

**PROGRAMS DIRECTORSHIP
REPORT PREPARED FOR THE DECEMBER 1, 2012 COUNCIL MEETING**

1. Budget Request

\$26,325, which is comprised principally of \$9,525 for the Annual Meeting and related events, \$15,800 for the Business Law Institute and related events, and \$1,000 to support yet to be planned program opportunities.

2. Use of Budgeted Funds During 2011-2012.

Funds were used for the Business Law Institute, Annual Meeting, the Schulman Award and Business Boot Camp II.

3. Next Scheduled Meeting of the Directorship.

The Directorship holds meetings, and communicates via telephone and email, as necessary, to discuss course speakers and other matters regarding the Institute and the Annual Meeting, as appropriate. Meetings for the 2013 Institute began in May of 2012 and continue on a monthly basis. The Directorship is presently planning the 2013 BLI. Planning for the 2013 Annual Meeting will begin in the first quarter of 2013.

4. Council Approval

The Programs Directorship asks the Council to clarify the protocol and policy regarding approval of Section sponsored events.

5. Membership

Those serving on the Programs Directorship include Dee Dee Fuller, Eric Lark, Christopher Maeso, Dan Minkus (Chair), and Mark Peters.

6. Accomplishments Toward Committee Objectives

All of the Directorship members actively participate in the planning process.

The Directorship will schedule meetings, or communicate via telephone and email, as necessary to finalize course schedules and secure speakers.

7. Meetings and Programs

The 2013 Institute will be held on June 7 and 8, 2013 at the Amway Grand Plaza Hotel in Grand Rapids. A date for the 2013 Annual Meeting has not yet been chosen.

8. Publications.

N/A.

9. Legislative/Judicial/Administrative Developments

N/A.

10. Miscellaneous

N/A.

Report submitted by:

Daniel H. Minkus

**BUSINESS LAW INSTITUTE BUDGET
2013 PROGRAM**

REVENUE	2012	2013
Section Members	\$ 2,520.00 (actual)	
General	\$ 2,755.00 (actual)	
ICLE Partners	\$ 9,045.00 (actual)	
4+ attorneys from same firm	\$ 2,990.00 (actual)	
New Lawyers	\$ 780.00 (actual)	
Law Students	\$ 97.50 (actual)	
Total Revenue Collected by ICLE	\$ 18,187.50	\$18,000.00
Sponsorship Revenue	\$15,200.00 (actual)	\$14,000.00
Total Revenues	\$33,387.50	\$32,000.00
 EXPENSES		
ICLE Paid Expenses*		
Course Materials	\$ 698.65 (actual)	\$ 1,000.00
Speaker/Staff Travel	\$ 4,227.79 (actual)	\$ 4,500.00
AV	\$ 1,147.39 (actual)	\$ 1,200.00
Beverages/break service/board lunch	\$ 2,823.79 (actual)	\$ 3,000.00
Dinner/Reception	\$12,382.74 (actual)	\$ 12,500.00
Planning Meetings	\$ 40.41 (actual)	\$ 200.00
Postage	\$ 129.73 (actual)	\$ 500.00
Marketing	\$ 4,862.63 (actual)	\$ 6,000.00
Total ICLE Paid Expenses	\$26,313.13	\$28,900.00
 Section Paid Expenses		
ICLE Fee	\$12,000.00 (actual)	\$12,000.00
Speaker/Sponsor Gifts	\$ 2,214.09 (actual)	\$ 2,300.00
Entertainment Costs	0	0
Section Administrator Travel/Lodging	\$ 459.42 (actual)	\$ 500.00
Giveaways	\$ 687.56 (actual)	\$ 1,000.00
Total Section Paid Expenses	\$ 15,361.07	\$ 15,800.00
Total Expenses	\$ 41,674.20	\$ 44,700.00
Net Loss to BLS**	\$ 8,286.70	\$ 12,700.00

*"ICLE Paid Expenses" in excess of revenues (net of sponsorship revenue) are paid to ICLE, in addition to ICLE's fee. In 2012, ICLE was paid a total of \$20,125.63 (\$12,000 fee, plus \$8,125.63 ICLE expenses in excess revenue). ICLE fee is \$12,000 for 2013. No additional increases for subsequent years are anticipated at this time.

**Total Revenue minus Total Expenses (net of ICLE paid expenses in excess of revenue).

2013 ANNUAL MEETING BUDGET

REVENUE	2012	2013
	None	None
 EXPENSES		
Reception	\$2,025.78	\$2,100.00
Dinner	\$1,549.56	\$2,000.00
Invitations	\$ 182.34	\$ 200.00
Postage	\$ 61.20 (actual)	\$ 70.00
Outgoing Chair Gift	\$ 371.63 (actual)	\$ 500.00
Copies	\$ 553.50 (actual)	\$ 700.00
Plaque	\$ 192.00 (actual)	\$ 200.00
Gavel	\$ 75.00 (actual)	\$ 75.00
Misc. (nametags, labels)	\$ 0	\$ 200.00
Speaker gifts	\$ 0 (used extra gifts from previous BLI event)	\$ 300.00
Schulman Award		
Marketing services	\$ 780.00 (actual)	\$1,000.00
Ad design	\$ 800.00	\$ 800.00
Clock	\$ 1,100 (for 12 and 13 actual)	\$ 0
Clock Plate	\$ 20.00 (actual)	\$ 20.00
Bar Journal Ad	\$1,025.00 (actual)	\$1,025.00
Photographer	\$ 275.00 (actual)	\$ 300.00
Plaque Plate	\$ 15.00 (actual)	\$ 15.00
Postage re SBM Plaque	\$ 14.35 (actual)	\$ 20.00
 Total	 \$9,040.36	 \$9,525.00