

**(DRAFT) Minutes
Public Service and Trust Commission
Pro Bono Committee
Subcommittee on Programs
May 5, 2011
11:00 AM**

**Teleconference
123 Hoyt Street, Room 405B
Stamford, CT**

The Pro Bono Committee Programs Subcommittee held a teleconference on May 5, 2011 at 11:00 a.m. at 123 Hoyt Street, room 405B, Stamford, CT.

Members participating via telephone: Attorney Steve Eppler-Epstein (chair), Attorney Alfred Casella, Attorney Jan Chiaretto, Attorney Edward Heath, Attorney Amy Haberman and Attorney Ian Lodovice.

Guest invited to provide perspective from legal aid entities: Attorney Pat Kaplan.

At 11:02 a.m. Attorney Eppler-Epstein called the meeting to order.

1. **Welcome:** Attorney Steve Eppler-Epstein
2. **Approval of minutes:** The minutes of the April 7, 2011 meeting were unanimously approved.
3. **Review of full committee meeting:** Attorney Eppler-Epstein stated that a draft outline of the pro bono program was presented at the Pro Bono Committee meeting on 4/27/11.
4. **Discussion of proposed event program:**
The draft outline of the pro bono program was reviewed and discussed. It was agreed that the proposed program is comprehensive and fast-paced, but a challenge given the half-day time frame planned for the program. It was also agreed that it is important to provide an opportunity for interaction with attendees. A brief discussion was held on the desirability of having a keynote speaker in addition to the Chief Justice. It was noted that having an additional keynote speaker would shorten the time for presentations on available pro bono training and opportunities and also the time for interaction.

A discussion was held on when would be the appropriate points during the program to provide time for questions or comments. It was agreed that within the portion of the program on pro bono opportunities and

examples, time should be provided for questions or comments on specific pro bono opportunities. Also, near the end of the structural conversations portion, time should be provided to discuss what barriers to performing pro bono services exist and what help can be provided to overcome those barriers. Attorney Eppler-Epstein will revise the draft outline to assign time slots to all portions of the program and also add notes to indicate where there is time for questions or comments. Attorney Eppler-Epstein will circulate the revised version to the members for review and comments.

A brief discussion was held regarding the plan to have booths set up with pro bono program coordinators. It was suggested that one way to encourage the attendees to remain and visit the booths is to provide a box lunch. It was also suggested that perhaps a sponsor for the lunch could be obtained.

5. **Discussion of proposed template for pro bono opportunities:**
The draft template was reviewed and discussed. It was agreed that the following questions should be added: where is the work performed and what time of day/evening? The members will review the template further and forward any additional comments to Attorney Eppler-Epstein by early next week. Attorney Eppler-Epstein will make any changes and circulate the revised version back to the members.
6. **Next meeting:** A date for the next meeting will not be set today.
7. **Adjourn:** The meeting adjourned at 11:22 a.m.