

LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MINUTES FROM APRIL 12, 2022, MEETING

Present: Andrew Priebe, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Claire Havelda, Jordan Wiswell, Jen Rice, Renee Doak, Hon. Kandace Majoros, Cody Knebel, Rachel Michael, Ian McCargar; Margaret Haywood (Membership director of CBA), Kara Clark.

Role Call/Clarification of Exec Board Committee Members:

Rebekah Berry-Chaney called to order and had each person introduce themselves, state their practice area, their location of practice, and their role with the LCBA Executive Committee. Rebekah proposed the question of who should attend meetings and who should be voting for LCBA matters based on Bylaws? Rebekah led a discussion about who should be a part of the executive committee. Kara Clark suggested a rotation of various section representatives be a part of the board so that there is equal chance to be represented. Claire Havelda would like to make an effort to include as many folks from the diversity-based sections as possible. Renee suggests to amend bylaws to allow for more participation. Renee wants to have one specific report each meeting from each section (Any diversity bar section should be given a seat at meetings if they wish to). Jen Rice and Kara Clark plan to continue discussion off line. Heidi points out creating a difference between members attending meetings to be heard, but not necessarily voting members because we want to avoid issues with establishing quorum. Dan St. John points out that attendance is consistently an issue, and we don't want to make harder on ourselves to make quorum. Ian McCargar recommends that someone be appointed to propose redline amendments to Bylaws for discussion purposes. Heidi Whitaker volunteers to make proposed redline changes to Bylaws about voting, clarity about who can attend meetings and who can vote, types of allowed meetings and votes, rotating list of sections, etc.

Minutes: Andrew Priebe moves to approve February 2022 minutes, Kara Clark seconds; February 2022 minutes approved. Andrew Priebe moves to approve March 2022 (Term Day) minutes, Kara Clark seconds; March 2022 (Term Day) minutes approved.

Treasurer's Report: Dan St. John reported.

- LCBA currently has about \$240,000.
- Gayle Kish is working out well. Dan will check PO box so Gayle does not have to drive (and we don't have to pay mileage). Gayle is asking for \$10/month reimbursement for a practice management software. Question was posed: Do we have to pay Gayle mileage? Rebekah believes that her driving would be compensable time, but not mileage reimbursement. Whatever we decide it should be consistent with Cindi Hendrix. Cody Kenbel will gather more information about travel and reimbursement and will report back next month. Rebekah moves to

approve Gayle's mileage reimbursement and \$10 reimbursement, Dan St. John seconds. Vote passes.

- Spring Term Day financial outcomes. Just over \$2,000 in income. Bowling was smaller than normal.
- Eventbrite. We used this for the first time to help ease with Lisa Ritter transition, and to help make it easier to collect money. There is a cost for Eventbrite, but we did increase cost of term day to offset.
- Dues: Margaret Haywood joins meeting to discuss bar dues.
 - o Margaret makes recommendations and observations. Our dues are \$100 right now for active members. Margaret compared us to Adams and Douglas County, because of the relatively similar sizes. LCBA dues are right in line with these counties. However, we have separate categories for active members by giving a free time period for new attorneys. Consider adding other categories based on license state to help with affordability. We have to tell the CBA by the end of April if we are changing our dues, so the CBA can collect for LCBA. From CBA perspective, someone could be a member of LCBA but not CBA, but we would have to collect our own dues for those people (Rebekah points out that our bylaws require CBA membership, but she suggests amending the bylaws to make it more affordable by not requiring CBA membership for LCBA membership). Margaret notices a big drop off with membership of young attorneys once the free year(s) end and they have to start paying.
 - o Rebekah suggests adding a junior category to help with affordability.

Board of Governors: Jennifer Rice and Renee Doak report. Ian McCargar reports regarding an upcoming vote related to the selection process for CBA President.

Jen Rice reports: Someone from the Board of Governors should be attending bi-annual CBA meetings so there is representation. President (Rebekah) will make sure someone from the Board of Governors is attending these meetings.

Ian reports about CBA President issues. Greater Colorado task force, suggested changes to selection process for CBA president (Bylaws changes to allow greater representation for outlying districts), but the task force's suggestions are not being proposed to the CBA executive board. Denver usually gets the Presidency every other year, but Task Force wanted Denver to have it every 3rd year. Denver gave major pushback here. A working group was appointed. Working group suggests Denver gets consideration every other year, and there is a rotation for the other bar associations (reducing wait time for Larimer County from 12 years to 6 years.) However, this isn't what the Task Force recommended, and Ian would like to point that out (not to outright oppose the issue, but to make a small protest). Very demographics driven. Ian thinks this is progress, but wants to point out that the Task Force's recommendations are not being followed. Ian is attending CBA meeting to go over redline Bylaws amendments today (4.12.2022). Ian believes that the current proposal will pass, but mostly because the executive board is highly represented by Denver folks. Then

the vote will go to the CBA Board of Governors. Dan thinks the Task Force's recommendations are best, but we are making progress. Ian and Claire plan to ultimately support the proposed amendment, but just say that it is not what the task force suggested. Table this issue and decide later whether the LCBA wants to make a formal stance on this issue.

Pro Bono/Access to Justice: Magistrate Majoros and Cody Knebel report.

Cindi Hendrix's hours - Do we get a grant from COLTAF to pay for Cindi? We will look into this further to see if we can get more COLTAF money to pay Cindi's wages. We are trying to use more of Cindi's time. At 20 hours/week now, move up to 28/30 hours. Pay additional \$300/month so she can assist expansion of pro bono program and access to justice and maybe get more involved with poverty law project. Jen moves for approval, Dan St. John seconds. Vote passes.

- Family Law day advertising/volunteers- Need information from Magistrate Majoros
- Status of Pro Bono malpractice insurance application. On April 7, 2022 Cody alerted the Executive Board that the LCBA malpractice insurance renewal application is due in 10 days. Cody discovered our current policy doesn't cover the firms of our pro bono attorneys, only the attorneys themselves. The insurance rep says that to increase it to cover firms, will increase costs by approximately \$300 per year. Vote was taken by email and was approved on April 7, 2022.
- Magistrate Majoros discusses the April 28, 2022 Free CLE: Access to Justice – Unbundled Legal Services

New Business: President Rebekah Berry-Chaney reports.

- Formation of CLE Committee which includes members of different sub-sections to make sure there is a variety of CLEs offered. Rebekah moves, Magistrate Majoros seconds, vote passes. Ask Pete Bullard to be involved?
- Formation of website committee - Would be good to centralize information for members of LCBA and various subsections. Look at Boulder, Adams, and Douglas County websites for ideas. This will be a big undertaking. We are not loving the current company that is doing our website. Renee's daughter's boyfriend may be willing to help (Joaquin Montorosa, Renee will get information from him, maybe also Harold Hasselbach may also be a good person to talk to). Maybe have Fly-By Messenger be a part of the website. Need to have interactive functionality. Allow for payment on website for events. Access to Calendar, but only by members? Need to send out an email asking for volunteers (does each section want to have a separate page? blogs? etc.). We should have members on this committee from the greater LCBA community. Rebekah moves, Kara seconds, vote passes. Rebekah to send out email asking for help with this committee.

Criminal Defense Bar: Rachel Michael reports. Rachel just wants the Criminal Defense Bar to be more involved. She is trying to get more involvement on her end. The Criminal Defense Bar (?) has a list-serve that she is trying to utilize more. Rachel is trying to get more structure so it doesn't all go through her office. Wants the Criminal Defense Bar to come under the umbrella of the LCBA.

Women's Bar: Renee reports on Women's bar summer social on June 17 (Do not have a location yet.) CHBA Spring Social is at O'Dells on May 19, 5:30.

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

ADJOURNMENT: Rebekah Berry-Chaney adjourned the meeting at 8:40 a.m.

NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING: The next executive committee meeting will be held on Tuesday, May 10, 2022 at 7:00 a.m. via Zoom Meeting ID 99545847768 Passcode 600445.

Andrew S. Priebe
Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

March 31, 2022

Larimer County Bar Association
Bank Account Balances
March 31, 2022

Regular Checking Account		\$ 112,287.55
Legal Aid Checking Account	+	<u>\$ 17,181.82</u>
Available Funds		\$ 129,469.37

CD/Premium Investment Acct.

Home State 8047030		\$ 71,004.43	
Home State 3002258	4/2/22	\$ 11,563.27	
Home State 805038	10/10/22	<u>\$ 28,502.54</u>	
		\$ 111,070.24	<u>\$ 111,070.24</u>

TOTAL		\$ 240,539.61
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Larimer County Bar Association

Statement of Activities

March 2022

	TOTAL
Income	
4200 Dues Income	250.00
4400 Spring Term Day Income	
4410 Bowling	579.15
4420 Lunch	1,447.51
Total 4400 Spring Term Day Income	2,026.66
4450 Interest Income	5.45
Total Income	\$2,282.11
Expenses	
5150 Mock Trial Regional Competition	
5152 Team Reimbursement	273.82
Total 5150 Mock Trial Regional Competition	273.82
5200 Access to Justice	
5210 Internet Access Courthouse	148.72
Total 5200 Access to Justice	148.72
5250 Bank Service Charges	1.00
5260 PayPal/Credit/Debit Card Fees	0.32
5300 Office Supplies/Postage/Copies	88.30
5350 Ethics Seminar Expense	950.00
5600 Gifts, Memoriams	750.00
5610 Website Expenses	333.00
5730 Payroll Services	32.00
5800 Pro Bono	
5830 Payroll	
5831 Salaries & Wages	2,213.75
5832 Employer SS & Medicare	166.20
5833 FUTA	42.00
5834 SUTA	109.43
Total 5830 Payroll	2,531.38
5850 Cell Phone	18.63
5870 Pro Bono - Internet	15.00
5890 Pro Bono - Other	92.82
Total 5800 Pro Bono	2,657.83
6000 Spring Term Day Expenses	
6010 Lunch	1,510.59
6020 Bowling	84.15
Total 6000 Spring Term Day Expenses	1,594.74
Total Expenses	\$6,829.73
NET OPERATING INCOME	\$ -4,547.62
NET INCOME	\$ -4,547.62

Larimer County Bar Association

Statement of Activities

July 2021 - March 2022

	TOTAL
Income	
4200 Dues Income	50,700.00
4300 Fall Term Day Income	
4310 Golf	1,210.00
Total 4300 Fall Term Day Income	1,210.00
4400 Spring Term Day Income	
4410 Bowling	579.15
4420 Lunch	1,447.51
Total 4400 Spring Term Day Income	2,026.66
4450 Interest Income	184.65
4500 Ads - Messenger	150.00
Total Income	\$54,271.31
Expenses	
5070 Miscellaneous	10.00
5090 Bench/Bar Luncheons	374.01
5150 Mock Trial Regional Competition	
5151 Competition Expenses	-1,000.00
5152 Team Reimbursement	773.82
Total 5150 Mock Trial Regional Competition	-226.18
5200 Access to Justice	
5210 Internet Access Courthouse	1,342.28
5240 Legal Resource Day	225.00
Total 5200 Access to Justice	1,567.28
5250 Bank Service Charges	1.22
5260 PayPal/Credit/Debit Card Fees	1.10
5300 Office Supplies/Postage/Copies	234.30
5350 Ethics Seminar Expense	1,863.00
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	904.20
5610 Website Expenses	804.54
5640 Directors & Officers Liability	1,807.00
5650 Accounting Expense & Quickbooks	675.00
5730 Payroll Services	32.00

	TOTAL
5800 Pro Bono	
5830 Payroll	
5831 Salaries & Wages	20,219.38
5832 Employer SS & Medicare	1,543.64
5833 FUTA	43.77
5834 SUTA	156.42
Total 5830 Payroll	21,963.21
5840 Payroll Services	260.00
5850 Cell Phone	167.72
5870 Pro Bono - Internet	135.00
5880 Worker's Compensation Insurance	200.00
5890 Pro Bono - Other	92.82
Total 5800 Pro Bono	22,818.75
5900 Fall Term Day Expenses	
5910 Golf	1,310.00
5920 Dinner	6,127.75
5990 Other	153.13
Total 5900 Fall Term Day Expenses	7,590.88
6000 Spring Term Day Expenses	
6010 Lunch	2,660.09
6020 Bowling	234.15
Total 6000 Spring Term Day Expenses	2,894.24
Total Expenses	\$42,107.22
NET OPERATING INCOME	\$12,164.09
NET INCOME	\$12,164.09

Larimer County Bar Association

Statement of Financial Position

As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Certificates of Deposit	
1010 Independent Bank #805038 10/10	28,502.54
1020 Independent Bank #3002258 4/2	11,563.27
Total 1000 Certificates of Deposit	40,065.81
1100 Independent Bank Checking	
1110 Premium Investment 8047030	71,004.43
1120 Pro Bono Account 3159	17,181.82
1130 Operating Account 3167	112,287.55
Total 1100 Independent Bank Checking	200,473.80
Total Bank Accounts	\$240,539.61
Other Current Assets	
1300 Other Current Assets	
1310 Artwork	1,475.00
Total 1300 Other Current Assets	1,475.00
Total Other Current Assets	\$1,475.00
Total Current Assets	\$242,014.61
TOTAL ASSETS	\$242,014.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2550 Payroll Liabilities - Pro Bono	
2555 941 Tax Payable-Employee	374.37
2560 941 Tax Payable-Employer	166.20
2565 Colorado Tax Payable	86.00
2570 FUTA Tax Payable	42.00
2575 SUTA Payable	109.43
Total 2550 Payroll Liabilities - Pro Bono	778.00
Total Other Current Liabilities	\$778.00
Total Current Liabilities	\$778.00
Total Liabilities	\$778.00
Equity	
3000 Opening Balance Equity	228,995.31
3200 Retained Earnings	77.21
Net Income	12,164.09
Total Equity	\$241,236.61
TOTAL LIABILITIES AND EQUITY	\$242,014.61

Larimer County Bar Association

Spring Term Day 2022 - Income/Expenses

July 2021 - March 2022

	TOTAL
Income	
4400 Spring Term Day Income	
4410 Bowling	579.15
4420 Lunch	1,447.51
Total 4400 Spring Term Day Income	2,026.66
Total Income	\$2,026.66
Expenses	
6000 Spring Term Day Expenses	
6010 Lunch	2,660.09
6020 Bowling	234.15
Total 6000 Spring Term Day Expenses	2,894.24
Total Expenses	\$2,894.24
NET OPERATING INCOME	\$ (867.58)
NET INCOME	\$ (867.58)

Larimer County Bar Association

Spring Term Day Income/Expenses Detail

July 2021 - March 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Ordinary Income/Expenses						
Income						
4400 Spring Term Day Income						
4410 Bowling						
03/11/2022	Deposit	ACH	Eventbrite	Gross Proceeds	579.15	579.15
Total for 4410 Bowling					\$579.15	
4420 Lunch						
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	20.00
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	40.00
03/06/2022	Deposit	DEP		Spring Term Day Lunch	22.29	62.29
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	82.29
03/06/2022	Deposit	DEP		Spring Term Day Lunch	17.12	99.41
03/10/2022	Deposit	ACH	Eventbrite	Gross Proceeds	1,348.10	1,447.51
Total for 4420 Lunch					\$1,447.51	
Total for 4400 Spring Term Day Income					\$2,026.66	
Total for Income					\$2,026.66	
Expenses						
6000 Spring Term Day Expenses						
6010 Lunch						
01/18/2022	Check	MC	Block One Events	Room Rental	454.50	454.50
02/02/2022	Check	MC	American Family Insurance	Liability Insurance	195.00	649.50
02/11/2022	Check	MC	Food for Thought	Catering Expense	500.00	1,149.50
03/04/2022	Check	1685	Gayle Kish	Reimb. Spring Term Day Lunch	21.85	1,171.35
03/07/2022	Check	MC	Food for Thought	Catering Balance Due	1,018.24	2,189.59
03/08/2022	Check	MC	Block One Events	Room Cleaning	100.00	2,289.59
03/08/2022	Check	MC	Front Range Event Rental	Table Cloth Rental	188.70	2,478.29
03/10/2022	Deposit	ACH	Eventbrite	Payment Processing Fees	33.04	2,511.33
03/10/2022	Deposit	ACH	Eventbrite	Service Fees	148.76	2,660.09
Total for 6010 Lunch					\$2,660.09	
6020 Bowling						
01/26/2022	Check	1672	Chippers Lanes		150.00	150.00
03/11/2022	Deposit	ACH	Eventbrite	Payment Processing Fees	14.19	164.19
03/11/2022	Deposit	ACH	Eventbrite	Service Fees	69.96	234.15
Total for 6020 Bowling					\$234.15	
Total for 6000 Spring Term Day Expenses					\$2,894.24	
Total for Expenses					\$2,894.24	
Net Income					\$ (867.58)	