

SECTIONS DEPARTMENT

A GUIDE TO WHAT THINGS COST

Version 1.0 | February 2020

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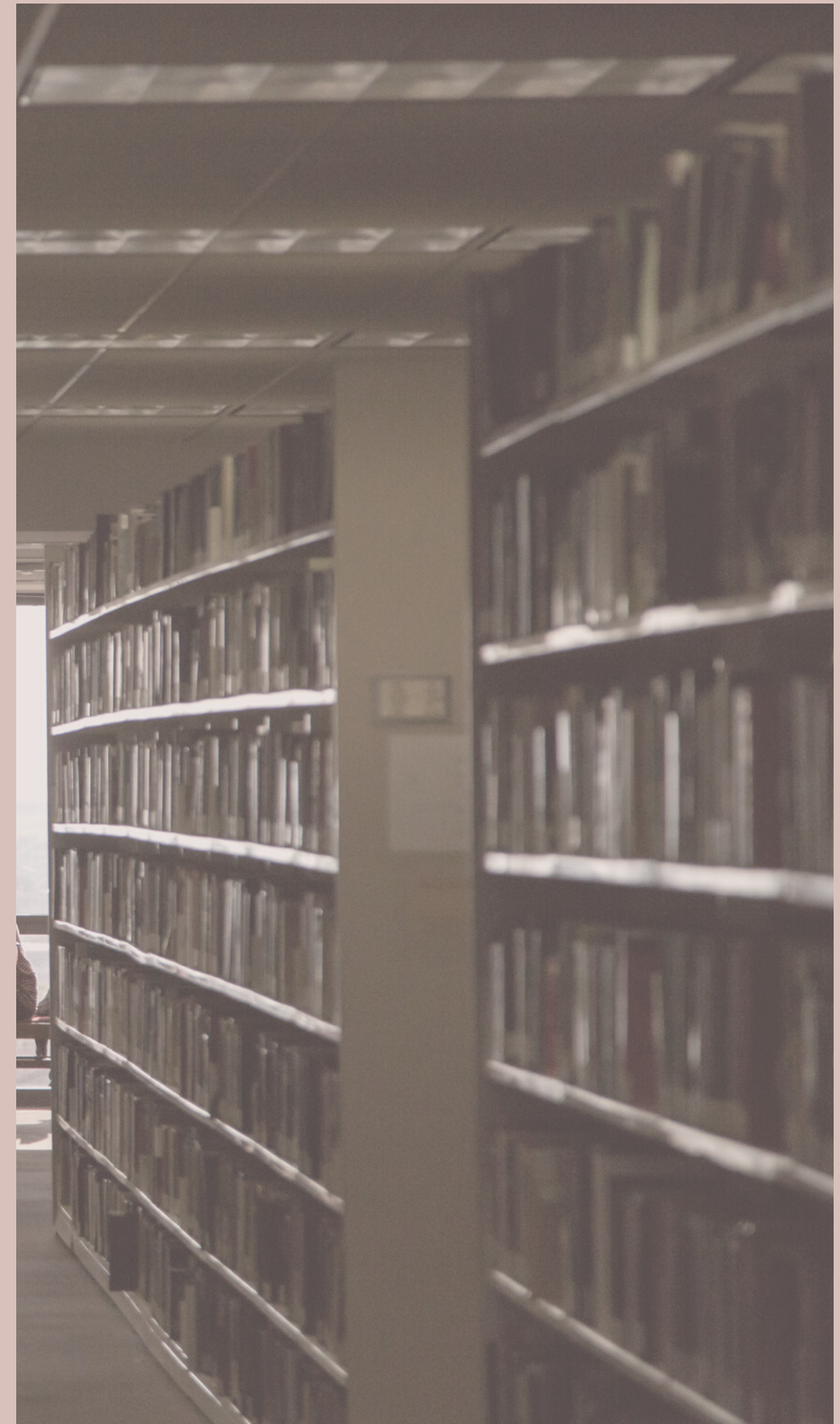
- Hotel
- Travel
- Meals

Administrative Assistance

Member Benefits and Membership 'Touches'

Bottom Line

Sections Department - A Guide to What Things Cost



IMPORTANT REMINDERS AND TIPS

FINANCES:



**New leadership at the bar;
trending towards transparency
and minimum standards across
the board**



**One source of revenue paid
annually, keep reserve operating
expenses**



zero-based budgeting



**intentional spend-down? Set a
maximum rate and/or adopt
spend-down policy**



**'Over-budget' policy that requires
council vote to approve**

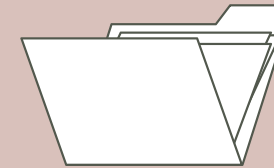
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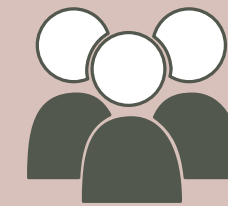
WEBSITE



MEETINGS



ADMINISTRATIVE



MEMBER
BENEFITS



IN GENERAL,

the costs of building a website is going down – but the costs of annual maintenance (and licensing fees for custom programming) seem to be rising. The trend is towards building basic sites and adding amenities using pre-programmed add-ons.

WEBSITES

New Builds:

- \$20 - \$25K
 - these websites require or include custom programming such as member directories, searchable libraries, password protected member or council areas, and online classrooms
- \$3 - \$5K
 - This is for a WordPress site. These sites do not have a lot of custom programming.

Rebuild:

- Common practice is to build a site and then rebuild/revamp/refresh the look and feel of the site (and possibly add programming features) every 6-10 years.
- \$8 - \$10K
 - custom site with custom programming
- \$2 - \$3K
 - WordPress site adding new programming

Annual Maintenance, Updates and Upkeep:

- \$4 - \$14K
 - All dependant on who is making the updates, what is being updated and how often the updates are requested.

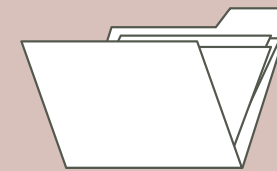
SECTION DEPARTMENT GUIDELINES



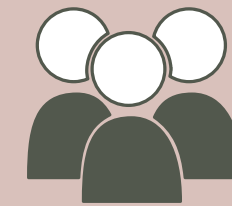
WEBSITE



MEETINGS



ADMINISTRATIVE



MEMBER
BENEFITS

MEETINGS: HOTELS

LOCATION

- Bids and negotiations significantly reduce meeting costs. Flexibility is key when selecting a location.
- We are a government agency; perception plays a role
 - 3 or 4 star hotels

ROOM RATE

- Rates should stay under \$200 - \$225 per night.
- Taxes and fees add up quickly

CONSIDERATIONS

- Hotels are going to make X amount of money on your event. They will use a formula to calculate this number.
 - Use less meeting space
 - Room rates and room rental fees are the worst way to spend money
 - F&B expenditures keep room rates down

MEETINGS: TRAVEL

FLIGHTS

- Direct flight on Southwest
- Flights need to be booked one month in advance of the meeting

CAR RENTAL

- Limit or disallow
- 2nd easiest way to increase your meeting cost
 - Fly-in and Fly-out vs. Fly-in with a car rental
- Parking at hotels
- Limitations to consider
 - size
 - SBOT membership discounts
 - insurance coverage

REIMBURSEMENT

- Conservative reimbursement policy
- Who can be reimbursed
 - council members
 - past chairs? past chair 'program'
 - No reimbursement for spouses or travel companions

MEETINGS: MEALS

ON-SITE

- Breakfast and lunch during meeting will count towards the F&B minimum negotiated in the contract
 - best way to spend money at a hotel
- Not included in F&B minimums would be any function including dinner and drinks in any on-site outlet

GROUP DINNER

- Once again flexibility is key
 - location, time and private space
- Alcohol guidelines
 - choose moderately priced wines and limit the expense on individual drinks

INDIVIDUAL

- Breakfast: \$20
- Lunch: \$40
- Dinner: \$80
- Should be outlined in reimbursement policy and include meal and alcohol guidelines

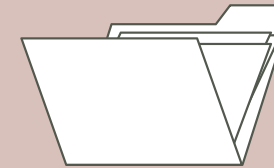
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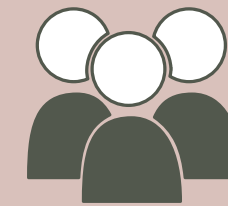
WEBSITE



MEETINGS



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ADMINISTRATIVE ASSISTANCE:

ADMINISTRATIVE SERVICES COMPANY

A company outsourced to meet the needs of the section. Most significant advantage is the number of employees.

LEGAL ASSISTANT

Another very common approach is to have someone's legal assistant do admin work on a part-time basis for extra money.

COST: \$24K

Having an admin generally increases a section's performance significantly if the majority of their billable hours are spent providing member benefits (as opposed to meeting planning – which can take a significant amount of time).

BENEFITS AND 'TOUCHES'

Very generally speaking, over the past 10 years, section membership has increased 18% - 20% for active sections. Sections that are inactive tend to flat-line. If there is a shift in practice areas or some major legal change - that can also significantly affect membership. This is slightly less than the rate of growth of the overall State Bar.



BOTTOM LINE



ASK FOR HELP.

Need a template or a sample? We have plenty!



ASK FOR ADVICE.

You can rely on our experience in the industry. We work with these hotels and venues daily.



WE ARE HERE TO HELP!

Stop the bottle neck! The whole team is here to help you.