

MEETING SUMMARY

Overview

This meeting between Lexlee and Molly (Tipton Law Firm) covered firm strategy, staffing decisions, and financial planning. Key topics included Bradley's performance and compensation restructuring, a potential paralegal hire, and defining the firm's niche and core values.

Key Points

- **Bradley:** No raise will be given; minimum billable hour expectations (25–27 hrs/week) will be set, a performance-based bonus structure is being developed, and his billing rate will increase to \$200/hr.
- **Paralegal Hire:** Financial projections show viability at a 77% collection rate; compensation scenarios of \$85K salary + \$5K health insurance vs. alternatives were analyzed; remote flexibility is on the table.
- **Molly's Practice:** Plans to raise Molly's rates to \$350/hr for all clients, add an evergreen clause to the engagement letter, and automate rate increase processes.
- **Firm Niche:** Molly articulated a purpose around helping clients go from surviving to thriving, exploring a "divorce doula" or holistic family law positioning.
- **Intake & Operations:** Molly will document the current intake process and review client agreements for credit card fee language and rate increase provisions.

Decisions

- Bradley will not receive a raise; new billable hour minimums and a bonus structure will be presented at an August 10th meeting.
- Bradley's billing rate raised to \$200/hr.
- Molly's rates to increase to \$350/hr across all clients.
- Molly accepted invitation to dinner with Lexlee, Jackie, and Anna on Thursday the 23rd in Oklahoma City.

NEXT STEPS

Lexlee

- * Rerun financial scenarios for the paralegal hire based on an average of 36 hours worked per week.
- * Rerun Bradley's profitability numbers, including a projection at his new \$200/hr billing rate.
- * Create a bonus structure for Bradley based on billing over a set threshold, ensuring compliance with fee-splitting rules.
- *

Kirsty Landman Send molly an email with these things plus the "To Do List" that is below under Molly's name

Send Molly the core value slides and core focus and niche. Kirsty Landman **Core Focus:** To help people reconstruct their lives to go from surviving to thriving **Niche:** Holistic Family Law Representation

Value Slides Link:

https://drive.google.com/file/d/1d_hBaF96RTbkASAK03IJdTLrTRBuEX9v/view?usp=sharing

Please download slides and send as pdf

Molly

- * Contact insurance broker Rebecca to get a health insurance quote for adding the paralegal candidate to the firm's plan.
- * * Send Lexlee the current engagement letter for review of the evergreen clause and rate increase provisions.
- * Complete the intake process chart documenting current procedures, including templates and emails used. (see my last email and relink the example and the chart for her to complete Kirsty Landman)
- * Check whether she owns the domain 'divorcedoula.com' or related social media handles.
- * Review the engagement letter to confirm when rates can be raised for existing clients.
- *

Kirsty Landman put this as agenda item for my next meeting with and under our July Topics in the document called July Topics) Implement a process to check trust account balances weekly and assign the evergreen clause automation task to Bradley.

Collaboration

- * Lexlee and Molly: Hold a prep meeting (11:00–12:00) followed by a growth strategy meeting with Bradley (12:00–12:30) during the week of August 10th.