

MCLS Executive Meeting

March 3rd 2009

Present at Meeting

Justin Silverman, President
Kristen Sibiga, Vice-President
Denise Ouellet, Treasurer
Kristin Billera, Secretary

WEBSITE/BLOG

General

- ♦ Add “student run” to About Us
- ♦ Add a disclaimer that readers may be directed to outside Wordpress content
- ♦ Encourage people to comment and get feedback

Posting Guidelines

- ♦ Remember that the audience is mostly SULS students
- ♦ Focus on the 1st Circuit or the Supreme Court, or remind readers why story is relevant
- ♦ Posts that show national trends are also good
- ♦ Spell check and reread before posting
- ♦ Font is default font

Tags and Categories

- ♦ Link to other Wordpress content
- ♦ Balance between making blog accessible and not being associated with other content
- ♦ Search function can help readers find stories
- ♦ Voted unanimously to eliminate tags and categories

EMAIL

Problems

- ♦ Suffolkmedialaw.com emails are bouncing back
- ♦ Don't forget to respond to test emails

NEWSLETTER

General

- ♦ First issue went out smoothly
- ♦ Denise will send newsletter to Kristin who will send to all members
- ♦ Separate excel sheet for newsletter recipients and MCLS members
- ♦ BCC all email addresses
- ♦ Possibly send to members in the legal community unsolicited

Format

- ♦ Keep news stories limited to around 10
- ♦ Trump up blog entries when blogs cover the same topic as news stories
- ♦ Opening doesn't need to be included every week
- ♦ Upcoming events from the blog don't need to be included
- ♦ Add suffolkmedialaw.com to the heading

CALENDAR

- ♦ Not really needed now, but will keep active since it will be needed in the future

MARKETING/ADVERTISING OF GROUP

Dicta

- ♦ Ad for SBA groups in free
- ♦ Kristen will find out the paper's deadlines

Fliers

- ♦ Printed and approved

REFUNDS/BUDGET

- ♦ Need two signatories to sign budget request forms (Justin and Denise)
- ♦ Money need to be appropriated for us before we request refunds
- ♦ According to COP, new groups don't usually get much more than \$800 and budget requests should be itemized
- ♦ Fall budget needs to be applied for separately
- ♦ Dicta published an article last year about how much money student groups receive from SBA

FACULTY ADVISOR

- ♦ Justin is working to plan a time with Greg Sullivan and Michael Avery

GENERAL

- ♦ All blog pages are now at suffolkmedialaw.com (\$10)
- ♦ Justin is unable to attend the Masterman's Symposium, if anyone can take his place, let him know