

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE  
MINUTES FROM JULY 1, 2022, MEETING/RETREAT AT CAFE VINO**

**Present:** Andrew Priebe, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Gayle Kish, Cathy Vlasak, Courtenay Patterson, Rachel Michael, Kara Clark, Jordan Wiswell.

**Call to Order:**

President Rebekah Berry-Chaney called the meeting to order at 1:23 p.m.

**2022-2023 Budget:**

- Prior to the meeting, the following committees/sub-associations made specific budget requests for consideration by the Executive Board:
  - Access to Justice (through email from Hon. Kandace Majoros): COLTAF grant may not be as large this year as in recent years (possibly as low as \$9,000 rather than the usual \$12,500). ATJ anticipates starting up lunches, possibly as soon as August 2022, so that line item should remain in the budget. Although Family Law Day for last year came in slightly under budget, ATJ requests that the 2021-2022 numbers be used for this year as well. Overall, the numbers on last year's budget for ATJ are acceptable for next year.
  - Pro-Bono (through email from Hon. Kandace Majoros): Expenses have increased due to an increase in Cindi Hendrix's hours (board approved \$300/month increase earlier this year). Cindi is scheduled to work 28-30 hours per week, and her current pay is \$27.50/hour. Pro-Bono would like to give Cindi a \$1.00/hour pay increase, as they have in the past, and therefore, at maximum of 30 hours/week, the budget request is \$44,460, or \$3,705/month. Pro-Bono also asks for small adjustments to employer social security/Medicare/FUTA/SUTA due to the increased wages. Mileage reimbursement for Cindi is minimal (driving bookmarks around the County once per quarter). Also, the total premium for malpractice insurance (including endorsements) is \$2,788 and the estimated cost for workers' compensation for the upcoming year is \$300. Other than these changes, the figures in last year's budget for Pro-Bono is acceptable.
  - Claire Havelda, via email, requested \$6,000 for LCBA's contribution to the Greater Colorado Internship Fund.
- President Rebekah Berry-Chaney and Treasurer Dan St. John handed out the proposed 2022-2023 fiscal year budget worksheet, prior year's budget, and prior year's actual numbers, and the Executive Committee proceeded to discuss the budget.
  - Rebekah Berry-Chaney discusses the significant decrease in dues income for 2021-2022 and the increased costs for website updates.
  - The Executive Committee addressed each income line item as well as each expense line item and came to a consensus on the amount to budget for each line item for the upcoming fiscal year. Executive Board agreed to table discussion on Cindi Hendrix's payroll budget so that more information can be gathered about her increased hours, possible payroll increase, and increases in

payroll taxes. Also table discussion on Claire Havelda's budget request. These tabled items, and other budgetary line items will be discussed at the July 12, 2022 executive board meeting, so that more information can be gathered. Based on the discussion, Treasurer Dan St. John advised the Executive Committee that he would prepare a proposed budget for 2022-2023 for the Executive Committee's consideration at its July 12, 2022 Meeting, after which Treasurer Dan St. John will prepare a final proposed budget for the Executive Committee's consideration at the August 2022 Meeting.

**New Business:**

- Bylaws amendment: Rebekah Berry-Chaney recommends creating a different way for attorneys to become members in the LCBA, rather than forcing members to also be members of the Colorado Bar Association.

**Fall Term-Day**

- **Term Day Golf Tournament:**
  - Executive Board agrees that the fee for golfers to play in the Term Day Golf Tournament will be \$59/player (which includes greens fees and cart). The other \$12/per player will be paid for by the LCBA.
  - Andrew Priebe will work with Gayle Kish and Cathy Vlasak to send information out to the members and begin the registration process.
- Executive Board board agrees to a tentative amount of \$30 per LCBA member for dinner.

**Adjournment:** Rebekah Berry-Chaney adjourns meeting at 4:55 p.m.

**Next Larimer County Bar Association Executive Committee Meeting:** Next meeting July 12, 2022, via Zoom.

Andrew S. Priebe  
Secretary

**Larimer County Bar Association**  
**Statement of Activities July 2021 - June 2022**  
**and Proposed Budget 2022-2023**

	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	YTD Total	21-'22 Budget	YTD vs '21-'22 Budget Difference	2022-2023 Budget
<b>Revenue</b>																
4150 Ethics Seminar											8,885.00		8,885.00	7500	1,385.00	7,500.00
4160 CLE Other Seminars											380.00		380.00	0	380.00	0.00
4200 Dues Income	12,140.00	16,770.00	15,685.00	3,745.00	925.00	210.00	425.00	550.00	250.00	(12,500.00)	200.00	2,525.00	40,925.00	50000	(9,075.00)	42,500.00
4210 COLTAF - Pro Bono Grant										12,500.00			12,500.00	12500	0.00	12,500.00
4300 Fall Term Day Income																
4310 Golf			1,210.00										1,210.00	1500	(290.00)	1,888.00
4320 Dinner													0.00	1,300.00	(1,300.00)	1,650.00
<b>Total 4300 Fall Term Day Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,210.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,210.00</b>	<b>2800</b>	<b>(1,590.00)</b>	<b>\$ 3,538.00</b>
4400 Spring Term Day Income																
4410 Bowling									579.15				579.15	900	(320.85)	750.00
4420 Lunch									1,447.51				1,447.51	1000	447.51	1,400.00
<b>Total 4400 Spring Term Day Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,026.66</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,026.66</b>	<b>1900</b>	<b>126.66</b>	<b>\$ 2,150.00</b>
4450 Interest Income	24.41	25.73	24.78	25.89	23.82	22.11	16.62	15.84	14.68	16.62	13.63	15.08	239.21	300	(60.79)	200.00
4500 Classified Ads	100.00	25.00		25.00						175.00	50.00	250.00	625.00	600	25.00	600.00
4600 Lawyers and Littles Event													0.00	0	0.00	550.00
4700 National Adoption Day													0.00	0	0.00	0.00
4900 Other Income													0.00	0	0.00	0.00
<b>Total Revenue</b>	<b>\$ 12,264.41</b>	<b>\$ 16,820.73</b>	<b>\$ 16,919.78</b>	<b>\$ 3,795.89</b>	<b>\$ 948.82</b>	<b>\$ 232.11</b>	<b>\$ 441.62</b>	<b>\$ 565.84</b>	<b>\$ 2,291.34</b>	<b>\$ 191.62</b>	<b>\$ 9,528.63</b>	<b>\$ 2,790.08</b>	<b>66,790.87</b>	<b>75600</b>	<b>(8,809.13)</b>	<b>\$ 69,538.00</b>
<b>Expenditures</b>																
5050 Donations																
5051 Scholarship Donation												6,121.06	6,121.06	5400	721.06	4,500.00
5055 Donations - Other													0.00	1400	(1,400.00)	0.00
5060 Awards													0.00	100	(100.00)	0.00
5070 Miscellaneous													0.00	500	(500.00)	500.00
5080 Advertising / Membership													0.00	500	(500.00)	500.00
5090 Bench/Bar Luncheons						374.01							374.01	1100	(725.99)	900.00
5150 Mock Trial Regional Competition															0.00	
5151 Competition Expenses													0.00	1000	(1,000.00)	1,500.00
5152 Registration Expenses						250.00		250.00					500.00	1500	(1,000.00)	2,600.00
<b>Total 5150 Mock Trial Regional Competition</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250.00</b>	<b>\$ -</b>	<b>\$ 250.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>500.00</b>	<b>2500</b>	<b>(2,000.00)</b>	<b>\$ 4,100.00</b>
5160 Law Day Expenses											15.90		15.90	250	(234.10)	50.00
5170 Young Lawyer Expenses												364.10	364.10	1000	(635.90)	1,000.00
5200 Access to Justice																
5205 Advertising													0.00	700	(700.00)	100.00
5210 Internet Access Courthouse	148.95	148.51	148.51	150.37	149.50	149.50	149.50	148.72	148.72	148.72	150.82	150.82	1,792.64	1800	(7.36)	1,900.00
5230 Committee Lunches													0.00	600	(600.00)	800.00
5240 Legal Resource Day				225.00								0.00	225.00	400	(175.00)	250.00
5245 Family Law Day									400.00	(126.42)	0.00		273.58	450	(176.42)	300.00
<b>Total 5200 Access to Justice</b>	<b>\$ 148.95</b>	<b>\$ 148.51</b>	<b>\$ 148.51</b>	<b>\$ 375.37</b>	<b>\$ 149.50</b>	<b>\$ 149.50</b>	<b>\$ 149.50</b>	<b>\$ 148.72</b>	<b>\$ 148.72</b>	<b>\$ 548.72</b>	<b>\$ 24.40</b>	<b>\$ 150.82</b>	<b>2,291.22</b>	<b>7700</b>	<b>(5,408.78)</b>	<b>4,433.49</b>
5250 Bank Service Charges								(0.77)	1.00				0.23	0	0.23	0.00
5260 Payment Processing Fees								(0.04)	0.32			5.00	5.28	0	5.28	400.00
5300 Office Supplies/Postage/Copies							146.00		88.30	11.60	93.10	3.42	342.42	150	192.42	250.00

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5350 Ethics Seminar Expense							913.00		950.00	710.94	190.00		2,763.94	2100	663.94	3,000.00
5450 CLE & Other Seminars	50.00	50.00	50.00	50.00	50.00		50.00					50.00	350.00	600	(250.00)	1,750.00
5460 Zoom License		154.25											154.25	150	4.25	155.00
5530 Lawyers and Littles Expenses												412.50	412.50	0	412.50	3,745.00
5540 National Adoption Day				200.00									200.00	1000	(800.00)	1,000.00
5550 Retreat Meeting	101.63												101.63	250	(148.37)	300.00
5560 President's Dinner													0.00	0	0.00	0.00
5570 Veterans Assistance Clinic													0.00		0.00	0.00
5571 Lunch													0.00	100	(100.00)	100.00
5572 Advertising													0.00	100	(100.00)	100.00
5600 Gifts, Memoriams							154.20		750.00				904.20	750	154.20	405.00
5610 Website Expenses		96.00						376.54	333.00	225.00		96.00	1,126.54	100	1,026.54	2,000.00
5640 Directors & Officers Liability			1,807.00										1,807.00	1800	7.00	1,807.00
5650 Accounting Expense - Tax Prep				675.00									675.00	1050	(375.00)	675.00
5700 Payroll Expenses (Operating)																0.00
5710 Salaries & Wages										660.00	388.74	491.70	1,540.44	0	1,540.44	6,336.00
5711 Employer SS & Medicare									50.49	50.49	29.74	37.62	168.34	0	168.34	692.40
5712 FUTA									3.96	3.96	2.33	2.95	13.20	0	13.20	54.29
5713 SUTA									5.15	5.15	3.03	3.84	17.17	0	17.17	70.62
<b>Total 5700 Payroll Expenses (Operating)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59.60</b>	<b>\$ 719.60</b>	<b>\$ 423.84</b>	<b>\$ 536.11</b>	<b>1,739.15</b>	<b>0</b>	<b>1,739.15</b>	<b>\$ 7,153.32</b>
5720 Computer Software										10.00	20.00	10.00	40.00	0	40.00	120.00
5721 QuickBooks												415.47	415.47	0	415.47	175.00
5730 Mileage Reimbursement										98.98	36.21	36.50	171.69	0	171.69	438.00
5740 Payroll Services (Operating)										32.00	32.00		64.00	0	64.00	192.00
5750 Worker's Comp (Operating)													0.00	0	0.00	200.00
5800 Pro Bono																0.00
5820 Malpractice & Liability Ins.												2,788.00	2,788.00	2700	88.00	2,788.00
5830 Payroll													(2,073.15)	3778	(5,851.15)	
5831 Salaries & Wages	2,481.87	2,371.88	2,103.75	2,481.88	2,069.38	2,131.25	2,193.12	2,172.50	2,213.75		4,716.25	2,447.50	27,383.13	28600	(1,216.87)	32,604.00
5832 Employer SS & Medicare	189.87	181.44	160.94	189.87	158.31	163.04	167.77	166.20	169.35		178.82	187.22	1,912.83	0	1,912.83	2,277.53
5833 FUTA	1.77						13.16	13.04	13.28		2.52		43.77	0	43.77	52.12
5834 SUTA	46.99						17.11	16.95	17.27		18.23		116.55	0	116.55	138.77
<b>Total 5830 Payroll</b>	<b>\$ 2,720.50</b>	<b>\$ 2,553.32</b>	<b>\$ 2,264.69</b>	<b>\$ 2,671.75</b>	<b>\$ 2,227.69</b>	<b>\$ 2,294.29</b>	<b>\$ 2,391.16</b>	<b>\$ 2,368.69</b>	<b>\$ 2,413.65</b>	<b>\$ -</b>	<b>\$ 4,915.82</b>	<b>\$ 2,634.72</b>	<b>29,456.28</b>	<b>32378</b>	<b>(2,921.72)</b>	<b>\$ 35,072.42</b>
5840 Payroll Services	32.00	32.00	32.00	32.00	32.00	32.00	4.00	64.00		32.00	32.00		324.00	400	(76.00)	192.00
5850 Cell Phone	18.58	18.58	18.68	18.68	18.68	18.68	18.58	18.63	111.45	18.63	18.72	18.63	316.52	250	66.52	230.00
5860 Brochures, Supplies									5.10				5.10	400	(394.90)	400.00
5870 Pro Bono Internet	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00		30.00	15.00	180.00	180	0.00	180.00
5875 Computer Software (Cloud)													0.00	0	0.00	
5880 Worker's Compensation	200.00									(30.00)			170.00	250	(80.00)	200.00
5890 Pro Bono - Other													0.00	0	0.00	0.00
<b>Total 5800 Pro Bono</b>	<b>\$ 2,986.08</b>	<b>\$ 2,618.90</b>	<b>\$ 2,330.37</b>	<b>\$ 2,737.43</b>	<b>\$ 2,293.37</b>	<b>\$ 2,359.97</b>	<b>\$ 2,428.74</b>	<b>\$ 2,466.32</b>	<b>\$ 2,545.20</b>	<b>\$ 20.63</b>	<b>\$ 4,996.54</b>	<b>\$ 5,456.35</b>	<b>33,239.90</b>	<b>36558</b>	<b>(3,318.10)</b>	<b>\$ 39,062.42</b>
5900 Fall Term Day Expenses																
5910 Golf			1,310.00										1,310.00	1500	(190.00)	2,300.00

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5920 Dinner		1,037.50	5,090.25										6,127.75	8300	(2,172.25)	8,500.00
5990 Other			153.13										153.13	200	(46.87)	300.00
<b>Total 5900 Fall Term Day Expenses</b>	<b>\$ -</b>	<b>\$ 1,037.50</b>	<b>\$ 6,553.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>7,590.88</b>	<b>10000</b>	<b>(2,409.12)</b>	<b>\$ 11,100.00</b>
6000 Spring Term Day Expenses																
6010 Lunch							454.50	695.00	1,510.59				2,660.09	3000	(339.91)	2,300.00
6020 Bowling							150.00		84.15		628.86		863.01	1000	(136.99)	1,000.00
6030 Other Expenses													0.00	200	(200.00)	300.00
<b>Total 6000 Spring Term Day Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 604.50</b>	<b>\$ 695.00</b>	<b>\$ 1,594.74</b>	<b>\$ -</b>	<b>\$ 628.86</b>	<b>\$ -</b>	<b>3,523.10</b>	<b>4200</b>	<b>(676.90)</b>	<b>\$ 3,600.00</b>
6650 State Annual Filing Fee		10.00											10.00	0	10.00	10.00
6800 Other Miscellaneous Expense										42.25			42.25	0	42.25	4,000.00
<b>Total Expenditures</b>	<b>\$ 3,286.66</b>	<b>\$ 4,115.16</b>	<b>\$ 10,889.26</b>	<b>\$ 4,037.80</b>	<b>\$ 2,492.87</b>	<b>\$ 3,133.48</b>	<b>\$ 4,445.94</b>	<b>\$ 3,935.77</b>	<b>\$ 6,470.88</b>	<b>\$ 2,377.47</b>	<b>\$ 6,460.85</b>	<b>\$ 13,657.33</b>	<b>65,303.47</b>	<b>75608</b>	<b>(10,304.53)</b>	<b>\$ 97,721.22</b>
<b>Net Operating Revenue</b>	<b>\$ 8,977.75</b>	<b>\$ 12,705.57</b>	<b>\$ 6,030.52</b>	<b>\$ (241.91)</b>	<b>\$ (1,544.05)</b>	<b>\$ (2,901.37)</b>	<b>\$ (4,004.32)</b>	<b>\$ (3,369.93)</b>	<b>\$ (4,179.54)</b>	<b>\$ (2,185.85)</b>	<b>\$ 3,067.78</b>	<b>\$ (10,867.25)</b>	<b>\$ 1,487.40</b>	<b>\$ (8.00)</b>	<b>\$ 1,495.40</b>	<b>\$ (28,183.22)</b>

Cell: K8

Note: Rebekah Berry-Chaney:

April 2022 Correction to Dues income of negative \$12,500 as COLTAF Grant was allocated incorrectly as Dues Income to month of September 2021

Cell: N76

Note: Rebekah Berry-Chaney:

Payroll Expenses 5830 previously used as combined payroll expenses. Not previously budgeted separately

Cell: O76

Note: Rebekah Berry-Chaney:

5830 Budget column represents combined budgeted payroll expenses

Cell: Q101

Note: Rebekah Berry-Chaney:

\$4000 allocated to Greater Colorado Legal Internship Program, currently listed under 6800 Other Miscellaneous Expense. New category will be created