

LEDES Oversight Committee

Members Meeting

ILTA Conference, Aug. 27, 2009



President's Report

Jane Bennitt

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Welcome!

Our meeting today is sponsored by

ILTA

Thomson Elite



2009-2011 Board

President – Jane Bennitt

Vice President – Jeff Hodge

Secretary – Cathi Collins

Treasurer-Membership – Cathy Reilly

Marketing Coordinator – Scott Wirtz

Regional Coordinator – Patrick Collins

Standards Coordinator – Bill Mertes



2009 Events

March

- Ratification of modifications to the Budgeting Format
- Ratification of Governance Changes

April/May

- Election; new Board seated
- Renewed D&O Insurance and ownership of utbms.com (all URLs paid through 2017)

June

- Jennifer Zimmerman led session at Elite conference on Law Firm E-Billing Best Practices
- Began project to establish a SharePoint site for the LOC
- Draft content for utbms.com/utbms.org proposed
- Began looking for an attorney to redraft Articles and By-Laws under governance changes
- Membership renewal notices sent out; dues increased in 2009

July/August

- Assumption of Marketing Coordinator responsibilities by Scott Wirtz
- ILTA planning
- UTBMS cross-industry efforts progressing



Governance Changes - Leadership

- The Board's goal is to lead and grow the organization while developing a strong, focused leadership group
- Required monthly meeting
- 7 members must be objective and be willing and able to donate time to work for the organization
- Board slate should reflect active membership
- Discussion on how Board positions are determined
- Term of office is 2 years
 - For this first seated Board, the President, Secretary and Treasurer will all have a 3 year first term
- Limitation of 2 consecutive terms; must wait 2 years and then can rerun for office

Governance Changes - Responsibilities

- Vice President oversees Standing Subcommittees
- Secretary records meeting minutes and maintains the permanent records of the organization
- Treasurer/Membership Coordinator handles finances and membership renewals
- Marketing Coordinator oversees the marketing, promotional and publishing efforts of the organization and is responsible for the Web Site content
- Regional Coordinator oversees network of regional group heads whose purpose it is to organize additional local meetings of the LOC members
- Standards Coordinator oversees the maintenance and development subcommittees established relative to the LEDES standards and ensures that proper procedures have been followed in the development or modification of existing standards.

Governance Changes

- Process to replace vacant Board positions
- Process to remove non-performing Board members and to provide for a substitute during a leave of absence-type period
- Process to remove non-performing Subcommittee Heads
- Process to remove members based on behavior
- Board can set a grace period to individuals in a position of leadership if they are between positions

Governance Changes - Subcommittees

- Development Subcommittees – Exist to create new or modify existing standards. Chairs are recommended by the Standards coordinator and approved by the BOD.
- Maintenance Subcommittees – Oversee existing standards and respond to questions. If an existing standard does not have an associated Maintenance Subcommittee then the LOC has discontinued its active support for the format
- Standing Subcommittees – Created by the Board for a specific purpose, have a charter and deliverables. Chairs are selected by the BOD.

Governance Changes

Standards Subcommittees

- To suggest the creation of new standards
- To develop new standards
- To ratify new standards
- Board intervention in the event a subcommittee's progress stagnates
- Terminate support for standards

Membership Dues Change

- Began budgeting process in 2007 to consider what was necessary to make organization self-supporting
- 2009 dues increased

SharePoint Collaboration Site

- Mentioned in the Governance changes and intended to support the new standards ratification process
- Project spearheaded by Bill Mertes
- Being hosted by Advanced Legal
 - Development services donated by Advanced Legal
 - Some software costs
 - Nominal recurring monthly cost
 - Volume of documents posted impacts price

Impact of Economy on LOC Membership

- Tough year for the legal industry
- All voting members have the ability to manage the membership of their organization through the web site

Please update your roster of members

- Board is working on a plan to allow a grace period for individual members who find themselves between jobs and want to continue participating in the LOC

Treasurer/Membership Coordinator's Report

Cathy Reilly

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MEMBERSHIP

- **12/2006** **68 member organizations**
- **1/2008** **85 member organizations**
- **8/2008** **98 member organizations**
- **8/2009** **94 member organizations**



MEMBERSHIP

- **8/2009** **94 member organizations**
- **45 Law Firms**
- **39 Vendors**
- **10 Law Departments**



MEMBERSHIP

- **8/2009** **94 member organizations**

Non US membership

- **18 UK organizations**
- **4 Canadian organizations**
- **3 Australian organizations**
- **1 European organization**



Secretary's Report

Cathi Collins

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Highlights to date

- Secretariat™ software donated to the LOC by Bridgeway to maintain the records of the organization
- We are in the process of modifying our Articles and Bylaws thru our attorneys to reflect Governance changes ratified by our membership at the beginning of this year

Vice President's Report

Jeff Hodge

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UTBMS Cross-Industry Efforts

March

- Earliest contact on project

April

- Met with Fred Paulmann
- LOC volunteers solicited; LOC team selected: Fred Paulmann, Jane Bennett, Don Christopher, Jeff Hodge, Cathi Collins, Ron Denton, Valerie Milewski

May

- Debate over where UTBMS cross-industry effort should fall under leadership hierarchy
- First call of UTBMS cross-industry LOC team
- Sample non-standard litigation code sets exchanged by group members

June

- Second meeting of LOC team
- Cross-industry participants broken into groups to review Litigation Code Set
- Fred Paulmann agrees to head LOC's UTBMS Subcommittee

UTBMS Cross-Industry Efforts

July/August

- Outreach to others on project, considerations
 - Carrie Mallen, eDiscovery Response Team
 - Jack Halprin and Greg Buckles, EDRM
 - Numerous law Department individuals
- Documents circulated
 - Considerations
 - Other Litigation and eDiscovery code sets
- Call scheduled later today
 - Determine what deficiencies exist in the current L300 codes, if any.
 - Decide whether the L300 codes require revision. If so,
 - Identify goals for how the revised L300 could/should be used
 - Consider whether adding codes to support eDiscovery services is appropriate as part of this project
 - Consider the level of granularity appropriate for new task codes
 - Determine whether any eDiscovery services are missing from the itemization that starts on page 3 of the Word document.

Law Firm Best Practices Subcommittee

- Initiated by law firms in the UK intent on understanding and communicating the implications of e-billing in the UK and Europe
- Initial and primary focus has been development of a white paper to identify legal and regulatory implications for e-billing in UK and Europe
- White paper is in final stages of completion
 - To be reviewed and revised and validated by a third-party
 - Intent is to provide guidance to law firm community
- Working group currently stands without a leader and follow-on direction. Interested parties please contact an LOC Board member

Marketing Coordinator's Report

Scott Wirtz
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Regional Groups Coordinator's Report

Patrick Collins

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Regional Coordinator Report

- Main areas of focus: UK / EU, Australia, Canada and US
- In UK / EU, VAT white paper is near completion with final approval meeting due to take place early September. E&Y will then preview before publication.
- In EU, links forged with main E-billing and E-invoicing bodies including EU Commission task force on E-invoicing
- In Australia and Canada, ongoing discussions re developing regional groups: Led by Grosvenor Consulting and DataCert respectively
- Main challenges: Global economic crisis – fewer people have less time in which to do more work ! E-billing standard creation takes a back seat to efforts to remain in a job !

UK/European Format White Paper

- Work on White Paper to resume shortly
- Last year was a project of the UK/European (standing) Subcommittee
- To be established as its own Standing Subcommittee with charter and deliverable
- Details to be worked out over next few weeks

Standards Coordinator's Report

Bill Mertes

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Initial Efforts

- Select Maintenance Sub-Committees Chairs
- Develop / Distribute Inquiry Response Best Practices
- Begin Creating Developmental Sub-Committees

Maintenance

- E-Mail address will be set up for each standard that will primarily go to the subcommittee chair
- Chairperson will appropriately respond to questions regarding the standard
- Based upon questions and feedback, the chairperson may decide that a “Development” Committee is desired

Development Committee

- Major standard development work required
 - Someone with an idea for a new standard
 - Maintenance Committee Chair for an existing standard
- Submits a document to the BOD explaining the need for development or revision
- BOD makes determination if committee should be formed

Development Committee

- Chairperson will staff committee members
- Defined process for standards development and approval
- Collaboration SharePoint sites will be provisioned for each working committee (Model being tested by BOD now)

Maintenance Committee Chairs

- ASCII 1998-BI *Greg Gosling (DataCert)*
- XML eBilling *David Nelson (Pathfinder Consulting)*
- XML Budgeting *Kathy Ryan (doeLegal)*
- XML Timekeeper Attributes *????????*
- *1998-B Situation*

Wrap Up

Jane Bennitt



Upcoming Items

- Finalize UTBMS cross-industry recommendations
- Finalize changes to Articles and By-Laws
- Trademark renewal in 2010
- Web site changes
- Move ahead with business of subcommittees
- Establish Regional Groups and coordinate processes for local meetings
- Establish SharePoint collaboration site

Thanks To

- ILTA for providing both sessions at the conference to the LOC
- Thomson Elite for hosting the webinar and conference call
- Advanced Legal for providing web hosting and development service and for their generous proposal on the SharePoint site
- Bridgeway for donating the Secretariat™ software

