

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE  
MINUTES FROM THE NOVEMBER 10, 2015 MEETING  
HELD AT THE RAINBOW RESTAURANT**

**ATTENDING:** Laurie Stirman, Pete Dauster, Lindsay Steele-Idem, Josh Zugish, Cristin Berkhausen, Dick Gast, Renee Doak, Ethan Doak, Misty Bordeaux

**CALL TO ORDER:** President L. Stirman called the meeting to order at 7:10 a.m.

**APPROVAL OF MINUTES:** Meeting minutes from the October 13, 2015 were unanimously approved.

**TREASURER'S REPORT:** L. Steele-Idem discussed a transfer of funds from the checking account into an investment account. Approved. There were no other significant budgetary matters to report.

**WOMEN'S BAR:** C. Berkhausen reported the winter social is December 3, 2015. Judge Goldberger has discussed an ethics CLE with C. Berkhausen, who will coordinate with R. Doak and explore that opportunity.

**PRO BONO PROGRAM:** E. Doak reported regarding the pro bono program. Technology and data options were discussed to improve access and information sharing relevant to the program. Based on the collective tech savvy of the committee, carrier pigeons and owls were discussed as viable options, in addition to Dropbox or Google Docs.

**YOUNG LAWYERS DIVISION:** L. Steele-Idem reported a call-a-lawyer may be scheduled for November 19, 2015, to be held at Gast, Johnson & Muffly.

**CLE:** R. Doak reported on a worker's comp CLE scheduled for December 16, 2015. The recent wellness court and water law CLE events were a success.

**ACCESS TO JUSTICE.** D. Gast reported on a recent meeting. The self-help center is handling a high volume of over 600 contacts each month. 64 attended a recent legal resource day. The family law legal resource day is scheduled for January 29, 2016. A probate clinic will also begin in January 2016.

**CBA BOARD OF GOVERNORS:** D. Gast reported on the CBA Board of Governors meeting in early November in Colorado Springs. The CBA is working on a robust find-a-lawyer directory. A strategic planning process for the CBA is underway, with a goal of having a plan established by May 2016. A Court of Appeals program is underway to pair a CoA judge with local bars to enhance connection.

**NEW BUSINESS:** L. Stirman referenced management of the LCBA website and wants to ensure a smooth transition from Lisa Ritter to YLD for management.

L. Stirman proposed a survey to the LCBA members regarding LCBA events and resources, and will prepare draft survey questions for the committee to review.

100 LCBA pens will be donated for Legal Resource Day.

An LCBA committee holiday social will be held at 5:30 at Ace Gillette's, in lieu of the regular monthly breakfast meeting.

E. Doak discussed issues surrounding intake sessions and attorney-client relationships. E. Doak will review current intake forms to determine if they have limited representation language, or if those forms need additional information.

**ADJOURNMENT:** L. Stirman adjourned the meeting at 7:44 a.m.

**NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING:** The next meeting will occur on December 8, 2015 at Ace Gillette's, 5:30 p.m.

Respectfully submitted,

Josh Zugish, LCBA Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

October 31, 2015

Larimer County Bar Association  
**Balance Sheet**  
As of October 31, 2015

	<u>Oct 31, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Certificates of Deposit	
CD Home State #3002258 4/2	11,229.61
CD Home State #805038 10/10	27,756.68
Total Certificates of Deposit	38,986.29
Checking Accounts	
Home State Prem. Inv. 8047030	20,077.13
Legal Aid Account	13,228.44
Operating Account	100,793.57
Total Checking Accounts	134,099.14
Total Checking/Savings	173,085.43
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	174,560.43
<b>TOTAL ASSETS</b>	<b>174,560.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	139,358.72
32000 · Unrestricted Net Assets	300.00
Net Income	34,901.71
Total Equity	174,560.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>174,560.43</b>

7:40 AM  
11/04/15  
Cash Basis

Larimer County Bar Association  
**Profit & Loss**  
October 2015

	<u>Oct 15</u>
<b>Income</b>	
4200 · Dues Income	1,900.00
4450 · Interest Income	12.13
4500 · Ads - Messenger	50.00
	<hr/>
<b>Total Income</b>	1,962.13
<b>Expense</b>	
5080 · Advertising Expense	182.00
5200 · Access to Justice	
5210 · Internet access courthouse	114.01
5230 · Committee Lunches	76.02
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<b>Total 5200 · Access to Justice</b>	190.03
5450 · CLE - Other Seminars	100.00
5650 · Accounting Expense	520.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	1,706.62
5830 · Pro Bono - Payroll Tax	139.01
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	35.10
5870 · Pro Bono - Internet	15.00
	<hr/>
<b>Total 5800 · Pro Bono</b>	1,927.73
	<hr/>
<b>Total Expense</b>	2,919.76
	<hr/>
<b>Net Income</b>	<u><u>-957.63</u></u>

7:40 AM  
11/04/15  
Cash Basis

**Larimer County Bar Association**  
**Profit & Loss**  
July through October 2015

	<u>Jul - Oct 15</u>
<b>Income</b>	
4200 · Dues Income	40,620.00
4210 · COLTAF - Pro Bono Grant	7,950.00
4300 · Fall Term Day Income	
4310 · Golf	2,652.00
4320 · Term Day Dinner	1,375.00
<b>Total 4300 · Fall Term Day Income</b>	<u>4,027.00</u>
4450 · Interest Income	49.32
4500 · Ads - Messenger	200.00
<b>Total Income</b>	<u>52,846.32</u>
<b>Expense</b>	
5070 · Miscellaneous	238.63
5080 · Advertising Expense	230.33
5200 · Access to Justice	
5210 · Internet access courthouse	452.74
5230 · Committee Lunches	149.31
<b>Total 5200 · Access to Justice</b>	<u>602.05</u>
5300 · Office Supplies, Postage, Copies	52.50
5450 · CLE - Other Seminars	200.00
5550 · Retreat Meeting	290.67
5570 · Veterans Assistance Clinic	
5571 · Veteran's Assistance Lunch	73.52
<b>Total 5570 · Veterans Assistance Clinic</b>	<u>73.52</u>
5650 · Accounting Expense	520.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	6,887.25
5830 · Pro Bono - Payroll Tax	592.63
5840 · Pro Bono - Payroll Services	128.00
5850 · Pro Bono - Cell Phone	140.39
5860 · Pro Bono - Brochures, Supplies	58.84
5870 · Pro Bono - Internet	60.00
5880 · Worker's Compensation Insurance	267.00
<b>Total 5800 · Pro Bono</b>	<u>8,134.11</u>
5900 · Fall Term Day Expenses	
5910 · Fall Term Day - Golf	2,808.00
5920 · Fall Term Day - Dinner	4,609.18
5990 · Fall Term Day Exp - other	185.62
<b>Total 5900 · Fall Term Day Expenses</b>	<u>7,602.80</u>
<b>Total Expense</b>	<u>17,944.61</u>
<b>Net Income</b>	<u><u>34,901.71</u></u>

## Larimer County Bar Association Profit & Loss Budget vs. Actual July through October 2015

	Jul - Oct 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4150 · Ethics Seminar	0.00	0.00	0.00	0.0%
4160 · CLE Other Seminars	0.00	50.00	-50.00	0.0%
4200 · Dues Income	40,620.00	39,000.00	1,620.00	104.2%
4210 · COLTAF - Pro Bono Grant	7,950.00	3,000.00	4,950.00	265.0%
4300 · Fall Term Day Income				
4310 · Golf	2,652.00	1,000.00	1,652.00	265.2%
4320 · Term Day Dinner	1,375.00	1,500.00	-125.00	91.7%
<b>Total 4300 · Fall Term Day Income</b>	<b>4,027.00</b>	<b>2,500.00</b>	<b>1,527.00</b>	<b>161.1%</b>
4400 · Spring Term Day Income				
4410 · Spring Term Day Bowling	0.00	0.00	0.00	0.0%
4420 · Spring Term Day Lunch	0.00	0.00	0.00	0.0%
<b>Total 4400 · Spring Term Day Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
4450 · Interest Income	49.32	43.36	5.96	113.7%
4500 · Ads - Messenger	200.00	125.00	75.00	160.0%
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%
<b>Total Income</b>	<b>52,846.32</b>	<b>44,718.36</b>	<b>8,127.96</b>	<b>118.2%</b>
<b>Expense</b>				
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%
<b>Total 5050 · Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5060 · Awards	0.00	0.00	0.00	0.0%
5070 · Miscellaneous	238.63	500.00	-261.37	47.7%
5080 · Advertising Expense	230.33	30.00	200.33	767.8%
5090 · Bench/Bar Luncheons	0.00	400.00	-400.00	0.0%
5150 · Mock Trial Regional Competition				
5151 · Regional Competition costs	0.00	0.00	0.00	0.0%
5152 · Mock Trial Team Reimbursement	0.00	0.00	0.00	0.0%
<b>Total 5150 · Mock Trial Regional Competition</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5160 · Law Day Expenses	0.00	0.00	0.00	0.0%
5170 · Young Lawyers Expenses	0.00	0.00	0.00	0.0%
5200 · Access to Justice				
5210 · Internet access courthouse	452.74	450.00	2.74	100.6%
5220 · Courthouse printer supplies	0.00	65.00	-65.00	0.0%
5230 · Committee Lunches	149.31	150.00	-0.69	99.5%
<b>Total 5200 · Access to Justice</b>	<b>602.05</b>	<b>665.00</b>	<b>-62.95</b>	<b>90.5%</b>

Larimer County Bar Association  
Profit & Loss Budget vs. Actual  
October 2015

	Oct 15	Budget	\$ Over Budget	% of Budget
5250 · Bank Service Charges	0.00	0.00	0.00	0.0%
5300 · Office Supplies, Postage,Copies	0.00	0.00	0.00	0.0%
5350 · Ethics Seminar Expense	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	100.00	50.00	50.00	200.0%
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	0.00	0.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	0.00	0.00	0.0%
Total 5570 · Veterans Assistance Clinic	0.00	0.00	0.00	0.0%
5600 · Gifts, Memoriams	0.00	20.50	-20.50	0.0%
5610 · Web Site Expenses	0.00	83.00	-83.00	0.0%
5650 · Accounting Expense	520.00	0.00	520.00	100.0%
5800 · Pro Bono				
5810 · Pro Bono - Wages	1,706.62	2,083.00	-376.38	81.9%
5820 · Pro Bono - Malpractice Ins.	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	139.01	175.00	-35.99	79.4%
5840 · Pro Bono - Payroll Services	32.00	33.00	-1.00	97.0%
5850 · Pro Bono - Cell Phone	35.10	37.50	-2.40	93.6%
5860 · Pro Bono - Brochures, Supplies	0.00	41.66	-41.66	0.0%
5870 · Pro Bono - Internet	15.00	15.00	0.00	100.0%
5880 · Worker's Compensation Insurance	0.00	24.00	-24.00	0.0%
5890 · Pro Bono - Other	0.00	10.00	-10.00	0.0%
Total 5800 · Pro Bono	1,927.73	2,419.16	-491.43	79.7%
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%
6000 · Spring Term Day Expenses				
6010 · Spring Term Day - Lunch	0.00	0.00	0.00	0.0%
6020 · Spring Term Day - Bowling	0.00	0.00	0.00	0.0%
6030 · Spring Term Day - other	0.00	0.00	0.00	0.0%
Total 6000 · Spring Term Day Expenses	0.00	0.00	0.00	0.0%
Total Expense	2,919.76	2,747.66	172.10	106.3%
Net Income	-957.63	-1,211.81	254.18	79.0%



## Larimer County Bar Association

### Profit & Loss Budget vs. Actual

July through October 2015

	Jul - Oct 15	Budget	\$ Over Budget	% of Budget
5250 · Bank Service Charges	0.00	0.00	0.00	0.0%
5300 · Office Supplies, Postage, Copies	52.50	0.00	52.50	100.0%
5350 · Ethics Seminar Expense	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	200.00	200.00	0.00	100.0%
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	290.67	300.00	-9.33	96.9%
5560 · President's Dinner	0.00	0.00	0.00	0.0%
5570 · Veterans Assistance Clinic				
5571 · Veteran's Assistance Lunch	73.52	200.00	-126.48	36.8%
5572 · Veteran's Assist. Advertising	0.00	200.00	-200.00	0.0%
<b>Total 5570 · Veterans Assistance Clinic</b>	<b>73.52</b>	<b>400.00</b>	<b>-326.48</b>	<b>18.4%</b>
5600 · Gifts, Memoriams	0.00	83.00	-83.00	0.0%
5610 · Web Site Expenses	0.00	334.00	-334.00	0.0%
5650 · Accounting Expense	520.00	550.00	-30.00	94.5%
5800 · Pro Bono				
5810 · Pro Bono - Wages	6,887.25	8,332.00	-1,444.75	82.7%
5820 · Pro Bono - Malpractice Ins.	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	592.63	700.00	-107.37	84.7%
5840 · Pro Bono - Payroll Services	128.00	133.00	-5.00	96.2%
5850 · Pro Bono - Cell Phone	140.39	150.00	-9.61	93.6%
5860 · Pro Bono - Brochures, Supplies	58.84	166.68	-107.84	35.3%
5870 · Pro Bono - Internet	60.00	60.00	0.00	100.0%
5880 · Worker's Compensation Insurance	267.00	291.00	-24.00	91.8%
5890 · Pro Bono - Other	0.00	30.00	-30.00	0.0%
<b>Total 5800 · Pro Bono</b>	<b>8,134.11</b>	<b>9,862.68</b>	<b>-1,728.57</b>	<b>82.5%</b>
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	2,808.00	700.00	2,108.00	401.1%
5920 · Fall Term Day - Dinner	4,609.18	3,800.00	809.18	121.3%
5990 · Fall Term Day Exp - other	185.62	300.00	-114.38	61.9%
<b>Total 5900 · Fall Term Day Expenses</b>	<b>7,602.80</b>	<b>4,800.00</b>	<b>2,802.80</b>	<b>158.4%</b>
6000 · Spring Term Day Expenses				
6010 · Spring Term Day - Lunch	0.00	0.00	0.00	0.0%
6020 · Spring Term Day - Bowling	0.00	0.00	0.00	0.0%
6030 · Spring Term Day - other	0.00	0.00	0.00	0.0%
<b>Total 6000 · Spring Term Day Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>17,944.61</b>	<b>18,124.68</b>	<b>-180.07</b>	<b>99.0%</b>
<b>Net Income</b>	<b>34,901.71</b>	<b>26,593.68</b>	<b>8,308.03</b>	<b>131.2%</b>

## Larimer County Bar Association Profit & Loss Budget vs. Actual October 2015

	Oct 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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	1,900.00	1,500.00	400.00	126.7%
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%
<b>Total 4300 · Fall Term Day Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
4400 · Spring Term Day Income				
4410 · Spring Term Day Bowling	0.00	0.00	0.00	0.0%
4420 · Spring Term Day Lunch	0.00	0.00	0.00	0.0%
<b>Total 4400 · Spring Term Day Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
4450 · Interest Income	12.13	10.85	1.28	111.8%
4500 · Ads - Messenger	50.00	25.00	25.00	200.0%
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%
<b>Total Income</b>	<b>1,962.13</b>	<b>1,535.85</b>	<b>426.28</b>	<b>127.8%</b>
<b>Expense</b>				
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%
<b>Total 5050 · Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5060 · Awards	0.00	0.00	0.00	0.0%
5070 · Miscellaneous	0.00	0.00	0.00	0.0%
5080 · Advertising Expense	182.00	10.00	172.00	1,820.0%
5090 · Bench/Bar Luncheons	0.00	0.00	0.00	0.0%
5150 · Mock Trial Regional Competition				
5151 · Regional Competition costs	0.00	0.00	0.00	0.0%
5152 · Mock Trial Team Reimbursement	0.00	0.00	0.00	0.0%
<b>Total 5150 · Mock Trial Regional Competition</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5160 · Law Day Expenses	0.00	0.00	0.00	0.0%
5170 · Young Lawyers Expenses	0.00	0.00	0.00	0.0%
5200 · Access to Justice				
5210 · Internet access courthouse	114.01	112.50	1.51	101.3%
5220 · Courthouse printer supplies	0.00	15.00	-15.00	0.0%
5230 · Committee Lunches	76.02	37.50	38.52	202.7%
<b>Total 5200 · Access to Justice</b>	<b>190.03</b>	<b>165.00</b>	<b>25.03</b>	<b>115.2%</b>