### LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MINUTES FROM THE MAY 12, 2020 MEETING HELD VIA TELECONFERENCE

### IN ATTENDANCE:

**Committee Members:** Arthur Spicciati, Kara Clark, Rebekah Berry-Chaney, Heidi Whitaker, Brooke Alexander, Sarah Cure, Renee Doak, Ben Kramer, Rikke Liska, Fred Long.

Others Present: None

**CALL TO ORDER:** President Arthur Spicciati called the meeting to order at approximately 7:20 a.m.

**APPROVAL OF MINUTES:** The minutes from the April 14, 2020 meeting were corrected to reflect Access to Justice is hosted at the library, but not a library program. Minutes were approved unanimously. The minutes from the scholarship email vote were also approved.

TREASURER'S REPORT: Rebekah Berry-Chaney reported \$7,500 budgeted for ethics seminar not received. Because any net profit is donated or applied to the scholarship fund resulting in a net break even, this is not going to change the bottom line. The pro bono program malpractice insurance appears to not be in the budget, but was possibly budgeted in a different quarter. Ms. Berry-Chaney will contact Lisa Ritter to confirm. Mr. Spicciati asked about revenues and whether the virus shut down is having any lingering impact. Ms. Berry-Chaney noted some dues payments and bowling checks were received recently.

PRO BONO PROGRAM REPORT: Ben Kramer reported Cindy has received calls and is taking intake information. The intakes are being matched with attorneys. The website is updated for the new process. Cindy has been working about 10 hours per week in April and appreciates the level pay authorized. The program has a number for an information line. Options were discussed for a dedicated telephone line so Cindy's personal number is not publicly released. Discussion of costs for a handset and monthly service fees, including with the current service provider and Straight Talk. Ms. Berry-Chaney and Mr. Kramer will talk offline about phone handsets and service plans. Phone service research and general services. Mr. Spicciati moved to approve up to \$250 for purchase of a phone handset based on best options for both handset and service plans. Rene Doak seconded the motion. Motion passes unanimously. There was discussion of program utilization including use of a program email, telephone intake, other programs still referring to the program.

**CLE REPORT:** Rene Doak reported the Professionalism Committee is working on an on-line medium to conduct the ethics seminar later in the year. With gathering sizes still limited, not much scheduled right now. The bankruptcy CLE was cancelled. Online options for CBA CLE are being sent out to make people aware of online options.

YOUNG LAWYER DIVISION REPORT: Fred Long that Law Day might be rescheduled to be held via zoom. During the next month, YLD will look at whether it is possible to conduct Law Day with some social distancing. Dan St. John, Fred Long, and Matt Haltzman have been participating as a team in the CBA Young Lawyers virtual trivia nights.

**WOMEN'S BAR REPORT:** Heidi Whitaker reported electronic vote will be held for next year's board. A notice is going out to remind people to renew their dues in order to vote. The proposed Board is President – Claire Havelda, Vice President – Rene Doak, and Liaison Colorado Women's Bar – Callen Reidel.

**FAMILY LAW BAR REPORT**: Brooke Alexander reported that the Family Law is still doing planning and putting together an initial board. The Stay at Home orders may meeting difficult.

ACCESS TO JUSTICE REPORT: Brooke Alexander reported the committee is working on methods for the public to reach the program. A subcommittee is reviewing options for access during the pandemic. The subcommittee is working with Rick Moran (checkerboard website) to learn about options. Discussed how the program at library works for their virtual program, access to jdf forms for people without a computer or printer. Requested authorization to move money from Family Law Day to fund providing forms for pro se litigants. It is likely that Family Law Day will be deferred this year and there was \$400 in the budget. There was discussion of the Access to Justice program as an important resource for those who can't afford representation and logistical questions. Ms. Alexander moved to redirect \$400 to provide forms. Mr. Spicciati seconded the motion. The motion passed.

**BOARD OF GOVERNORS REPORT:** Jennifer Rice was not present and there was no report.

### **NEW BUSINESS:**

- FALL TERM DAY Discussion started with the possible impact of pending health concerns and restrictions on Fall Term Day plans. Rikke Liska needs to know whether to book a golf course for September. Most courses require a deposit (last year budgeted \$1,500 for the golf tournament and spent \$1,650). Alternatives for the tournament were discussed including scheduling tee times without a deposit and possibly having more flexibility. Based on prior participation, tee times are likely to start teams within approximately an hour. The Executive Committee approved tee times. Need to verify the date for Term Day on the Chief Judge's calendar. Currently believe it is September 11 (due to Labor Day). May suggest pushing Term Day to October. Mr. Spicciati asked for ideas on how to make Term Day and the dinner work with social distancing, and ideas for dinner venues.
- **BUDGET MEETING:** Mr. Spicciati asked if there were conflicts for July 17. No conflicts identified. Budget meeting will be at 10 a.m. followed by a picnic lunch.

**ADJOURNMENT:** A. Spicciati adjourned the meeting at 8:05 a.m.

**NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING:** The next executive committee meeting will be held on June 9 at 7:00 a.m. via telephonic conference.

Respectfully Submitted,

Heidi S. Whitaker, Esq. LCBA Secretary

### LARIMER COUNTY BAR ASSOCIATION FINANCIAL STATEMENTS

April 30, 2020

### Larimer County Bar Association Balance Sheet

As of April 30, 2020

	Apr 30, 20
ASSETS Current Assets Checking/Savings	
Certificates of Deposit CD Home State #3002258 4/2 CD Home State #805038 10/10	11,476.72 28,303.45
Total Certificates of Deposit	39,780.17
Checking Accounts Home State Prem. Inv. 8047030 Legal Aid Account Operating Account	70,664.22 4,451.36 88,732.82
Total Checking Accounts	163,848.40
Total Checking/Savings	203,628.57
Other Current Assets Other Current Assets Artwork	1,475.00
Total Other Current Assets	1,475.00
<b>Total Other Current Assets</b>	1,475.00
Total Current Assets	205,103.57
TOTAL ASSETS	205,103.57
LIABILITIES & EQUITY Equity 30000 · Opening Balance Equity Net Income	196,649.98 8,453.59
Total Equity	205,103.57
TOTAL LIABILITIES & EQUITY	205,103.57

### Larimer County Bar Association Profit & Loss

April 2020

	Apr 20
Income	
4200 · Dues Income	50.00
4400 · Spring Term Day Income	100.00
4410 · Spring Term Day Bowling	180.00
Total 4400 ⋅ Spring Term Day Income	180.00
4450 · Interest Income	38.89
4500 · Ads - Messenger	125.00
Total Income	393.89
Expense	
5200 · Access to Justice	
5210 · Internet access courthouse	144.80
Total 5200 · Access to Justice	144.80
5800 · Pro Bono	
5810 · Pro Bono - Wages	2,288.00
5820 · Pro Bono - Malpractice, Liabili	2,571.00
5830 · Pro Bono - Payroll Tax	175.04
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	35.69
5870 ⋅ Pro Bono - Internet	15.00
5880 · Worker's Compensation Insurance	-38.00
Total 5800 · Pro Bono	5,078.73
Total Expense	5,223.53
t Income	-4,829.64

### Larimer County Bar Association Profit & Loss

July 2019 through April 2020

	Jul '19 - Apr 20
Income 4200 · Dues Income 4210 · COLTAF - Pro Bono Grant 4300 · Fall Term Day Income	39,640.00 12,500.00
4310 · Golf 4320 · Term Day Dinner	1,650.00 1,105.00
Total 4300 · Fall Term Day Income	2,755.00
4400 · Spring Term Day Income 4410 · Spring Term Day Bowling 4420 · Spring Term Day Lunch	1,240.00 1,048.00
Total 4400 · Spring Term Day Income	2,288.00
4450 · Interest Income 4500 · Ads - Messenger	384.85 625.00
Total Income	58,192.85
Expense 5070 · Miscellaneous 5090 · Bench/Bar Luncheons 5150 · Mock Trial Regional Competition 5151 · Regional Competition costs 5152 · Mock Trial Team Reimbursement	238.00 530.62 442.99 500.00
Total 5150 · Mock Trial Regional Competition	942.99
5170 · Young Lawyers Expenses 5200 · Access to Justice 5210 · Internet access courthouse 5240 · Legal Resource Day	1,000.00 1,492.22 206.61
Total 5200 · Access to Justice	1,698.83
5250 · Bank Service Charges 5300 · Office Supplies, Postage,Copies 5350 · Ethics Seminar Expense 5450 · CLE - Other Seminars 5540 · National Adoption Day expenses 5600 · Gifts, Memoriams 5610 · Web Site Expenses 5640 · Directors & Officers Liability 5650 · Accounting Expense 5800 · Pro Bono 5810 · Pro Bono - Wages 5820 · Pro Bono - Malpractice, Liabili 5830 · Pro Bono - Payroll Tax 5840 · Pro Bono - Payroll Services	103.66 138.24 1,793.00 598.10 925.00 630.87 96.00 1,621.00 600.00 20,416.50 2,571.00 1,694.39 321.00
5850 · Pro Bono - Cell Phone 5860 · Pro Bono - Brochures, Supplies 5870 · Pro Bono - Internet 5880 · Worker's Compensation Insurance	357.30 198.72 150.00 200.00
Total 5800 · Pro Bono	25,908.91
5900 · Fall Term Day Expenses 5910 · Fall Term Day - Golf 5920 · Fall Term Day - Dinner 5990 · Fall Term Day Exp - other	1,650.00 7,447.61 130.53
Total 5900 · Fall Term Day Expenses	9,228.14

9:44 AM 05/02/20 Cash Basis

### Larimer County Bar Association Profit & Loss

July 2019 through April 2020

	Jul '19 - Apr 20
6000 · Spring Term Day Expenses	
6010 · Spring Term Day - Lunch	2,447.00
6020 · Spring Term Day - Bowling	1,103.50
6030 · Spring Term Day - other	135.40
Total 6000 · Spring Term Day Expenses	3,685.90
Total Expense	49,739.26
Net Income	8,453.59

# Larimer County Bar Association Profit & Loss Budget vs. Actual

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05/02/20 Cash Basis

9:46 AM

	Apr 20	Budget	\$ Over Budget	% of Budget
Income 4150 · Ethics Seminar 4160 · CLE Other Seminars 4200 · Dues Income 4210 · COLTAF - Pro Bono Grant	0.00 0.00 50.00 0.00	7,500.00 0.00 50.00 0.00	-7,500.00 0.00 0.00 0.00	0.0% 0.0% 100.0% 0.0%
4300 · Term Day income 4310 · Golf 4320 · Term Day Dinner	0.00	0.00	0.00	%0.0 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 4420 · Spring Term Day Lunch	180.00	0.00	180.00	100.0%
Total 4400 · Spring Term Day Income	180.00	0.00	180.00	100.0%
4450 · Interest Income 4500 · Ads - Messender	38.89	20.83	18.06	186.7%
4600 · Mock Trial Income	0.00	0.00	0.00	0.0%
4700 · National Adoption Day 4900 · Other Income	0.00	0.00	0.00	%0:0 0:00
Total Income	393.89	7,645.83	-7,251.94	5.2%
Expense 5050 · Donations 5051 · Donations - Other 5100 · Senior Law Day Donation 5400 · Scholarship Donation	0.00	0.00	0.000	0.0% 0.0% 0.0%
Total 5050 · Donations	00:00	0.00	0.00	%0:0
5060 · Awards 5070 · Miscellaneous	0.00	100.00 41.66	-100.00	0.0%
5080 · Advertising Expense 5090 · Bench/Bar Luncheons	0.00	8.33 0.00	-8.33 0.00	%0:0 0:0%
5151 · Regional Competition costs 5151 · Regional Team Reimbursement	0.00	0.00	0.00	0.0% 0.0%
Total 5150 · Mock Trial Regional Competition	0.00	00:00	0.00	%0.0
5160 · Law Day Expenses 5170 · Young Lawyers Expenses	0.00	0.00	0.00	%0.0 %0.0

# Larimer County Bar Association Profit & Loss Budget vs. Actual April 2020

05/02/20 Cash Basis

9:46 AM

5200 · Access to Justice 5210 · Internet access courthouse 5220 · Courthouse printer supplies 5230 · Committee Lunches 5240 · Jenal Recource Day	Apr 20 144.80 0.00 0.00	Budget 155.00 0.00 0.00	\$ Over Budget -10.20 0.00 0.00	% of Budget 93.4% 0.0%
5245 · Family Law Day 5200 · Access to Justice - Other	8 8 8	0000	0.00	%0.0 0.0%
Total 5200 · Access to Justice	144.80	155.00	-10.20	93.4%
5250 · Bank Service Charges 5300 · Office Supplies, Postage, Copies	0.00	0.00	0.00	0.0 %0.0
5350 · Ethics Seminar Expense 5450 · CLE · Other Seminars	0.00	40.00 50.00	-40.00 -50.00	%0.0 0.0%
5500 · Messenger 5540 · National Adoption Day expenses	0.00	0.00	00.00	%0:0 %0:0
5550 · Retreat Meeting 5560 · President's Dinner	0.00	0.00	00:00	0.0 0.0
5570 · Veterans Assistance Clinic 5571 · Veteran's Assistance Lunch 5572 · Veteran's Assist. Advertising	0.00	0.00	0.00	%0.0 0.0%
Total 5570 · Veterans Assistance Clinic	0.00	0.00	0.00	0.0%
5600 · Gifts, Memoriams 5610 · Web Site Expenses 5640 · Directors & Officers Liability 5650 · Accounting Expense	0.00 0.00 0.00 0.00	0.00 25.00 0.00	0.00 -25.00 0.00 0.00	0.0% 0.0% 0.0%
2 2	2,288.00	2,208.33	79.67 2,571.00	103.6% 100.0%
	175.04 32.00	187.50 34.00	-12.46 -2.00	93.4% 94.1%
5850 · Pro Bono - Cell Phone 5860 · Pro Bono - Brochings Supplies	35.69	37.50	-1.81	95.2%
5870 · Pro Bono - Internet	15.00	15.00	0.00	100.0%
5875 · Computer Software - Cloud 5880 · Worker's Compensation Insurance	0.00	12.50	-12.50	0.0%
5890 · Pro Bono - Other	0.00	42.00	-42.00	0.0%
Total 5800 · Pro Bono	5,078.73	2,561.83	2,516.90	198.2%
5900 · Fall Term Day Expenses 5910 · Fall Term Day - Golf 5920 · Fall Term Day - Dinner 5990 · Fall Term Day Exp - other	0.00	0.00	0.00 0.00 0.00	0.0% 0.0% 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 April 2020

05/02/20 Cash Basis

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6000 · Spring Term Day Expenses		
6010 · Spring Term Day - Lunch	0.00	0
6020 · Spring Term Day - Bowling	0.00	0
6030 · Spring Term Day - other	0.00	0
Total 6000 · Spring Term Day Expenses	0.00	
Total Expense	5,223.53	.,
Net income	-4,829.64	,

Apr 20	Budget	\$ Over Budget	% of Budget
0.00	0.00	0.00	0.0 %0.0 0.0%
0.00	0.00	0.00	%0:0
5,223.53	2,981.82	2,241.71	175.2%
-4,829.64	4,664.01	-9,493.65	-103.6%

### Larimer County Bar Association Profit & Loss Budget vs. Actual July 2019 through April 2020

Cash Basis

9:45 AM 05/02/20

	Income 4150 · Ethics Seminar 4160 · CLE Other Seminars 4200 · Dues Income 4210 · COLTAF - Pro Bono Grant	4310 · Term Day income 4320 · Term Day Dinner	Total 4300 · Fall Term Day Income	4400 · Spring Term Day Income 4410 · Spring Term Day Bowling 4420 · Spring Term Day Lunch	Total 4400 · Spring Term Day Income	4450 · Interest Income 4500 · Ads - Messenger 4600 · Mock Trial Income 4700 · Mational Adoution Day	4900 · Other Income	Total Income	Expense 5050 · Donations 5051 · Donations · Other 5100 · Senior Law Day Donation 5400 · Scholarship Donation	Total 5050 · Donations	5060 · Awards 5070 · Miscellaneous 5080 · Advertising Expense 5090 · Benchlasn Luncheons	5150 * Mock Trial Regional Competition 5151 • Regional Competition costs 5152 • Mock Trial Team Reimbursement	Total 5150 · Mock Trial Regional Competition	5160 · Law Day Expenses 5170 · Young Lawyers Expenses
Jul '19 - Apr 20	0.00 0.00 39,640.00 12,500.00	1,650.00 1,105.00	2,755.00	1,240.00	2,288.00	384.85 625.00 0.00	0.00	58,192.85	0000	0.00	0.00 238.00 0.00 530.62	442.99 500.00	942.99	0.00
Budget	7,500.00 0.00 36,850.00 11,500.00	1,500.00	2,800.00	800.00	1,800.00	208.34 650.00 0.00	0.00	61,308.34	0.00 0.00 0.00	0.00	100.00 416.68 83.34 1,100.00	1,000.00	2,500.00	0.00
\$ Over Budget	-7,500.00 0.00 2,790.00 1,000.00	150.00 -195.00	45.00	440.00 48.00	488.00	176.51 -25.00 0.00	0.00	-3,115.49	0.00 0.00 0.00	0.00	-100.00 -178.68 -83.34 -569.38	-557.01 -1,000.00	-1,557.01	0.00
% of Budget	0.0% 0.0% 107.6% 108.7%	110.0% 85.0%	98.4%	155.0% 104.8%	127.1%	184.7% 96.2% 0.0%	%0:0 0:0%	94.9%	%0°0 %0°0 °0°0	%0:0	0.0% 57.1% 0.0% 48.2%	44.3% 33.3%	37.7%	0.0%

### Larimer County Bar Association Profit & Loss Budget vs. Actual

05/02/20 Cash Basis

9:45 AM

	5200 · Access to Justice 5210 · Internet access courthouse 5220 · Courthouse printer supplies 5230 · Committee Lunches 5240 · Legal Resource Day 5245 · Family Law Day 5200 · Access to Justice - Other	Total 5200 · Access to Justice	5250 · Bank Service Charges 5300 · Office Supplies, Postage, Copies 5350 · Ethics Seminar Expense 5450 · CLE · Other Seminars 5500 · Messenger 5540 · National Adoption Day expenses 5550 · Retreat Meeting 5560 · President's Dinner 5571 · Veterans Assistance Clinic	5572 · Veteran's Assistance Luncii 5572 · Veteran's Assist. Advertising	Total 5570 · Veterans Assistance Clinic	5600 · Giffs, Memoriams 5610 · Web Site Expenses 5640 · Directors & Officers Liability 5650 · Accounting Expense 5800 · Pro Bono	5810 · Pro Bono - Wages 5820 · Pro Bono - Malpractice, Liabili 5830 · Pro Bono - Payroll Tax	5040 · Pro Bono - Payrol Services 5850 · Pro Bono - Cell Phone	5870 · Pro Bono · Brochures, Supplies 5870 · Pro Bono · Internet 5875 · Computer Software · Cloud	5880 · Worker's Compensation Insurance 5890 · Pro Bono - Other	Total 5800 · Pro Bono	5900 · Fall Term Day Expenses 5910 · Fall Term Day - Golf 5920 · Fall Term Day - Dinner 5990 · Fall Term Day Exp - other	Total 5900 · Fall Term Day Expenses
Jul '19 - Apr 20	1,492.22 0.00 0.00 206.61 0.00	1,698.83	103.66 138.24 1,793.00 598.10 0.00 925.00 0.00	0.00	0.00	630.87 96.00 1,621.00 600.00	20,416.50 2,571.00 1,694.39	357.30	198.72 150.00 0.00	200.00	25,908.91	1,650.00 7,447.61 130.53	9,228.14
Budget	1,550.00 0.00 400.00 450.00 0.00	2,800.00	110.00 1,840.00 375.00 1,000.00 200.00 1,500.00	388.00	588.00	125.00 225.00 1,700.00 620.00	22,083.34 0.00 1,875.00	335.00	250.00 150.00 125.00	250.00 416.00	25,859.34	1,500.00 6,500.00 200.00	8,200.00
\$ Over Budget	-57.78 0.00 400.00 -193.39 450.00 0.00	-1,101.17	-6.34 -1.76 -47.00 223.10 0.00 -75.00 -1,500.00	-200.00	-588.00	505.87 -129.00 -79.00 -20.00	-1,666.84 2,571.00 -180.61	-14.00	-51.28 0.00 -125.00	-50.00 -416.00	49.57	150.00 947.61 -69.47	1,028.14
% of Budget	96.3% 0.0% 0.0% 51.7% 0.0%	%2'09	94.2% 98.7% 97.4% 159.5% 0.0% 0.0%	%0:0 %0:0	%0.0	504.7% 42.7% 95.4% 96.8%	92.5% 100.0% 90.4%	95.8% 95.3%	79.5% 100.0% 0.0%	80.0% 0.0%	100.2%	110.0% 114.6% 65.3%	112.5%

# Larimer County Bar Association Profit & Loss Budget vs. Actual July 2019 through April 2020

Cash Basis

9:45 AM 05/05/0

6000 · Spring Term Day Expenses 6010 · Spring Term Day - Lunch 6020 · Spring Term Day - Bowling 6030 · Spring Term Day - other Total 6000 · Spring Term Day Expenses	Total Expense
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Net income

Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
2,447.00 1,103.50 135.40	3,000.00 1,000.00 200.00	-553.00 103.50 -64.60	81.6% 110.4% 67.7%
3,685.90	4,200.00	-514.10	87.8%
49,739.26	54,682.36	4,943.10	91.0%
8,453.59	6,625.98	1,827.61	127.6%