

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM MAY 10, 2022, MEETING**

Present: Andrew Priebe, Heidi Whitaker, Rebekah Berry-Chaney, Dan St. John, Claire Havelda, Julie Yates, Jordan Wiswell, Jennifer Rice, Renee Doak, Hon. Kandace Majoros, Cody Knebel, Rachel Michael, Sumi Lee, Kara Clark, Tricia Matuszczak (13th Judicial District), Fred Long.

Call to Order:

President Rebekah Berry-Chaney called the meeting to order at 7:06 a.m. Mrs. Berry-Chaney asked the people present to introduce themselves for Sumi Lee. Claire Havelda introduced Sumi Lee, head of judicial outreach for judicial department.

Minutes: President Rebekah Berry-Chaney moves to approve April 2022 minutes, Dan St. John seconds; April 2022 minutes approved.

Treasurer's Report: Dan St. John reported.

- LCBA has a substantial amount of money. \$110,000 in operating account. We are using our financial person more because of the amount of money. Dan St. John to look deeper into finances to see how long it would take to get to net-zero (look how long we will have a surplus).
- Claire Havelda asked about why we use the Lincoln Center instead of the Jury Assembly Room for the ethics seminar (because of the alcoholic beverage issues).

Pro Bono/Access to Justice: Magistrate Majoros and Cody Knebel report.

- Discussion of Pro Bono malpractice insurance. Cody Knebel discusses about selected coverages. We can choose what level of coverage we have. Executive committee will vote on coverage and policy limits outside of meeting. Rebekah Berry-Chaney would like Cody to make decisions if there is no changes to the coverage.
- Magistrate Majoros discusses Access to Justice. Reaching out to law students, and wants to make sure that our malpractice insurance covers students.

New Business:

- Law Student Internship program – Sumi Lee (guest speaker, Judicial Diversity Outreach)
 - o Greater Colorado Law Student Experience (pilot program about to launch).
 - o Goal is to getting attorneys to lesser-served areas of the state. Make it easier to allow law students to practice in wider areas of the state.
 - o Judicial focused program. 8 week program (June and July). Two students each will be in Glenwood Springs and Leadville. Four students selected from DU and CU law schools. Many students applied, so Sumi had to turn people away. Program covers housing and living expenses. Monday-Wednesday: Judicial Externship days. Thursday: Work on a project with a local community organization. Friday: Day off, to encourage exploration of the area.
 - o Sumi needs support of local bar associations so the students leave with a long list of legal contacts for networking. Sumi will be applying for \$30,000 grant to support future versions of this program. Costs about \$5,000 for the student's housing and living expenses (in the form of a student stipend). Looking to expand this to six students in the future.

- o Sumi would like to know if we want to expand this program into Northern Colorado. Would need local bar association lead, judge support, contact at local college, etc. This would need to happen this summer. January-April is the application/interview period. Starting in May the final details are sorted out (housing, projects, partners, etc.) and the program would start in June.
- o Reach out to Sumi if we would like to support this program. Overall support from the Executive Board.
- o Claire Havelda would like to open this up to the broader Northern Colorado area (not just Larimer County, but Weld and Jackson County as well).
- o Rebekah Berry-Chaney wants to send this out to the LCBA about interest. Rebekah and Claire will work with Sumi to decide what to send out to the LCBA.
- Fall Term Day
 - o Dinner Location / Caterer / Cost for attendees
 - Rebekah is looking at the Lincoln center rooftop; she currently has a contract.
 - Julie Yates will reach out to Ginger and Baker.
 - Andrew Priebe will reach out to CB and Potts at Collindale about a buffet style. Will look at what is possible there. Catering, alcohol and band.
 - o Golf Tournament Location / Cost / participants: Secretary Andrew Priebe reports:
 - Collindale Golf Course is proposed.
 - How many participants have we had the last few years?
 - 20 people registered last year (barely got to 20).
 - Unlikely that any course will let us book a “shotgun” start unless we can guarantee enough participants.
 - Perhaps have tee times start earlier. Start at noon?
 - Ask people in advance if they plan to go to the dinner.
 - Maybe move this to 9 holes?
 - To gain more participation, open the golf up to a wider group. Perhaps require that one member of each team be a LCBA member, but the rest could be family, friends, clients, etc. It seems that there are less LCBA members that golf, compared to prior years.
 - Have some competitive component, but mostly keep it fun. Have some hole-specific prizes, like closest to the pin, longest drive, straightest drive, etc.
 - Perhaps have a fundraising component? Buy mulligans? Have a 3 foot circle around certain holes which counts as the hole if the team pays for it? Allow teams to play from different tee boxes? Allow firms to sponsor holes for a fee (would we want to make signs? Would need to check on the cost of signs.).
 - Fred Long agrees to help.
 - Try to use website for registration.
- Lawyers with Littles Event (proposed)
 - o Rebekah would like to have a second event in the summer for families. Bounce houses, etc. Even if we charge, it would be difficult to pay for. Cost was approximately \$6,500 for similar term day event last year (80 people showed up). Biggest major cost was the after-hours pickup because it was on a Friday. It was a big hit for lawyers with families. State YLD and LCYLD may have additional funds (Dan St. John and Fred Long to tell Rebekah what sort of funds they could

contribute). This is very expensive, so we may have to cut costs. Perhaps have attendees pay for their own food. Perhaps look at Waffle Lab food truck (Andrew will get Rebekah Waffle Lab contact information). Perhaps even move this into late August (after school is back in session). Rachel Michael agrees to help Rebekah. Allow this to fundraise for non-profits.

Women's Bar: Renee Doak reports. CHBA Spring Social is at O'Dells on May 19, 5:30. Claire Havelda discusses upcoming Women's Bar Event:

CWBA Larimer Chapter Book Club Discussion of "How To Be an Antiracist" by Ibram X. Kendi

May 11, 2022; 12:00 PM - 1:00 PM

via Zoom

REGISTRATION: <https://www.cwba.org/event-4686300>

Criminal Defense Bar: Rachel Michael reports. Finalizing Bylaws. Would like to help with CLEs.

Adjournment: Rebekah Berry-Chaney adjourns meeting at 8:16am.

Next Larimer County Bar Association Executive Committee Meeting: Next meeting June 14, 2022, at 7am via Zoom unless otherwise noted in the minutes.

Andrew S. Priebe
Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

APRIL 30, 2022

Larimer County Bar Association
Bank Account Balances
April 30, 2022

Regular Checking Account #1383167	\$ 110,128.31
Legal Aid Checking Account #1383159	\$ 16,558.37
Available Funds	<u>\$ 126,686.68</u>

CD/Premium Investment Accounts:

Independent Financial #8047030	\$ 71,010.85	
Independent Financial #3002258 04/02/23	\$ 11,568.88	
Independent Financial #805038 10/10/22	\$ 28,516.36	
	<u>\$ 111,096.09</u>	\$ 111,096.09
		<u><u>\$ 237,782.77</u></u>

Larimer County Bar Association

Statement of Financial Position

As of April 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Certificates of Deposit	
1010 Independent Bank #805038 10/10	28,516.36
1020 Independent Bank #3002258 4/2	11,568.88
Total 1000 Certificates of Deposit	40,085.24
1100 Independent Bank Checking	
1110 Premium Investment 8047030	71,010.85
1120 Pro Bono Account 3159	16,558.37
1130 Operating Account 3167	110,128.31
Total 1100 Independent Bank Checking	197,697.53
Total Bank Accounts	\$237,782.77
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	\$239,257.77
TOTAL ASSETS	\$239,257.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 Payroll Liabilities - Operating	
2510 941 Tax Payable-Employee	80.24
2515 941 Tax Payable-Employer	100.98
2520 Colorado Tax Payable	15.00
2525 FUTA Payable	7.92
2530 SUTA Payable	10.30
Total 2500 Payroll Liabilities - Operating	214.44
2550 Payroll Liabilities - Pro Bono	
2555 941 Tax Payable-Employee	0.00
2560 941 Tax Payable-Employer	0.00
2565 Colorado Tax Payable	0.00
2570 FUTA Tax Payable	0.00
2575 SUTA Payable	0.01
Total 2550 Payroll Liabilities - Pro Bono	0.01
Total Other Current Liabilities	\$214.45
Total Current Liabilities	\$214.45
Total Liabilities	\$214.45
Equity	
3000 Opening Balance Equity	228,995.31
3200 Retained Earnings	77.21
Net Income	9,970.80
Total Equity	\$239,043.32
TOTAL LIABILITIES AND EQUITY	\$239,257.77

Larimer County Bar Association

Statement of Activities

April 2022

	TOTAL
Income	
4200 Dues Income	-12,500.00
4210 COLTAF - Pro Bono Grant	12,500.00
4450 Interest Income	16.62
4500 Ads - Messenger	175.00
Total Income	\$191.62
Expenses	
5200 Access to Justice	
5210 Internet Access Courthouse	148.72
5245 Family Law Day	400.00
Total 5200 Access to Justice	548.72
5350 Ethics Seminar Expense	710.94
5610 Website Expenses	225.00
5700 Payroll Expenses	
5710 Salaries & Wages	660.00
5711 Employer SS & Medicare	50.49
5712 FUTA	3.96
5713 SUTA	5.15
Total 5700 Payroll Expenses	719.60
5720 Computer Software	10.00
5730 Mileage Reimbursement	98.98
5740 Payroll Services - Operating	32.00
5800 Pro Bono	
5840 Payroll Services	32.00
5850 Cell Phone	18.63
5880 Worker's Compensation Insurance	-30.00
Total 5800 Pro Bono	20.63
6650 Postage and Delivery	11.60
Total Expenses	\$2,377.47
NET OPERATING INCOME	\$ -2,185.85
Other Expenses	
Other Miscellaneous Expense	42.25
Total Other Expenses	\$42.25
NET OTHER INCOME	\$ -42.25
NET INCOME	\$ -2,228.10

Larimer County Bar Association

Statement of Activities YTD

July 2021 - April 2022

	TOTAL
Income	
4200 Dues Income	38,200.00
4210 COLTAF - Pro Bono Grant	12,500.00
4300 Fall Term Day Income	
4310 Golf	1,210.00
Total 4300 Fall Term Day Income	1,210.00
4400 Spring Term Day Income	
4410 Bowling	579.15
4420 Lunch	1,447.51
Total 4400 Spring Term Day Income	2,026.66
4450 Interest Income	210.50
4500 Ads - Messenger	325.00
Total Income	\$54,472.16
Expenses	
5070 Miscellaneous	10.00
5090 Bench/Bar Luncheons	374.01
5150 Mock Trial Regional Competition	
5151 Competition Expenses	-1,000.00
5152 Team Reimbursement	773.82
Total 5150 Mock Trial Regional Competition	-226.18
5200 Access to Justice	
5210 Internet Access Courthouse	1,491.00
5240 Legal Resource Day	225.00
5245 Family Law Day	400.00
Total 5200 Access to Justice	2,116.00
5250 Bank Service Charges	0.23
5260 PayPal/Credit/Debit Card Fees	0.28
5300 Office Supplies/Postage/Copies	234.30
5350 Ethics Seminar Expense	2,573.94
5450 CLE & Other Seminars	300.00
5460 Zoom License	154.25
5540 National Adoption Day expenses	200.00
5550 Retreat Meeting	101.63
5600 Gifts, Memoriams	904.20
5610 Website Expenses	1,030.54
5640 Directors & Officers Liability	1,807.00
5650 Accounting Expense & Quickbooks	675.00
5700 Payroll Expenses	
5710 Salaries & Wages	660.00
5711 Employer SS & Medicare	100.98
5712 FUTA	7.92

	TOTAL
5713 SUTA	10.30
Total 5700 Payroll Expenses	779.20
5720 Computer Software	10.00
5730 Mileage Reimbursement	98.98
5740 Payroll Services - Operating	32.00
5800 Pro Bono	
5830 Payroll	
5831 Salaries & Wages	20,219.38
5832 Employer SS & Medicare	1,546.79
5833 FUTA	41.25
5834 SUTA	98.32
Total 5830 Payroll	21,905.74
5840 Payroll Services	292.00
5850 Cell Phone	186.35
5860 Brochures, Supplies	5.10
5870 Pro Bono - Internet	135.00
5880 Worker's Compensation Insurance	170.00
5890 Pro Bono - Other	92.82
Total 5800 Pro Bono	22,787.01
5900 Fall Term Day Expenses	
5910 Golf	1,310.00
5920 Dinner	6,127.75
5990 Other	153.13
Total 5900 Fall Term Day Expenses	7,590.88
6000 Spring Term Day Expenses	
6010 Lunch	2,660.09
6020 Bowling	234.15
Total 6000 Spring Term Day Expenses	2,894.24
6650 Postage and Delivery	11.60
Total Expenses	\$44,459.11
NET OPERATING INCOME	\$10,013.05
Other Expenses	
Other Miscellaneous Expense	42.25
Total Other Expenses	\$42.25
NET OTHER INCOME	\$ -42.25
NET INCOME	\$9,970.80

Larimer County Bar Association

Ethics Seminar Income/Expenses

July 1, 2021 - May 2, 2022

	TOTAL
Income	
4150 Ethics Seminar	8,885.00
Total Income	\$8,885.00
Expenses	
5350 Ethics Seminar Expense	2,573.94
Total Expenses	\$2,573.94
NET OPERATING INCOME	\$6,311.06
NET INCOME	\$6,311.06

Larimer County Bar Association

Ethics Seminar Income/Expenses Detail

July 1, 2021 - May 2, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Ordinary Income/Expenses						
Income						
4150 Ethics Seminar						
05/02/2022	Deposit			Payments Received	930.00	930.00
05/02/2022	Deposit			Payments Received	940.00	1,870.00
05/02/2022	Deposit			Payments Received	735.00	2,605.00
05/02/2022	Deposit			Payments Received	980.00	3,585.00
05/02/2022	Deposit			Payments Received	325.00	3,910.00
05/02/2022	Deposit			Payments Received	950.00	4,860.00
05/02/2022	Deposit			Payments Received	1,000.00	5,860.00
05/02/2022	Deposit			Payments Received	990.00	6,850.00
05/02/2022	Deposit			Payments Received	1,010.00	7,860.00
05/02/2022	Deposit			Payments Received	1,025.00	8,885.00
Total for 4150 Ethics Seminar					\$8,885.00	
Total for Income					\$8,885.00	
Expenses						
5350 Ethics Seminar Expense						
01/26/2022	Check	1674	Lincoln Center	Deposit for Event Venue Rental	913.00	913.00
03/29/2022	Check	MC	The Lincoln Center	Balance Due Event Venue Rental	950.00	1,863.00
04/14/2022	Check	1692	Craft Trophy	Ethics Seminar Professionalism Award	100.62	1,963.62
04/20/2022	Check	MC	American Family Brokerage	Liability Insurance Policy for Ethics Seminar	195.00	2,158.62
04/21/2022	Check	MC	The Lincoln Center	Table Linens Expense	200.00	2,358.62
04/22/2022	Check	1693	Massey, Mitchell & Kelly, PLLC	Reimburse Beverages Expense	50.39	2,409.01
04/29/2022	Check	1694	Arthur Spicciati	Reimburse Food Expense	164.93	2,573.94
Total for 5350 Ethics Seminar Expense					\$2,573.94	
Total for Expenses					\$2,573.94	
Net Income					\$6,311.06	

Larimer County Bar Association

Spring Term Day 2022 - Income/Expenses

July 1, 2021 - May 6, 2022

	TOTAL
Income	
4400 Spring Term Day Income	
4410 Bowling	(49.71)
4420 Lunch	1,447.51
Total 4400 Spring Term Day Income	1,397.80
Total Income	\$1,397.80
Expenses	
6000 Spring Term Day Expenses	
6010 Lunch	2,660.09
6020 Bowling	234.15
Total 6000 Spring Term Day Expenses	2,894.24
Total Expenses	\$2,894.24
NET OPERATING INCOME	\$ (1,496.44)
NET INCOME	\$ (1,496.44)

Larimer County Bar Association

Spring Term Day Income/Expenses Detail - UPDATED

July 1, 2021 - May 6, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Ordinary Income/Expenses						
Income						
4400 Spring Term Day Income						
4410 Bowling						
03/11/2022	Deposit	ACH	Eventbrite	Gross Proceeds	579.15	579.15
05/05/2022	Check	1698	Dan St. John	Reimbursement for Chippers Horsetooth Lanes Rental	(519.20)	59.95
05/05/2022	Check	1698	Dan St. John	Reimbursement for Gift Cards	(109.66)	(49.71)
Total for 4410 Bowling					\$(49.71)	
4420 Lunch						
03/06/2022	Deposit	DEP		Spring Term Day Lunch	17.12	17.12
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	37.12
03/06/2022	Deposit	DEP		Spring Term Day Lunch	22.29	59.41
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	79.41
03/06/2022	Deposit	DEP		Spring Term Day Lunch	20.00	99.41
03/10/2022	Deposit	ACH	Eventbrite	Gross Proceeds	1,348.10	1,447.51
Total for 4420 Lunch					\$1,447.51	
Total for 4400 Spring Term Day Income					\$1,397.80	
Total for Income					\$1,397.80	
Expenses						
6000 Spring Term Day Expenses						
6010 Lunch						
01/18/2022	Check	MC	Block One Events	Room Rental	454.50	454.50
02/02/2022	Check	MC	American Family Insurance	Liability Insurance	195.00	649.50
02/11/2022	Check	MC	Food for Thought	Catering Expense	500.00	1,149.50
03/04/2022	Check	1685	Gayle Kish	Reimb. Spring Term Day Lunch	21.85	1,171.35
03/07/2022	Check	MC	Food for Thought	Catering Balance Due	1,018.24	2,189.59
03/08/2022	Check	MC	Front Range Event Rental	Table Cloth Rental	188.70	2,378.29
03/08/2022	Check	MC	Block One Events	Room Cleaning	100.00	2,478.29
03/10/2022	Deposit	ACH	Eventbrite	Service Fees	148.76	2,627.05
03/10/2022	Deposit	ACH	Eventbrite	Payment Processing Fees	33.04	2,660.09
Total for 6010 Lunch					\$2,660.09	
6020 Bowling						
01/26/2022	Check	1672	Chippers Lanes		150.00	150.00
03/11/2022	Deposit	ACH	Eventbrite	Payment Processing Fees	14.19	164.19
03/11/2022	Deposit	ACH	Eventbrite	Service Fees	69.96	234.15
Total for 6020 Bowling					\$234.15	
Total for 6000 Spring Term Day Expenses					\$2,894.24	
Total for Expenses					\$2,894.24	
Net Income					\$(1,496.44)	