

## **NALP Small & Solo CSO Section Quarterly Report**

TO: Arturo Thompson, Board Liaison  
FROM: Tanya Lundberg and Maria Comas, Section Co-Chairs  
CC: Claire Nash  
DATE: March 17, 2022

Our section held its fourth call on February 10, 2022. During the call, we discussed past and upcoming NALP programs; vice chair reports; the executive director search; and the AEC. Minutes from that meeting are posted to the Section's NALPConnect discussion board. This report identifies our leadership team, and recaps our communications. Thank you, Arturo, for the continued support that you've offered the Section.

### I. Leadership Team

#### Section Co-Chairs

Maria Comas, Duquesne University School of Law, [comas@duq.edu](mailto:comas@duq.edu)  
Tanya Lundberg, University of Detroit Mercy School of Law, [lundbete@udmercy.edu](mailto:lundbete@udmercy.edu)

#### Annual Education Conference/Bulletin+ and Webinar Planning

Vice-Chair:

#### Member Relations and Membership Development

Vice-Chairs:

Tammy King, Creighton University School of Law, [tammyking@creighton.edu](mailto:tammyking@creighton.edu)  
Trisha Nakamura, University of Hawaii School of Law, [tnakamu@hawaii.edu](mailto:tnakamu@hawaii.edu)

#### Environmental Scanning

Vice-Chairs:

Rosalind Lister, West Virginia University College of Law, [rosalind.lister@mail.wvu.edu](mailto:rosalind.lister@mail.wvu.edu)  
Kimberly Underdown, St. Mary's University School of Law, [kunderdown@stmarytx.edu](mailto:kunderdown@stmarytx.edu)

#### Programming Best Practices

Vice-Chairs:

Katie Overberg, Drake Law School, [kathryn.overberg@drake.edu](mailto:kathryn.overberg@drake.edu)  
Stacey Blakeman, The University of Kansas School of Law, [staceyblakeman@ku.edu](mailto:staceyblakeman@ku.edu)

#### Knowledge Management and Resource Implementation

Vice-Chair:

Kayla Doiron, The University of Oklahoma College of Law, [kdoiron@ou.edu](mailto:kdoiron@ou.edu)

### II. Communication

In advance of our last section call, we met with Arturo to discuss Section business and

support from the NALP board. Arturo has been an invaluable resource to us and we appreciate his encouragement and support.

The Tuesday Topics continue to encourage discussion among members.

The following are the Tuesday Topics that have been covered since our last report:

- a. Tracking student status changes in Symplicity/12Twenty
- b. 3L programs/events
- c. MIA grads for grad employment reporting
- d. OCI – requirements
- e. OCI – OCI reception timing

### III. Environmental Scanning

Our Environmental Scanning Vice Chairs are planning a scan about small and solo CSOs effectively using student workers to assist with office operations.

### IV. Section Meeting Dates

Our quarterly meetings have concluded. Our next section meeting will be at the AEC.