vice President

General Business/Announcements

- Approval of Minutes
 - Motion to approve 7/30/2024 minutes by Sara. Second by David. Approved by all.
 - Motion to approve 2/28/2025 minutes. Second by Mary Jo. Approved by all.
 - Motion to approve 5/25/2025 minutes by Sara. Second by Mary Jo. Approved by all.
- Treasurer's Report
 - Update on Bank Account information/credentials
 - Jill Schorr reported that she needs to get in touch with Tonya Thomas to get all information passed over (missing a few logins, etc.). Jill is also having trouble with the IRS account and bank account.
 - Sara indicated that she will get in touch with Chi Song to have them all connect with Tonya.
 - Move to approve/accept the 2023-2025 2 Year Budget Report as presented w/o amendments by Sara. Seconded and approved by Board.
 - LLAM Financial Report #1 – FY 2025-2026 (Sept 11, 2025)
 - Discussion of changing the resident agent information from Tonya to Jill. Also discussed the fees associated with making that change on SDAT.
 - Sara moved to approve the Sept 11, 2025 version of the financial report without any amendments. Approved.

Committee Reports

- Archives
 - Joe Nuemann not present.
- Communications and Technology
 - Discussion on the procedure of blog posting on LLAM's website. Proposed that President/Board does not need to pre-approve every single blog post; however, moderation is necessary. Board agrees.
- Government and Vendor Relations
 - Joanie not present.

- Grants
 - Sara reported that Jim has indicated that he still wants to be involved even in his retirement.
- Membership
 - Gaby reported that 27 members are signed up right now.
 - Jill is working on gaining access to LLAM's IRS account to get UBalt folks a W-9 for their membership.
 - Discussion on what an Institutional membership entails.
- Placement
 - Sara Denbo not present.
- Nominations
 - Jessica Mundy not present.
- LLAM Guidelines Review
 - Jessica Mundy not present.
 - Sara reported Jessica submitted by email that she'll provide final LLAM Guidelines Report at the October Board Meeting.

New Business

- Programming (Julia, VP)
 - Programming updates
 - Julia Topper is currently gathering information and trying to figure out who the committee members are. Will reach out to membership to figure that out.
 - Mary Jo agreed to join the committee.
 - Legal Research Institute discussion
 - Julia asked what the budget is and if LLAM has enough funds to run a similar program to the one held in 2024.
 - Sara Billard mentioned it'll be close financially, but we can think about reaching out to our vendor reps (i.e. Westlaw, Bloomberg) for possible sponsorships.
 - Mary Jo suggested introducing readings from authors.

Move to adjourn the meeting by Sara. Second by David M. Approved. **Meeting ended at 11:34am.**