

**MINUTES OF THE AUGUST 1, 2013 MEETING OF THE  
EXECUTIVE COMMITTEE OF THE  
ADMINISTRATIVE LAW SECTION OF THE STATE BAR**

Location of Meeting:           Telephonic

Date and Time of Meeting:   August 1, 2013 at 10:00 a.m.

Present at Meeting:           Alicia Ashcraft; Melissa Waite; Andrew Platt; Shawn Elicegui

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**I.     Monthly Speaker Series Luncheons.**

- a)     No luncheon is scheduled for July and August due to dwindling interest and summer vacations, etc.
- b)     Alicia has secured Dave Newton (Senior Deputy Attorney General) and Jim Day (Administrative Law Attorney) from the Nevada Transportation Authority to speak at the September Speaker Series Luncheon in Las Vegas.
- c)     We need to secure speakers for two more months during this year: October (Reno) and November (Las Vegas). Alicia advised that Hal has suggested several times that we should have at least one CLE that is ethics near end of the year when people are collecting credits to meet the requirement. Alicia will reach out to Caren Jenkins to see if she would be willing to speak to the Section in November. Caren Jenkins presented the ethics portion at the full day Administrative Law Section CLE done in 2011. Alicia and Shawn discussed the possibility of having someone from the Utilities Commission speak at the other luncheon and the appeal of the topic to the Section.
- d)     Andrew suggested the possibility of a working group with the membership to help further develop the Administrative Law Contact List. Andrew asked what topics would appeal to the other members of the Executive Committee. Alicia suggested that Water Rights may be an interesting topic and Shawn indicated that he may be able to suggest some possible speakers.
- e)     Although Alicia reserved the room at the beginning of this year, the State Bar recently advised that they will not be able to provide meeting room space in the Las Vegas office on Tuesday, November 19. Alicia will look into the possibility of moving this luncheon to the week before, on Tuesday, November 12. She noted that this may be a better date due to holiday and vacation schedules for Thanksgiving. Melissa volunteered meeting space at the law firm of Jolley Urga, however, we would still be tasked with the technology aspect of connecting via video with the Reno office of the State Bar.

## **II. Administrative Law Contact List.**

- a) During the most recent membership meeting, Louis Ling volunteered to obtain copies of existing contact lists of administrative agencies that we can review and to assist in developing the Contact List. Melissa will follow up with Louis to see if he was able to obtain the lists. Melissa was not successful in attempts to obtain current lists of the AG assignments and was advised that the list is constantly changing. Melissa and Alicia will meet in order to discuss the first draft of the Contact List.
- b) Alicia advised that the Administrative Law Contact List will ultimately be used as a Table of Contents for an Administrative Law Desk Reference. We can then take the major agencies or more frequently used agencies and compile handouts from recent lunches and other authored sections to complete the Desk Reference.
- c) Once the first draft of the Contact List is prepared, Alicia or Melissa will then circulate among the Executive Committee for their review and comment. Next, we can then circulate to larger membership for review and comment. Alicia's goal is to have the Contact List ready to go by the next General Membership meeting on Thursday, September 5.

## **III. Operating Account.**


- a) March-June at a \$205.00 profit for the Monthly Speaker Series Luncheon. The data did not include February, but Andrew will confirm.
- b) If we have 10 people we break even; so we should be aiming for at least 10 members on average to attend the monthly speaker series luncheons.

## **IV. Next Meeting.**

- a) August 5, 2013 at 10:00 a.m. - General Membership
- b) October 3, 2013 at 10:00 a.m. – Executive Committee

No further business being had, the meeting was **Adjourned** at 10:38 a.m.

Respectfully Submitted,

  
Melissa Waite, Secretary