

LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MINUTES FROM DECEMBER 14, 2021, MEETING

Present: Kara Clark, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Claire Havelda, Fred Long, Cody Knobel, Renee Doak, Julie Yates

Access to Justice: Magistrate Kandace Majoros will be Access to Justice Co-Chair.

Spring 2022 Term Day:

- Venue: Block 1 (\$250/hr with 4 hour minimum)
- Caterer: review prior events
- Cost: \$18/head—electronic collect

Website:

- Developer charges \$150/hour
 - <https://docs.google.com/document/d/1EateIS2OtI12cAKT2dVeDUdYAPpDVTjv24-aG6BaPmw/edit>
- LCBA email address is \$72/year
- Members only website portion is \$9/month or \$108/year
- Online CLE scheduling is an upgrade
- Admin Access:
 - with two users, price more than doubles.
 - in the interest of efficiency, keep a single access point and share access information among Executive Board
- MOTION (by Ms. Whitaker, 2nd by Ms. Havelda): proceed with contact page adjustment, general LCBA email and forwarding, setup of password protected member area, and Acuity scheduling setup; motion passes

Lisa Ritter Retirement: Lisa Ritter is planning to retire at the end of 2021. She is willing to help transition into January 2022. Further information from Lisa include sample templates, bank records, etc.

Bookkeeper/Administrative Support:

- Past-Presidents Committee: set up job description, estimate a 10 hr/month gig
 - job posting: Indeed, CBA, LCBA List Serv, etc.
- Bookkeeping
 - keeps books, tracks deposits, writes checks, etc.
 - LCBA can supplement with bookkeeping company
- Administrative
 - send out bar association email, manage email list serv, updating website, miscellaneous management