

LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MINUTES FROM FEBRUARY 8, 2022, MEETING

Present: Kara Clark, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Claire Havelda, Julie Yates, Fred Long, Jen Rice, Renee Doak, Hon. Kandace Majoros, with guest Andrew Preibe.

Minutes: President Clark moves to approve December 2021 minutes, Ms. Yates seconds; December 2021 minutes approved. President Clark moves to approve January 2022 minutes, Ms. Berry-Chaney seconds; January 2022 minutes approved.

Treasurer's Report: Sufficient funds for financial administrator, based on Officer's proposal.

Pro Bono/Access to Justice:

- Magistrate Majoros reports that committee is planning Family Law Day. No funding needs yet, but will likely have requests for FLD. Committee is soliciting new members and is working on outreach to community.
- Discussion of modifying pro bono intake to better use Cindi Hendrix' time, standardize pro bono representation solicitation emails, as well as responsibility for maintenance of modest means list.

CLE: CLE Coordinator position is open. Please reach out to colleagues who might be interested or good at the position. Upcoming CLEs: Magistrate Zehe has a proposal; Judge Field has a proposal; CBA Women's Bar has upcoming CLEs; Best-Practices Committee is planning some CLE. Ms. Havelda mentioned that the Center for Legal Inclusiveness has ready-to-go CLEs for members, many of which are EDI credits.

YLD: Organizing happy hour with Government Counsel bar association on Term Day. Board elections coming up at end of February.

Women's Bar: March 9, 2022: Book Club; The Body is Not an Apology, May 11, 2022: How To Be An Anti-Racist; June 17, 2022: summer social. CLE proposal on resilience on April 6, 2022 from noon to 1:30 p.m.

Board of Governors: Pete Dauster is stepping down from BOG role. Renee Doak will be new BOG appointee.

Ethics Seminar: Scheduled for April 20, 2022 at Lincoln Center.

Bar Administrator: Committee members are encouraged to vote on proposal to hire new financial administrator for bar. Ms. Berry-Chaney reports 10 responses in favor of hiring Gayle Kish. 3 abstained. Motion carried and Gayle Kish is hired at \$22/hour. President

Clark will reach out to offer Ms. Kish the position and will address training schedule with Lisa Ritter.

Ms. Berry-Chaney provides a brief update on the website revisions. It is a big job and she suggests a subcommittee. Ms. Whitaker, Mr. St. John and Ms. Rice volunteer to join Ms. Berry-Chaney with that project. Ms. Clark is available as needed.

March 2022 Term Day:

The goal is to get the term day flyer out Wednesday February 9, 2022. Ms. Berry-Chaney set up Event Bright page, Ms. Whitaker was able to register via Event Bright and electronic payment has been established.

- Business Meeting:
 - President Clark will secure coffee, doughnuts, etc. Volunteers needed before 8:00 a.m. to help set up the jury assembly room.
 - President Clark will circulate an agenda. Will finalize by end of week.
- Lunch Meeting:
 - Vice President Berry-Chaney has secured Block One for the venue and Food for Thought for street tacos
 - President Clark has secured insurance.
 - Set-up: After business meeting, need to have volunteers set up space. Treasurer Whitaker will pick up linens.
 - A/V: Block One has a projector, but does not have “meeting quality cameras.” Committee will explore audio/camera options. County Attorney’s office has a screen, if necessary.
 - Check in: Ms. Havelda will assist with checking attendees in to lunch.
 - Linens: Ms. Whitaker will pick up linens from FRER if they can be retrieved the day prior.
- Bowling: Secretary St. John is coordinating with Chipper’s Lanes. LCBA has 8 lanes reserved, but Chippers is accommodating with adding more folks. Secretary St. John will secure gift cards for bowling.
- Flyer: Need to finalize details of YLD happy hour to be able to distribute.

Honorarium: President Clark moves for \$500 gift card for Lisa Ritter, Ms. Whitaker seconds; motion carries. Standard \$250 honorarium for Cathy Vlasak is approved. Secretary St. John will purchase gift cards.

Dan St. John
Secretary

Larimer County Bar Association
Bank Account Balances
January 31, 2022

Regular Checking Account		\$ 114,103.05
Legal Aid Checking Account	+	<u>\$ 21,435.71</u>
Available Funds		\$ 135,538.76

CD/Premium Investment Acct.		
Home State 8047030	\$ 70,993.34	
Home State 3002258 4/2/22	\$ 11,560.33	
Home State 805038 10/10/22	<u>\$ 28,495.28</u>	
	\$ 111,048.95	<u>\$ 111,048.95</u>

TOTAL		\$ 246,587.71
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LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

January 31, 2022

Larimer County Bar Association

Balance Sheet
As of January 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Certificates of Deposit	
CD Home State #3002258 4/2	11,560.33
CD Home State #805038 10/10	28,495.28
Total Certificates of Deposit	40,055.61
Checking Accounts	
Home State Prem. Inv. 8047030	70,993.34
Legal Aid Account	21,435.71
Operating Account	114,103.05
Total Checking Accounts	206,532.10
Total Bank Accounts	\$246,587.71
Other Current Assets	
Other Current Assets	
Artwork	1,475.00
Deposits	0.00
Total Other Current Assets	1,475.00
Total Other Current Assets	\$1,475.00
Total Current Assets	\$248,062.71
TOTAL ASSETS	\$248,062.71
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	228,995.31
32000 Unrestricted Net Assets	0.00
Net Income	19,067.40
Total Equity	\$248,062.71
TOTAL LIABILITIES AND EQUITY	\$248,062.71

Larimer County Bar Association

Profit and Loss

January 2022

	TOTAL
Income	
4200 Dues Income	425.00
4450 Interest Income	16.62
Total Income	\$441.62
Expenses	
5200 Access to Justice	
5210 Internet access courthouse	149.50
Total 5200 Access to Justice	149.50
5300 Office Supplies, Postage,Copies	146.00
5350 Ethics Seminar Expense	913.00
5450 CLE - Other Seminars	50.00
5600 Gifts, Memoriams	154.20
5800 Pro Bono	
5810 Pro Bono - Wages	2,193.12
5830 Pro Bono - Payroll Tax	198.04
5840 Pro Bono - Payroll Services	36.00
5850 Pro Bono - Cell Phone	18.58
5870 Pro Bono - Internet	15.00
Total 5800 Pro Bono	2,460.74
6000 Spring Term Day Expenses	
6010 Spring Term Day - Lunch	454.50
6020 Spring Term Day - Bowling	150.00
Total 6000 Spring Term Day Expenses	604.50
Total Expenses	\$4,477.94
NET INCOME	\$ -4,036.32

Larimer County Bar Association

Profit and Loss
July 2021 - January 2022

	TOTAL
Income	
4200 Dues Income	49,900.00
4300 Fall Term Day Income	
4310 Golf	1,210.00
Total 4300 Fall Term Day Income	1,210.00
4450 Interest Income	163.36
4500 Ads - Messenger	175.00
Total Income	\$51,448.36
Expenses	
5070 Miscellaneous	10.00
5090 Bench/Bar Luncheons	374.01
5150 Mock Trial Regional Competition	
5152 Mock Trial Team Reimbursement	250.00
Total 5150 Mock Trial Regional Competition	250.00
5200 Access to Justice	
5210 Internet access courthouse	1,044.84
5240 Legal Resource Day	225.00
Total 5200 Access to Justice	1,269.84
5300 Office Supplies, Postage,Copies	146.00
5350 Ethics Seminar Expense	913.00
5450 CLE - Other Seminars	300.00
5460 Zoom License	154.25
5540 National Adoption Day expenses	200.00
5550 Retreat Meeting	101.63
5600 Gifts, Memoriams	154.20
5610 Web Site Expenses	96.00
5640 Directors & Officers Liability	1,807.00
5650 Accounting Expense & Quickbooks	675.00
5800 Pro Bono	
5810 Pro Bono - Wages	15,833.13
5830 Pro Bono - Payroll Tax	1,238.06
5840 Pro Bono - Payroll Services	228.00
5850 Pro Bono - Cell Phone	130.46
5870 Pro Bono - Internet	105.00
5880 Worker's Compensation Insurance	200.00
Total 5800 Pro Bono	17,734.65
5900 Fall Term Day Expenses	
5910 Fall Term Day - Golf	1,310.00
5920 Fall Term Day - Dinner	6,127.75
5990 Fall Term Day Exp - other	153.13
Total 5900 Fall Term Day Expenses	7,590.88
6000 Spring Term Day Expenses	
6010 Spring Term Day - Lunch	454.50
6020 Spring Term Day - Bowling	150.00
Total 6000 Spring Term Day Expenses	604.50
Total Expenses	\$32,380.96
NET INCOME	\$19,067.40