

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM JANUARY 10, 2023, MEETING (Held via Zoom)**

Present: Andrew Priebe, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Kara Clark, Rachel Michael, Jennifer Rice, Fred Long, Jennifer Rice, Jordan Wiswell, Hon. Kandace Majoros, Samantha Walsh, Jenny Lopez Filkins, and Hon. Linda Connors.

Call to Order:

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

Minutes: Jennifer Rice moves to approve November 8, 2022 Executive Committee minutes, Andrew Priebe seconds; all vote in favor, November 8, 2022 Executive Committee minutes are approved.

Treasurer's Report: Dan St. John reported.

- Dan St. John reviews November and December 2022 LCBA financial reports.
- o Things are looking good and LCBA is currently under budget. Biggest issue is payroll expenses.
- o Dues income is looking good, Dan may still send out emails to folks who have not renewed to see if they would like to.
 - LCBA is still charging \$25 for ads, but that is not covering expenses. Heidi Whitaker moves to change fee to \$40 per ad, Rebekah Berry-Chaney seconds. All are in favor of this increase. Motion passes.
 - Rebekah Berry-Chaney looked into CD rates, and it is possible we will get better rates at other banks. Current bank has good rates for 6, 11, and 15 month CD rates. Other banks may have significant driving distance, so Rebekah Berry-Chaney suggests we stick with our current/local bank, even though interest rates may be slightly lower. Suggestion is to stagger CD terms, just in case LCBA needs to withdraw funds.
 - Rebekah Berry-Chaney looked into opening a separate bank account for the Greater Colorado Student Internship Program. This account is free. Dan St. John moves to approve the opening of this separate account; Jordan Wiswell seconds. All vote in favor. Motion passes. Rebekah Berry-Chaney will open the account and circulate signature cards for signatures.

Greater Colorado Law Student Internship Program (Rebekah Berry-Chaney reported):

- As mentioned above, a separate bank account will be opened to deposit our committed funds.

Mock Trial (Hon. Linda Connors reported):

- Leadership transition.
 - o Between 3 and 4 folks have organized the Northern Colorado High School Mock Trial for many years, and they are looking to transition leadership.
 - o Perhaps have Larimer County Young Lawyers take over leadership of this Mock Trial Program. Hon. Linda Connors believes this is down to a science now.
 - o The most labor intensive part is seeking volunteers for the competition.
 - o Currently there are 15 teams for the 2023 competition.
 - o Hon. Linda Connors describes general process and time commitment for planning and competition.

- Current leadership is willing to help for 2024 and then hand off leadership in 2025.
- Current leadership has created a template for planning this competition.
- There are already folks in the Weld County Bar Association that have committed to assist with this competition.
- LCBA YLD is willing to begin to take over primary organization and run this competition. Rebekah Berry-Chaney has concerns that YLD may be over-extended by taking over this commitment, and the executive board wants YLD to be successful. Fred Long is confident that YLD can handle this task, and it would add an important task for YLD to handle. Current leadership is committed to working with YLD to facilitate transition. Hon. Linda Connors reiterates that the organization of the competition is well organized, so the time commitment is much lower than previous years. However, Hon. Linda Connors suggests that the leadership maintain continuity year to year, so that someone always knows what to do. LCBA YLD will begin to take over leadership of the organization of this competition, along with the Weld County Bar Association. Rebekah Berry-Chaney requests that YLD reach out to the Executive Board if further assistance is needed. Hon. Linda Connors will prepare an outline of the commitment and organization of the competition, and LCBA may seek additional volunteers to assist with this competition.

Bench/Bar Committee (Jennifer Rice and Kara Clark reported):

- Background. Judge Shapanski started this, but there is limited transparency on how to join. In 2014 changes were made. Bar now gets to appoint all attorneys involved, and the bench selects judges to be involved.
- Meetings are either 2x per year or 4x per year over lunch.
- Rebekah Berry-Chaney and Kara Clark met with Judge Blanco. Issue is that information from this Committee is not passed on to the LCBA. Better minutes of these meeting need to be taken. Question now is how we provide utility to this committee, given the LCBA's current resources.
- Jennifer Rice suggests posing a bullet point list of information in the messenger.
- Rachel Michael suggests that the committee members are obligated to provide a bullet point outline of information gathered/presented, which can then be disseminated to the members of the LCBA via the messenger.
- Membership of Bench-Bar Committee. Kara Clark suggests that we come up with a system where membership rotates periodically to encourage maximum involvement. Kara is concerned that historically people have been able stay on this committee for their entire careers, which prevents new folks from being involved.
- Next Bench/Bar meeting is in April 2023.
- Jennifer Rice and Kara Clark will discuss this and make a proposal to the LCBA Executive Board.

Spring Term Day (Rebekah Berry-Chaney reported):

- First Friday in March, 2023

- Business Meeting
 - Nominations for 2023-2024 Executive Committee
 - Publish that we are looking for nominations for the executive committee.
 - Make clear that members can self-nominate.
 - Rebekah Berry-Chaney will draft a notice to LCBA members.
 - Jordan Wiswell states that he is happy to serve as needed.
- Lunch
 - Location/Catering/Rentals: Block One and Food for Thought. Rebekah Berry-Chaney will work to organize this.
 - Request that CBA President attend, but it is looking like there is a conflict with the CBA President.
 - Speakers/CLE; Rebekah Berry-Chaney is brainstorming speaker for lunch. Rebekah will look into an EDI credit for this presentation, as we did in 2022. Hon. Kandace Majoros suggests speaker about opioid epidemic. Heidi Whitaker suggests speaker on elder and/or domestic abuse.
 - Bowling: Jordan Wiswell and Andrew Priebe will organize with Dan St. John's assistance. Bowling will be held at Chipper's Lanes on Horsetooth.

CLE Committee (Rebekah Berry-Chaney reports):

- Scope and Membership (Discussion lead by Rebekah Berry-Chaney)
 - There is confusion on the scope of the CLE committee, which will need to be discussed at the next meeting.

Access to Justice:

- Access to Justice (Magistrate Majoros reported):
 - Senior Law Day event (3rd Week of August). Funding is needed, so Hon. Kandace Majoros will send a proposed budget for this event, which will be discussed at the next meeting.
 - ATJ meetings for 2023 will be held on February 6, 2023, May 1, 2023, August 9, 2023, and November 6, 2023.

Young Lawyers: Fred Long reported.

- Mock Trial:
 - YLD will be taking over the organization of this competition, but LCBA may seek another volunteer or two to assist.
- Elections: Fred Long to send information about the YLD Board once elections are held.

Women's Bar (Jenny Lopez Filkins reported):

- Next Event will be held on January 25, 2023 at Penrose Tap House and Eatery

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

Next Larimer County Bar Association Executive Committee Meeting: Next meeting Tuesday February 14, 2023 via Zoom.

Andrew S. Priebe
Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

January 31, 2023

Larimer County Bar Association
 Bank Account Balances
 January 31, 2023

Regular Checking Account #1383167	\$	153,218.49
Legal Aid Checking Account #1383159	\$	8,372.45
Available Funds	\$	161,590.94

CD/Premium Investment Accounts:

Independent Financial #8047030	\$	71,074.18	
Independent Financial #3002258 04/02/23	\$	11,577.60	
Independent Financial #805038 **			
	\$	82,651.78	\$ 82,651.78
			244,242.72

** 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 January 31, 2023

	Jan 31, 23	
ASSETS		
Current Assets		
Checking/Savings		
1000 Certificates of Deposit		
1020 Independent Bank #3002258	11,577.60	
Total 1000 Certificates of Deposit	11,577.60	
1100 Independent Bank Checking		
1110 Premium Investment 8047030	71,074.18	
1120 Pro Bono Account 3159	8,372.45	
1130 Operating Account 3167	152,098.59	
1140 GCLSE Internship 3403	4,000.00	
Total 1100 Independent Bank Checking	235,545.22	
Total Checking/Savings	247,122.82	
Accounts Receivable		
1200 Accounts Receivable	865.00	See attached Customer Balance Summary Report
Total Accounts Receivable	865.00	
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	249,462.82	
TOTAL ASSETS	249,462.82	
LIABILITIES & EQUITY		
Equity		
3000 Opening Balance Equity	232,995.31	
3200 Retained Earnings	2,357.93	
Net Income	14,109.58	
Total Equity	249,462.82	
TOTAL LIABILITIES & EQUITY	249,462.82	

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Larimer County Bar Association
Customer Balance Summary
As of January 31, 2023

	<u>Jan 31, 23</u>
Cara M. Boxberger	100.00
Colorado Legal Services (c)	40.00
Dina Christiansen	100.00
Larimer County Young Lawyers Division	475.00
Riley Law LLC	50.00
Sarah Cure	100.00
	<hr/>
TOTAL	865.00
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Larimer County Bar Association
Statement of Activities Budget vs. Actual - REVISED
July 1, 2022 through February 1, 2023

	Jul 1, '22 - Feb ...	Budget	\$ Over Budget	
Ordinary Income/Expense				
Income				
4150 Ethics Seminar	75.00	7,500.00	-7,425.00	
4160 CLE Other Seminars	70.00	0.00	70.00	
4200 Dues Income				
4201 Stand-Alone Memberships	200.00	0.00	200.00	Sub category
4200 Dues Income - Other	41,760.00	42,500.00	-740.00	added
Total 4200 Dues Income	41,960.00	42,500.00	-540.00	
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	0.00	750.00	-750.00	
4420 Lunch	0.00	1,400.00	-1,400.00	
Total 4400 Spring Term Day Income	0.00	2,150.00	-2,150.00	
4450 Interest Income	77.45	200.00	-122.55	
4500 Classified Ads	340.00	600.00	-260.00	
4600 Lawyers and Littles Event	1,920.00	550.00	1,370.00	
4700 National Adoption Day	20.00	0.00	20.00	
Total Income	60,990.45	69,538.00	-8,547.55	
Gross Profit	60,990.45	69,538.00	-8,547.55	
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				
5151 Competition Expenses	863.09	1,000.00	-136.91	This amount was refunded to the Weld County Bar for the 2022 Mock Trials after July 1. The \$1,000 budget amount is for 2023.
5152 Registration Expenses	255.00	500.00	-245.00	
Total 5150 Mock Trial Regionals	1,118.09	1,500.00	-381.91	
5160 Law Day Expenses	0.00	50.00	-50.00	
5170 Young Lawyers Division	1,000.00	1,000.00	0.00	
5200 Access to Justice				
5205 Advertising	0.00	100.00	-100.00	
5210 Internet Access	1,063.15	1,900.00	-836.85	
5230 Committee Lunches	404.10	800.00	-395.90	
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	1,827.25	3,350.00	-1,522.75	
5260 Payment Processing Fees	211.72	400.00	-188.28	
5300 Office Supplies/Postage	11.60	250.00	-238.40	
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 - REVISED
July 1, 2022 through February 1, 2023

	Jul 1, '22 - Feb ...	Budget	\$ Over Budget	
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	These are the correct payroll line items. The report had to be adjusted to show PB Wages. The wages were accounted for correctly in QB payroll.
5711 Salaries & Wages (PB)	16,190.86	32,604.00	-16,413.14	
5712 Employer SS & Medicare	1,522.47	3,470.00	-1,947.53	
5713 FUTA	32.60	106.44	-73.84	
5714 SUTA-CO	74.96	209.28	-134.32	
Total 5700 Payroll Expenses	21,236.39	42,725.72	-21,489.33	
5720 Computer Software				See Notes below
5721 QuickBooks	300.00	175.00	125.00	
5720 Computer Software - Other	80.00	120.00	-40.00	
Total 5720 Computer Software	380.00	295.00	85.00	
5730 Mileage Reimbursement	136.26	0.00	136.26	
5740 Payroll Services (OP)	148.00	192.00	-44.00	
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	9,345.49	11,100.00	-1,754.51	
6000 Spring Term Day Expenses				
6010 Lunch	745.00	2,300.00	-1,555.00	
6020 Bowling	0.00	1,000.00	-1,000.00	
6030 Other	0.00	300.00	-300.00	
Total 6000 Spring Term Day Expenses	745.00	3,600.00	-2,855.00	
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	116.00	192.00	-76.00	
5850 Cell Phone	130.77	230.00	-99.23	
5860 Brochures, Supplies	0.00	400.00	-400.00	
5870 Pro Bono - Internet	105.00	180.00	-75.00	
5880 Worker's Compensation	206.00	200.00	6.00	
Total Pro Bono	557.77	3,990.00	-3,432.23	
Total Expense	51,088.29	94,162.72	-43,074.43	
Net Ordinary Income	9,902.16	-24,624.72	34,526.88	
Net Income	<u>9,902.16</u>	<u>-24,624.72</u>	<u>34,526.88</u>	

Note 1: This report was run as of February 1 to include the January payroll that was paid on February 1.

Note 2: On previous Budget to Actual reports there was a budgeted line item called "Salaries & Wages (PB)". This account was made inactive when the chart of accounts was revised in 2022. This account is NOT a line item in the QuickBooks budget prepared for the 2022-2023 fiscal year, however, even though inactive, this account continued to show up in this report with a budget amount of \$19,019. There were no transactions in this account when a report was generated to show ALL historical transactions. This was quite baffling to say the least. This line item has finally been eliminated!

Note 3: The QuickBooks budget was adjusted to now show the full budgeted amounts in July rather than allocated across 12 months or in the months when the expenses might occur. This makes for a much cleaner Budget to Actuals report.

Larimer County Bar Association
Statement of Activities - CLE Seminars
July 2022 through January 2023

	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4160 CLE Other Seminars	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
Total Income	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
Gross Profit	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
Expense			
5450 CLE & Other Seminars	<u>1,202.30</u>	<u>1,020.88</u>	<u>181.42</u>
Total Expense	<u>1,202.30</u>	<u>1,020.88</u>	<u>181.42</u>
Net Ordinary Income	<u>-1,132.30</u>	<u>-1,020.88</u>	<u>-111.42</u>
Net Income	<u><u>-1,132.30</u></u>	<u><u>-1,020.88</u></u>	<u><u>-111.42</u></u>

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 Cash Basis

Larimer County Bar Association
Transaction Detail - CLE Seminars
 July 2022 through January 2023

Type	Date	Num	Name	Memo	Balance
5450 CLE & Other Seminars					
Check	07/24/2022	1709	Law Offices of Peter Bullard, P.C.	Reimb. for CLE on 6/15/21	50.00
Check	10/14/2022	MC	Colorado Supreme Court	CLE Credit Approval for Professionalism Seminar	100.00
Check	10/25/2022	MC	Yampa Sandwhich Company	Catering Expense - Scary Stories from the Bench	620.88
Check	10/31/2022	1725	Julia Winter	Reimb. Food Expense - Scary Stories CLE	650.48
Check	10/31/2022	1726	Julia Winter	Reimb. Food Expense - Scary Stories CLE	667.30
Check	11/10/2022	1729	Julia Winter	Reimb. Odell Brewing Room Rental - Employment Law CLE	867.30
Check	11/11/2022	MC	Ziggi's Coffee	Gift Cards - Employment Law CLE	927.30
Check	12/20/2022	102	Kevin Havelda	Reimb. Colorado Supreme Court Accreditation Fees	1,027.30
Check	01/13/2023	1736	Law Offices of Peter Bullard, P.C.	Reimb. for CLE on 9/28/22 & 12/16/22	1,127.30
Check	01/19/2023	MC	State of Colorado	Accreditation Application for Right to Counsel for Youth	1,152.30
Check	01/20/2023	1737	Julia Winter	Reimb. Accreditation Application Fee - Evidentiary & Objections	1,202.30
Total 5450 CLE & Other Seminars					1,202.30
TOTAL					1,202.30

Larimer County Bar Association
Lawyers and Littles Event 2022
June 2022 through January 2023

Type	Date	Num	Name	Memo	Amount
3200 Retained Earnings					
Closing ...	06/30/2022				-462.50
Total 3200 Retained Earnings					-462.50
4600 Lawyers and Littles Event					
Deposit	07/14/2022	ACH	Rebekah Berry-Chaney (c)	Event Tickets	20.00
Deposit	07/28/2022	ACH	Dan Sapienza	Event Tickets	20.00
Deposit	07/29/2022	DEP	Dan St. John (c)	Event Tickets	20.00
Deposit	08/08/2022	ACH	Elyse Ritchie	Event Ticket	10.00
Deposit	08/08/2022	ACH	Rachel Ardanuy	Event Ticket	10.00
Deposit	08/08/2022	ACH	Erica Kasemodel	Event Ticket	20.00
Deposit	08/15/2022	ACH	Dana Englehardt	Event Ticket	10.00
Deposit	08/17/2022	ACH	Claire Havelda	Event Ticket	10.00
Deposit	08/17/2022	ACH	Patrick Esser	Event Tickets	20.00
Deposit	08/17/2022	ACH	David Sargent	Event Tickets	20.00
Deposit	08/17/2022	ACH	Brittany Callahan	Event Tickets	20.00
Deposit	08/19/2022	ACH	Kara Clark (c)	Event Tickets	20.00
Deposit	08/19/2022	ACH	Rebekah Berry-Chaney (c)	Event Tickets	20.00
Deposit	08/19/2022	ACH	Heidi Whitaker (c)	Event Tickets	30.00
Deposit	08/20/2022	DEP	Dan Beatty	Event Ticket (Check)	20.00
Deposit	08/20/2022	DEP	Tomi Hanson	Event Tickets (Cash)	20.00
Deposit	08/20/2022	DEP	Misty Bordeaux (c)	Event Tickets (Cash)	20.00
Deposit	08/20/2022	DEP	Sam Walsh	Event Tickets (Cash)	20.00
Deposit	08/20/2022	DEP	Holly Coulehan	Event Ticket (Cash)	10.00
Deposit	08/20/2022	DEP	Guest	Event Ticket (Cash)	10.00
Deposit	08/22/2022	ACH	Thomas Severin	Event Tickets	20.00
Deposit	08/22/2022	ACH	Jill Sage	Event Tickets	20.00
Deposit	08/22/2022	ACH	Kathryn Heffron	Event Ticket	10.00
Deposit	08/24/2022	ACH	Rachel Michael	Event Tickets	20.00
Deposit	09/26/2022	103158	Colorado Bar Association	Contribution to Lawyers and Littles Event	1,000.00
Invoice	09/27/2022	1009	Colorado Women's Bar Association	CWBA Contribution to LCBA Lawyers and Littles Event (S...	500.00
Invoice	09/27/2022	1010	Larimer County Young Lawyers Division	YLD Contribution to LCBA Lawyers and Littles Event	475.00
Total 4600 Lawyers and Littles Event					2,395.00
5530 Lawyers & Littles Expenses					
Check	07/28/2022	MC	American Family Brokerage	American Family Brokerage	-171.00
Check	08/20/2022	1714	Matador Mexican Grill	Food & Beverages	-700.00
Check	08/20/2022	1715	Riley Schultz	Back to the Mountain Music	-500.00
Check	08/22/2022	MC	Front Range Event Rental	Bounce House, Tents, Tables & Chairs, Misc.	-1,500.77
Deposit	08/27/2022	ACH	City of Fort Collins	Refund Park Deposit	250.00
Check	09/13/2022	MC	Republic Services	Sanitation Services for Lawyers and Littles Event	-313.90
Total 5530 Lawyers & Littles Expenses					-2,935.67
TOTAL					-1,003.17

This amount
has not been
received yet

* Note: Check #1716 issued to the Young Lawyers Division on 8/26/2022 in the amount of \$1,000 for their annual support has never been cashed.