

**MINUTES OF THE JULY 11, 2013 MEETING OF THE GENERAL
MEMBERSHIP OF THE
ADMINISTRATIVE LAW SECTION OF THE STATE BAR**

Location of Meeting: Telephonic

Date and Time of Meeting: July 11, 2013, 10:00 a.m.

Board Present at Meeting: Melissa Waite; Alicia Ashcraft

Members Present at Meeting: Louis Ling

I. Luncheons Speaker Series.

- a) Alicia advised that the monthly luncheon speaker series will continue to occur the third Tuesday of every month.
- b) Alicia indicated that we are still working on speaker for August, October and November. Shawn EliceGUI is working on arranging for a speaker from the Utilities Division for the August luncheon (Reno) lunch.
- c) September luncheon will feature David Newton (Senior Deputy Attorney General) and Jim Day (Administrative Law Attorney) for the Nevada Transportation Authority who will speak about NTA procedures and also the differences in the role of the AG assigned to Board or Commission and the administrative attorney.

II. Agency Directory.

- a) Alicia advised that we are still working on getting started in creating a desk reference that would provide a list of agencies, boards and commissions in Nevada, a contact, and a list of AG's and administrative attorney representing each. If possible, we would also like to include the names of other section members that have knowledge in the area that practice with that agency and would be willing to serve as a resource.
- b) Alicia indicated that Melissa could start by putting together list of agencies, boards and commissions. Then we will circulate to the Administrative Law Section for feedback.
- c) Louis advised that there is a list of the occupational licensing boards that is already in a spreadsheet, the board is identified, the contact person (executive

director) and contact information. He thinks we can obtain this through Annalyn Corrillo at Governor's Office, Appointment Secretary. Another resource would be purchasing. Another list would be from the AG's office.

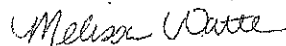
- d) Louis will start at the state level to obtain any current lists.
- e) Melissa will check with Brian Holthus to see about obtaining a list from the AG's office of current assignments.

III. Next General Membership Meeting.

- a) September 5, 2013 at 10:00 a.m.

No further business being had, the meeting was **Adjourned** at 10:22 a.m.

Respectfully Submitted,



Melissa Waite, Secretary