

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE  
MINUTES FROM JUNE 14, 2022, MEETING**

**Present:** Andrew Priebe, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Matthew Halzman, Claire Havelda, Kevin Havelda, Courtenay Patterson, Julie Yates, Hon. Kandace Majoros, Cody Knebel, Rachel Michael, Kara Clark, Fred Long.

**Call to Order:**

President Rebekah Berry-Chaney called the meeting to order at 7:06 a.m.

**Minutes:** President Rebekah Berry-Chaney moves to approve May 2022 minutes, Dan St. John seconds; May 2022 minutes approved.

**Treasurer's Report:** Dan St. John reported.

- Budget analysis is showing that LCBA is in good shape.
- Dues payments are down \$11,600 from last year, but we still have enough income to cover our expenses. Dan suggests that LCBA may want to start being more strict on collecting dues. In the past, collection of dues, and limiting involvement to dues-paying members, has been lax.
- Projections show that LCBA will be up about \$400 for the year.
- Stephen J. Roy Scholarship donation. Heidi Whitaker moves that the LCBA donate \$6,121.06 to the Stephen J. Roy Scholarship, which is the net proceeds from Spring Term Day, Dan St. John seconds, motion passes.

**New Business:**

- **Budget Retreat:** Rebekah Berry-Chaney suggests the Moot House or Café Vino for the Budget Retreat. Café Vino is preferred. Tentative plan: July 1, 2022 from 1-4pm at Café Vino.
- **CLE Coordinator Position:** Courtenay Patterson would like to be the coordinator. Kevin Havelda and Julie Yates would like to be on the committee. Committee members will be Courtenay Patterson, Kevin Havelda and Julie Yates.
- **Trust and Estates Bar:** Rikke Liska and Kate Smith are planning to take over the Trust and Estates Committee (Pete Bullard will be stepping down soon).
- **Amendment of Bylaws:** Heidi Whitaker and Rebekah Berry-Chaney lead discussion on proposed amendments to bylaws. Goal is to increase access and involvement, but avoid risking lack of quorum for voting. Executive Board will review the suggested changes to the Bylaws before the next meeting. Executive committee should strive to submit proposed Bylaws changes to membership by the beginning of August, so that they can be voted on at Fall Term Day, September 9, 2022.
- **Website Revisions:** Gayle Kish and Rebekah Berry Chaney report
- **Lawyers with Littles Event:** Fred Long and Rebekah Berry-Chaney report and lead discussion. Proposal:
  - o August 20, 2022
  - o Location: Civic Center Park

- o Illegal Petes or Matador food trucks for catering. Kara Clark has a friend that owns a donut food truck. Kara and Rebekah will look into the donut food truck for dessert.
- o Rental of bounce house, tables, tents and chairs from Front Range Event Rentals
- o Gallegos sanitation for porto-potty and trash service
- o Rebekah Berry-Chaney moves to approve a budget of \$3,720, with the hope that a large portion of this be covered by ticket sales and contributions from other associations. Dan St. John seconds. Motion passes.
- o LCBA and CBA YLD have each committed to pitch in \$1,000 (possibly in cash, and possibly through providing an activity). Women's Bar may be willing to contribute some amount, but Claire Havelda will need to discuss this with leadership.

## Fall Term-Day

- **Dinner and Band:**
  - o Via email, the executive board voted on (i) hosting the Fall Term Day dinner at the Lincoln Center, (ii) hiring Food For Thought to cater the dinner at the Lincoln Center, and (iii) having The Pryde, Ian McCargar's and Eric Sunness's band, play at Fall Term Day for a fee of \$750. Votes in favor for the above were given by Dan St. John, Andrew Priebe, Rene Doak, Heidi Whitaker, Jordan Wiswell, Jennifer Rice, Kara Clark, Honorable Kandace Majoros, Claire Havelda, Julie Yates, and Rebekah Berry-Chaney. However, Rebekah Berry-Chaney voted for Catcalls as the band, rather than The Pryde. The vote passes on all matters.
  - o Cost for dinner. Last year was \$20/person.
- **Assignments:**
  - o Dan and Rebekah will work on budget and projected cost for the dinner.
- **Term Day Golf Tournament:** Andrew Priebe reports
  - o Tee times have been tentatively reserved at Collindale Golf Course in Fort Collins for the Term Day Golf Tournament. The earliest available tee times start at 12:40pm. No later than August 5, 2022, we will need to confirm with Collindale the number of tee times we need. LCBA will need to pay a \$6/golfer deposit, which will be non-refundable, but applicable to the fees per golfer that are ultimately charged. Collindale has said they will be flexible with our needs, but at some point they will need to open up the tee times we don't need to the public.
  - o According to Collindale, Collindale will never be able to accommodate an afternoon "shotgun" start for the golf tournament. If the LCBA ever wishes to do a "shotgun" start, we will need to find a different golf course that would be able to accommodate. We should only do this if we can get enough participation, guaranteed in advance, to warrant such a "shotgun" start.
  - o Andrew Priebe suggests that we open the golf tournament up to friends, family, clients, staff etc., so long as there is one LCBA member on each team.
  - o Andrew Priebe believes we should cap participation at 36 golfers, i.e. 9 tee times of 4 golfers per tee time. This will result in the last group finishing at approximately 6:30 pm. We should ask if golfers are planning to attend the Term Day Dinner, and if so try to prioritize those golfers in the first tee times, so they are more likely to be on time for dinner (otherwise, we should set the tee times and simply tell the participants when they tee off). In the notice sent to the members about this

tournament, we should state the 36 golfer cap, and say it is first come first serve. However, we can create a wait list if anyone drops out after registration.

- o Collindale will set our tournament up so we can use the “Golf Genius” app. This will allow for live scoring and will prevent having to use paper cards. It will also allow us to report prize winnings in the app for all to review. The cost for “Golf Genius” is \$12/golfer, but \$6 of that will go into a prize pool for us to give to winners.
- o The total cost per golfer is \$71 (\$59/golfer for greens fees and cart, and \$12/golfer for “Golf Genius” and the prize pool. Will the LCBA pick any of this cost up, or do we want to charge extra to improve the prize pool? Andrew Priebe will work with Dan St. John about budget.
- o If 36 golfers participate, this would give us a prize pool of \$216. While this is a good start, Andrew Priebe suggests that the LCBA allocated a little more money so there are more prizes to hand out. Andrew Priebe suggests that we pay prizes to the winning team, if not the top two teams. Then we should have hole prizes, such as longest drive, closest to the pin, straightest drive, etc. All prizes will be in shop credit redeemable at Collindale, meaning that we can simply tell the winners how to redeem their winnings.
- o Andrew will work with Gayle Kish to get an event set up on the LCBA website, where we can also collect registration fees. Andrew will prepare a notice regarding the Golf Tournament for distribution to the membership.

**Criminal Defense Bar:** Rachel Michael and Matthew Haltzman report. Defense bar will be a sub-committee of the LCBA, thus ratification by the executive board is required. Defense bar has drafted and submitted proposed bylaws to the executive board. Criminal Defense Bar would like to have the Bylaws ratified no later than early July. Executive Board will vote outside of meeting to ratify the Bylaws.

**Adjournment:** Rebekah Berry-Chaney adjourns meeting at 8:20am.

**Next Larimer County Bar Association Executive Committee Meeting:** Next meeting July 1, 2022, concurrent with the Budget retreat.

Andrew S. Priebe  
Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

May 31, 2022

Larimer County Bar Association  
Bank Account Balances  
May 31, 2022

Regular Checking Account #1383167	\$	118,481.66
Legal Aid Checking Account #1383159	\$	14,676.85
Available Funds	\$	<u>133,158.51</u>

CD/Premium Investment Accounts:

Independent Financial #8047030	\$	71,016.49	
Independent Financial #3002258 04/02/23	\$	11,569.83	
Independent Financial #805038 10/10/22	\$	28,523.40	
	\$	<u>111,109.72</u>	\$ 111,109.72
			<u><u>\$ 244,268.23</u></u>

# Larimer County Bar Association

## Statement of Financial Position

As of May 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Certificates of Deposit	
1010 Independent Bank #805038 10/10	28,523.40
1020 Independent Bank #3002258 4/2	11,569.83
<b>Total 1000 Certificates of Deposit</b>	<b>40,093.23</b>
1100 Independent Bank Checking	
1110 Premium Investment 8047030	71,016.49
1120 Pro Bono Account 3159	12,767.91
1130 Operating Account 3167	118,091.73
<b>Total 1100 Independent Bank Checking</b>	<b>201,876.13</b>
<b>Total Bank Accounts</b>	<b>\$241,969.36</b>
Other Current Assets	
1300 Other Current Assets	
1310 Artwork	1,475.00
<b>Total 1300 Other Current Assets</b>	<b>1,475.00</b>
<b>Total Other Current Assets</b>	<b>\$1,475.00</b>
<b>Total Current Assets</b>	<b>\$243,444.36</b>
<b>TOTAL ASSETS</b>	<b>\$243,444.36</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 Payroll Liabilities - Operating	
2510 941 Tax Payable-Employee	32.36
2515 941 Tax Payable-Employer	80.23
2520 Colorado Tax Payable	3.00
2525 FUTA Payable	10.25
2530 SUTA Payable	13.33
<b>Total 2500 Payroll Liabilities - Operating</b>	<b>139.17</b>
2550 Payroll Liabilities - Pro Bono	
2555 941 Tax Payable-Employee	805.51
2560 941 Tax Payable-Employer	178.82
2565 Colorado Tax Payable	184.00
2570 FUTA Tax Payable	2.52
2575 SUTA Payable	18.24
<b>Total 2550 Payroll Liabilities - Pro Bono</b>	<b>1,189.09</b>
<b>Total Other Current Liabilities</b>	<b>\$1,328.26</b>
<b>Total Current Liabilities</b>	<b>\$1,328.26</b>

	TOTAL
<b>Total Liabilities</b>	<b>\$1,328.26</b>
Equity	
3000 Opening Balance Equity	228,995.31
3200 Retained Earnings	77.21
Net Revenue	13,043.58
<b>Total Equity</b>	<b>\$242,116.10</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$243,444.36</b>

# Larimer County Bar Association

## Statement of Activities

May 2022

	TOTAL
Revenue	
4150 Ethics Seminar	8,885.00
4160 CLE Other Seminars	380.00
4200 Dues Income	200.00
4450 Interest Income	13.63
4500 Classified Ads	50.00
<b>Total Revenue</b>	<b>\$9,528.63</b>
GROSS PROFIT	<b>\$9,528.63</b>
Expenditures	
5200 Access to Justice	
5210 Internet Access Courthouse	150.82
5245 Family Law Day	-126.42 *
<b>Total 5200 Access to Justice</b>	<b>24.40</b>
5260 Payment Processing Fees	15.90
5300 Office Supplies/Postage/Copies	93.10
5350 Ethics Seminar Expense	190.00
5700 Payroll Expenses	
5710 Salaries & Wages	388.74
5711 Employer SS & Medicare	29.74
5712 FUTA	2.33
5713 SUTA	3.03
<b>Total 5700 Payroll Expenses</b>	<b>423.84</b>
5730 Mileage Reimbursement	36.21
5740 Payroll Services - Operating	32.00
5800 Pro Bono	
5830 Payroll	
5831 Salaries & Wages	4,716.25
5832 Employer SS & Medicare	178.82
5833 FUTA	2.52
5834 SUTA	18.23
<b>Total 5830 Payroll</b>	<b>4,915.82</b>
5840 Payroll Services	32.00
5850 Cell Phone	18.72
5870 Pro Bono - Internet	45.00
<b>Total 5800 Pro Bono</b>	<b>5,011.54</b>
6000 Spring Term Day Expenses	
6020 Bowling	628.86
<b>Total 6000 Spring Term Day Expenses</b>	<b>628.86</b>
<b>Total Expenditures</b>	<b>\$6,455.85</b>
NET OPERATING REVENUE	<b>\$3,072.78</b>
NET REVENUE	<b>\$3,072.78</b>

\* See attached Family Law Day Expenses  
Credit in May is due to zeroing the \$400 Advance



# Larimer County Bar Association

Family Law Day 2022

July 2021 - May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Revenue/Expenditures					
Expenditures					
5200 Access to Justice					
5245 Family Law Day					
04/14/2022	Check	1691	Ian Bonner (v)	Family Law Day Advance	400.00
05/05/2022	Journal Entry	2021GK-17		Food For Family Law Day	27.02
05/05/2022	Journal Entry	2021GK-17		Food & Paper Products for Family Law Day	71.69
05/05/2022	Journal Entry	2021GK-17		Credit Back Funds Advanced to Ian Bonner	(400.00)
05/05/2022	Journal Entry	2021GK-17		Food For Family Law Day	136.26
05/05/2022	Journal Entry	2021GK-17		Food & Paper Products for Family Law Day	38.61
<b>Total for 5245 Family Law Day</b>					<b>\$273.58</b>
<b>Total for 5200 Access to Justice</b>					<b>\$273.58</b>
<b>Total for Expenditures</b>					<b>\$273.58</b>
<b>Net Revenue</b>					<b>\$ (273.58)</b>

# Larimer County Bar Association

## Statement of Activities YTD

July 2021 - May 2022

	TOTAL
<hr/>	
Revenue	
4150 Ethics Seminar	8,885.00
4160 CLE Other Seminars	380.00
4200 Dues Income	38,400.00
4210 COLTAF - Pro Bono Grant	12,500.00
4300 Fall Term Day Income	
4310 Golf	1,210.00
<b>Total 4300 Fall Term Day Income</b>	<b>1,210.00</b>
4400 Spring Term Day Income	
4410 Bowling	579.15
4420 Lunch	1,447.51
<b>Total 4400 Spring Term Day Income</b>	<b>2,026.66</b>
4450 Interest Income	224.13
4500 Classified Ads	375.00
4600 Mock Trial Income	1,000.00
<b>Total Revenue</b>	<b>\$65,000.79</b>
<hr/>	
GROSS PROFIT	<b>\$65,000.79</b>
<hr/>	
Expenditures	
5070 Miscellaneous	10.00
5090 Bench/Bar Luncheons	374.01
5150 Mock Trial Regional Competition	
5152 Team Reimbursement	773.82
<b>Total 5150 Mock Trial Regional Competition</b>	<b>773.82</b>
5200 Access to Justice	
5210 Internet Access Courthouse	1,641.82
5240 Legal Resource Day	225.00
5245 Family Law Day	273.58
<b>Total 5200 Access to Justice</b>	<b>2,140.40</b>
5250 Bank Service Charges	0.23
5260 Payment Processing Fees	16.18
5300 Office Supplies/Postage/Copies	327.40
5350 Ethics Seminar Expense	2,763.94
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	1,030.54
5640 Directors & Officers Liability	1,807.00
5650 Accounting Expense & Quickbooks	675.00

	TOTAL
5700 Payroll Expenses	
5710 Salaries & Wages	1,048.74
5711 Employer SS & Medicare	130.72
5712 FUTA	10.25
5713 SUTA	13.33
<b>Total 5700 Payroll Expenses</b>	<b>1,203.04</b>
5720 Computer Software	10.00
5730 Mileage Reimbursement	135.19
5740 Payroll Services - Operating	64.00
5800 Pro Bono	
5830 Payroll	
5831 Salaries & Wages	24,935.63
5832 Employer SS & Medicare	1,725.61
5833 FUTA	43.77
5834 SUTA	116.55
<b>Total 5830 Payroll</b>	<b>26,821.56</b>
5840 Payroll Services	324.00
5850 Cell Phone	205.07
5860 Brochures, Supplies	5.10
5870 Pro Bono - Internet	180.00
5880 Worker's Compensation Insurance	170.00
5890 Pro Bono - Other	92.82
<b>Total 5800 Pro Bono</b>	<b>27,798.55</b>
5900 Fall Term Day Expenses	
5910 Golf	1,310.00
5920 Dinner	6,127.75
5990 Other	153.13
<b>Total 5900 Fall Term Day Expenses</b>	<b>7,590.88</b>
6000 Spring Term Day Expenses	
6010 Lunch	2,660.09
6020 Bowling	863.01
<b>Total 6000 Spring Term Day Expenses</b>	<b>3,523.10</b>
6650 Postage and Delivery	11.60
<b>Total Expenditures</b>	<b>\$51,914.96</b>
NET OPERATING REVENUE	<b>\$13,085.83</b>
Other Expenditures	
Other Miscellaneous Expense	42.25
<b>Total Other Expenditures</b>	<b>\$42.25</b>
NET OTHER REVENUE	<b>\$ -42.25</b>
NET REVENUE	<b>\$13,043.58</b>

# Larimer County Bar Association

Spring Term Day 2022 Income/Expenses - UPDATED

July 1, 2021 - June 7, 2022

	TOTAL
Revenue	
4400 Spring Term Day Income	
4410 Bowling	579.15
4420 Lunch	1,447.51
<b>Total 4400 Spring Term Day Income</b>	<b>2,026.66</b>
<b>Total Revenue</b>	<b>\$2,026.66</b>
GROSS PROFIT	<b>\$2,026.66</b>
Expenditures	
6000 Spring Term Day Expenses	
6010 Lunch	2,660.09
6020 Bowling	863.01
<b>Total 6000 Spring Term Day Expenses</b>	<b>3,523.10</b>
<b>Total Expenditures</b>	<b>\$3,523.10</b>
NET OPERATING REVENUE	<b>\$ (1,496.44)</b>
NET REVENUE	<b>\$ (1,496.44)</b>

# Larimer County Bar Association

## Spring Term Day Income/Expenses Detail - UPDATED

July 2021 - May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Ordinary Revenue/Expenditures						
Revenue						
4400 Spring Term Day Income						
4410 Bowling						
03/11/2022	Deposit	ACH	Eventbrite	Gross Proceeds	579.15	579.15
<b>Total for 4410 Bowling</b>					<b>\$579.15</b>	
4420 Lunch						
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	20.00
03/06/2022	Deposit	DEP		Spring Term Day Lunch	22.29	42.29
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	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
<b>Total for 4420 Lunch</b>					<b>\$1,447.51</b>	
<b>Total for 4400 Spring Term Day Income</b>					<b>\$2,026.66</b>	
<b>Total for Revenue</b>					<b>\$2,026.66</b>	
Expenditures						
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	Front Range Event Rental	Table Cloth Rental	188.70	2,378.29
03/08/2022	Check	MC	Block One Events	Room Cleaning	100.00	2,478.29
03/10/2022	Deposit	ACH	Eventbrite	Service Fees	148.76	2,627.05
03/10/2022	Deposit	ACH	Eventbrite	Payment Processing Fees	33.04	2,660.09
<b>Total for 6010 Lunch</b>					<b>\$2,660.09</b>	
6020 Bowling						
01/26/2022	Check	1672	Chippers Lanes	Reservation Deposit	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
05/05/2022	Check	1698	Dan St. John (v)	Reimbursement for Chippers Horsetooth Lanes Rental	519.20	753.35
05/05/2022	Check	1698	Dan St. John (v)	Reimbursement for Gift Cards	109.66	863.01
<b>Total for 6020 Bowling</b>					<b>\$863.01</b>	
<b>Total for 6000 Spring Term Day Expenses</b>					<b>\$3,523.10</b>	
<b>Total for Expenditures</b>					<b>\$3,523.10</b>	
<b>Net Revenue</b>					<b>\$ (1,496.44)</b>	