

**ACTEC 2024 SUMMER MEETING**  
**BYLAWS AND MANUALS COMMITTEE**  
Thursday, September 19, 2024, 12:00 p.m.–1:30 p.m.  
Lunch will be served  
Astronomy, Level 2, Marriott Marquis  
Chicago, Illinois

**AGENDA**

[Sign in sheet](#)

**Exhibits**

1. Welcome **(Felcoski)**
  - Committee Member List **1.**
  
2. Minutes **2.**
  - Approve Summer Meeting Minutes, Friday, June 21, 2024, Fairmont Royal York, Toronto, Ontario **(Norvell)**
  - Secretary for this Meeting- Cristina Papanikos
  
3. Review of the PP&P in 2024–2025 **(Felcoski)**  
Link: <https://www.actec.org/help-document/policies-practices-and-procedures/> (2021)  
Sub-committee: Kurt Sommer, Dick Woods, Lee Stautberg, Brian Felcoski, Cristina Papanikos, Stacy Beth Rubel, and Deb McKinnon
  - Status: Manual has been reviewed through Section 4.1(b)
  - Next Scheduled Session October 1, 2024
  
4. Recommendations From Administrative or Substantive Committees? **(All)**
  
5. Tips and Useful Information From the *Policies, Practices and Procedures Manual* for the *ACTEC Weekly Update*, published each Friday—“Did You Know?” **(Felcoski)**
  - List of articles published in the *ACTEC Weekly Update*  
Link: [https://www.actec.org/wp-content/uploads/2024/01/ACTEC\\_WeeklyUpdate\\_DidYouKnow.pdf](https://www.actec.org/wp-content/uploads/2024/01/ACTEC_WeeklyUpdate_DidYouKnow.pdf)

Looking for the *Policies, Practices and Procedures Manual* or the *New Fellows Handbook*?  
Find these and other College Manuals and Guides under [Help](#) and [Fellow Services](#).
  
6. Other Business
  
7. Adjournment

Link included: <https://www.actec.org/help-document/policies-practices-and-procedures/> (2021)

# 2024 Bylaws and Manuals Committee

<p><b>Chair</b>  <b>Brian J. Felcoski (Brian)</b>          Goldman, Felcoski &amp; Stone, P.A.          Coral Gables, Florida</p>	<p>Email: briancgables@aol.com          Phone: (305) 446-2800</p>
<p><b>Member and EC Liaison</b>  <b>Kurt A. Sommer (Kurt)</b>          Sommer Udall Law Firm P.A.          Santa Fe, New Mexico</p>	<p>Email: kas@sommerudall.com          Phone: (505) 982-4676</p>
<p><b>Member</b>  <b>T. Randolph Harris (Randy)</b>          McLaughlin &amp; Stern LLP          New York, New York</p>	<p>Email: trharris@mclaughlinstern.com          Phone: (212) 448-6272</p>
<p><b>Member</b>  <b>Elizabeth Holland Hutchins (Liz)</b>          Dentons Sirote PC          Birmingham, Alabama</p>	<p>Email: elizabeth.hutchins@dentons.com          Phone: (205) 930-5381</p>
<p><b>Member</b>  <b>Holly B. Norvell (Holly)</b>          Johnston, Allison &amp; Hord, P.A.          Charlotte, North Carolina</p>	<p>Email: hnorvell@jahlaw.com          Phone: 7049982209</p>
<p><b>Member</b>  <b>Cristina Papanikos (Cristina)</b>          Holland &amp; Knight, LLP          Miami, Florida</p>	<p>Email: cristina.papanikos@hklaw.com          Phone: 3057897686</p>
<p><b>Member</b>  <b>Stacy Beth Rubel (Stacy)</b>          Virgil &amp; Rubel LLP          Coral Gables, Florida</p>	<p>Email: stacy@virgillaw.com          Phone: 3054486333</p>
<p><b>Member</b>  <b>Lynn B. Sassin (Lynn)</b>          Gordon Feinblatt LLC          Baltimore, Maryland</p>	<p>Email: lsassin@gfrlaw.com          Phone: (410) 576-4151</p>
<p><b>Member</b>  <b>W. Donald Sparks II (Don)</b>          Richards, Layton &amp; Finger          Wilmington, Delaware</p>	<p>Email: sparks@rlf.com          Phone: (302) 651-7758</p>

# 2024 Bylaws and Manuals Committee

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<b>Member</b> <b>Lee M. Stautberg (Lee)</b> Dinsmore & Shohl, LLP Cincinnati, Ohio	Email: lee.stautberg@dinsmore.com Phone: (513) 977-8477
<b>Member</b> <b>Richard D. Woods (Dick)</b> Kirkland Woods & Martinsen LLP Overland Park, Kansas	Email: rwoods@kwm-law.com Phone: 9134690900
<b>Member</b> <b>Glen A. Yale (Glen)</b> Yale Law Firm, P.C. San Antonio, Texas	Email: glenyale@yalelawfirm.com Phone: (210) 663-8117
<b>Staff Representative</b> <b>Deborah McKinnon (Deb)</b> The American College of Trust and Estate Counsel Washington, District of Columbia	Email: domckinnon@actec.org Phone: (202) 684-8455







## ACTEC 2024 Summer Meeting

Minutes for Bylaws & Manuals Committee Meeting  
Friday, June 21, 2024, 8am-9:30am EDT

Saskatchewan, Mezzanine Floor, Fairmont Royal York  
Toronto, Ontario, Canada

1. Chair Brian Felcoski called the meeting to order at 8:04 am and appointed Holly Norvell as secretary to take minutes for the meeting. The Chair welcomed new committee members Cristina Papanikos and Stacy Beth Rubel (in absentia) and highlighted ACTEC's policy of offering a welcoming and inclusive environment.
2. The committee approved the minutes from the annual meeting held March 9, 2024, in Phoenix, AZ. The committee thanked the Chair for preparing the minutes.
3. ACTEC Executive Director Deb McKinnon delivered a report on two recent updates to the Policies, Practices and Procedures Manual: (i) the Executive Committee may make dues accommodation for a Fellow in exceptional circumstances; and (ii) ombudspersons now serve in staggered terms of three years.
4. Chair Brian Felcoski reported on the status of review of the Policies, Practices and Procedures Manual. A subcommittee of Kurt Sommer, Dick Woods, Lee Stautberg, Brian Felcoski, Cristina Papanikos, Stacy Beth Rubel, and Deb McKinnon currently is working on the Manual and will return to the full committee a redline of proposed changes to the Manual. Discussion ensued and helpful comments were offered, including the recommendation to refresh the forward in the Manual. The Chair thanked the members of the subcommittee for their continuing hard work. The next review meeting will be August 1, at 3:00 p.m. Eastern .
5. Chair Brian Felcoski discussed upcoming projects for the committee:
  - a. Substantive committee chairs are working on updates to the Substantive Committee Chairs Manual and will submit their proposed revisions to this committee for review.
  - b. The Membership Selection Committee is considering changes to the Requirements & Procedures for the Election of Fellows. These changes will be submitted to this committee for inclusion in the appropriate manuals. The timeframe for this project likely will begin after the fall meeting and before the 2025 annual meeting.
6. Chair Brian Felcoski updated the committee on tips and useful information published in the ACTEC Weekly Update and circulated a list of published articles.

7. With no other business, the meeting was adjourned at 8:39am.

Respectfully submitted,  
Holly Norvell

# ACTEC 2024 Summer Meeting

Toronto, Ontario, Canada

## Bylaws and Manuals Committee

Friday, June 21, 2024

8:00am - 9:30am

Chair	Brian J. Felcoski
EC Liaison, Member	Kurt A. Sommer
Member	T. Randolph Harris
Member	Holly B. Norvell
Member	Cristine Papanikos
Member	Stacy Beth Rubel
Member	Lee M. Stautberg
Member	Glen A. Yale
Staff Representative	Deborah O. McKinnon
Staff Representative	Nathan Zapf