

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM APRIL 13, 2021 MEETING
HELD VIA TELECONFERENCE**

IN ATTENDANCE:

Committee Members: Kara Clark, Rebekah Berry-Chaney, Heidi Whitaker, Devin Odell, Cody Knebel, Ian McCargar

Others Present: Don Hawkins.

CALL TO ORDER: President Kara Clark called the meeting to order at approximately 7:17 a.m.

APPROVAL OF MINUTES: The minutes from the meeting were approved unanimously. Treasurer Heidi Whitaker moved to approve; Vice President Rebekah Berry-Chaney seconded the motion.

TREASURER'S REPORT: Ms. Berry-Chaney and Ms. Whitaker reported that because of a decrease in expenditures due to COVID, the bar has an excess of approximately \$28,000.

- A. Ian McCargar requested that the Committee consider donating some of its excess funds to the Steven J. Roy Memorial Scholarship Fund, administered by the Community Foundation. He proposed a one-time donation of between \$2,500 and \$4,000 to maintain or increase the existing endowment of approximately \$70,000. After discussion, it was also proposed that a multi-year campaign be established to significantly increase the endowment so as to allow a doubling of the award each year (from about \$2,500 to \$5,000 per year). Mr. McCargar will investigate the current level of the endowment and the increase needed to sustain a larger annual award and report back.

PRO BONO PROGRAM REPORT: Cody Knebel reported that Pro Bono Co-Chair Ben Kramer is unable to continue in that position, and that Don Hawkins has volunteered to take over that position. Mr. Hawkins introduced himself. No Committee action is required for this transition to take place. Mr. Knebel also reported that the malpractice insurance for the program is scheduled to renew June 21, 2021.

CLE REPORT: Renee Doak reported via email that she is working with on a CLE with Mr. McCargar as a presenter, and that she is working on the second part of a CLE regarding human trafficking to be sponsored by the LCBA, the Larimer County Chapter of the Women's Bar Association, and the Colorado Hispanic Bar Association. There will be a Colorado Hispanic Bar Association information session on May 5, 2021, over the noon hour.

YOUNG LAWYER DIVISION REPORT: Fred Long did not attend and there was no report. Ms. Clark will follow up to find out the status of the leadership of the Division.

WOMEN'S BAR REPORT: Claire Havelda did not attend and may be out of the office for an extended period. Ms. Berry-Chaney will follow up to determine the status of the leadership of the Women's Bar at this point.

FAMILY LAW BAR REPORT: No report. The Committee discussed the status of Family Law Day, scheduled for May 14, 2021. It is not clear how much preparation has been done. Ms. Berry-Chaney will reach out to Cindy and to Ian at the Courthouse Resource Center to determine the status.

ACCESS TO JUSTICE REPORT: No report.

BOARD OF GOVERNORS REPORT: No report. Ms. Clark will contact and try to encourage quarterly attendance by Ms. Rice so that the Committee is informed of activities at the State Bar.

SPRING TERM DAY Recap: Ms. Berry-Chaney suggested that it might be better to have more of a break between the business meeting and the CLE than provided at this year's meeting.

NEW BUSINESS:

- The Committee will consider ways to use the Fall Term Day to preserve and foster the legal community and help people start to recover from the difficult year that we have just been through. This could include an event funded with some of the budget excess.

ADJOURNMENT: Ms. Clark adjourned the meeting at 8:08 a.m.

NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING: The next executive committee meeting will be held on May 11, at 7:00 a.m. via teleconference.

Respectfully Submitted,

Devin Odell
LCBA Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

March 31, 2021

Larimer County Bar Association
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificates of Deposit	
CD Home State #3002258 4/2	11,529.34
CD Home State #805038 10/10	28,423.71
Total Certificates of Deposit	39,953.05
Checking Accounts	
Home State Prem. Inv. 8047030	70,845.71
Legal Aid Account	16,554.07
Operating Account	106,707.50
Total Checking Accounts	194,107.28
Total Checking/Savings	234,060.33
Other Current Assets	
Other Current Assets	
Artwork	1,475.00
Total Other Current Assets	1,475.00
Total Other Current Assets	1,475.00
Total Current Assets	235,535.33
TOTAL ASSETS	235,535.33
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	207,458.97
Net Income	28,076.36
Total Equity	235,535.33
TOTAL LIABILITIES & EQUITY	235,535.33

8:54 AM
04/03/21
Cash Basis

Larimer County Bar Association
Profit & Loss
March 2021

	Mar 21
Income	
4200 · Dues Income	500.00
4450 · Interest Income	24.55
4500 · Ads - Messenger	125.00
Total Income	<u>649.55</u>
Expense	
5150 · Mock Trial Regional Competition	
5151 · Regional Competition costs	-845.72
Total 5150 · Mock Trial Regional Competition	<u>-845.72</u>
5200 · Access to Justice	
5210 · Internet access courthouse	148.41
Total 5200 · Access to Justice	<u>148.41</u>
5450 · CLE - Other Seminars	50.00
5600 · Gifts, Memoriams	529.06
5800 · Pro Bono	
5810 · Pro Bono - Wages	2,338.62
5830 · Pro Bono - Payroll Tax	211.18
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	18.58
5870 · Pro Bono - Internet	15.00
5880 · Worker's Compensation Insurance	-29.00
Total 5800 · Pro Bono	<u>2,586.38</u>
Total Expense	<u>2,468.13</u>
Net Income	<u><u>-1,818.58</u></u>

Larimer County Bar Association
Profit & Loss
July 2020 through March 2021

	Jul '20 - Mar 21
Income	
4200 · Dues Income	43,440.00
4210 · COLTAF - Pro Bono Grant	12,500.00
4300 · Fall Term Day Income	
4310 · Golf	863.00
Total 4300 · Fall Term Day Income	863.00
4450 · Interest Income	267.02
4500 · Ads - Messenger	500.00
Total Income	57,570.02
Expense	
5070 · Miscellaneous	337.60
5150 · Mock Trial Regional Competition	
5151 · Regional Competition costs	154.28
5152 · Mock Trial Team Reimbursement	500.00
Total 5150 · Mock Trial Regional Competition	654.28
5200 · Access to Justice	
5210 · Internet access courthouse	1,320.69
Total 5200 · Access to Justice	1,320.69
5300 · Office Supplies, Postage, Copies	118.00
5450 · CLE - Other Seminars	125.00
5550 · Retreat Meeting	175.74
5600 · Gifts, Memoriams	666.35
5610 · Web Site Expenses	96.00
5640 · Directors & Officers Liability	1,711.00
5650 · Accounting Expense	625.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	19,921.38
5830 · Pro Bono - Payroll Tax	1,621.95
5840 · Pro Bono - Payroll Services	292.00
5850 · Pro Bono - Cell Phone	169.83
5860 · Pro Bono - Brochures, Supplies	369.84
5870 · Pro Bono - Internet	135.00
5880 · Worker's Compensation Insurance	211.00
Total 5800 · Pro Bono	22,721.00
5900 · Fall Term Day Expenses	
5910 · Fall Term Day - Golf	943.00
Total 5900 · Fall Term Day Expenses	943.00
Total Expense	29,493.66
Net Income	28,076.36

Larimer County Bar Association
Profit & Loss Budget vs. Actual
March 2021

	Mar 21	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	0.00	0.00	0.0%
4160 · CLE Other Seminars	0.00	0.00	0.00	0.0%
4200 · Dues Income	500.00	250.00	250.00	200.0%
4210 · COLTAF - Pro Bono Grant	0.00	0.00	0.00	0.0%
4300 · Fall Term Day Income				
4310 · Golf	0.00	0.00	0.00	0.0%
4320 · Term Day Dinner	0.00	0.00	0.00	0.0%
Total 4300 · Fall Term Day Income	0.00	0.00	0.00	0.0%
4400 · Spring Term Day Income				
4410 · Spring Term Day Bowling	0.00	800.00	-800.00	0.0%
4420 · Spring Term Day Lunch	0.00	2,000.00	-2,000.00	0.0%
Total 4400 · Spring Term Day Income	0.00	2,800.00	-2,800.00	0.0%
4450 · Interest Income	24.55	29.00	-4.45	84.7%
4500 · Ads - Messenger	125.00	0.00	125.00	100.0%
4600 · Mock Trial Income	0.00	0.00	0.00	0.0%
4700 · National Adoption Day	0.00	0.00	0.00	0.0%
4900 · Other Income	0.00	0.00	0.00	0.0%
Total Income	649.55	3,079.00	-2,429.45	21.1%
Expense				
5050 · Donations				
5051 · Donations - Other	0.00	0.00	0.00	0.0%
5100 · Senior Law Day Donation	0.00	0.00	0.00	0.0%
5400 · Scholarship Donation	0.00	0.00	0.00	0.0%
Total 5050 · Donations	0.00	0.00	0.00	0.0%
5060 · Awards	0.00	0.00	0.00	0.0%
5070 · Miscellaneous	0.00	50.00	-50.00	0.0%
5080 · Advertising Expense	0.00	0.00	0.00	0.0%
5090 · Bench/Bar Luncheons	0.00	0.00	0.00	0.0%
5150 · Mock Trial Regional Competition				
5151 · Regional Competition costs	-845.72	0.00	-845.72	100.0%
5152 · Mock Trial Team Reimbursement	0.00	500.00	-500.00	0.0%
Total 5150 · Mock Trial Regional Competition	-845.72	500.00	-1,345.72	-169.1%
5160 · Law Day Expenses	0.00	0.00	0.00	0.0%
5170 · Young Lawyers Expenses	0.00	0.00	0.00	0.0%

Larimer County Bar Association Profit & Loss Budget vs. Actual March 2021

	Mar 21	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	148.41	158.00	-9.59	93.9%
5220 · Courthouse printer supplies	0.00	100.00	-100.00	0.0%
5230 · Committee Lunches	0.00	0.00	0.00	0.0%
5240 · Legal Resource Day	0.00	0.00	0.00	0.0%
5245 · Family Law Day	0.00	225.00	-225.00	0.0%
Total 5200 · Access to Justice	148.41	483.00	-334.59	30.7%
5250 · Bank Service Charges	0.00	0.00	0.00	0.0%
5300 · Office Supplies, Postage, Copies	0.00	9.00	-9.00	0.0%
5350 · Ethics Seminar Expense	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	50.00	30.00	20.00	166.7%
5500 · Messenger	0.00	0.00	0.00	0.0%
5540 · National Adoption Day expenses	0.00	0.00	0.00	0.0%
5550 · Retreat Meeting	0.00	0.00	0.00	0.0%
5560 · President's Dinner	0.00	0.00	0.00	0.0%
5570 · Veterans Assistance Clinic	0.00	0.00	0.00	0.0%
5571 · Veteran's Assistance Lunch	0.00	25.00	-25.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	50.00	-50.00	0.0%
Total 5570 · Veterans Assistance Clinic	0.00	75.00	-75.00	0.0%
5600 · Gifts, Memoriams	529.06	500.00	29.06	105.8%
5610 · Web Site Expenses	0.00	30.00	-30.00	0.0%
5640 · Directors & Officers Liability	0.00	0.00	0.00	0.0%
5650 · Accounting Expense	0.00	0.00	0.00	0.0%
5800 · Pro Bono				
5810 · Pro Bono - Wages	2,338.62	2,250.00	88.62	103.9%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	211.18	191.00	20.18	110.6%
5840 · Pro Bono - Payroll Services	32.00	33.00	-1.00	97.0%
5850 · Pro Bono - Cell Phone	18.58	20.83	-2.25	89.2%
5860 · Pro Bono - Brochures, Supplies	0.00	25.00	-25.00	0.0%
5870 · Pro Bono - Internet	15.00	15.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	12.50	-12.50	0.0%
5880 · Worker's Compensation Insurance	-29.00	0.00	-29.00	100.0%
Total 5800 · Pro Bono	2,586.38	2,547.33	39.05	101.5%
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	0.00	0.00	0.00	0.0%
5920 · Fall Term Day - Dinner	0.00	0.00	0.00	0.0%
5990 · Fall Term Day Exp - other	0.00	0.00	0.00	0.0%
Total 5900 · Fall Term Day Expenses	0.00	0.00	0.00	0.0%

**Larimer County Bar Association
Profit & Loss Budget vs. Actual
March 2021**

	Mar 21	Budget	\$ Over Budget	% of Budget
6000 · Spring Term Day Expenses				
6010 · Spring Term Day - Lunch	0.00	7,000.00	-7,000.00	0.0%
6020 · Spring Term Day - Bowling	0.00	800.00	-800.00	0.0%
6030 · Spring Term Day - other	0.00	200.00	-200.00	0.0%
Total 6000 · Spring Term Day Expenses	0.00	8,000.00	-8,000.00	0.0%
Total Expense	2,468.13	12,224.33	-9,756.20	20.2%
Net Income	-1,818.58	-9,145.33	7,326.75	19.9%

Larimer County Bar Association Profit & Loss Budget vs. Actual July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	0.00	0.00	0.0%
4160 · CLE Other Seminars	0.00	0.00	0.00	0.0%
4200 · Dues Income	43,440.00	38,400.00	5,040.00	113.1%
4210 · COLTAF - Pro Bono Grant	12,500.00	9,500.00	3,000.00	131.6%
4300 · Fall Term Day Income				
4310 · Golf	863.00	1,500.00	-637.00	57.5%
4320 · Term Day Dinner	0.00	0.00	0.00	0.0%
Total 4300 · Fall Term Day Income	863.00	1,500.00	-637.00	57.5%
4400 · Spring Term Day Income				
4410 · Spring Term Day Bowling	0.00	800.00	-800.00	0.0%
4420 · Spring Term Day Lunch	0.00	2,000.00	-2,000.00	0.0%
Total 4400 · Spring Term Day Income	0.00	2,800.00	-2,800.00	0.0%
4450 · Interest Income	267.02	263.00	4.02	101.5%
4500 · Ads - Messenger	500.00	500.00	0.00	100.0%
4600 · Mock Trial Income	0.00	0.00	0.00	0.0%
4700 · National Adoption Day	0.00	0.00	0.00	0.0%
4900 · Other Income	0.00	0.00	0.00	0.0%
Total Income	57,570.02	52,963.00	4,607.02	108.7%
Expense				
5050 · Donations				
5051 · Donations - Other	0.00	0.00	0.00	0.0%
5100 · Senior Law Day Donation	0.00	0.00	0.00	0.0%
5400 · Scholarship Donation	0.00	0.00	0.00	0.0%
Total 5050 · Donations	0.00	0.00	0.00	0.0%
5060 · Awards	0.00	0.00	0.00	0.0%
5070 · Miscellaneous	337.60	470.00	-132.40	71.8%
5080 · Advertising Expense	0.00	0.00	0.00	0.0%
5090 · Bench/Bar Luncheons	0.00	550.00	-550.00	0.0%
5150 · Mock Trial Regional Competition				
5151 · Regional Competition costs	154.28	1,000.00	-845.72	15.4%
5152 · Mock Trial Team Reimbursement	500.00	1,500.00	-1,000.00	33.3%
Total 5150 · Mock Trial Regional Competition	654.28	2,500.00	-1,845.72	26.2%
5160 · Law Day Expenses	0.00	0.00	0.00	0.0%
5170 · Young Lawyers Expenses	0.00	1,000.00	-1,000.00	0.0%

Larimer County Bar Association Profit & Loss Budget vs. Actual July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	1,320.69	1,426.00	-105.31	92.6%
5220 · Courthouse printer supplies	0.00	900.00	-900.00	0.0%
5230 · Committee Lunches	0.00	200.00	-200.00	0.0%
5240 · Legal Resource Day	0.00	200.00	-200.00	0.0%
5245 · Family Law Day	0.00	225.00	-225.00	0.0%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
Total 5200 · Access to Justice	1,320.69	2,951.00	-1,630.31	44.8%
5250 · Bank Service Charges	0.00	110.00	-110.00	0.0%
5300 · Office Supplies, Postage,Copies	118.00	150.00	-32.00	78.7%
5350 · Ethics Seminar Expense	0.00	2,100.00	-2,100.00	0.0%
5450 · CLE - Other Seminars	125.00	285.00	-160.00	43.9%
5500 · Messenger	0.00	0.00	0.00	0.0%
5540 · National Adoption Day expenses	0.00	1,000.00	-1,000.00	0.0%
5550 · Retreat Meeting	175.74	200.00	-24.26	87.9%
5560 · President's Dinner	0.00	0.00	0.00	0.0%
5570 · Veterans Assistance Clinic				
5571 · Veteran's Assistance Lunch	0.00	100.00	-100.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	200.00	-200.00	0.0%
Total 5570 · Veterans Assistance Clinic	0.00	300.00	-300.00	0.0%
5600 · Gifts, Memoriams	666.35	625.00	41.35	106.6%
5610 · Web Site Expenses	96.00	150.00	-54.00	64.0%
5640 · Directors & Officers Liability	1,711.00	1,700.00	11.00	100.6%
5650 · Accounting Expense	625.00	620.00	5.00	100.8%
5800 · Pro Bono				
5810 · Pro Bono - Wages	19,921.38	20,250.00	-328.62	98.4%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	1,621.95	1,727.00	-105.05	93.9%
5840 · Pro Bono - Payroll Services	292.00	300.00	-8.00	97.3%
5850 · Pro Bono - Cell Phone	169.83	187.51	-17.68	90.6%
5860 · Pro Bono - Brochures, Supplies	369.84	225.00	144.84	164.4%
5870 · Pro Bono - Internet	135.00	135.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	112.50	-112.50	0.0%
5880 · Worker's Compensation Insurance	211.00	250.00	-39.00	84.4%
5890 · Pro Bono - Other	0.00	0.00	0.00	0.0%
Total 5800 · Pro Bono	22,721.00	23,187.01	-466.01	98.0%
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	943.00	1,500.00	-557.00	62.9%
5920 · Fall Term Day - Dinner	0.00	0.00	0.00	0.0%
5990 · Fall Term Day Exp - other	0.00	200.00	-200.00	0.0%
Total 5900 · Fall Term Day Expenses	943.00	1,700.00	-757.00	55.5%

Larimer County Bar Association
Profit & Loss Budget vs. Actual
 July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
6000 · Spring Term Day Expenses				
6010 · Spring Term Day - Lunch	0.00	8,000.00	-8,000.00	0.0%
6020 · Spring Term Day - Bowling	0.00	1,000.00	-1,000.00	0.0%
6030 · Spring Term Day - other	0.00	200.00	-200.00	0.0%
Total 6000 · Spring Term Day Expenses	0.00	9,200.00	-9,200.00	0.0%
Total Expense	29,493.66	48,798.01	-19,304.35	60.4%
Net Income	28,076.36	4,164.99	23,911.37	674.1%