

DIVERSITY EQUITY AND INCLUSIVITY COMMITTEE MEETING AGENDA

Saturday, March 22, 2025

3:30 – 5:45 pm Pacific

- I. Welcome and Call to Order Members and Guests *Acting Chair, Terrence M. Franklin*
- II. Approval of Diversity, Equity and Inclusivity Committee Meeting Minutes from meeting on September 20, 2024 *Acting Chair, Terrence M. Franklin*
EXHIBIT II.
- III. Executive Committee Liaison Report **EXHIBIT III.**
- IV. Foundation Liaison Report **EXHIBIT IV.**
- V. Each One Bring One Campaign – Updates from Committee *Acting Chair, Terrence M. Franklin and all*
- VI. DEI Committee Rotation Discussion *Acting Chair, Terrence M. Franklin*
EXHIBIT VI.
- VII. Name of Committee – early thoughts *Acting Chair, Terrence M. Franklin*
EXHIBIT VII.
- VIII. Strategic Planning *Acting Chair, Terrence M. Franklin*
 - A. June 2025 meeting
 - B. Research for Strategic Planning Session
- IX. Heckerling 2025 Booth: Report *All*
- X. 2024 Southeast and Mid-Atlantic Regional Meetings – Update *Ronald D. Aucutt and Linda Funke Johnson*
- XI. Planning for Next Meeting: Sheraton Montreal, Montreal, Quebec, Canada, June 18-22, 2025. DEI meeting date and time to be Determined (check your passport!).
- XII. Old or New Business.

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DIVERSITY EQUITY AND INCLUSIVITY COMMITTEE MEETING MINUTES

Friday, September 20, 2024

12:15 – 2:15 pm Central Standard Time

Welcome and Call to Order Members and Guests. Chair Stacy E. Singer thanked everyone for attending and opened the meeting at 12:19 pm Central. A list of attendees is attached to these minutes. Stacy noted that she will try to end the meeting no later than 2 to accommodate those going on the tour.

She invited those in the room to introduce themselves as there were many new Committee members and guests in attendance.

Approval of Diversity, Equity and Inclusivity (DEI) Committee. A motion was made and seconded to approve the Meeting Minutes from the DEI Committee meeting on June 23, 2024 as presented. Motion passed.

Executive Committee Liaison Report. Stacy recommended that the Committee read the Executive Committee Liaison report attached to the agenda as an exhibit.

Foundation Liaison Report. Stacy drew the Committee's attention to the Foundation Liaison report attached to the agenda as an exhibit. She encouraged members of the Committee to become a Foundation donor as The Foundation supports the work of the Committee and so many other Committees of the College.

DEI Mission Statement Review. Stacy invited the Committee to review the Mission Statement to consider whether it continues to align with the work of the Committee. The Mission Statement has not been reviewed since 2020. Stacy asked to discuss this first as it informs the work of the Committee and asked all to review the Mission Statement attached to the agenda as an exhibit.

Stacy noted that the Committee talks about many wonderful ideas but perhaps not as much concrete progress has been made as could have been hoped.

A question was raised as to whether there should be communication between the DEI Committee and the Membership Selection Committee. Concern was expressed as to how much information and education about the importance of diversity in the election process was given to State Chairs. A State Chair noted that she had received a good deal of information in State Chair training. Concern was expressed about how diversity is handled at the state membership committee level.

How can the DEI Committee educate Fellows about the requirements for nomination and election? For example, poll responses like ten years of practice is not enough, or if the nominee is not well known. Some states have regular receptions where up-and-coming attorneys are introduced. Immediate Past President Kurt Sommer shared that the nominator may be able to convey the nominee's qualities through the nomination form.

John Hartog, Chair of the Membership Selection Committee, would like to have the DEI Committee's help in educating the Fellows. Nominees may be outstanding in one leg of the table or may be good in two legs of the table, either is sufficient. They do not need to be well-known or proficient in all four legs of the table.

EXHIBIT II.

Executive Director Deb McKinnon noted the importance of keeping the state membership committee fresh. The composition of this committee is key.

A suggestion was made to create a video of State Chair training to use with state membership committees and with Fellows to explain some of the concepts discussed above. It was emphasized that having a video would be very useful.

Kurt suggested that a member of the DEI Committee attend each State and Regional meeting to do a short presentation on this issue. John volunteered that members of the Membership Selection Committee would fill in the gaps if DEI Committee members were not able to attend State and Regional meetings.

There was a reminder given to not use language such as "DEI nominees" as such language may be used by others in a way intended to be derogatory. Committee members and guests should be mindful of the language they use.

A recommendation was made that the DEI Committee get involved in identifying, mentoring and nominating potential ACTEC Fellows. Diversity will make ACTEC a stronger and better College. This is the goal of the Each One, Bring One Campaign.

Stacy noted that this is a great discussion. The Committee has ten subcommittees, many of which are not active. Perhaps the Committee needs to think critically to determine how it wants to move forward. Should the number of subcommittees be narrowed? What are the one or two things it wants to focus on? Stacy suggested the Each One, Bring One campaign would be a good focus for the Committee based on today's discussion. Another good idea for the Committee to focus on is educating Fellows, i.e. going to State and Regional meetings.

Kim Kamin suggested two objectives:

1. Increase diversity among the Fellows of the College
2. Inclusion: work with the Program Committee to increase diversity among speakers

Ray Odom called for accountability and transparency in the nomination and election process.

It was suggested that the Committee needs a strategic plan as outlined in the current Mission Statement. Stacy called for a group to work on a strategic plan which would include what the Committee would do and agree to be accountable for. Perhaps the next meeting should be devoted to developing a strategic plan. Stacy asked Deb to find someone to coordinate the development of a strategic plan. Deb agreed to find a strategic planner for the Annual Meeting in 2025.

Having some ideas in advance of the March meeting would help the meeting be more successful. The Committee could convene via Zoom in advance of the March meeting to discuss ideas for the strategic plan. Terry Franklin added that Amy had sent a survey monkey out for his Long Range Planning subcommittee and that might be a way to solicit ideas from the subcommittee.

Stephanie Perry noted that Jennifer Lewin had served as a facilitator for the Maryland Bar's recent strategic planning session; Karin Prangley provided two organizations that are BIPOC led/owned:

- <https://belezaadvisors.com/>
- <https://altogetherbold.com/>

Stacy called for a group to be responsible for Fellow education.

Each One, Bring One Campaign – Updates from Committee Members. Stacy asked the Committee members for updates on their efforts in the Each One, Bring One campaign. Karin keeps a list of Latina T&E attorneys as she would like to participate in this campaign; however, she finds that they are not interested in joining ACTEC.

DEI On Your Own Guide – discussion. Stacy noted that there were no offerings for the DEI on your own guide for the Chicago meeting. Does the Committee want to continue this? It takes time and energy. Doing this might give people the idea that this Committee is the entertainment committee. It may not be the highest and best use of the Committee's time. The Committee decided not to continue this effort for future meetings.

Diverse Tours at Fall 2024 Meeting – discussion. Stacy noted that President Susan Snyder and the ACTEC staff had done an excellent job of organizing diverse tours at this meeting. She noted that many of the tours were cancelled due to lack of interest. The Bronzeville Tour with Dilla is being supported by this Committee. Having some choices that are targeted this way is important but perhaps not as many. Susan Snyder should be commended for holding the meeting in Southside Chicago and having so many diverse tours.

Subcommittee Reports.

Planning for a Diverse and Equitable Future. Subcommittee Chair Terrence M. Franklin reported he does not have any videos in mind. They are on a quarterly schedule. He welcomes any suggestions that any Committee members have. A suggestion was raised for a disability-focused or COVID-focused video. A question was raised as to whether there is a list of videos by topic. Terry noted that they are organized by topic on the web site. It was requested to have a screen shot of the videos already produced be attached as an exhibit for a future meeting. A suggestion was made to have a video on voting rights. Sandra Chan offered to seek a speaker on this topic. It would need to be done quickly. Another suggestion was made to create a video on owning shoreline property in Mexico. That might be more appropriate for the College's video series and Stacy will speak to Karin Prangley about it.

Affiliations: Ray remains interested in pursuing partnerships with affiliated organizations. Deb noted that ACTEC has a list of partner organizations on the web site.

Planning for Next Meeting: La Quinta Resort and Club, March 19-23, 2025. DEI meeting date and time to be determined. Stacy will work with Amy to plan the meeting. She invited Committee members to reach out to her if they are interested in working with her on the March 2025 meeting.

New Business. Heckerling 2025: ACTEC will have a booth at Heckerling this year. ACTEC has not yet determined how to staff the booth. Please reach out to Amy if you are going to be at Heckerling and are interested in staffing the booth. ACTEC will have materials available; ACTEC will work with the DEI Committee and the Membership Selection Committee on the materials. Linda Johnson, Cynthia Lamar-Hart and Sarah Moore Johnson volunteered to staff the booth at Heckerling.

EXHIBIT II.

Linda noted that the Southeast Regional Meeting is coming up next month. Is there an opportunity for someone to speak on membership issues as described above? There is. Linda will put something together. If others are interested in working on this with Linda, please reach out to Linda, Stacy or Amy. John offered his help and the help of the Membership Selection Committee.

Early Adjournment - Bronzeville Tour with Dilla. The Committee adjourned at 1:58 pm Central in order to participate in the Bronzeville Tour with Dilla.

ACTEC 2024 Fall Meeting

Chicago, Illinois

Diversity, Equity & Inclusivity Committee

Friday, September 20, 2024

12:15pm - 2:15pm

ACTEC President, Acting Chair	Susan D. Snyder
EC Liaison, Member	Peter S. Gordon
Foundation Liaison, Member	Cynthia G. Lamar-Hart
Member	Sandra J. Chan
Member	Anne W. Coventry
Member	David F. Edwards
Member	Terrence M. Franklin
Member	Prof. Susan N. Gary
Member	Adam R. Gaslowitz
Member	Linda Funke Johnson
Member	Kim Kamin
Member	Hung V. Nguyen
Member	Stephanie Perry
Member	Karin C. Pranglely
Member	Linda J. Retz
Member	Bruce Stone
Visitor	Lane Perez
Visitor	Breanna Young
Visitor	Kurt Sommer
Visitor	Rebecca Vandall
Visitor	John Hartog
Visitor	Reetu Pepoff
Visitor	Jonathan Lasley
Staff Representative	Deborah McKinnon
Staff Representative	Amy Michaud
Staff Representative	Rebecca Vandall



**ACTEC Executive Committee Liaison Report
2025 Annual Meeting**

1. Thanks to the Program Committee chaired by [Stephanie Loomis-Price \(WA\)](#), all the Committee members, show-runners and speakers for an impactful line-up of [Professional Programs](#) (CLE) for this Annual Meeting.
2. The [L. Henry Gissel, Jr. Spirit of ACTEC Lecture](#) is Friday, March 21, 10:15 a.m. to 11:15 a.m., presented by Past President, [Ann B. Burns](#), examining the importance of collaborative relationships in our profession. Saturday's schedule features [The Annual Joseph Trachtman Memorial Lecture](#), 9:45 a.m. to 10:45 a.m., [Counting Down, Counting Up: Flourishing](#), presented by Past President [Stephen \(Steve\) R. Akers](#), exploring well-being and how estate planners can help clients and families thrive.
3. As ACTEC Fellows are aware, there is a current shortage of law school graduates pursuing careers in trust and estate law. On behalf of the College, President [Susan D. Snyder](#) has reached out to the directors of law school career centers in the U.S., with an invitation to arrange an ACTEC presentation for students about the exceptional career prospects in the trust and estate practice. This initiative is coordinated by the [Long Range Planning Committee](#).
4. Please take a moment to reach out and thank the [sponsors supporting this Annual Meeting](#). The sponsor display area is in the Flores Ballroom Foyer.
5. Following the conclusion of the Annual Meeting, a survey seeking feedback on your meeting experience including the program schedule, opportunities to network, tours, special events and the meeting venue will be sent to all attendees.

EXHIBIT III.

6. The [2025 Summer Meeting](#) is scheduled **June 18-22, Montreal, Quebec, Canada at the Le Centre Sheraton**. The Summer Meeting Schedule of Events will be available after the conclusion of the Annual Meeting.
7. The [2025 Fall Meeting](#) dates in Austin, TX have changed. New dates were announced in January and are **October 20-23, 2025**.
8. To be considered at the [2025 Fall Meeting](#) at the Fairmont Austin in Austin, TX, nominations must be received by the national office, ready to poll by these deadlines: Nominations for **International Fellows Monday, June 23, at 4:30 p.m. Eastern Time** and Nominations for **Fellows and Academic Fellows Monday, July 28, 4:30 p.m. Eastern Time**. Nominations received after these deadlines will be held over for the [2026 Annual Meeting](#) at the JW Marriott Water Street & Tampa Marriott Water Street in Tampa, FL.
9. See the [Meetings Announcements](#) sent each Monday for the list of upcoming National, State, Regional, and ACTEC Fellows Institute Meetings.
10. Keep up with the news, educational opportunities, webinars plus resources of the College and read the [Weekly Update](#) issued each Friday.



ACTEC Foundation Liaison Report 2025 Annual Meeting

1. The ACTEC Foundation welcomed the 10th Class of Dennis I. Belcher Young Leaders in September 2024. To date, fifteen former Young Leaders have been elected to the College through this Foundation grant-funded program of ACTEC's Diversity, Equity and Inclusivity Committee.
2. Stop by the Foundation's booth for a copy of The ACTEC Foundation's 2025 Annual Meeting Newsletter.
3. The Foundation-funded ACTEC Trust and Estate Talk Podcast has had over 633,000 total podcast downloads from 2018 to 2024.
4. The ACTEC Foundation website has a brand new look! Check it out, and get updates on the programs the Foundation supports and the stories of the people the Foundation has impacted: www.actecfoundation.org
5. [The 2025 Mary Moers Wenig Student Writing Competition](#) is now open. 2L and 3L students in ABA-accredited law schools should submit papers by June 30, 2025, and winners will be announced by July 15, 2025.
6. The Foundation is reviewing a new Mission Statement. Come to the Board of Directors meeting on Saturday, March 22 at 1:15 pm Pacific to hear the discussion. The Foundation will also be considering several interesting grant proposals.

Please support your ACTEC Foundation with a donation at actecfoundation.org/DonateNow.

Diversity, Equity, and Inclusivity Committee

Proposed Guidelines for membership appointments

The Diversity, Equity, and Inclusivity Committee shall consist of approximately 20 members. The Chair shall be appointed by the President-Elect for a term of one year and may serve for up to three consecutive terms. The members shall be appointed by the President-Elect for a one-year term and generally serve for three consecutive terms. For continuity, generally one-third of the committee shall rotate off each year.

The committee membership shall reflect the aspirational diversity of the College. In addition, consideration will be given to diversity in regional representation, Fellow type, length of service in the College and committee experience (particularly with regard to administrative committees). Membership will include a Past President and at least one State Chair at the time of his or her appointment. The President-Elect shall serve as the Executive Committee Liaison.

Establishing the Rotation

The key to establishing the rotation is to appoint six new members each year for the next three years. The current members should be rotated off starting now (March 2025) through March 2027 or 2028.

In the example that follows, members are primarily rotated off based on when they were appointed, with the longest serving members rotating off earlier. This proposal has Terry Franklin remain on the committee through 2028, as his perspective as Chair of Long Range Planning may be of value to the work of the committee. By the 2027 – 2028 College year, the committee will have 22 members, 18 of whom were appointed in 2025, 2026 and 2027 (six each year).

By the 2028 – 2029 College year, the rotation will be well-established, with approximately six members rotating off and six new members being appointed each year. Since the guidelines specify approximately 20 members, there is room for the Chair, Vice Chair, and other key members to serve for longer than three years.

EXHIBIT VI.

2025 DEI, Mapping out proposed rotation of current membership

	<u>Year</u>			<u>End date</u>	
	<u>Appointed</u>				
Rotate off March 2025 (2024-25 College year)	2015	Member	Ronald D. Aucutt	2025	Past President
	2016	Member	Steven A. Benefield	2025	
	2015	Member	Sandra J. Chan	2025	
	2016	Member	Cynthia G. Lamar-Hart	2025	State Chair
	2015	Member	Raymond K. Okada	2025	
	2015	Member	Tina Portuondo	2025	Program
	2024	Member	Susan D. Snyder	2025	Requests drop
	2018	Member	Michael P. Vito	2025	

Peter to appoint 6 new members for a total of 23 members

Rotate off March 2026 (2025-26 College year)	2019	Member	Anne W. Coventry	2026	
	2019	Member	Adam R. Gaslowitz	2026	State Chair
	2021	Member	Sarah Moore Johnson	2026	
	2021	Member	Paul S. Lee	2026	LRP
	2022	Member	Hung V. Nguyen	2026	
	2020	Member	Raymond Odom	2026	MSC
	2018	Member	Bruce Stone	2026	Past President

Meg to appoint 6 new members for total of 22 members.

New appointments should include a Past President.

EXHIBIT VI.

2025 DEI, Mapping out proposed rotation of current membership

Rotate off March 2027 (2026-27 College year)	2021	Member	Linda Funke Johnson	2027	
	2021	Member	Prof. Susan N. Gary	2027	Academic, LRP
	2022	Member	Kim Kamin	2027	Program
	2020	Member	Stephanie Perry	2027	
	2024	Member	Linda J. Retz	2027	
	2018	Chair	Stacy E. Singer	2027	Term ends as Chair of DEI. State Chair

Melissa to appoint 6 new members for a total of 22 members.
New appointments should include a State Chair.

Rotate off Mar 2028 (2027-28 College yr)	2024	Member	Melissa Osorio Dibble	2028	
	2024	Member	David F. Edwards	2028	
	2015	Member	Terrence M. Franklin	2028	Term as Chair of LRP ends 2028
	2024	Member	Karin C. Prangley	2028	

March 2028: These members should rotate off, as well as the 6 who were appointed in 2025.

From: Deborah O. McKinnon <domckinnon@actec.org>
Sent: Monday, February 10, 2025 2:18 PM
To: Kim Kamin <kkamin@greshampartners.com>; Stacy Singer <ses7@ntrs.com>; Amy Michaud <amy.michaud@actec.org>
Subject: RE: DEI on the Ropes? The Future of DEI in the Trump Administration

Hi—

As you suggest, Kim, given the cultural environment today, the committee members discussing its “name” or positioning it in the College seems timely . Given the outreach that members are making to affiliates for the landscape to assist the College’s committee in its strategic planning, we could also check information about names of committees for additional guidance to inform the committee.

For consideration, I provide following.

From the 75th History of the College:

“The ACTEC Diversity Task Force was created in March 2012. The first meeting of the task force was held at the 2012 Summer Meeting in Colorado Springs, Colorado. In 2015, the Task Force became a permanent standing committee, and in 2020, the name of the committee was changed to the Diversity, Equity, and Inclusivity (DEI) Committee.”

And from the College Bylaws- Article I

“The College shall encourage women, racial and ethnic minorities, lesbian, gay, bisexual and transgender persons and persons with special needs who are prospective candidates for election to the College to qualify for nomination and, if elected, to participate meaningfully in the activities of the College. *The College shall foster and maintain a welcoming and inclusive environment for all persons.*”

Several organizations that I am aware of have moved to “Diversity and Inclusion” or “Inclusivity”. It seems that using/ including Inclusive/Inclusivity supports the last line of the College’s Bylaws.”

Thanks for the opportunity to comment. Deb

Deborah O. McKinnon (Deb), Executive Director
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Pronouns: she/her/hers

From: Kim Kamin <kkamin@greshampartners.com>
Sent: Monday, February 10, 2025 1:08 PM
To: Stacy Singer <ses7@ntrs.com>
Cc: Deborah O. McKinnon <domckinnon@actec.org>
Subject: FW: DEI on the Ropes? The Future of DEI in the Trump Administration

Stacy: Presume this is already on your radar as part of our strategic planning discussions, but now that “DEI” has become a politically divisive term (which it was not when we named the Committee), I wonder if we shouldn’t discuss renaming our committee. It is a shame, but nonetheless, ACTEC is not a political organization and needs to be a comfortable and inclusive place for all Fellows. The CEPC Committee has retained the name “Diversity Committee” which seems to be less controversial.

Kim Kamin, Partner

Chief Wealth Strategist

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From: Holland & Knight Publications <hknews@hklawmail.com>
Sent: Monday, February 10, 2025 11:40 AM
To: Kim Kamin <kkamin@greshampartners.com>
Subject: Alert: DEI on the Ropes? The Future of DEI in the Trump Administration

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ALERT

February 10, 2025

DEI on the Ropes? The Future of DEI in the Trump Administration

Within his first two days of taking office, President Donald Trump fulfilled his promise to target diversity, equity and inclusion (DEI) programs with a series of executive orders (EOs) aimed at curbing what he described as "illegal and immoral discrimination programs." The EOs specifically take aim at DEI in the public sector, which leaves private-sector employers unsure of how to move forward with their DEI programs.

This Holland & Knight alert considers the EOs' potential implications on the private sector and offers takeaways as DEI policies continue to evolve.

[Read the full article »](#)

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