MEMORANDUM

TO: **GIHAN FERNANDO, PRESIDENT, NALP**
FRED THRASHER, DEPUTY DIRECTOR, NALP

FROM: **ERIC J. STERN, SECTION CHAIR, NEWER PROFESSIONALS SECTION**

CC: **MARGAUX GILLMAN, SECTION VICE CHAIR**
MARYBETH RAJU, SECTION VICE CHAIR
LISA WATSON, BOARD LIAISON
JO PARENTE, FORMER SECTION CHAIR

RE: **MINUTES FROM SECTION MEETING AT 2007 ANNUAL CONFERENCE**

DATE: **May 2, 2007**

The following memorandum summarizes the discussion and business that took place at the Newer Professionals Section Meeting at the 2007 Annual Conference. We had about 35 members of the section in attendance.

- Jo Parente welcomed everyone & introduced Eric Stern as the new Section Chair.
- Eric thanked Jo and introduced the Section's Leadership team: **Jo Parente** (outgoing Chair & liaison to the 2008 Newer Professionals Forum Planning Committee), **Lisa Watson** (Board liaison), **MaryBeth Raju** (Section Vice Chair), and **Margaux Gillman** (Section Vice Chair).
- Eric reviewed the agenda for the meeting and brought Jo back up to provide an overview of the Section's 2006-07 accomplishments (see attached minutes of last quarterly conference for more details).
- Eric asked members to introduce themselves.
- Eric reviewed the Section Handout and the ways in which members could get more involved in the Section.
  - Join the Listserv: Eric went over how to join the listserv and pointed out how important of a vehicle it is for environmental scanning and staying in touch. He also reviewed the copyright and anti-trust issues regarding posting on the listserv.
  - Write an Article for the NALP Bulletin: Eric discussed the Newcomer's Corner and the opportunity to draft feature articles. Section Vice Chair MaryBeth Raju told members about how to work with her on Corner articles and then Eric discussed deadlines and the opportunity to have section members edit and review member articles before they are published. Several members expressed an interest in writing articles.

  - Join a Work Group or Committee: Eric asked Jo Parente to talk about how members could join the 2008 Newer Professionals Forum Planning Committee. He and Margaux Gillman then talked about the Experienced Professionals Conference Call Work Group (which Margaux will be chairing) and asked members to email Margaux topic ideas and the names of suggested experts who could present on each of the calls. Margaux is going to be rolling out a schedule for the first series of calls, along with the topic areas and designated expert presenters.
  - Present at the 2008 Annual Conference: Eric informed members that submitting proposals for the 2008 Conference was the highest priority given the May 28 deadline. He asked both Vic Massaglia and Jo Parente to talk about how easy it was to submit proposals and both Vic and Jo pledged to work with anyone who was interested in putting forward a proposal. Eric indicated that it would be great to have the section produce at least three proposals for the 2008 Conference and will follow up with interested individuals accordingly.
- Eric then led a brainstorming session. He asked members to break off into pairs and come up with a list of the three most challenging issues they faced in the first six months. Each of the pairs then came up and presented their ideas, while Eric took notes. After each pair presented their ideas, Eric informed the section that we now had 34 environmental scanning ideas that we could use for articles, presentations at the 2008 Annual Conference and the Experienced Professionals Conference Call work group. (A copy of these ideas can be found on page 3 of this memorandum).
- Under the area of new business, Eric asked Vic Massaglia to talk briefly about the idea of having a "NALP Blog," and specifically a blog for our section.
  - Vic talked about his experience with having a blog at the University of Minnesota and wanted to explore with NALP the idea of having a NALP-wide blog and then the opportunity for interested sections to each have their own blog. Eric assured members he would raise this with the Board and get their impressions and thoughts on the feasibility of and interest in this idea.
- Finally, Eric polled members to see if they thought it would be a good idea to continue having quarterly conference calls so the section can stay in touch on pending projects and issues. A "show of hands" poll demonstrated that members thought this was a good idea.
- Eric then adjourned the meeting.

IDEAS GENERATED FROM BRAINSTORMING SESSION

(“What were the biggest challenges you faced in the first six months of your job?”)

1) Communicating Goals and expectations to staff
2) Defining your role and figuring out how your strengths and weaknesses fit into the overall office
3) Prioritizing & project management
4) Navigating the chain of command/figuring out the law school bureaucracy, the office politics and determining the “major players” in your office
5) Information Overload!
6) Learning the profession (law school & employer-side) as a non-attorney
7) Wearing too many hats (running an CSO or recruiting program on your own)
8) Crash course in networking—learning how to network in a profession where it is critical to success if you have never networked before
9) Making the transition from a practicing lawyer to a career services professional
10) Getting used to your clients being students and reacting to situations where they are unwilling to follow your advice
11) Not being taken seriously or given respect as a CSO professional or recruiter
12) Determining how to measure success as a CSO professional?
13) Emotional drain stemming from students showing us a lack of appreciation
14) Counseling evening students
15) Having low turnout at CSO programs
16) Understanding the mission, goals & objectives of your office
17) Navigating the associate review process
18) Gathering the data & stats necessary to track attrition and other associate evaluation programs
19) Establishing relationships with associates in an effort to get inside information that will help with recruiting and professional development programs
20) Being the first person in the firm to do attorney recruitment program (in-house)
21) Where do you get information in the law firm?
22) Filling the big shoes of your predecessor
23) Mastering the recruiting timeline
24) Mastering the CSO timeline & getting into the flow to of the seasons of career services
25) Knowing where to look for job opportunities for your students
26) How to do everything you want to do for your students with limited resources
27) Understanding (and managing) student expectations
28) As a law firm professional—understanding how law schools work and how to reach law students
29) Saying no to students so that you can make more time to do employer outreach
30) Counseling difficult students
31) Counseling students (and alumni) who have more experience than you do
32) Preparing a budget for a CSO
33) Re-writing existing recruiting materials
34) Navigating technology and all of the systems (i.e., OSCAR, Symplicity, etc.)