



## Meeting Notice

### Paralegal Committee

**Thursday, November 17, 2011  
4:10 – 5:30 p.m.**

MSBA Offices, Board Room  
600 Nicollet Mall, Suite 380  
Third Floor, City Center  
Downtown Minneapolis

Co-Chairs: Sarah Dannecker and Michelle McCullough

#### **AGENDA:**

1. Welcome and Introductions
2. Meeting Minutes (October 27, 2011)
3. News, Announcements, and Association Updates
4. Current Projects:
  - a. Online seminar with NHCC
    - i. Cost and Topic updates – Michelle McCullough and Sarah Dannecker
    - ii. Decision on Topics and Speakers
    - iii. Webinar cheat sheet – Sarah Dannecker
  - b. Utilization outlines
    - i. Update on status of completed assignments – Janice Vochoska
    - ii. Update on Proofreading – Patti Drury and Jean Diekmann
  - c. Marketing and promotion strategies
5. Action Items
6. Next Meeting: December 15 at 4:10 p.m.

*Please RSVP to Nancy Mischel of the MSBA staff at [nmischel@mnbar.org](mailto:nmischel@mnbar.org) / 612.278.6331 / 800.882.6722  
To participate by telephone, please dial 888-346-3659, passcode 7658#.*

At the time you make your reservation, please note special accommodations, dietary needs, accessibility requirements, or requests for teleconferencing. Minnesota State Bar Association, City Center, 600 Nicollet Mall, #380, Minneapolis, MN 55402

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