

SAMPLE FORMAL MEETING MINUTES FOR SMITH & JOHNSON IMMIGRATION ATTORNEYS

I. MEETING DETAILS

Chairperson: **Walter Reed, CEO**

Secretary: **Peggy Sue**

Date: **January 6, 2020**

Time: **9:00 AM EST**

Location: **Center for Law, Conference Room A**

Street Address: **9000 SE 8TH CIR.**

City: **Houston** State: **Texas** Zip: **00091**

II. ATTENDEES.

The following persons were present:

Walter Reed (CEO), Peggy Sue (Secretary), Frank Medina (Lead Counsel), Barbara Stein, Kamala Jones, Joseph Pepper, Jack Trade.

III. ABSENCES.

The following persons were absent:

Fredrick Chaney, Stephanie Rose.

IV. CALL TO ORDER.

Meeting called to order at 9:03 AM – Peggy Sue.

Distribution of Previous Meeting Minutes – Peggy Sue – 9:05 AM

Secretary Sue called the meeting to order after a three (3) minute grace period for arrivals. First order of business was approving last week's meeting minutes. Attendees voted unanimously to approve the minutes.

Approval of Current Meeting Agenda – Walter Reed – 9:15 AM

All attendees were given an agenda prior to the meeting via email. No motions to add/omit any items of the agenda. The agenda was unanimously approved by all attendees at 9:20 AM.

V. OLD BUSINESS.

Outstanding Cases from December 2019 – Walter Reed – 9:22 AM

Mr. Reed overviewed the cases taken on by the firm during last month. Outstanding issues were discussed, including but limited to: (1) Rodriguez Case's defense; (2) Stanley Case's impending court date; (3) Mismanagement of paperwork from Medina Case.



Employment Handbook Changes – Walter Reed – 9:45 AM

As mentioned in last month's meeting, new ethical guidelines were added to the amended Employee Handbook. All employees must provide their digital signature through the employee software program. Three signatories are still missing.

VI. NEW BUSINESS.

Upcoming Executive Orders – Walter Reed – 10:15 AM

The new administration's federally mandated orders were reviewed. All changes to agencies' operations were discussed via PowerPoint presentation. Additional documents were distributed for personal reference.

Changes to Legal Detainment – Frank Medina – 10:45 AM

Plans for detainment cases were explored. Since the new orders affect the legal detainment window, attendees provided input regarding how it would affect the firm and the cases it handles.

VII. OTHER ITEMS.

Hiring of Interns – Walter Reed – 11:30 AM

Attendees reviewed applications of several law students who wish to intern over the summer at the firm. Ultimately, from a pool of 20 candidates, two were chosen:

Harold Mina and Lily Ming-Son.

VIII. ADJOURNMENT.

Meeting minutes approved unanimously – Peggy Sue – 11:50 AM

*Meeting **adjourned** – Peggy Sue – 11:55 AM*

Submitted by:  _____

Print Name: Peggy Sue

Approved by:  _____

Print Name: Walter Reed