

**MINUTES OF THE SEPTEMBER 5, 2013 MEETING OF THE GENERAL
MEMBERSHIP OF THE
ADMINISTRATIVE LAW SECTION OF THE STATE BAR**

Location of Meeting: Telephonic

Date and Time of Meeting: September 5, 2013, 10:00 a.m.

Board Present at Meeting: Melissa Waite; Alicia Ashcraft; Andrew Platt

Members Present at Meeting: Kathleen Janssen

I. Agency Directory/Desk Reference

- a) Alicia explained the section's goal to publish an Agency Directory. This will be a list of agencies and departments to include contact information, the name of the AGs and the administrative lawyers (if applicable) and possibly the names of other section members that have knowledge in the area that practice. We are hopeful that this combined with the materials assembled from the monthly luncheon speaker series can be useful in assembling an Administrative Law Desk Reference that would outline in more detail, the department or agency role, the governing statute and regulations, and provide an overview of other pertinent information.

II. Luncheons Speaker Series.

- a) Alicia advised that our September luncheon speaker series with the NTA has been in flux and it now will be very tight to get CLE credit approved, schedule, advertise and get enough members to attend. Since due to scheduling difficulties Alicia was not able to confirm a September date with David Newton and Jim Day from the NTA she will now try and push this luncheon to Tuesday, November 19, 2013 which will be broadcast from State Bar office in Las Vegas.
- b) Caren Jenkins with the Nevada Commission on Ethics is going to be the speaker for the October luncheon to be held in the State Bar office in Reno. This will be an ethics CLE and is scheduled for October 15, 2013 at noon. We will start advertising soon via email to the members.
- c) Alicia is hopeful that the next Board will continue the format with luncheon speakers from different departments and agencies in Nevada. Ideally, if we can get another year of this format their materials can be assembled by soliciting volunteers knowledgeable in that particular area to edit each section of the Administrative Law Desk Reference.

III. Next General Membership Meeting.

- a) November 7, 2013 at 10:00 a.m. We will have elections at this general membership meeting so please consider any nominations.

No further business being had, the meeting was **Adjourned** at 10:29 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Melissa Waite".

Melissa Waite, Secretary