

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE  
MINUTES FROM THE OCTOBER 13, 2020 MEETING  
HELD VIA TELECONFERENCE**

**IN ATTENDANCE:**

**Committee Members:** Arthur Spicciati, Kara Clark, Rebekah Berry-Chaney, Heidi Whitaker, Brooke Alexander, Sarah Cure, Claire Havelda, Cody Knebel, Ben Kramer.

**Others Present:** None

**CALL TO ORDER:** President Arthur Spicciati called the meeting to order at approximately 7:18 a.m.

**APPROVAL OF MINUTES:** Minutes from August 11, 2020 were reviewed. A. Spicciati moved to approve, Rebekah Berry-Chaney seconded. The minutes from the August 11, 2020 meeting were approved unanimously.

**TREASURER'S REPORT:** R. Berry-Chaney reported one of the CDs was renewed. Reviewed annual budget and cash flow before making recommendation for the renewal, and the funds should not be necessary during the term of the CD. Not as much income from term day golf but expenses were also lower (net cost about \$80). The largest expense currently is salary. Financials look good. No questions were asked.

**PRO BONO PROGRAM REPORT:** Ben Kramer reported that the program printer is broken and new one has been estimated at about \$160. Requested \$200 for new printer to cover taxes etc. The printer is used to print intake forms and waivers. B. Kramer moved to approve \$200 for the new printer, A. Spicciati seconded. The motion passed. Attorney participation is a bit lower and declining. Ideas to increase participation were discussed. Claire Havelda asked what types of law are needed; mostly domestic relations but also some landlord tenant. City of Fort Collins is entering into a \$35,000 grant for linking potential clients primarily in landlord tenant. C. Havelda and B. Kramer to discuss possible referral process. Kara Clark stated it might be helpful to remind people of benefits of volunteering (e.g. the opportunity for CLE, covered by Bar malpractice insurance for pro bono, and opportunity to receive mentorship). Cindy has returned to pretty much regular hours. Cody Knebel reported a foundation reached out regarding landlord tenant issues that are expected as covid moratoria rolls on. Ideas were discussed on how to serve population. C. Havelda asked about sending out "know your rights" documents with court forms. Suggested reaching out to Kristin Sheeran in the court administration office.

**CLE REPORT:** Rene Doak reported via email that LCWBA is producing a joint CLE on the juvenile recovery court with Magistrate Zehe.

**YOUNG LAWYER DIVISION REPORT:** No report.

**WOMEN'S BAR REPORT:** Claire Havelda reported there will be a CLE on Oct 23 regarding Senate Bill 217 the police integrity act with Judge Susan Blanco moderating a panel discussion and powerpoint. The City Attorney, District Attorney, and Sheriff are expected on the panel. Young

Lawyers are co-sponsoring the CLE. For November, Sara Stieben and Rachel Michaels will present a case law update.

**FAMILY LAW BAR REPORT:** Brooke Alexander reported that she reached out to organizers of the Denver family law section for guidance on setting up committee or board structure.

**ACCESS TO JUSTICE REPORT:** Brooke Alexander reported limited interest from attorneys for Ask a Lawyer day in November. Committee meeting scheduled for this week. Judge Villasenor wants to attend to talk about modest means list and ensuring that people on the list take on referred clients. Reminder that being on the list means one of several things: lower retainer, payment plan or lower rates. K. Clark reminded that seeking pro bono or lower rate no guarantee that services are available. C. Havelda stated that City Council is looking for modest means attorneys for landlord tenant and immigration cases. The Council is working toward providing some subsidy.

**BOARD OF GOVERNORS REPORT:** No report.

**FALL TERM DAY RECAP:** A. Spicciati recapped the Term Day events. He stated that although technology at the beginning was a bit challenging, Term Day went well and was well received. Bike ride went well, a golf cart was damaged but tournament seemed to go well.

**SPRING TERM DAY PLANNING:** A. Spicciati solicited ideas for a dinner event (venues etc). He is still optimistic but watching the covid numbers. C. Havelda suggested offering a CLE option as an activity (Access to Justice type). Intent is to have the CBA president at the meeting.

**NATIONAL ADOPTION DAY:** Heidi Whitaker stated that approximately 70-100 adoptions are anticipated over the next 6 months. With shipping estimated at \$8.00 per box, we appear to have enough bears. We would solicit coupons and items to put in box. Need to set a start date. A. Spicciati moved to approve \$250 for starting cost. K. Clark seconded. The motion passed.

**NEW BUSINESS:**

- None

**ADJOURNMENT:** Arthur Spicciati adjourned the meeting at 8:00 a.m.

**NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING:** The next executive committee meeting will be held on November 10 at 7:15 a.m. at (605) 313-4802, participant code 539839#.

Respectfully Submitted,



Heidi S. Whitaker, Esq.  
LCBA Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

September 30, 2020

Larimer County Bar Association  
**Balance Sheet**  
As of September 30, 2020

	Sep 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Certificates of Deposit	
CD Home State #3002258 4/2	11,500.79
CD Home State #805038 10/10	28,374.51
Total Certificates of Deposit	39,875.30
Checking Accounts	
Home State Prem. Inv. 8047030	70,748.10
Legal Aid Account	16,415.60
Operating Account	117,547.99
Total Checking Accounts	204,711.69
Total Checking/Savings	244,586.99
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	246,061.99
<b>TOTAL ASSETS</b>	<b>246,061.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 - Opening Balance Equity	207,458.97
Net Income	38,603.02
Total Equity	246,061.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>246,061.99</b>

Larimer County Bar Association  
**Profit & Loss**  
September 2020

	<u>Sep 20</u>
<b>Income</b>	
4200 · Dues Income	5,390.00
4210 · COLTAF - Pro Bono Grant	12,500.00
4300 · Fall Term Day Income	
4310 · Golf	863.00
<b>Total 4300 · Fall Term Day Income</b>	<u>863.00</u>
4450 · Interest Income	33.30
4500 · Ads - Messenger	25.00
<b>Total Income</b>	<u>18,811.30</u>
<b>Expense</b>	
5200 · Access to Justice	
5210 · Internet access courthouse	146.54
<b>Total 5200 · Access to Justice</b>	<u>146.54</u>
5450 · CLE - Other Seminars	25.00
5640 · Directors & Officers Liability	1,711.00
5650 · Accounting Expense	625.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	2,226.00
5830 · Pro Bono - Payroll Tax	170.29
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	18.68
5870 · Pro Bono - Internet	15.00
<b>Total 5800 · Pro Bono</b>	<u>2,461.97</u>
5900 · Fall Term Day Expenses	
5910 · Fall Term Day - Golf	943.00
<b>Total 5900 · Fall Term Day Expenses</b>	<u>943.00</u>
<b>Total Expense</b>	<u>5,912.51</u>
<b>Net Income</b>	<u><u>12,898.79</u></u>

9:47 AM  
10/04/20  
Cash Basis

Larimer County Bar Association  
Profit & Loss  
July through September 2020

	<u>Jul - Sep 20</u>
<b>Income</b>	
4200 · Dues Income	36,820.00
4210 · COLTAF - Pro Bono Grant	12,500.00
4300 · Fall Term Day Income	
4310 · Golf	863.00
<b>Total 4300 · Fall Term Day Income</b>	<u>863.00</u>
4450 · Interest Income	101.66
4500 · Ads - Messenger	125.00
<b>Total Income</b>	<u>50,409.66</u>
<b>Expense</b>	
5070 · Miscellaneous	10.00
5200 · Access to Justice	
5210 · Internet access courthouse	437.17
<b>Total 5200 · Access to Justice</b>	<u>437.17</u>
5450 · CLE - Other Seminars	25.00
5550 · Retreat Meeting	100.00
5610 · Web Site Expenses	96.00
5640 · Directors & Officers Liability	1,711.00
5650 · Accounting Expense	625.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	6,890.00
5830 · Pro Bono - Payroll Tax	532.53
5840 · Pro Bono - Payroll Services	96.00
5850 · Pro Bono - Cell Phone	55.94
5870 · Pro Bono - Internet	45.00
5880 · Worker's Compensation Insurance	240.00
<b>Total 5800 · Pro Bono</b>	<u>7,859.47</u>
5900 · Fall Term Day Expenses	
5910 · Fall Term Day - Golf	943.00
<b>Total 5900 · Fall Term Day Expenses</b>	<u>943.00</u>
<b>Total Expense</b>	<u>11,806.64</u>
<b>Net Income</b>	<u><u>38,603.02</u></u>

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

	Sep 20	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	5,390.00	4,000.00	1,390.00	134.8%
4210 · COLTAF - Pro Bono Grant	12,500.00	0.00	12,500.00	100.0%
4300 · Fall Term Day Income				
4310 · Golf	863.00	1,500.00	-637.00	57.5%
4320 · Term Day Dinner	0.00	0.00	0.00	0.0%
<b>Total 4300 · Fall Term Day Income</b>	<b>863.00</b>	<b>1,500.00</b>	<b>-637.00</b>	<b>57.5%</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	33.30	29.00	4.30	114.8%
4500 · Ads - Messenger	25.00	0.00	25.00	100.0%
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>18,811.30</b>	<b>5,529.00</b>	<b>13,282.30</b>	<b>340.2%</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	0.00	0.00	0.00	0.0%
5080 · Advertising Expense	0.00	0.00	0.00	0.0%
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%

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

	Sep 20	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice	146.54	159.00	-12.46	92.2%
5210 · Internet access courthouse	0.00	100.00	-100.00	0.0%
5230 · Committee Lunches	0.00	0.00	0.00	0.0%
5240 · Legal Resource Day	0.00	0.00	0.00	0.0%
5245 · Family Law Day	0.00	0.00	0.00	0.0%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
<b>Total 5200 · Access to Justice</b>	<b>146.54</b>	<b>259.00</b>	<b>-112.46</b>	<b>56.6%</b>
5250 · Bank Service Charges	0.00	0.00	0.00	0.0%
5300 · Office Supplies, Postage, Copies	0.00	15.00	-15.00	0.0%
5350 · Ethics Seminar Expense	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	25.00	30.00	-5.00	83.3%
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	50.00	-50.00	0.0%
<b>Total 5570 · Veterans Assistance Clinic</b>	<b>0.00</b>	<b>50.00</b>	<b>-50.00</b>	<b>0.0%</b>
5600 · Gifts, Memoriams	0.00	25.00	-25.00	0.0%
5610 · Web Site Expenses	0.00	0.00	0.00	0.0%
5640 · Directors & Officers Liability	1,711.00	1,700.00	11.00	100.6%
5650 · Accounting Expense	625.00	0.00	625.00	100.0%
5800 · Pro Bono	2,226.00	2,250.00	-24.00	98.9%
5810 · Pro Bono - Wages	0.00	0.00	0.00	0.0%
5820 · Pro Bono - Malpractice, Liabili	170.29	191.00	-20.71	89.2%
5830 · Pro Bono - Payroll Tax	32.00	33.00	-1.00	97.0%
5840 · Pro Bono - Payroll Services	18.68	20.83	-2.15	89.7%
5850 · Pro Bono - Cell Phone	0.00	25.00	-25.00	0.0%
5860 · Pro Bono - Brochures, Supplies	0.00	15.00	0.00	100.0%
5870 · Pro Bono - Internet	0.00	12.50	-12.50	0.0%
5875 · Computer Software - Cloud	0.00	0.00	0.00	0.0%
5880 · Worker's Compensation Insurance	0.00	0.00	0.00	0.0%
5890 · Pro Bono - Other	0.00	0.00	0.00	0.0%
<b>Total 5800 · Pro Bono</b>	<b>2,461.97</b>	<b>2,547.33</b>	<b>-85.36</b>	<b>96.6%</b>
5900 · Fall Term Day Expenses	943.00	1,250.00	-307.00	75.4%
5910 · Fall Term Day - Golf	0.00	0.00	0.00	0.0%
5920 · Fall Term Day - Dinner	0.00	200.00	-200.00	0.0%
5990 · Fall Term Day Exp - other	943.00	1,450.00	-507.00	65.0%
<b>Total 5900 · Fall Term Day Expenses</b>	<b>943.00</b>	<b>1,450.00</b>	<b>-507.00</b>	<b>65.0%</b>



**Larimer County Bar Association  
Profit & Loss Budget vs. Actual  
September 2020**

	Sep 20	Budget	\$ Over Budget	% of Budget
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>5,912.51</b>	<b>6,076.33</b>	<b>-163.82</b>	<b>97.3%</b>
<b>Net Income</b>	<b>12,898.79</b>	<b>-547.33</b>	<b>13,446.12</b>	<b>-2,356.7%</b>

# Larimer County Bar Association

## Profit & Loss Budget vs. Actual

### July through September 2020

	Jul - Sep 20	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	36,820.00	31,500.00	5,320.00	116.9%
4210 · COLTAF - Pro Bono Grant	12,500.00	0.00	12,500.00	100.0%
4300 · Fall Term Day Income				
4310 · Golf	863.00	1,500.00	-637.00	57.5%
4320 · Term Day Dinner	0.00	0.00	0.00	0.0%
<b>Total 4300 · Fall Term Day Income</b>	<b>863.00</b>	<b>1,500.00</b>	<b>-637.00</b>	<b>57.5%</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	101.66	89.00	12.66	114.2%
4500 · Ads - Messenger	125.00	175.00	-50.00	71.4%
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>50,409.66</b>	<b>33,264.00</b>	<b>17,145.66</b>	<b>151.5%</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	10.00	210.00	-200.00	4.8%
5080 · Advertising Expense	0.00	0.00	0.00	0.0%
5090 · Bench/Bar Luncheons	0.00	550.00	-550.00	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%

**Larimer County Bar Association**  
**Profit & Loss Budget vs. Actual**  
 July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	437.17	476.00	-38.83	91.8%
5220 · Courthouse printer supplies	0.00	300.00	-300.00	0.0%
5230 · Committee Lunches	0.00	100.00	-100.00	0.0%
5240 · Legal Resource Day	0.00	0.00	0.00	0.0%
5245 · Family Law Day	0.00	0.00	0.00	0.0%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
<b>Total 5200 · Access to Justice</b>	<b>437.17</b>	<b>876.00</b>	<b>-438.83</b>	<b>49.9%</b>
5250 · Bank Service Charges	0.00	9.00	-9.00	0.0%
5300 · Office Supplies, Postage,Copies	0.00	15.00	-15.00	0.0%
5350 · Ethics Seminar Expense	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	25.00	95.00	-70.00	26.3%
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	100.00	200.00	-100.00	50.0%
5560 · President's Dinner	0.00	0.00	0.00	0.0%
5570 · Veterans Assistance Clinic				
5571 · Veteran's Assistance Lunch	0.00	25.00	-25.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	50.00	-50.00	0.0%
<b>Total 5570 · Veterans Assistance Clinic</b>	<b>0.00</b>	<b>75.00</b>	<b>-75.00</b>	<b>0.0%</b>
5600 · Gifts, Memoriams	0.00	50.00	-50.00	0.0%
5610 · Web Site Expenses	96.00	96.00	0.00	100.0%
5640 · Directors & Officers Liability	1,711.00	1,700.00	11.00	100.6%
5650 · Accounting Expense	625.00	0.00	625.00	100.0%
5800 · Pro Bono				
5810 · Pro Bono - Wages	6,890.00	6,750.00	140.00	102.1%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	532.53	575.00	-42.47	92.6%
5840 · Pro Bono - Payroll Services	96.00	100.00	-4.00	96.0%
5850 · Pro Bono - Cell Phone	55.94	62.53	-6.59	89.5%
5860 · Pro Bono - Brochures, Supplies	0.00	75.00	-75.00	0.0%
5870 · Pro Bono - Internet	45.00	45.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	37.50	-37.50	0.0%
5880 · Worker's Compensation Insurance	240.00	250.00	-10.00	96.0%
5890 · Pro Bono - Other	0.00	0.00	0.00	0.0%
<b>Total 5800 · Pro Bono</b>	<b>7,859.47</b>	<b>7,895.03</b>	<b>-35.56</b>	<b>99.5%</b>
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	943.00	1,500.00	-557.00	62.9%
5920 · Fall Term Day - Dinner	0.00	0.00	0.00	0.0%
5990 · Fall Term Day Exp - other	0.00	200.00	-200.00	0.0%
<b>Total 5900 · Fall Term Day Expenses</b>	<b>943.00</b>	<b>1,700.00</b>	<b>-757.00</b>	<b>55.5%</b>

**Larimer County Bar Association**  
**Profit & Loss Budget vs. Actual**  
 July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
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>11,806.64</b>	<b>13,471.03</b>	<b>-1,664.39</b>	<b>87.6%</b>
<b>Net Income</b>	<b>38,603.02</b>	<b>19,792.97</b>	<b>18,810.05</b>	<b>195.0%</b>