

2021-2022

Young Lawyers Division

HANDBOOK



TABLE OF CONTENTS

Mission Statements.....	3
YLD Council.....	4-6
YLD Committees.....	7-9
YLD Liaisons.....	10
ACBA/ACBF Staff.....	11
Event Planning.....	12
CLE Programming.....	13
Sponsorship Policy.....	14
Social Media.....	15
Event Planning Form.....	16-18
Program Proposal Form.....	19-21

Young Lawyers Division (YLD)

The Young Lawyers Division (YLD) of the Allegheny County Bar Association is comprised of all lawyers who have been admitted to the practice of law for 10 years or less. Lawyers who join the ACBA and meet the criteria automatically become members of the Young Lawyers Division without paying any additional dues. The Young Lawyers Division provides young lawyers with a means of gaining broader participation in bar activities, a forum for continuing legal education, and a vehicle for social exchange with their contemporaries at the bar.

The YLD is actively involved in helping young lawyers participate in activities of the ACBA and directs activities toward improving the administration of justice and prompting public welfare. The YLD helps young lawyers deal with problems and obligations specific to its members, and advises the ACBA of the needs and opinions of its newer members.

Allegheny County Bar Association (ACBA) Mission Statement

To empower our members; promote a just, accessible, and inclusive judicial system;
and serve the community at large.

Our Value Statements:

To be an invaluable resource to the legal profession and the community by:

Fostering a culture of unbiased collegiality, ethics, and professionalism;

Championing equality, diversity, and inclusion in the profession;

Promoting equal access to legal and other law related services; and

Enhancing the success of our members through education, networking, leadership,
and professional development.

Allegheny County Bar Foundation (ACBF) Mission Statement

The mission of the Allegheny County Bar Foundation is to be a driving force in promoting justice for all and to improve the community through public service law-related programs as the charitable arm of the Allegheny County Bar Association. To fulfill this mission, the foundation raises, manages, and distributes funds, encourages and assists lawyers to provide pro bono legal services, and develops and supports public information initiatives.

ACBF Pro Bono Center Mission Statement

In October 2005, the Allegheny County Bar Foundation launched its volunteer pro bono program under the newly named Pro Bono Center. The center, formerly known as the Center for Volunteer Legal Resources, is the nexus between the members of the bar association and its 34 projects and member organizations that provide direct legal services to low-income individuals. The center's mission is to provide well-trained attorney volunteers to help meet the legal needs of the indigent in Allegheny County. Volunteer attorneys will have access to the support they need, including free or reduced fee CLE training, free online research, mentoring, and malpractice insurance for volunteer efforts, as well as volunteer opportunities through the center's projects, organizations, and new initiatives.

2019-2020 Young Lawyers Division Council

CHAIR



Asra Hashmi

asra.hashmi@jacksonlewis.com

CHAIR-ELECT



Taylor Gillan

tgillan09@gmail.com

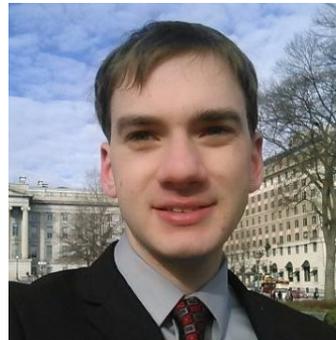
SECRETARY



Maria Coladonato

mariatcoladonato@gmail.com

TREASURER



James Baker

jbwhitesox@gmail.com

IMMEDIATE PAST-CHAIR



Amanda Scarborough

thomas.amandajeane@gmail.com

2019-2020 Young Lawyers Division Council

ONE-YEAR TERM



Corey Bauer
cbauer@gtnlaw.com



Anthony Bianco
bianco@kds.legal



Nicholas Bunner
nbunner@argo.ai



Thomas Cocchi
cocchi@zklaw.com



Jamie Drennen
jamiedrennen1@gmail.com



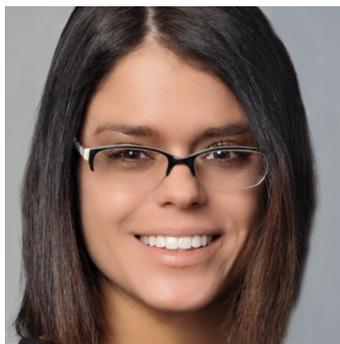
Allison Erndl
amerndl@burnswhite.com



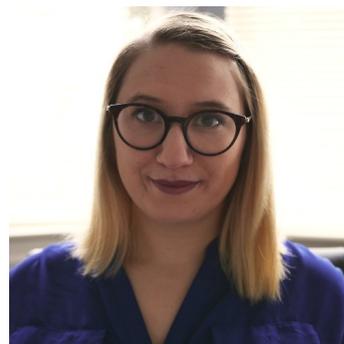
Zachary Gordon
zgordon@dscslaw.com



Rebecca Johnson
rlj@pietragallo.com



Kelly McGovern
kellynm25@yahoo.com



Elizabeth Rubenstein
elizabeth.rubenstein@alleghenycounty.us

2019-2020 Young Lawyers Division Council

TWO-YEAR TERM



Morgan Bonekovic

mbonekovic@pollockbegg.com



Jesse Exilus

jesse.exilus@pittsburghpa.gov



Alexandra Farone

afarone@babstcalland.com



Amelia Goodrich

amelia.goodrich@gmail.com



Aleksandra Kocelko

ajkocelko@burnswhite.com



Danielle Parks

dmparks@burnswhite.com



Tara Sease

tsease@adamczykloffice.com

YLD COMMITTEES

ANTI-RACISM

Chair: **James Baker**
 jbwhitesox@gmail.com

The Allegheny County Bar Association Young Lawyers Division's ("YLD") Ad Hoc Anti-Racism Committee was established in response to recent events, including the deaths of George Floyd, Breonna Taylor, and countless others, which have again highlighted longstanding issues of systemic racism, oppression, and disenfranchisement of Black people and other persons of color in America. As lawyers, we are uniquely positioned to enact changes within the system that are necessary to stop the unjust cycle of systemic racism.

The Committee's mission is to educate our members and the broader community regarding the history of systemic racism, as well as our collective responsibility to take action by being vocally and actively anti-racist.

Our goal is to make real progress toward breaking the cycle of systemic racism by engaging actively in anti-racist dialogue, organizing opportunities to discuss these issues openly, providing a platform for diverse individuals to share their personal experiences in order to both empower and educate, and continuing to be allies to Black people and other persons of color. To meet our goals, the Committee aims to apply a sustained focus on these issues throughout all of the programming within the YLD.

The YLD unequivocally supports equality and stands with Black and other marginalized communities of color. While we recognize it is incumbent upon each of us to actively seek out ways to provide support to these communities, we welcome and encourage feedback regarding ways we can better serve.

The Anti-Racism Committee meets the second Monday of every month at noon.

COMMUNICATIONS

Chairs:	Zach Gordon zgordon@dscslaw.com	Stephen Matvey stephen.matvey@gmail.com
	Alexandra Farone afarone@babstcalland.com	Tara Sease tsease@adamczykloffice.com

The Communications Committee promotes involvement with the YLD by advertising upcoming events and programs through a weekly email called, "YLD Sidebar," and through the YLD's social media outlets. Additionally, the Committee publishes an ABA award-winning newsletter, Point of Law, which includes substantive legal articles from YLD members and colleagues from the legal community, and highlights YLD activities. Finally, the Committee periodically conducts surveys to help the YLD best serve the interests of its members.

This Committee coordinates:

- Point of Law Newsletter
- YLD Sidebar Announcements
- Member Surveys
- Social Media Accounts/Postings

The Communications Committee meets the first Wednesday of every month at noon.

MEMBER SERVICES

Chairs: **Daniel Murray**
dmurray@webblaw.com

Lizzie Rubenstein
elizabeth.rubenstein@alleghenycounty.us

Anthony Bianco
bianco@kds.legal

The goal of the Member Services Committee is to offer the young lawyer various social and networking opportunities. These events allow young lawyers to meet other young lawyers and professionals in informal settings. These events include:

- Happy hours
- Event with Judges
- Holiday Party
- Tennis Tournament

The Member Services Committee meets on the third Wednesday of every month at noon.

MEMBERSHIP OUTREACH COMMITTEE

Chairs: **Jamie Drennen**
jamiedrennen1@gmail.com

Maxwell Stanfield
mbs@muslaw.com

Allison Erndl
amerndl@burnswhite.com

The Membership Outreach Committee is responsible for recruiting, retaining, and supporting membership in the YLD and ACBA at large through new and unique endeavors. In that vein, the Committee works to develop new programs and services designed to enhance the overall value of being an ACBA YLD member. This is accomplished by connecting YLD members with other young professionals in the Pittsburgh community, by strengthening the YLD's contacts with local law schools and new law graduates, and by implementing new initiatives to leverage the already strong existing network of YLD and ACBA members. One of the benchmark events coordinated by this committee is the Passing the Bar Bash for newly admitted attorneys.

The Membership Outreach Committee meets the second Tuesday of every month at noon.

PUBLIC SERVICE

Chairs: **Aleksandra Kocelko**
ajkocelko@burnswhite.com

Kathryn Gioia
kgioia@sutterwilliamslaw.com

Rebecca Johnson
rlj@pietragallo.com

The goal of the Public Service Committee is to serve the Allegheny County community through a variety of programs, projects, and initiatives while giving young lawyers an opportunity to network and supplement their legal practice. The legal programs offered by the committee range from providing written legal support, to full personal presentations on the specific legal issues faced by the audience – i.e. high school seniors, and senior citizens. The public service projects undertaken by the committee are for the benefit of children, military veterans, emergency service personnel, the homeless, and senior citizens. One of the committee’s benchmark projects is a massive gift drive and holiday party for children in public assistance shelters or programs. The overall purpose of the committee is to give young lawyers the opportunity to reach out to the public and not only provide a much-needed service, but promote a positive image of lawyers and the profession in the community.

Programs planned by this committee include:

- Wills for Heroes
- VIP (“Very Important Papers”)
- Children’s Gift Drive and Holiday Party
- Stepping Out
- Fairy Tale Mock Trials
- Strike Out Hunger
- Lawyers and Littles
- Military and Veteran’s Project (“MVP”)

The Public Service Committee meets the third Tuesday of every month at noon.

YLD Liaisons



Christina Daub
Director, Membership, CLE, & Events

cdaub@acba.org
412-402-6610



Amy Giesy
Manager, Member Services & Events

agiesy@acba.org
412-402-6613

Each Committee, Division, and Section of the ACBA is assigned a staff liaison. All activities, events, programs, and meetings must be coordinated through your staff liaison. By utilizing staff liaisons to schedule and assist in planning events, conflicts with other groups can be avoided, the event can be placed in the master calendar, and appropriate notification/advertising can be accomplished. It also will ensure staff is available to take reservations, collect assessments, and provide on-site registration for programs and events. All printing and graphic requests of announcements, brochures, invitations, written materials, etc., is to be coordinated by your staff liaison and will be accomplished by the ACBA's Communications and Publications Department. Due to the volume of work produced by the Communications and Publications Department, the staff requires at least a five (5) day turn-around time from submission of the material to that department to finished product. Information announcing programs, events, etc., should be mailed at least one (1) month in advance of the event. Please keep this in mind when scheduling and submitting material for reproduction.

Staff liaison duties include, but are not limited to:

- Attend each meeting and distribute the agenda and minutes in advance
- Assist in development of Division projects
- Coordinate all meetings, events, and CLE programs
- Schedule meeting rooms
- Coordinate timely notification and promotion of meetings and events
- Provide budgets upon request of chair or treasurer
- Distribute materials and correspondence to Council

The Finance Department is responsible for maintenance and reconciliation of the cash position of the Division. The financial statements are available on a monthly basis. The financial statements are emailed monthly to the Division Chair, Treasurer, and staff liaison.

ACBA/ACBF Staff*



David Blaner
Executive Director



Diane McMillen
Assistant Executive Director



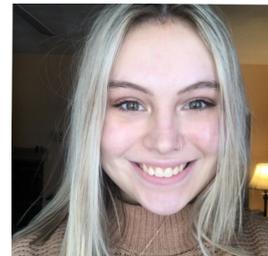
Hannah Brizzi
CLE & Program
Manager



Barb Brumbaugh
Membership
Coordinator



Wendy Evans
Senior Accountant



Maria Fonner
Staff Accountant



Alysia M. Keating
Director of Diversity
and Gender Equality



Brian Knavish
Director, Marketing &
Media Relations



James Piaggio
Web & Multi Media
Developer



Jessica Valesky
Graphic Artist
Supervisor



Lorrie Albert
ACBF Associate
Executive Director



Jessica Pfauth
ACBF Development
Assistant



Richele Ward
ACBF Programs &
Projects Manager

*Pictured are ACBA/ACBF staff that members of the YLD may interact with. All inquiries should be directed to your staff liaisons who will then work with members of staff to assist with your questions, event planning, CLE programming, etc.

EVENTS

Hosting an event (large group lunches, dinners, receptions, holiday parties, etc.) requires significant advance planning. The Division must work with their staff liaison to coordinate the planning and scheduling of events to ensure that each event is a success. Most events require many months of advanced planning to ensure that the event is a success. The ACBA staff liaison will ensure that your event is properly scheduled on the ACBA Master Calendar, the site location is appropriate for the event, and the budget for food and beverages is adequate for the number of attendees. ACBA members are not permitted to reserve rental space on behalf of the ACBA, nor are they permitted to sign contracts for speakers or other services related to events. All event management must be handled by ACBA staff.

In order for an event to be posted on the ACBA Master Calendar, a member of the Division must submit an Event Planning Form to Amy Giesy. The form can be found at <http://www.acba.org/CLE-Events/planning-forms>. It is also included in this handbook on page 17

Divisions of the ACBA are funded through the General Fund of the ACBA. Divisions are required to use the services of the ACBA for any program or event sponsored by or connected to the Division. The services of the ACBA include, but are not limited to, event planning, printing, copying, graphics, and CLE programming. Services of the ACBA shall be coordinated through the ACBA Events Manager or other ACBA staff as designated by the ACBA from time to time ("ACBA Staff"). It shall be the responsibility of the Division to contact their staff liaison to coordinate the services. No officer, member, and/or non-member of any Division, shall use the services of any vendor, contract for the services of any vendor, or incur any expense for a program or event without the prior express written consent of the Executive Director of the ACBA or the Assistant Executive Director of the ACBA.

In the event that there is a violation of this policy, any and all expenditures associated with such violation, including any vendor invoices and requests for expense reimbursement, may be the personal responsibility of the person or persons who authorized and/or incurred such expenditures.

CLE Programming

All CLE programs must be coordinated through the Director of Membership & CLE. The CLE department has final discretion in determining if a program will be sponsored for CLE credit. Since the CLE department bears the burden for all expenses of sponsoring CLE programs, consideration and thought must be given as to whether or not the topic will be of interest and what type of audience may be drawn to a particular program. It is, therefore, of the utmost importance to consult with the Director of Membership & CLE before any planning or scheduling of CLE programs is done. This will help to avoid any confusion as to what can and cannot be presented before any work is undertaken by sponsoring groups. The first step in presenting a program for CLE credit is to contact the Director of Membership & CLE, discuss what you have in mind for the program, and if it is approved, schedule a date for the program. After a date is selected, the program planner must complete the Program Proposal Form and return it to the CLE Department at minimum 60 days in advance of the date chosen. The Program Proposal Form can be found at <http://www.acba.org/CLE-Events/planning-forms>. It is also included in this handbook on page 16. The form contains requests for information which will enable staff to have the program qualified for CLE credit and to promote the CLE program to the appropriate group(s). Only one person should be responsible for coordinating the program with staff. It will be that person's responsibility to secure the panelists, complete all of the information on the Program Proposal Form, collect written materials, and then submit the materials in final form to CLE staff.

The following guidelines are in place and must be followed for CLE programs presented by the ACBA:

1. ACBA reserves the right to set all registration fees for all programs. A minimum charge of \$35.00 per credit hour will be assessed.
2. If a Division sponsors a program the charge will be \$35 for ACBA members and increased for non-ACBA members.
3. All Divisions will be required to hold at minimum 4 CLE hours per fiscal year. The Division can decide if this is two 2 hour CLE programs, four 1 hour CLE programs, etc. The ACBA will receive 100% of the profits from the Divisions first 4 hours of CLE programming. Divisions will receive 50% of the net profit of all programs presented beyond the first 4 hours for their assistance in presenting the program and supporting the bar.
4. CLE programs will be available for attendees to "audit" at \$25 per hour. No CLE credit will be given to individuals that "audit" a program.
5. All programs will be held in ACBA facilities unless it is determined that another facility is necessary to accommodate the requirements of the program. If this is the case, an additional amount may be assessed to the normal credit hour rate to help cover increased costs.
6. All information on the Program Proposal Form must be completed and submitted before program promotion begins.
7. Written materials and an agenda are to be submitted at least 10 days prior to the program presentation. All programs must have written materials, even if it is only an outline of the presentation. Written materials should be kept to a 25-pages per-credit-hour limit.
8. Materials will be distributed to all registrants electronically. Hard copies may be available for purchase for certain CLEs.
9. The CLE Department has final discretion as to what groups will be sent a direct mail announcement of the program.
10. The CLE Department will work with the Communications and Publications Department which will use its professional knowledge to make decisions on promotion and marketing.
11. Staff will make all arrangements for physical set-up of the room and specified equipment and provide on-site registration staff for the program.

SPONSORSHIP POLICY

ACBA Committees, Divisions, and Sections (CDSs) are encouraged to secure sponsorships to help offset the cost of programming, food, beverages and general operations, which helps to keep dues low for all ACBA members. In order to ensure sponsorships maximize the value of partnerships for the sponsor and the ACBA overall – and to honor existing partnership agreements – ACBA Committees, Divisions and Sections are required to follow the new ACBA protocol for securing sponsorships.

Law Firm Sponsorships

- Committee, Division, and Section personnel are free to approach their law firms to sponsor events without first clearing the sponsorship idea with the ACBA.
- Once a sponsorship has been secured, the ACBA staff liaison will notify the ACBA Marketing and Media Relations Department so that the ACBA can track sponsorship trends and results.

Non-Law Firm Sponsors

- Potential vendor and non-law firm business sponsorships must be cleared by the ACBA *before* the vendor is approached by CDS personnel. The company name and business category should be given to your ACBA staff liaison, who will then take it to the ACBA Marketing and Media Relations Department. This step is necessary for several reasons:
- To ensure that the potential sponsorship does not violate existing sponsorship agreements with exclusive or preferred partners.
- To ensure the ACBA appears professional and organized in the eyes of partners. When one business receives multiple requests from different ACBA entities, it makes the ACBA appear unprofessional and disorganized, particularly when the various ACBA entities are unaware of other, simultaneous ACBA sponsorship requests.
- There may be opportunities to “bundle” requests, maximizing the value of the sponsorship for the partner and the ACBA overall.
- General tracking of potential sponsors. With countless potential partners out there, the ACBA is working to track sponsorships, monitor the number of “asks” and track results. This is essential as the ACBA works to develop a more strategic approach to sponsorships.
- Occasionally, a CDS sponsorship request may be denied if the request would violate existing partnership agreements, or if the request jeopardizes a relationship or larger partnership deal that might be in the works.
- For example, the ACBA can’t risk losing a \$20,000 deal because of a \$500 deal.
- Another example is that some partners agree to specific sponsorship terms for an entire year and ask not to be solicited again until that year has passed. Asking that entity for another sponsorship during that time could put a valuable relationship at risk.

Procedures and Specifics

- CDS personnel should work with their liaisons on sponsorship matters. The liaisons will consult with the Marketing and Media Relations Department.
- Each group is responsible for its own lead generation and sponsorship solicitation. The Marketing and Media Relations Department does not have the capacity to find sponsors for CDS events.
- The sponsorship policy applies only to ACBA Committees, Divisions, and Sections; ACBF sponsors and donors are handled separately.

Sponsors should never reach out to you directly to schedule an event or request a speaking opportunity. Those requests should be directed to your staff liaison.

Social Media

All ACBA members are encouraged to use social media to post photos of bar association events, information about upcoming events and to network with other members. Designated ACBA members – specifically those designated by ACBA Divisions – are encouraged to use ACBA and ACBF social media accounts to post photos, details about upcoming events, increase public understanding of the law, share news and encourage networking. While ACBA social media platforms are powerful communication tools, social networking is most impactful – and social media marketing campaigns more successful – when individuals interact with ACBA/ACBF social media content. The ACBA/ACBF encourages members to – from their personal social media accounts – to like, share, retweet and comment on ACBA/ACBF social media posts as well as tag companies, organizations and people involved. This interaction will maximize the impact of ACBA/ACBF-generated social media.

The following social media sites are currently utilized by the bar association:

- ACBA/ACBF Facebook page *facebook.com/allegHENYcountybar*
- ACBA YLD Facebook page *facebook.com/ACBAyounglawyersdivision*
- ACBA/ACBF Twitter page *twitter.com/AlleghenyCoBar*
- Allegheny County Bar Association LinkedIn page and LinkedIn subgroups
linkedin.com/in/allegHENY-county-bar-associationa0bb5320
*Any committee, division or section may ask the ACBA to set up a subgroup linked to the main ACBA page
- Allegheny County Bar Association/Allegheny County Bar Foundation
YouTube *youtube.com/user/AlleghenyCountyBar*
- Allegheny County Bar Association/Allegheny County Bar Foundation
Instagram *instagram.com/allegHENYcobar*
- ACBA Young Lawyers Division Instagram *instagram.com/acbayounglawyersdivision*

Social Media Policy Specifics:

1. **No individual is authorized to set up any social media or other site utilizing the Allegheny County Bar Association's name. Requests to create new social media accounts should be presented to the Marketing and Media Relations Department.**
2. The ACBA's Marketing and Media Relations Department has ultimate responsibility for ACBA/ACBF social media, including its divisions.

ACBA Divisions are required to assign member(s) to serve as social media points of contact. These individuals should maintain contact with the ACBA Marketing and Media Relations Department regarding social media content and strategy. These individuals will also manage division Facebook and LinkedIn posts and interact with and respond to social media followers. These individuals will also post content to the ACBA/ACBF Twitter. Social media privileges and passwords should be kept to a limited number of members.