



invites you to

## Strategic Legal Thinking for Not-for-Profit Executives



FALL 2007

Pfizer Inc discovers, develops, manufactures and markets leading prescription medicines for humans and animals. Our mission is to discover innovative health care products that lead to healthier, longer and more productive lives. Since Pfizer's founding over 150 years ago, our company has been built on a culture of caring. Our mission is reflected in the medicines we discover and bring to market, medicines that save lives and enhance the quality of life for millions of people around the world. Our Legal Division carries forward this mission with its pro bono work. The Pfizer Legal Division partners with law firms and legal services providers to bring the Strategic Legal Thinking seminars to communities around the country.

**Pfizer is offering a seminar in the Strategic Legal Thinking series. It will be held at Pfizer Inc in New York City (150 East 42nd Street, New York, NY 10017), and will be videoconferenced to Atlanta, Austin, Baltimore, Boston, Chicago, Dallas, Detroit, Houston, Los Angeles, Philadelphia, San Francisco, Tampa, and Washington DC.**

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United Way  
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## Everything You Wanted To Know About the Law

Thursday, November 15, 2007

Do contracts sometimes confuse you? Do you have difficulties managing your workforce and concerns about your obligations as an employer? Do you wonder about best practices for governing your organization? You are not alone. Not-for-profits are faced with myriad responsibilities, obligations, and liabilities arising from federal, state, and local sources. This program will provide a general overview, designed for executive directors, board members, and any other agency staff involved in running an organization.

This seminar will focus on three main topics: running your organization by the books, learning what is included in a contract and why, and the basics of employment law. We will explore basic provisions such as articles of incorporation and by-laws, membership voting, proxy voting, and how to conduct board meetings. We will also give practical advice on what to look out for in everyday contracts, such as a vendor's contract or consulting agreement. Finally, we will discuss employment issues including determining whether someone is an employee or an independent contractor, exempt vs. non-exempt status, complying with wage and hour laws, best practices for hiring and firing employees, and preventing discrimination and harassment.

**Moderator: Sean Delany**

Executive Director, Lawyers Alliance for New York

**Speakers: Christopher Campbell, Senior Associate,**  
Litigation, DLA Piper US LLP

**Peter Pantaleo, Partner, Joint Global Leader,**  
Employment Pensions & Benefits Group; Chair US  
Labor & Employment Group, DLA Piper US LLP

**Lee Sheller, Partner, Corporate & Tax, DLA Piper US LLP**

**Program (all times are Eastern Time):**

- 10:30 AM Coffee & Registration
- 10:50 AM Welcome & Opening Remarks
- 11:00 AM Running Your Organization by the Books
- 12:10 PM Reading the Fine Print: What's in a Contract and Why?
- 1:00 PM Lunch
- 1:35 PM Employing Staff: the Basics of Employment Law
- 3:30 PM Adjournment

## CONTACT INFORMATION FOR PARTICIPATING PRO BONO PARTNERS

### Atlanta, Georgia

**Pro Bono Partnership of Atlanta:** Rachel Spears, Exec. Dir.; 404-407-5059,  
rachel.spears@pbpatl.org

### Austin, Texas

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### Tampa, Florida

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### Washington, DC

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## VIDEOCONFERENCE LOCATION & REGISTRATION INFORMATION

**Note: The NYC seminars are in person and take place at the Pfizer Conference Center, 150 East 42nd Street.**

**You must register in advance to obtain admission: [pfizerprobononyc@pfizer.com](mailto:pfizerprobononyc@pfizer.com)**

### **Atlanta at:**

DLA Piper US LLP  
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***If you are registering at a DLA Piper location and have any questions, please contact:***

**Candie Iglesias**

**Tel: 202-861-3900**

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