

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

Date: October 11, 2005

Location: Bluebird Café

ATTENDING: Jeanne Drake, Dick Gast, David Johnson, Kathryn Lonowski, Linda Miller, Dan Muffly, Jennifer Rice, Cathy Vlasak and Josh Zugish.

CALL TO ORDER: President Jeanne Drake called the meeting to order at 7:10 a.m.

APPROVAL OF MINUTES: The minutes of the August 9, 2005 and September 6, 2005 Executive Committee meetings were approved.

TREASURER'S REPORT: David Johnson handed out a summary of the LCBA bank account balances as of October 6, 2005 (copy attached to these minutes). Given the switch from David's normal, more casual verbal report on Association account balances to the new detailed written report, one could only suspect that his able assistant Lisa played a significant role in preparation of the report.

David also handed out the Association financial statements dated August 31, 2005 prepared by CW Decker and Company, CPAs (copy attached to these minutes).

David reviewed the Fall Term Day expenses and income. The LCBA wound up subsidizing the Term Day activities in the amount of \$4,468.83. David handed out a list of Term Day expenses/income (copy attached to these minutes).

YOUNG LAWYERS: Josh Zugish reported on the following Young Lawyers Section activities:

- The next Call-A-Lawyer Night will be held on November 9, 2005.
- Frosty Friday was held last week with a good turnout by the judges and about a dozen attorneys.
- Mocha Mondays are up and running again.

Jennifer Rice also reported that the Larimer County Practice Manuals are on their way to the printer.

PRO BONO PROGRAM: David reported for Becky Brelsford that, because the Pro Bono Program paralegal, Jessica Virgil-Retana, is having a baby in November, the LCBA will be hiring Cindy Hendricks on a temporary basis to act as paralegal for the Program during Jessica's maternity leave. David noted there may be some overlap while Jessica is training Cindy which will result in higher Program salary costs. Jennifer Rice indicated that the Program needs more lawyers to handle cases.

COLORADO LAWYER BAR NEWS: Dick Gast indicated that he had submitted an LCBA update to The Colorado Lawyer for publication in the November issue. The Executive Committee agreed that the LCBA Secretary would do periodic Bar news update for The Colorado Lawyer. Jennifer Rice will provide Dick with a piece on Magistrate Schapanski's judicial excellence award for submission to The Colorado Lawyer after the Colorado Judicial Institute awards dinner.

LCBA CONTINUING LEGAL EDUCATION PROGRAMS: The LCBA's newly appointed CLE czarina, Kathryn Lonowski, reported on the following:

- There will be a CLE program on November 9, 2005 at the Lincoln Center on Conservation Easements, Appraisals and Tax Credits. The LCBA has been invited to co-sponsor the program at no cost to the Association other than providing access to the LCBA membership list. The Executive Committee members agreed that the LCBA should co-sponsor this CLE program.
- Local attorney John Haggerty has expressed interest in doing a CLE program on family law in early 2006. The Executive Committee gave Kathryn the green light to go forward with setting up an LCBA-sponsored family law seminar sometime before the 2006 spring school break. The budget for the program is \$800.
- Kathryn also reported on the possibility of having the Denver Bar Review ethics presentation (being put on this fall in Denver) come to Larimer County (unless the jokes are geared solely to metro area lawyers).
- The option exists of using the Colorado Bar Association Continuing Legal Education office to put on programs locally. In doing so, CBA/CLE would need to charge its normal rate with the LCBA to subsidize that cost for its members. The Executive Committee members noted that if the LCBA can successfully sponsor its own programs like the 2006 family law program, then it will not be necessary to rely on CBA/CLE for assistance.

SPRING 2006 TERM DAY: Jeannie Drake reported that the Spring 2006 Term Day luncheon will be held again at the Lincoln Center.

COLORADO JUDICIAL INSTITUTE AWARDS DINNER: Jeannie Drake reported that our very own Magistrate Schapanski has been selected to receive one of the Colorado Judicial Institute judicial excellence awards. Magistrate Schapanski's award will be presented at the awards dinner on November 2, 2005. Jennifer Rice was commended for her fine work in putting together the nomination materials for Magistrate Schapanski. Discussion ensued on having LCBA members attend the awards dinner since the LCBA nominated Magistrate Schapanski. The cost of the dinner is \$125 per person, of which approximately \$75 is a donation to CJI. It was moved, seconded and approved that the LCBA offer to pay the awards dinner cost for Magistrate Schapanski and his wife, as well as five other LCBA members, with the first four

of those additional tickets being offered to Judge Hiatt, Laurence Stanton, John Haggerty and Jennifer Rice.

ADJOURNMENT: The meeting adjourned at 8:00 a.m.

Respectfully submitted,



Richard S. Gast, Secretary

Larimer County Bar Association
Bank Account Balances
October 6, 2005

| | | | |
|----------------------------|-------------------|--------------|---------------------|
| Regular Checking Account | | | \$ 32,445.10 |
| Legal Aid Checking Account | | | \$ 7,537.02 |
| CDs | FNB | \$ 58,079.09 | |
| | Home State 806308 | \$ 25,913.19 | |
| | Home State 805038 | \$ 22,606.85 | <u>\$106,599.13</u> |
| TOTAL | | | \$146,581.25 |

LARIMER COUNTY BAR ASSOCIATION

Compiled Financial Statements

August 31, 2005

Table of Contents

Accountants' Report
Statement of Assets, Liabilities and Equity-Cash Basis
Statement of Revenue and Expenses by Class-Cash Basis
Statement of Revenue and Expenses for Month-Cash basis
Profit & Loss - Budget vs. Actual - Current Month
Profit & Loss - Budget vs. Actual - Year-to-Date

CW Decker
and Company, CPAs, P.C.

215 West Magnolia, Suite 201
Fort Collins, Colorado 80521
970.482.2179 Fax 970.221.9405
Email: cwdeckercpa@frii.com

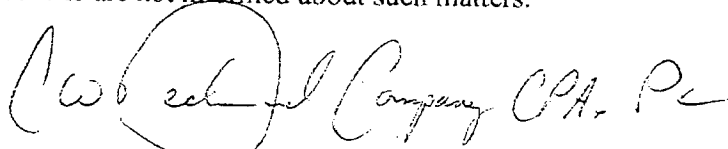
September 19, 2005

Larimer County Bar Association
Fort Collins, Colorado

We have compiled the accompanying statement of assets, liabilities, and equity-cash basis of Larimer County Bar Association (a non-profit organization) as of August 31, 2005 and the related statements of revenue and expenses-cash basis for the one month and two months then ended, and the accompanying supplementary information contained in the attached schedules for revenue and expenses by class, profit & loss- budget vs. actual, and the check detail, which are presented only for supplementary purposes in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of the organization's management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by Generally Accepted Accounting Principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position and results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.



CW Decker and Company CPAs, PC

Members
Colorado Society of Certified Public Accountants
American Institute of Certified Public Accountants

Larimer County Bar Association
Statement of Assets, Liabilities and Equity-Cash Basis
As of August 31, 2005

| | Aug 31, 05 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking | |
| Legal Aid Account | 629.70 |
| General Checking Account | 38,192.74 |
| Total Checking | 38,822.44 |
| CD'S | |
| CD #3-Home State 11/27/05 | 25,854.33 |
| CD #2-Home state 10/10/05 | 22,561.83 |
| CD #4-FNB 02/07/06 | 58,079.09 |
| Total CD'S | 106,495.25 |
| Total Checking/Savings | 145,317.69 |
| Other Current Assets | |
| Artwork | 1,475.00 |
| Deposits | 250.00 |
| Total Other Current Assets | 1,725.00 |
| Total Current Assets | 147,042.69 |
| TOTAL ASSETS | 147,042.69 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Payroll Liabilities | 170.50 |
| Total Other Current Liabiliti... | 170.50 |
| Total Current Liabilities | 170.50 |
| Total Liabilities | 170.50 |
| Equity | |
| Retained Earnings | 125,897.42 |
| Net Income | 20,974.77 |
| Total Equity | 146,872.19 |
| TOTAL LIABILITIES & EQUITY | 147,042.69 |

See Accountants' Report

Larimer County Bar Association
Statement of Revenues and Expenses-Cash Basis by Class
 July through August 2005

| | <u>General</u> | <u>Legal Aid</u> | <u>Library</u> | <u>TOTAL</u> |
|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Dues-CBA | 33,785.00 | | | 33,785.00 |
| Interest Income | 504.76 | 0.86 | | 505.62 |
| Total Income | <u>34,289.76</u> | <u>0.86</u> | | <u>34,290.62</u> |
| Expense | | | | |
| Advertising | | 571.53 | | 571.53 |
| Bench/bar luncheons | 104.43 | | | 104.43 |
| Senior law day | 2,000.00 | | | 2,000.00 |
| Telephone -Library & computer | | | 462.64 | 462.64 |
| Phone-Legal Service | | 99.51 | | 99.51 |
| Books-Library | | | 3,768.07 | 3,768.07 |
| Bank Charges | 24.14 | 20.00 | | 44.14 |
| Payroll Expenses | | 156.63 | | 156.63 |
| Copier-Library | | | 1,089.67 | 1,089.67 |
| Meeting | 155.20 | | | 155.20 |
| Library book maintenance | | | 1,142.86 | 1,142.86 |
| Office | 71.22 | 56.93 | | 128.15 |
| Wages | | 1,640.25 | | 1,640.25 |
| Fall Term Day Exp | 567.78 | | | 567.78 |
| Messenger | 240.00 | | | 240.00 |
| Retreat | 64.99 | | | 64.99 |
| Accounting Exp | 1,080.00 | | | 1,080.00 |
| Total Expense | <u>4,307.76</u> | <u>2,544.85</u> | <u>6,463.24</u> | <u>13,315.85</u> |
| Net Ordinary Income | <u>29,982.00</u> | <u>-2,543.99</u> | <u>-6,463.24</u> | <u>20,974.77</u> |
| Net Income | <u><u>29,982.00</u></u> | <u><u>-2,543.99</u></u> | <u><u>-6,463.24</u></u> | <u><u>20,974.77</u></u> |

See Accountants' Report

Larimer County Bar Association
Statement of Revenue and Expenses-Cash Basis
August 2005

| | <u>General</u> | <u>Legal Aid</u> | <u>Library</u> | <u>TOTAL</u> |
|--------------------------------|------------------------|-------------------------|-------------------------|------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Dues-CBA | 8,120.00 | 0.00 | 0.00 | 8,120.00 |
| Interest Income | 258.07 | 0.33 | 0.00 | 258.40 |
| Total Income | <u>8,378.07</u> | <u>0.33</u> | <u>0.00</u> | <u>8,378.40</u> |
| Expense | | | | |
| Advertising | 0.00 | 571.53 | 0.00 | 571.53 |
| Telephone -Library & computer | 0.00 | 0.00 | 231.54 | 231.54 |
| Phone-Legal Service | 0.00 | 66.34 | 0.00 | 66.34 |
| Books-Library | 0.00 | 0.00 | 2,701.00 | 2,701.00 |
| Bank Charges | 12.03 | 10.00 | 0.00 | 22.03 |
| Payroll Expenses | 0.00 | 77.86 | 0.00 | 77.86 |
| Copier-Library | 0.00 | 0.00 | 655.54 | 655.54 |
| Meeting | 155.20 | 0.00 | 0.00 | 155.20 |
| Library book maintenance | 0.00 | 0.00 | 571.43 | 571.43 |
| Office | 0.00 | 49.46 | 0.00 | 49.46 |
| Wages | 0.00 | 815.40 | 0.00 | 815.40 |
| Fall Term Day Exp | | | | |
| Golf exp | 200.00 | 0.00 | 0.00 | 200.00 |
| Fall Term Day Exp - Other | 367.78 | 0.00 | 0.00 | 367.78 |
| Total Fall Term Day Exp | <u>567.78</u> | <u>0.00</u> | <u>0.00</u> | <u>567.78</u> |
| Messenger | 240.00 | 0.00 | 0.00 | 240.00 |
| Accounting Exp | 630.00 | 0.00 | 0.00 | 630.00 |
| Total Expense | <u>1,605.01</u> | <u>1,590.59</u> | <u>4,159.51</u> | <u>7,355.11</u> |
| Net Ordinary Income | <u>6,773.06</u> | <u>-1,590.26</u> | <u>-4,159.51</u> | <u>1,023.29</u> |
| Net Income | <u><u>6,773.06</u></u> | <u><u>-1,590.26</u></u> | <u><u>-4,159.51</u></u> | <u><u>1,023.29</u></u> |

See Accountants' Report

09/19/05

Larimer County Bar Association
Profit & Loss Budget vs. Actual
August 2005

| | Aug 05 | Budget | \$ Over Budget | % of Budget |
|-------------------------------|-----------------|-----------------|-----------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Dues-CBA | 8,120.00 | 3,333.34 | 4,786.66 | 243.6% |
| COLTAF-Legal Aid | 0.00 | 541.67 | -541.67 | 0.0% |
| Fall Term Day | | | | |
| Golf | 0.00 | 200.00 | -200.00 | 0.0% |
| Dinner | 0.00 | 83.34 | -83.34 | 0.0% |
| Total Fall Term Day | 0.00 | 283.34 | -283.34 | 0.0% |
| Spring Term Day | | | | |
| Golf | 0.00 | 0.00 | 0.00 | 0.0% |
| Spring Term Day - Other | 0.00 | 83.34 | -83.34 | 0.0% |
| Total Spring Term Day | 0.00 | 83.34 | -83.34 | 0.0% |
| Professional Seminars | 0.00 | 333.34 | -333.34 | 0.0% |
| Interest Income | 258.40 | 166.67 | 91.73 | 155.0% |
| Copier Cards Renewal | 0.00 | 12.50 | -12.50 | 0.0% |
| Ads/Messenger | 0.00 | 25.00 | -25.00 | 0.0% |
| Total Income | 8,378.40 | 4,779.20 | 3,599.20 | 175.3% |
| Expense | | | | |
| Advertising | 571.53 | | | |
| Bench/bar luncheons | 0.00 | 66.67 | -66.67 | 0.0% |
| Access for justice | 0.00 | 41.67 | -41.67 | 0.0% |
| Senior law day | 0.00 | 166.67 | -166.67 | 0.0% |
| Scholarship | 0.00 | 270.84 | -270.84 | 0.0% |
| Telephone -Library & compu... | 231.54 | 208.34 | 23.20 | 111.1% |
| Phone-Legal Service | 66.34 | 62.50 | 3.84 | 106.1% |
| Software-Library | 0.00 | 41.67 | -41.67 | 0.0% |
| Books-Library | 2,701.00 | 416.67 | 2,284.33 | 648.2% |
| Mock Trial | 0.00 | 25.00 | -25.00 | 0.0% |
| Computer hardware library | 0.00 | 62.50 | -62.50 | 0.0% |
| Bank Charges | 22.03 | 20.84 | 1.19 | 105.7% |
| Payroll Expenses | 77.86 | | | |
| Copier-Library | 655.54 | 350.00 | 305.54 | 187.3% |
| Brochures Pro Bono | 0.00 | 16.67 | -16.67 | 0.0% |
| Meeting | 155.20 | | | |
| Library book maintenance | 571.43 | 791.67 | -220.24 | 72.2% |
| Office | 49.46 | 141.67 | -92.21 | 34.9% |
| Malpractice Insurance | 0.00 | 116.67 | -116.67 | 0.0% |
| Wages | 815.40 | 877.50 | -62.10 | 92.9% |
| Payroll Taxes | 0.00 | 83.34 | -83.34 | 0.0% |
| Fall Term Day Exp | | | | |
| Golf exp | 200.00 | 225.00 | -25.00 | 88.9% |
| Lunch | 0.00 | 333.34 | -333.34 | 0.0% |
| Fall Term Day Exp - Other | 367.78 | 125.00 | 242.78 | 294.2% |
| Total Fall Term Day Exp | 567.78 | 683.34 | -115.56 | 83.1% |
| Spring Term Day Exp | 0.00 | 208.34 | -208.34 | 0.0% |
| Professional Seminar Expen... | 0.00 | 62.50 | -62.50 | 0.0% |
| Messenger | 240.00 | 25.00 | 215.00 | 960.0% |
| Retreat | 0.00 | 27.09 | -27.09 | 0.0% |
| Gifts | 0.00 | 25.00 | -25.00 | 0.0% |
| CLE | 0.00 | 279.17 | -279.17 | 0.0% |
| Accounting Exp | 630.00 | 333.34 | 296.66 | 189.0% |
| Total Expense | 7,355.11 | 5,404.67 | 1,950.44 | 136.1% |
| Net Ordinary Income | 1,023.29 | -625.47 | 1,648.76 | -163.6% |
| Net Income | 1,023.29 | -625.47 | 1,648.76 | -163.6% |

See Accountants' Report

09/19/05

Larimer County Bar Association
Profit & Loss Budget vs. Actual
 July through August 2005

| | Jul - Aug 05 | Budget | \$ Over Budget | % of Budget |
|-------------------------------|--------------|-----------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Dues-CBA | 33,785.00 | 6,666.68 | 27,118.32 | 506.8% |
| COLTAF-Legal Aid | 0.00 | 1,083.34 | -1,083.34 | 0.0% |
| Fall Term Day | | | | |
| Golf | 0.00 | 400.00 | -400.00 | 0.0% |
| Dinner | 0.00 | 166.68 | -166.68 | 0.0% |
| Total Fall Term Day | 0.00 | 566.68 | -566.68 | 0.0% |
| Spring Term Day | | | | |
| Golf | 0.00 | 0.00 | 0.00 | 0.0% |
| Spring Term Day - Other | 0.00 | 166.68 | -166.68 | 0.0% |
| Total Spring Term Day | 0.00 | 166.68 | -166.68 | 0.0% |
| Professional Seminars | 0.00 | 666.68 | -666.68 | 0.0% |
| Interest Income | 505.62 | 333.34 | 172.28 | 151.7% |
| Copier Cards Renewal | 0.00 | 25.00 | -25.00 | 0.0% |
| Ads/Messenger | 0.00 | 50.00 | -50.00 | 0.0% |
| Total Income | 34,290.62 | 9,558.40 | 24,732.22 | 358.7% |
| Expense | | | | |
| Advertising | 571.53 | | | |
| Bench/bar luncheons | 104.43 | 133.34 | -28.91 | 78.3% |
| Access for justice | 0.00 | 83.34 | -83.34 | 0.0% |
| Senior law day | 2,000.00 | 333.34 | 1,666.66 | 600.0% |
| Scholarship | 0.00 | 541.68 | -541.68 | 0.0% |
| Telephone -Library & compu... | 462.64 | 416.68 | 45.96 | 111.0% |
| Phone-Legal Service | 99.51 | 125.00 | -25.49 | 79.6% |
| Software-Library | 0.00 | 83.34 | -83.34 | 0.0% |
| Books-Library | 3,768.07 | 833.34 | 2,934.73 | 452.2% |
| Mock Trial | 0.00 | 50.00 | -50.00 | 0.0% |
| Computer hardware library | 0.00 | 125.00 | -125.00 | 0.0% |
| Bank Charges | 44.14 | 41.68 | 2.46 | 105.9% |
| Payroll Expenses | 156.63 | | | |
| Copier-Library | 1,089.67 | 700.00 | 389.67 | 155.7% |
| Brochures Pro Bono | 0.00 | 33.34 | -33.34 | 0.0% |
| Meeting | 155.20 | | | |
| Library book maintenance | 1,142.86 | 1,583.34 | -440.48 | 72.2% |
| Office | 128.15 | 283.34 | -155.19 | 45.2% |
| Malpractice Insurance | 0.00 | 233.34 | -233.34 | 0.0% |
| Wages | 1,640.25 | 1,755.00 | -114.75 | 93.5% |
| Payroll Taxes | 0.00 | 166.68 | -166.68 | 0.0% |
| Fall Term Day Exp | | | | |
| Golf exp | 200.00 | 450.00 | -250.00 | 44.4% |
| Lunch | 0.00 | 666.68 | -666.68 | 0.0% |
| Fall Term Day Exp - Other | 367.78 | 250.00 | 117.78 | 147.1% |
| Total Fall Term Day Exp | 567.78 | 1,366.68 | -798.90 | 41.5% |
| Spring Term Day Exp | 0.00 | 416.68 | -416.68 | 0.0% |
| Professional Seminar Expen... | 0.00 | 125.00 | -125.00 | 0.0% |
| Messenger | 240.00 | 50.00 | 190.00 | 480.0% |
| Retreat | 64.99 | 54.18 | 10.81 | 120.0% |
| Gifts | 0.00 | 50.00 | -50.00 | 0.0% |
| CLE | 0.00 | 558.34 | -558.34 | 0.0% |
| Accounting Exp | 1,080.00 | 666.68 | 413.32 | 162.0% |
| Total Expense | 13,315.85 | 10,809.34 | 2,506.51 | 123.2% |
| Net Ordinary Income | 20,974.77 | -1,250.94 | 22,225.71 | -1,676.7% |
| Net Income | 20,974.77 | -1,250.94 | 22,225.71 | -1,676.7% |

See Accountants' Report

TERM DAY EXPENSES/INCOME

| | Expenses | Income |
|-----------------|-----------------|-------------------|
| Morning Coffee | 174.99 | |
| Term day treats | 51.15 | |
| Golf | 3,000.00 | 2,800.00 |
| Dinner | 3,874.69 | 832.00 |
| Band | <u>1,000.00</u> | <u> </u> |
| Total | \$ 8,100.83 | \$ 3,632.00 |
| | \$ 8,100.83 | costs |
| | <u>3,632.00</u> | income |
| | \$ 4,468.83 | net loss |