

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>BACKGROUND</b>
<b>Sub-entity Name:</b> Standing Committee on the Delivery of Legal Services (SCDLS)
<b>Chair:</b> Jodie Berger (2007-2008)
<b>State Bar Staff:</b> Sharon Ngim
<b>Date:</b> January 30, 2008
<p><b>Sub-entity Background:</b> The Standing Committee on the Delivery of Legal Services is a 20-member committee appointed by the Board of Governors. Its membership consists of attorneys and public members with expertise or an interest in the delivery of legal services to the poor and moderate income. The charge of the committee is as follows:</p> <ol style="list-style-type: none"><li>a. Identify, develop and support improvements in the delivery of legal services and pro bono legal assistance to poor and moderate-income individuals.</li><li>b. Serve as a resource to the Board of Governors in legal services issues of importance to the State Bar.</li><li>c. Develop and disseminate educational materials and programs to improve the delivery of legal services to poor and moderate-income individuals.</li><li>d. Develop liaison relationships with other State Bar entities concerning legal services issues of importance to the State Bar.</li><li>e. Analyze, report to the Board of Governors, and comment where requested by the Board of Governors or the Executive Director, on proposed court rules or legislation directly relating to or impacting the delivery of legal services to poor and moderate-income individuals in California.</li></ol> <p>There are six working groups by major project areas: Appointments, Legislation, Moderate Income, Pro Bono, Recognition and Training.</p>

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Proposed Activities</b>	
<b><u>Activity 1</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b>APPOINTMENTS</b></p> <p>A. Recruit qualified attorneys and public members from diverse backgrounds for SCDLS during regular appointments process (2009-2010) and for interim appointments as needed</p> <p>B. Review applications, conduct interviews, rank applicants and make recommendations for 2009-2010</p> <p>C. Conduct orientation for new members</p> <p>D. Identify and prioritize new areas of need for recruitment of new SCDLS members for 2010-2011</p> <p>E. Encourage previous and outgoing SCDLS members to apply to other State Bar entities as appropriate</p>	<p>A. November 2008 through January 2009 and as needed for interim appointments</p> <p>B. March to May 2009</p> <p>C. October to November 2009</p> <p>D. August to November 2009</p> <p>E. Ongoing</p>

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Identify any areas of needs/gaps in membership before and after appointments process</li> <li>▪ Increase number of qualified applicants that rank SCDLS as first or only preference to at least twice the number of vacancies</li> <li>▪ Review of applications, interviews, ranking and recommendations are made thoroughly and completed in a timely manner</li> <li>▪ Orientation for new SCDLS members is conducted before first meeting of the new committee year</li> <li>▪ Provide appointment applications to outgoing SCDLS members to apply to other State Bar Entities</li> </ul>

<b>Proposed Activity Budget</b>
No direct expenses anticipated for this activity

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Proposed Activities</b>	
<b><u>Activity 2</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b>LEGISLATIVE ACTIVITIES</b></p> <p>A. Respond to referrals from the State Bar Office of Legislative Affairs to comment on proposed state legislation; Judicial Council Rules of Court, court forms, reports or other proposals; affirmative legislative proposals by State Bar Sections; Conference of Delegates Resolutions; California Law Revision Commission proposals; other proposals that impact the delivery of legal services to low- and moderate-income Californians.</p> <p>B. Coordinate with LAAC on their legislative efforts to prevent duplication of efforts.</p>	<p>A. Ongoing and as needed upon referral</p> <p>B. Ongoing as needed.</p>

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Continuing to provide technical expertise and input on matters that impact the provision of legal services to low- and moderate-income persons</li> <li>▪ Review of legislative referrals is done in a thorough and timely manner and in coordination with the Office of Legislative Affairs and Office of General Counsel.</li> </ul>

<b>Proposed Activity Budget</b>
No direct expenses anticipated for this activity.

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Proposed Activities</b>	
<b><u>Activity 3</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b>MODERATE INCOME</b></p> <p>A. Follow up on recommendations from moderate income research</p> <p>B. Develop in coordination with SCDLS Training Subcommittee and Program Development staff appropriate trainings for Annual Meeting, ABA, NLADA and other events as needed</p> <p>C. Continue to work with Program Development staff on ways to enhance and promote moderate income delivery systems</p> <p>D. In coordination with the Access to Justice Commission, conduct any follow up on the January 2007 report to the legislature, <i>“Action Plan for Justice”</i> as needed</p>	<p>A. As needed.</p> <p>B. For Annual Meeting, submit proposal late January 2009 and prepare for panel to be held mid September 2009</p> <p>C. Ongoing</p> <p>D. To be determined.</p>

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Continue to work with staff to help promote and enhance LRS programs, modest means and unbundling panels, such as writing articles and other outreach efforts</li> <li>▪ In coordination with the Training Subcommittee, develop or co-sponsor at least one educational program that includes legal services to moderate-income individuals</li> <li>▪ Continue to examine and promote areas beyond family law that are appropriate for unbundling</li> <li>▪ In addition to LRSs, identify local, statewide and national programs that promote the delivery of or provide direct legal services to the moderate-income</li> <li>▪ Number of attendees at programs and meeting</li> <li>▪ Positive comments from evaluation forms</li> </ul>

<b>Proposed Activity Budget</b>
No direct expenses anticipated for this activity.

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Proposed Activities</b>	
<b><u>Activity 4</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b>PRO BONO</b></p> <p>A. Continue to work with various constituency groups such as private law firms, solo practitioners, government attorneys, local, specialty and minority bar associations, new admittees, limited active practice attorneys, retired attorneys, certified legal specialists, corporate counsel and law schools to promote pro bono, identify barriers to pro bono participation and collaborate on ways to overcome those barriers.</p> <p>B. Promote new Pro Bono Practice Program (formerly the Emeritus Attorney Pro Bono Program) Rules and coordinate with Program Development staff on outreach and publicity</p> <p>C. Develop in coordination with appropriate entities and Program Development staff statewide or regional pro bono stakeholder or other pro bono affinity group meeting to coordinate pro bono efforts</p> <p>D. Update State Bar pro bono outreach information as needed, including website</p> <p>E. Assist staff as needed with disaster planning efforts</p> <p>F. In coordination with the Access to Justice Commission, conduct any follow up on the January 2007 report to the legislature, "Action Plan for Justice" as needed</p>	<p>A. Ongoing</p> <p>B. Distribute new information during fall of 2009 so that it coincides with 2010 billing cycle</p> <p>C. Begin planning Fall of 2009 for Fall 2010 event</p> <p>D. Ongoing</p> <p>E. To be determined with development of staff plans and time frame.</p> <p>F. To be determined</p>

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Number and type of constituency groups that seek State Bar assistance to enhance pro bono participation</li> <li>▪ Number and type of information (print, electronic) developed for constituency groups regarding pro bono participation</li> <li>▪ Continue to edit, update and promote printed materials that encourage and enhance pro bono participation and disaster planning</li> <li>▪ Number of attendees at programs and meeting</li> <li>▪ Positive comments from evaluation forms</li> </ul>

<b>Proposed Activity Budget</b>
<p>Travel for 3 members to participate in pro bono stakeholder event @ \$500 including airfare, one hotel night, ground transportation, per diem = \$1,500</p>

<b>Proposed Activities</b>	
<b><u>Activity 5</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b><u>RECOGNITION</u></b></p> <p>A. President's Pro Bono Service Awards</p> <ol style="list-style-type: none"> <li>1. Solicit nominations with targeted outreach, taking into consideration any "gaps" identified from nominations received in 2008.</li> <li>2. Review nominations and make recommendations to be approved by the Board of Governors</li> <li>3. Review, evaluate and as needed, revise award categories and nominating criteria</li> <li>4. Publicize awardees</li> </ol> <p>B. Loren Miller Legal Services Award</p> <ol style="list-style-type: none"> <li>1. Solicit nominations</li> <li>2. Review nominations and make recommendations to be approved by the Board of Governors</li> <li>3. Review, evaluate and as needed, revise award categories and nominating criteria</li> <li>4. Publicize awardee</li> </ol> <p>C. Make recommendations to staff for edits/ changes to the 2010 awards forms</p> <p>D. Help publicize the Pro Bono and Loren Miller Awards and other statewide and national recognition awards to California legal services providers</p>	<p>A.</p> <ol style="list-style-type: none"> <li>1. October, 2008 to early March, 2009</li> <li>2. Review May-June, 2009; make recommendations mid June, 2009</li> <li>3. July to December, 2009</li> <li>4. August to September, 2009</li> </ol> <p>B.</p> <ol style="list-style-type: none"> <li>1. October, 2008 to early March, 2009</li> <li>2. Review May-June, 2009; make recommendations late June, 2009</li> <li>3. July to December, 2009</li> <li>4. August to September, 2009</li> </ol> <p>C. August – November 2009</p> <p>D. Ongoing</p>

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Conduct targeted outreach in advance of nomination period to IOLTA-funded legal services providers (especially those that give local pro bono awards); local, specialty, minority and women’s bar associations; and other appropriate groups, individuals and entities such as ACC, MCCA, CMCP</li> <li>▪ Contact at least five (5) new entities, groups or individuals</li> <li>▪ Maintain overall number of nominees received in previous year</li> <li>▪ Increase number of qualified nominees from sectors of the profession that historically have been under represented such as corporate and government as well as nominees from diverse backgrounds, as measured by nominations received from prior years</li> <li>▪ Promote awards and distribute nomination materials when attending functions sponsored by professional organizations/associations serving targeted attorney groups</li> <li>▪ Review of nominations and recommendations to the Board of Governors are made thoroughly and in a timely manner</li> <li>▪ Maintain publicity for awardees in both print and electronic media and on State Bar’s website as measured by efforts in prior years</li> <li>▪ Encourage nominators to re-nominate qualified candidates</li> <li>▪ Review internal process on deliberations and recommendations</li> </ul>

<b>Proposed Activity Budget</b>
No direct expenses anticipated for this activity.

<b>Proposed Activities</b>	
<b><u>Activity 6</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b><u>TRAINING</u></b></p> <p>A. Develop, propose, present or co-sponsor relevant educational training programs for State Bar events (such as the State Bar Annual Meeting); and other local, regional, statewide or national training events, especially where participation by SCDLS members would be appropriate (e.g. ABA/NLADA Equal Justice Conference, NLADA Substantive Law Conference, Judicial Council sponsored trainings).</p> <p>B. Coordinate with Moderate Income and Pro Bono Subcommittees as appropriate.</p> <p>C. Explore potential partnerships with legal services providers, courts, local bars and other State Bar and external entities to co-sponsor training events as appropriate</p> <p>D. Explore additional ways to enhance statewide training opportunities with LAAC and through technology</p>	<p>A. January to September 2008 for Annual Meeting; other events ongoing and as needed</p> <p>B. As needed.</p> <p>C. Ongoing and as needed.</p> <p>D. Ongoing and as needed</p>

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Produce at least three (3) programs for Annual Meeting</li> <li>▪ Produce one (1) program in conjunction with a non-State Bar entity</li> <li>▪ Establish new contacts and identify possible opportunities for partnerships</li> <li>▪ Number of attendees at programs</li> <li>▪ Positive comments from evaluation forms</li> <li>▪ Post training materials as appropriate</li> </ul>

<b>Proposed Activity Budget</b>
<p>Travel for Annual Meeting speakers:            3 speakers @ \$500 including airfare, one hotel night, ground transportation, per diem = \$1,500            3 speakers @ \$100 for mileage and per diem = \$300            3 speakers @ \$250 for one hotel night = \$750</p> <p>Travel to national or other conference for SCDLS-sponsored program:            1 speaker @ \$300 toward airfare or lodging = \$300</p> <p>Total travel others: \$2,850            Audio-Visual equipment rental (LCD projector, wireless microphone, VCR/monitor): \$500</p> <p>Copying handout materials for 3-4 programs at Annual Meeting: \$2,100</p>

<b>Proposed Activities</b>	
<b><u>Activity 7</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b>PUBLICATIONS</b></p> <p>A. Update, print and distribute SCDLS information for outreach and recruitment purposes</p> <p>B. Update brochure about new Pro Bono Practice Program as needed</p> <p>C. Print materials for training programs</p>	<p>A. Distribute at 2009 Annual Meeting</p> <p>B. Complete late fall 2009 to coincide with State Bar billing cycle</p> <p>C. As needed</p>

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ All materials will be produced and/or updated in a timely manner and distributed to the intended audience in hard copy and electronic format and will be posted on the State Bar’s website as appropriate</li> <li>▪ Request for materials and inquiries generated from the materials will be responded to in a timely manner</li> <li>▪ Comments on evaluation forms will be used to help assess the quality and usefulness of materials</li> </ul>

<b>Proposed Activity Budget</b>
<p>SCDLS handout: 1,000 @ 3.3 cents = \$ 33            Printed material for pro bono practice program: 3-fold brochure @ 500 copies to be covered by Program Development budget (outside design: \$500; outside printing: \$1,500)            Printing of Annual Meeting training material—see Training section; cost of printing other training material to be covered by Program Development budget.</p>

<b>Proposed Activities</b>	
<b><u>Activity 8</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b>STRATEGIC PLANNING</b></p> <p>Continue to identify and prioritize issues regarding the delivery of legal services to low- and moderate-income Californians and to develop and implement strategies to address these issues.</p>	<p>Ongoing</p>

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Evaluation of FY 2008 accomplishments</li> <li>▪ Prioritization of FY 2009 activities and projects</li> <li>▪ Development of FY 2010 work plan</li> <li>▪ Collaboration with State Bar entities as appropriate</li> </ul>

<b>Proposed Activity Budget</b>
No direct expenses anticipated with this activity

<b><u>Activity 9</u></b>	<b><u>Status/Time Frame:</u></b>
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**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b><u>Activity 9</u></b>	<b><u>Status/Time Frame:</u></b>
<p><b>OTHER ACTIVITIES</b></p> <p>Work with State Bar entities (such as the Access to Justice Commission, Trust Fund Commission, Sections, Council on Access &amp; Fairness and external entities (such as LAAC, PIC, Judicial Council, AOC, Legal Services Coordinating Committee, ABA) in the coordination of the delivery of legal services and on issues where a legal services perspective is important.</p>	Ongoing and as needed

<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Participate in relevant meetings and events; share information and collaborate as needed</li> <li>▪ Identify and evaluate topics of importance regarding legal services delivery systems and issues</li> </ul>

<b>Proposed Activity Budget</b>
No direct expenses anticipated for this activity.

**The State Bar of California  
FY 2009 SCDLS Work Plan**

**How Activity Addresses State Bar Strategic Plan**

**Goal 1: The Public is protected and served by attorneys and other legal service providers that meet the highest standard of competency and ethics.**

SCDLS-sponsored MCLE programs contribute to ensuring the highest level of competency and ethics of all attorneys, especially those who serve low- to moderate-income individuals. **(See Strategy 1.3, Competence and Ethical Standards.)**

**Goal 2: The State Bar provides a wide array of services and benefits to members who meet their professional development, business, and personal needs.**

The committee will continue to post and update information on the State Bar website to keep members informed about the committee's activities (including MCLE programs, recognition awards, etc.) but more importantly about the State Bar's commitment to pro bono and the status of the delivery of legal services to low- and moderate-income Californians. **(See Strategy 2.2, Professional Development Services and Strategy 2.3, Communications with Members.)**

**Goal 3: All people have access to high quality legal services regardless of financial or other circumstances.**

The work of each subcommittee and the committee as a whole furthers Goal 3, including the development and enhancement of modest means panels sponsored by State Bar certified LRSs which will help make legal services more accessible to moderate-income Californians. In particular, the heart of the Pro Bono and the Recognition Subcommittees' work is to encourage and increase pro bono participation in California **(See Strategy 3.1, Pro Bono Representation.)**

**Goal 4: The State Bar fulfills its mission through effective and supportive relationships with all stakeholders.**

Promoting pro bono participation to different constituency groups, increasing the number of nominations for recognition awards and coordinating other efforts include outreach to member groups both within (e.g. Access to Justice Commission and other State Bar entities) and outside the State Bar (e.g. Judicial Council, LAAC, Legal Services Coordinating Committee, local bar associations, etc.); providing technical assistance on legal services-related legislation will assist the Legislature to effectively fulfill its responsibilities. **(See Strategy 4.1, Develop Relationships with Members, Member Groups, and Other Stakeholders.)**

Providing comments to the Judicial Council on proposed rules of court and court forms positively impacts the overall administration of justice. **(See Strategy 4.2, Court/Bar Collaboration.)**

Printed information for State Bar and public members will also be posted on the State Bar's website to maximize communication with stakeholders. **(See Strategy 4.3, Public Information.)**

Continued efforts to publicize award recipients and pro bono participation will enhance better working relationships with the media. **(See Strategy 4.4, Media Relations.)**

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>How Activity Addresses State Bar Strategic Plan</b>
<p><b>Goal 5: The State Bar is recognized and respected as a contributing and accountable leader in improving the administration of justice and ensuring the rule of law in our civil society.</b></p> <p>SCDLS will continue to publicize its activities and to recruit diverse individuals with leadership potential who might not otherwise participate in State Bar activities. <b>(See Strategy 5.5, Participation and Leadership Development.)</b></p> <p>The committee’s legislative work improves the administration of justice and promoting effective models providing legal services to the poor and moderate-income helps ensure access to a continuum of legal services. <b>(See Strategy 5.6, The Administration of Justice.)</b></p>

<b>How Do Activities Address the Sub-entity’s Charge?</b>	
<b>Activity</b>	<b>Addresses Committee Charge as follows:</b>
<b>Appointments</b>	<p>Furtheres the administration and governance of SCDLS and all aspects of the charge</p>
<b>Legislative Activities</b>	<p>Serve as a resource to the Board of Governors in legal services issues of importance to the State Bar</p> <p>Analyze, report to the Board of Governors, and comment where requested by the Board of Governors or the Executive Director, on proposed court rules or legislation directly relating to or impacting the delivery of legal services to low- and moderate-income individuals in California.</p>
<b>Moderate Income</b>	<p>Identify, develop and support improvements in the delivery of legal services and pro bono legal assistance to low- and moderate-income individuals</p> <p>Serve as a resource to the Board of Governors in legal services issues of importance to the State Bar</p> <p>Develop and disseminate educational materials and programs to improve the delivery of legal services to poor and moderate-income individuals</p>

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>How Do Activities Address the Sub-entity's Charge?</b>	
<b>Activity</b>	<b>Addresses Committee Charge as follows:</b>
<b>Pro Bono</b>	<p>Identify, develop and support improvements in the delivery of legal services and pro bono legal assistance to low- and moderate-income individuals</p> <p>Serve as a resource to the Board of Governors in legal services issues of importance to the State Bar</p> <p>Develop and disseminate educational materials and programs to improve the delivery of legal services to low- and moderate-income individuals</p> <p>Develop liaison relationships with other State Bar entities concerning legal services issues of importance to the State Bar</p>
<b>Recognition</b>	<p>Identify, develop and support improvements in the delivery of legal services and pro bono legal assistance to low- and moderate-income individuals</p>
<b>Training</b>	<p>Identify, develop and support improvements in the delivery of legal services and pro bono legal assistance to low- and moderate-income individuals</p> <p>Develop and disseminate educational materials and programs to improve the delivery of legal services to low- and moderate-income individuals</p> <p>Develop liaison relationships with other State Bar entities concerning legal services issues of importance to the State Bar</p>
<b>Publications</b>	<p>Identify, develop and support improvements in the delivery of legal services and pro bono legal assistance to low- and moderate-income individuals. Serve as a resource to the Board of Governors in legal services issues of importance to the State Bar</p>

**The State Bar of California  
FY 2009 SCDLS Work Plan**

<b>How Do Activities Address the Sub-entity's Charge?</b>	
<b>Activity</b>	<b>Addresses Committee Charge as follows:</b>
<b>Publications, continued</b>	<p>Develop and disseminate educational materials and programs to improve the delivery of legal services to low- and moderate-income individuals</p> <p>Develop liaison relationships with other State Bar entities concerning legal services issues of importance to the State Bar</p>
<b>Strategic Planning</b>	<p>Furthers all aspects of the committee charge</p>
<b>Other Activities</b>	<p>Identify, develop and support improvements in the delivery of legal services and pro bono legal assistance to low- and moderate-income individuals</p> <p>Develop liaison relationships with other State Bar entities concerning legal services issues of importance to the State Bar</p> <p>Serve as a resource to the Board of Governors in legal services issues of importance to the State Bar</p>

<b>Recommended New Strategic Initiatives For Board Consideration</b>
<p><b>Name of Initiative:</b> None at this time.</p> <p><b>Purpose:</b></p> <p><b>Responsible Entity:</b></p> <p><b>Connection to Strategic Plan:</b></p> <p><b>Desired Outcome(s):</b></p> <p>Fiscal and Staff Implications:</p> <p><b>Proposed Performance Measures:</b></p>

Are activities within legislative and judicial restrictions imposed on the State Bar (*Keller, Hudson, Brosterhous, etc.*)?

Yes  No  If no, please explain.

**The State Bar of California  
FY 2009 SCDLS Work Plan**

Items	2007 Budget	2007 Outlook	2008 Budget	2009 Proposed
<b>Estimated Staff Time</b>	See Note 1	See Note 1	See Note 1	See Note 1
<b>Travel Staff</b>	See Note 1	See Note 1	See Note 1	See Note 1
<b>Travel Volunteer</b>	12,000	16,200	18,775	22,905 See Note 2
<b>Travel Others (e.g. Annual Meeting speakers for MCLE presentations)</b>	2,500	1,700	3,580 See Note 3	2,850
<b>Meeting Room Rental</b>	0	0	0	0
<b>Catering</b>	3,500	6,200	4,000	6,500
<b>Postage</b>	250	250	250	275
<b>Telephone</b>	1,000	675	1,200	800
<b>Copier Allocation</b>	3,000	800	2,100	1,000
<b>Other</b>				
<b>Janitorial</b>	100	0	100	0
<b>Security</b>	50	0	50	0
<b>Repairs and Maintenance</b>	200	0	0	0
<b>Equipment Rental</b>	800	75	800	500
<b>Elevator</b>	115	0	0	0
<b>HVAC</b>	145	0	0	0
<b>Delivery Service</b>	250	20	250	25
<b>Professional Services</b>	250	200	250	250
<b>Outside Printing</b>	1,500	0	1,500	1,000
<b>Outside Design</b>	500	0	500	500
<b>In House Printing</b>	250	0	250	250
<b>Miscellaneous</b>	500	50	500	250
<b>TOTAL Operating Expense</b>	\$26,910	\$26,170	\$34,105	\$37,105

Note 1: Expense charged to Program Development cost center

Note 2: 5 in person meetings (1 member @ \$425; 9 members @ \$325 = \$2,925, 10 members @ \$30 = \$300); 1 video conference meeting (16 members @ \$30 = \$480, 4 members @ \$100 = \$400); new member orientation (7 members @ \$325 = \$2,275); statewide pro bono stakeholder meeting (3 members @ \$500 = \$1,500)