

**RANDY H. LEE AMERICAN INN OF COURT**  
**A Chapter of the American Inns of Court**  
*Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills*  
P.O. Box 5497  
Grand Forks, ND 58206-5497

September 7, 2023

Greetings:

The Randy H. Lee American Inn of Court is ready to kick off the 2023-2024 program year. Our local Chapter continues to serve the local legal community by promoting excellence in legal advocacy, enhancing the legal skills of its members, and encouraging professionalism, collegiality, and mentoring.

The first meeting of the new program year will be held on September 12, 2023 at the Gorecki Alumni Center on the UND campus. We look forward to seeing you there. If you are unable to attend, please contact our secretary, Matt Paulson. It is helpful to us to know an accurate head count for purposes of the caterer. In particular, we do not want to be paying for unneeded meals.

The continued success of our Inn relies upon our members serving on the Board of Directors or on one of our three committees: the Membership Committee, the Program Committee and the Mentorship Committee. We hope you will consider serving on one of these committees. You are welcome to reach out to any of the board members with any questions and/or to express your interest.

We will be providing you with a Pupilage Team Roster as well as suggested topics for teams to present at each meeting. We have selected members to serve as co-chairs for each Pupilage Team. The co-chairs are responsible for initiating communications and planning by their team for the assigned presentation. If the team selects a topic other than the assigned topic, the co-chairs should inform the Program Committee of its selected program topic at least thirty (30) days before the date of the presentation. Keep in mind that many programs and resources are available through the AIC website ([www.innsocourt.org](http://www.innsocourt.org)).

In order to facilitate approval of CLE credits for each program, the co-chairs of each team are responsible for submitting a written summary of the program and copies of all presentation outlines and materials to the Program Committee Chair no later than ten (10) days following the program presentation.

Members are encouraged to invite guests or prospective members to Inn meetings. Members responding to meeting reminders must indicate if they are bringing a guest to the meeting. At the meeting, the guest must sign in and the member bringing the guest must pay a \$25.00 fee for the cost of the guest's meal. Non-members invited by the Pupilage Team to present at a meeting are considered guests and the Pupilage Team inviting the guest presenters is responsible for the cost of their meals.

Thank you for your continued support of the Randy H. Lee American Inn of Court. We look forward to seeing each of you. **Reminder that our first meeting will be at the Gorecki Alumni Center, 3501 University Avenue, Grand Forks, ND on Tuesday, September 12, 2023. New member and pupil orientation will begin at 5:00 p.m. The meeting will begin with a social at 5:30 p.m., followed by dinner at 6:00 p.m., and the program at 6:30 p.m.**

Sincerely,

A handwritten signature in black ink, appearing to read "Howard D. Swanson", written over a horizontal line.

Howard D. Swanson, President