

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM FEBRUARY 14, 2023, MEETING (Held via Zoom)**

Present: Andrew Priebe, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Kara Clark, Hon. Patrick Esser, Claire Havelda, Tomi Hanson, Jennifer Rice, Courtenay Patterson, and Hon. Kandace Majoros.

Call to Order:

President Rebekah Berry-Chaney called the meeting to order at 7:05 a.m.

Minutes: Hon. Kandace Majoros moves to approve January 10, 2023 Executive Committee minutes, Dan St. John seconds; all vote in favor, January 10, 2023 Executive Committee minutes are approved.

Treasurer's Report: Dan St. John reported.

- January Financials:
 - o We are still basically on budget overall. Some items are over budget, and some are under, but they even out. CLE budget is nearly over budget (\$300 remains from the initial \$1,500 CLE Committee Budget).
 - o LCBA has received about \$14,000 more in income than was budgeted.
 - o Dan will be working on moving LCBA savings to new CD accounts.
 - o Hon. Kandace Majoros mentions that several bench members have tried to sign up for the LCBA as a stand-alone membership, but it did not work. Rebekah Berry-Chaney and Gayle have fixed this issue. Magistrate Majoros suggests that LCBA send out an email to new members when they sign up. Rebekah Berry-Chaney points out that this is more work than it may seem, because this would have to be done manually. Heidi recommends that an email be sent out whenever anyone pays their LCBA dues, whether they are new or returning members. Rebekah Berry-Chaney will follow up with Gayle on this email project.

Sponsorship opportunity update: Rebekah Berry-Chaney reported.

- There were two opportunities for sponsorship: Lawyers for Littles, Rachel Michael committed to sponsoring face painter, but that was not honored. Rebekah Berry-Chaney tried to resolve this. Rachel Michael tried to give a check to YLD, but it was never cashed. YLD also did not honor their commitment to Lawyers with Littles. Executive Committee will try to sort this out. Rebekah suggests that we do not enter into any sponsorship arrangements without a written agreement.
- Evan Senie is no longer interested.

Greater Colorado Law Student Internship Program (Claire Havelda reported):

- A separate bank account has been opened, and the LCBA funds have been deposited.
- This program is up and running. They are interviewing law students right now. There are 9 positions available throughout the state. 4 students will be in Northern Colorado. Students will be in the Courthouse Monday-Wednesday, and they will spend the rest of the week with a private practitioner. Claire asks people to make time to meet with the students to network and get to know them.
- Claire will work with Dan St. John about housing for the students at UNC.

CLE Committee (Rebekah Berry-Chaney and Courtenay Patterson reported):

- Rebekah Berry-Chaney provided a memo regarding the past responsibilities for the CLE Coordinator position, which is the background for the CLE Committee. CLE Coordinator previously was responsible for:
 - Soliciting (informally), and responding to requests from outside parties, topic areas and speakers from the members and general community with the goal of hosting at least 1 brown bag CLE per month
 - Coordinating with any speakers interested in presenting to the LCBA community by:
 - Confirming space at the jury assembly room or other appropriate venue and determining if any scheduling conflicts existed with judicial by way of communication w/Court Administration
 - Collecting any materials/agenda/bio from the speaker
 - Completing the accreditation paperwork to request CLE credit
 - Submitting the accreditation paperwork with required attachments
 - Obtain a summary statement and title for event from speaker
 - Create a flyer for the CLE event with the information provided by the speaker
 - Send flyer to Cathy Vlasak for distribution to members
 - Promote the event to colleagues and the executive committee by word of mouth
 - Introduce the CLE speaker at the CLE event (or find another executive committee member to cover the introduction if not available)
 - Attend monthly LCBA executive committee meetings and term day events
- Idea behind CLE Committee was to share the load because of the time-sensitive nature of these CLEs.
- CLE Committee Report (Courtenay Patterson):
 - Courtenay was unaware of the role of the CLE Committee initially, so she is grateful for this explanation.
 - Courtenay's understanding of the Committee was to put on CLEs, but also increase attendance, build CLEs up and increase membership. Basically make these CLEs things that members want to attend.
 - Committee was not aware that there were meant to liaise with outside entities to put on CLEs. Committee has not yet been contacted for outside CLEs, which may have been an issue with an old email address. Courtenay requests that emails about outside CLEs be sent to her personal email address as well as to the general LCBA email address. Rebekah will make sure that potential CLE presenters know to contact Courtenay/CLE Committee for future CLEs.
 - Committee understands there was a disconnect with the intent from the LCBA.
 - Kevin Havelde has put together a form to start planning a CLE.
 - Committee agrees to be responsible for the above listed tasks, which were previously in the purview of the CLE Coordinator. Much of this is now done electronically.
 - Courtenay is happy to keep the Executive committee involved as much as we desire.
 - CLE Committee wishes to spearhead a quarterly CLE sponsored by the LCBA.
 - Additionally, CLE Committee plans to put on monthly CLEs, including CLEs put on by outside programs or CLEs organized by the CLE Committee.
 - CLE Committee will do initial vetting of CLEs to see if they are sales pitches, or legitimate CLEs. The Executive Board will then opine on these questionable CLEs to make a decision on whether to assist with them or not.

- Courtenay will provide the Executive Committee with an outline of the CLEs that are in the works so we can assist as needed and help promote them to the membership.

Spring Term Day (Rebekah Berry-Chaney reported):

- March 3, 2023
- Business Meeting
 - Nominations for 2023-2024 Executive Committee
 - Published that we are looking for nominations for the executive committee.
 - Heidi Whitaker will be the new president
 - Likely Dan St. John will be the new vice-president, and Andrew Priebe will be new treasurer.
 - Hon. Patrick Esser and Dan Sapienza reached out with interest, but they are not interested in long-term commitments.
 - Perhaps Jordan Wiswell is interested in serving as the new secretary. Or perhaps someone from the Women's bar would be interested (Tomi Hanson will reach out and see if anyone in the Women's bar is interested).
 - Executive Board will discuss who to nominate off-line and in advance of the Business Meeting.
 - Rebekah Berry-Chaney discusses who to put on the Term Day Agenda for the business meeting.
- Lunch
 - Location/Catering/Rentals: Block One and Food for Thought (taco bar). Rebekah Berry-Chaney will work to organize this. Table cloths and center pieces will be ordered and Heidi Whitaker will pick them up. Rebekah Berry-Chaney will be making the center pieces.
 - Request that CBA President attend, but it is looking like there is a conflict with the CBA President.
 - Speaker at lunch is Ms. Kerry McCarthy, Clinical Coordinator for Colorado's Lawyer Assistance Program. The CLE is titled Transitions: Divorce, Desertion, and Death. CLE will discuss stress in the legal industry, and secondary trauma in the legal profession. CLE will not start until 12:30pm to allow members the time to socialize. CLE will also be available via Zoom for remote attendance.
 - Bowling: Jordan Wiswell and Andrew Priebe will organize with Dan St. John's assistance. Bowling will be held at Chipper's Lanes on Horsetooth. We currently have 8 lanes available, and a deposit will be delivered to Chippers. Dan St. John will assist with prizes for the bowling.

Access to Justice & Pro Bono:

- Access to Justice (Magistrate Majoros reported):
 - Senior Law Day event (3rd Week of August). ATJ was able to fund this program.
 - Volunteers are needed for Family Law Day (April 28, 2023), sign up was included in the Messenger.
 - ATJ meetings for 2023 will be held on February 6, 2023, May 1, 2023, August 9, 2023, and November 6, 2023.

Adjournment: Rebekah Berry-Chaney adjourns meeting at 8:06am.

Next Larimer County Bar Association Executive Committee Meeting: Next meeting Tuesday March 3 2023 at the Spring Term Day Business Meeting at the Larimer County Justice Center.

Andrew Priebe
Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

February 28, 2023

Larimer County Bar Association
 Bank Account Balances
 February 28, 2023

Regular Checking Account #1383167	\$	152,802.31
Legal Aid Checking Account #1383159	\$	6,395.03
Available Funds	\$	159,197.34

CD/Premium Investment Accounts:

Independent Financial #8047030	\$	71,090.02	
Independent Financial #3002258 04/02/23	\$	11,578.58	
Independent Financial #805038 **			
	\$	82,668.60	\$ 82,668.60
			\$ 241,865.94

** This CD was not rolled over. The funds are being held temporarily in the Operating account while higher interest rates are investigated.
 The amount of the CD funds transferred to the bank account was \$28,559.48 in October 2022

Larimer County Bar Association
Statement of Financial Position
 As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 Certificates of Deposit	
1020 Independent Bank #3002258	11,578.58
Total 1000 Certificates of Deposit	11,578.58
1100 Independent Bank Checking	
1110 Premium Investment 8047030	71,090.02
1120 Pro Bono Account 3159	4,645.46
1130 Operating Account 3167	151,982.55
1140 GCLSE Internship 3403	4,000.00
Total 1100 Independent Bank Checking	231,718.03
Total Checking/Savings	243,296.61
Accounts Receivable	
1200 Accounts Receivable	725.00
Total Accounts Receivable	725.00
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	245,496.61
TOTAL ASSETS	245,496.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 Payroll Liabilities	
2510 941 Tax Payable-Employee	863.34
2515 941 Tax Payable-Employer	489.95
2520 Colorado Tax Payable	197.00
2525 FUTA Payable	33.98
2530 SUTA-CO Payable	46.45
2540 FAMLIC-CA Payable	25.48
Total 2500 Payroll Liabilities	1,656.20
Total Other Current Liabilities	1,656.20
Total Current Liabilities	1,656.20
Total Liabilities	1,656.20
Equity	
3000 Opening Balance Equity	232,995.31
3200 Retained Earnings	2,357.93
Net Income	8,487.17
Total Equity	243,840.41
TOTAL LIABILITIES & EQUITY	245,496.61

Larimer County Bar Association
Statement of Activities Budget vs. Actual
July 2022 through February 2023

	Jul '22 - Feb 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 Ethics Seminar	400.00	7,500.00	-7,100.00
4160 CLE Other Seminars	70.00	0.00	70.00
4200 Dues Income	42,495.00	42,500.00	-5.00
4210 COLTAF - Pro Bono Grant	12,500.00	12,500.00	0.00
4300 Fall Term Day Income			
4310 Golf	1,888.00	1,888.00	0.00
4320 Dinner	2,140.00	1,650.00	490.00
Total 4300 Fall Term Day Income	4,028.00	3,538.00	490.00
4400 Spring Term Day Income			
4410 Bowling	420.00	750.00	-330.00
4420 Lunch	440.00	1,400.00	-960.00
Total 4400 Spring Term Day Income	980.00	2,150.00	-1,170.00
4450 Interest Income	84.27	200.00	-115.73
4500 Classified Ads	485.00	600.00	-115.00
4600 Lawyers and Littles Event	1,920.00	550.00	1,370.00
4700 National Adoption Day	20.00	0.00	20.00
4800 Mock Trial Funds	3,763.57	1,000.00	2,763.57
Total Income	66,745.84	70,538.00	-3,792.16
Gross Profit	66,745.84	70,538.00	-3,792.16
Expense			
5050 Donations			
5051 Scholarship Donation	0.00	4,500.00	-4,500.00
Total 5050 Donations	0.00	4,500.00	-4,500.00
5070 Miscellaneous	0.00	500.00	-500.00
5080 Advertising /Membership	0.00	500.00	-500.00
5090 Bench/Bar Luncheons	450.27	900.00	-449.73
5150 Mock Trial Regionals			
5150.01 LCBA Contribution	1,041.57	1,000.00	41.57
5151 Competition Expenses	4,666.66	0.00	4,666.66
5152 Registration Expenses	255.00	500.00	-245.00
Total 5150 Mock Trial Regionals	5,963.23	1,500.00	4,463.23
5160 Law Day Expenses	0.00	50.00	-50.00
5170 Young Lawyers Division	0.00	1,000.00	-1,000.00
5200 Access to Justice			
5205 Advertising	0.00	100.00	-100.00
5210 Internet Access	1,216.73	1,900.00	-683.27
5230 Committee Lunches	497.04	800.00	-302.96
5240 Legal Resource Day	360.00	250.00	110.00
5245 Family Law Day	0.00	300.00	-300.00
Total 5200 Access to Justice	2,073.77	3,350.00	-1,276.23
5260 Payment Processing Fees	266.15	400.00	-133.85
5300 Office Supplies/Postage	205.60	250.00	-44.40
5350 Ethics Seminar Expense	1,147.93	3,000.00	-1,852.07
5450 CLE & Other Seminars	1,202.30	1,750.00	-547.70
5460 Zoom License	154.25	155.00	-0.75
5530 Lawyers & Littles Expenses	2,935.67	3,745.00	-809.33
5540 National Adoption Day	200.00	1,000.00	-800.00
5550 Retreat Meeting	656.30	300.00	356.30
5570 Veterans Assistance Clinic			
5571 Lunch	100.00	100.00	0.00
5572 Advertising	0.00	100.00	-100.00
Total 5570 Veterans Assistance Clinic	100.00	200.00	-100.00

Larimer County Bar Association
Statement of Activities Budget vs. Actual
July 2022 through February 2023

	<u>Jul '22 - Feb 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5580 Internship Program	4,000.00	4,000.00	0.00
5600 Gifts, Memoriams	0.00	405.00	-405.00
5610 Website Expenses	1,604.00	2,000.00	-396.00
5640 Officers Liability	1,910.00	1,870.00	40.00
5650 Accounting -Tax Prep	0.00	675.00	-675.00
5700 Payroll Expenses			
5710 Salaries & Wages (OP)	3,415.50	6,336.00	-2,920.50
5711 Salaries & Wages (PB)	18,867.74	32,604.00	-13,736.26
5712 Employer SS & Medicare	1,728.01	3,470.00	-1,741.99
5713 FUTA	48.73	106.44	-57.71
5714 SUTA-CO	97.00	209.28	-112.28
Total 5700 Payroll Expenses	<u>24,157.86</u>	<u>42,725.72</u>	<u>-18,567.86</u>
5720 Computer Software			
5721 QuickBooks	300.00	175.00	125.00
5720 Computer Software - Other	90.00	120.00	-30.00
Total 5720 Computer Software	<u>390.00</u>	<u>295.00</u>	<u>95.00</u>
5730 Mileage Reimbursement	191.02	0.00	191.02
5740 Payroll Services (OP)	166.50	192.00	-25.50
5750 Worker's Compensation (OP)	0.00	200.00	-200.00
5900 Fall Term Day Expenses			
5910 Golf	2,272.12	2,300.00	-27.88
5920 Dinner	6,879.63	8,500.00	-1,620.37
5990 Other	193.74	300.00	-106.26
Total 5900 Fall Term Day Expenses	<u>9,345.49</u>	<u>11,100.00</u>	<u>-1,754.51</u>
6000 Spring Term Day Expenses			
6010 Lunch	940.00	2,300.00	-1,360.00
6020 Bowling	125.00	1,000.00	-875.00
6030 Other	0.00	300.00	-300.00
Total 6000 Spring Term Day Expenses	<u>1,065.00</u>	<u>3,600.00</u>	<u>-2,535.00</u>
6650 CO State Filing Fee	10.00	10.00	0.00
Pro Bono			
5820 Malpractice, Liability	0.00	2,788.00	-2,788.00
5840 Payroll Services	134.50	192.00	-57.50
5850 Cell Phone	149.63	230.00	-80.37
5860 Brochures, Supplies	0.00	400.00	-400.00
5870 Pro Bono - Internet	120.00	180.00	-60.00
5880 Worker's Compensation	206.00	200.00	6.00
Total Pro Bono	<u>610.13</u>	<u>3,990.00</u>	<u>-3,379.87</u>
Total Expense	<u>58,983.67</u>	<u>94,162.72</u>	<u>-35,179.05</u>
Net Ordinary Income	<u>7,762.17</u>	<u>-23,624.72</u>	<u>31,386.89</u>
Net Income	<u><u>7,762.17</u></u>	<u><u>-23,624.72</u></u>	<u><u>31,386.89</u></u>

4:40 PM

03/13/23

Accrual Basis

Larimer County Bar Association
Mock Trial 2023
January through February 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
4800 Mock Trial Funds							
Deposit	02/21/2023	6958	Weld County Bar Association	Mock Trial Funds Received 2023		1,000.00	1,000.00
Deposit	02/21/2023	103705	Colorado Bar Association	Mock Trial Funds Received 2023		1,722.00	2,722.00
General Journal	02/21/2023	2023GK-01	Larimer County Bar Association	LCBA Contribution to Mock Trials 2023		1,000.00	3,722.00
General Journal	02/21/2023	2023GK-01	Larimer County Bar Association	Additional LCBA Contribution to Mock Trials 2023		41.57	3,763.57
Total 4800 Mock Trial Funds					0.00	3,763.57	3,763.57
5150 Mock Trial Regionals							
5151 Competition Expenses							
Check	02/08/2023	1739	Payton Buhler (v)	Reimb. Mock Trial Expenses	2,939.49		-2,939.49
Check	02/13/2023	1740	Sunita Sharma (v)	Reimb. Mock Trial Expenses	152.99		-3,092.48
Check	02/13/2023	1741	Hon. Linda Connors (v)	Reimb. Mock Trial Expenses	75.17		-3,167.65
Check	02/13/2023	1742	Payton Buhler (v)	Reimb. Mock Trial Expenses	197.40		-3,365.05
Check	02/13/2023	1743	Stacey Aurzada (v)	Reimb. Mock Trial Expenses	438.52		-3,803.57
Total 5151 Competition Expenses					3,803.57	0.00	-3,803.57
Total 5150 Mock Trial Regionals					3,803.57	0.00	-3,803.57
TOTAL					3,803.57	3,763.57	-40.00