

**MINUTES
OF
LARIMER COUNTY BAR ASSOCIATION
EXECUTIVE COMMITTEE RETREAT**

Date: July 27, 2005

Location: Tamasag

ATTENDING: Jeanne Drake, Ian McCargar, Dan Muffly, Dick Gast, Becky Brelsford, Jennifer Rice, David Johnson, Josh Zugish and Linda Miller.

CALL TO ORDER: President Jeanne Drake called the meeting to order at 9:06 a.m.

JUDICIAL EXCELLENCE AWARD: This award is given annually by the Colorado Judicial Institute to a district court judge, a county court judge and a magistrate. The Executive Committee agreed to nominate Magistrate Schapanski from Larimer County. Jennifer will work on the application, with assistance from Mike Liggett.

TERM DAY: The September 9, 2005 Term Day golf tournament will be held at Highland Meadows. David Johnson will spearhead the golf tournament. The Highland Meadows Pro Shop will coordinate the tournament prizes. The Term Day dinner will be at the Ptarmigan Country Club with David to field the RSVPs from the members. The LCBA will subsidize the cost of the dinner so that the cost to the membership will be \$10 per person. The LCBA subsidy will be for each attending member and one spouse/guest. There will be a cash bar. Ian McCargar has lined up the Tropical Coyotes for musical entertainment at a cost of \$1,000 (which should guarantee us four band members and an ample complement of instruments). The Term Day business meeting will include a special recognition of Cathy Vlasak for her service to the LCBA. Jeanne will coordinate obtaining a \$100 gift certificate for Cathy from the Downtown Business Association, and a plaque. Dan will give the recognition speech.

BUDGET: David Johnson handed out the 2005-2006 budget worksheet (copy attached to these minutes). By way of background, David noted that as of June, the LCBA had approximately \$106,000 in Certificates of Deposit and \$37,000 in the checking account. Discussion of the coming year's budget ensued. Highlights of the discussion included the following:

- It was noted that the library component of the budget needed additional funding for new resources like the Colorado Jury Instructions, Colorado Laws Annotated and the Colorado Digest.
- Periodic reports are needed from Randy Starr on the scholarship fund invested with the Community Foundation. It was noted that a minimum \$10,000 account balance is required by the Foundation. Funds from the Foundation account are currently used to pay higher education expenses for students coming out of alternative high schools. However, the funds are not restricted to this use in the future. To guide future grants, the Executive Committee agreed on the need to develop and implement guidelines for the scholarship fund.

- For the coming year, total income is budgeted at \$57,350, with expenses totaling \$64,855. This results in a deficit of \$7,505. The deficit will be funded out of the existing surplus.

The Executive Committee adopted the 2005-06 budget with the changes reflected on the attached budget worksheet. David Johnson will incorporate the various changes into a clean final version of the revised budget.

LCBA SURPLUS: The Executive Committee discussed the existing surplus of approximately \$106,000 and appropriate uses for the surplus in order to enhance membership benefits. The Executive Committee first determined it was prudent to maintain a reserve equal to approximately one year's operating expenses (about \$62,000).

For the remaining surplus, the Executive Committee decided that it was not appropriate to make a refund to the membership or to reduce future dues. Instead, the Executive Committee discussed a variety of other ways to use the remaining funds for the benefit of the members.

The Executive Committee agreed that one such use should be LCBA-sponsored CLE seminars. These seminars would be presented in Larimer County using local lawyers as speakers and be free of charge to LCBA members. To ease the logistical burden of putting on the seminars, one option is to partner with the Colorado Bar Association Continuing Legal Education to provide organizational assistance. Jeanne will call Kathryn Lonowski (who has expressed an interest in joining the Executive Committee) to lead the LCBA CLE effort. Kathryn will analyze the options and report back to the Executive Committee sometime in the fall. The 2005-2006 budget includes \$3,000 for the LCBA CLE programs (\$750 per program for four programs).

The Executive Committee also discussed using a portion of the surplus funds in the area of community service. In this vein, Jennifer Rice noted that the local Access to Justice Committee ("AJC") has been set up (with Jennifer as chair) and will be meeting every other month. The AJC will be examining community needs for getting people through the legal system. Jennifer requested start-up funding for the AJC. The Executive Committee agreed to budget \$500 for the AJC to be spent on reasonable AJC-related expenses. It was felt that this AJC funding represented a reasonable use of LCBA funds in providing what should be a valuable service to the community.

Overall, the Executive Committee's feeling was that the best use of the surplus funds (over and above the reserve amount) was to cover any deficit in this year's budget and future budgets resulting from additional expenditures to be made for the benefit of the membership and for service to the community.

ADJOURNMENT: The meeting adjourned at 2:55 p.m.

Respectfully submitted,


Richard S. Gast, Secretary