

**LANE COUNTY BAR ASSOCIATION  
BOARD MEETING MINUTES**

**Date and Location:** Thursday, July 17, 2017  
The DAC Ax Billy Grille

**Time:** 12:00 p.m. – 1:15 p.m.

*Attendance: Erin Gould (President), Todd Johnston (President-Elect), Emily Farrell (Secretary/Treasurer), Erin Fennerty, Sebastian Tapia, Brad Litchfield, Hal Neth, Amanda Husted*

*Absent: Jay McAlpin*

1. President's Report. (Erin G.) - 5 minutes

1.1 Welcome new board members and executive committee members!

Introduction of board members, explanation of board leadership style. No staff, we do have two contracted individuals that do the behind the scenes work. One is a bookkeeper, Jone Palmquist. She manages the financial affairs, etc. She also tracks when we need to renew insurance, etc. The other is Mari Painter. She is our web administrator. We had a major website overhaul, she is the liaison between the board and the website developer. She also prepares and sends out all of the LCBA listserv blast emails. Newsletter is prepared by Maurie Pettit at Thorpe Purdy.

Meetings are once monthly, first Thursday, typically, so mark your calendar for the first Thursday of the month. Erin will try to get agenda out earlier than she did this week. Will get some kind of financial report from the treasurer, and minutes for previous meeting.

Changes to the board function: the executive team will start meeting regularly so that we have a first look at some of the issues we might discuss as a full board and synthesize things so we are not taking time unnecessarily at board meetings. If anyone has something they would like to discuss with the exec team, there will be a regular meeting the hour before board meetings until further notice.

2. Approval of Minutes. Approve prior month(s) minutes. (Emily, Todd) - 3 minutes

Copy of meeting minutes from June meeting was emailed. Board members reviewed. Motion to approve : Erin Fennerty;  
Second : Todd Johnston. Approved by all who were present.

3. Secretary / Treasurer's Report. (Emily, Erin) – 5 minutes

3.1 Brief status of finances and membership

Discuss whether board would prefer to forward all the financial docs for each meeting, or condense, etc...Sebastian referenced Jones & Roth process review. Significant changes in terms of electronic billing and because they were so significant, we decided to postpone that review until our processes have been in place for a few months. Discussion on training of board fiduciary duties. Sebastian to put that information together before our next meeting. Talk to Jone regarding getting the financial information out earlier in the week before the board meetings. Minutes to be sent out earlier in the month.

Erin discussed membership. Last year's membership total: 451. Year prior: 438, but increase in Sept/Oct. was higher because of invoice push. Invoice campaign including invoice to members of the LCBA for renewals. Fiscal year starts July 1, early bird rate ends in October, so we would like to do the push in September so that people can get registrations in before the deadline. Larger list to work from this year. Todd has list from the bar, suggested that we do a cost evaluation to determine cost associated with mailings to larger groups. Todd volunteered to look in to cost analysis for mailing hard copies.

Change in rules re: paying for events. If you are a nonmember, you pay \$20 for luncheons, member discount...the truth is that for the Holiday party, where all members are invited to attend, we will not turn people away. It used to be that there was a login for the website, but we no longer have that. If anyone has ideas for keeping membership up, this is an ongoing theme.

#### 4. Old Business.

##### 4.1 Update on insurance for board (Erin F.) – 5 minutes

Per Erin, the insurance company needs letter, indicating we do not have any actual or constructive knowledge of any acts that might constitute a claim, which they need in order to process increase. \$876 premium for the 2million. We also need to provide last fiscal year's financials. President and Treasurer need to sign Erin F. to create letterhead, Erin G. and Emily F. to sign, and we need last year's financials. Use letterhead for invoices.

##### 4.2 Follow up on outside financial audit firm (Sebastian/All) – 5 minutes

Per Sebastian, we will need to review practices in 4-6 months. Erin asked if we need to adopt any particular procedures and policies. Sebastian indicated that Natalie did adopt some policies such as restricting maximum amount of withdrawals without approval of exec. Per Sebastian getting all the information of changes in policies that Natalie made, and get that to Karen to show changes for audit.

##### 4.3 LCBA Board Retreat – potential date August 25, 2017, agenda (Erin G.) – 10 minutes

We have talked about doing a board retreat for quite a while and we would like to do that at the beginning of this board session. Aug. 25 floated as date for retreat. Thinking of 4-hour block. Decision for 12pm-4pm, include lunch, location to be determined (Erin G. to determine). The purpose for retreat is to have a group session to talk about the state of the board and what our purpose is with the changing legal industry and what would be more useful to our membership. We do have surplus, and it is not appropriate to retain the pot of money without doing something for the members. Erin G. request for feedback on topics. Board members to email topics for discussion to Erin G. Todd volunteered space in his office.

Check-in via email in August to determine if there is enough info to hold August meeting in addition to Retreat, or cancel the meeting if no updates.

#### 5. New Business.

##### 5.1 Emeralds Summer Picnic (Erin G.)– 5 minutes

The Ems game is August 13<sup>th</sup>, Sunday. Last year, we were offered to do a weekend event because they are starting breakfast burrito bar, so we are going to try it. Registration is ready to go. Traditionally, the President coordinates that and Erin G. has been working with Patrick on that. 1pm is when the game starts. But, if we would like to do anything special to promote that, we may. There may be more families that attend as it gets late in the evening for kids. Planning is on track for that.

##### 5.2 Pro Tem Judges Applications (Erin G.)– 5 minutes

Notice has gone out. Every 3 years, the presiding judge asks for pro tempore judges. There has been a shortage of them to fill in for when the Judges attend their judicial conference. 3 years ago, when the issue came up, the presiding judge invited applications, which were then sent to the Supreme Court. The concern was whether there was enough information given, so 3 years ago, we invoked the JARC to review applications. The problem with that was they were not able to meet and make decisions in time for the Supreme Court to swear in and have new pro tempore judges at the conference. This year, Erin, Judge Rasmussen, and Exec have talked about streamlining the process by sending advance notices. The regulation requires the board to review the applications in some form and approve them. Erin and Exec don't think the full JARC needs to be invoked. There needs to be some team members that can review. Amanda, Sebastian, Hal, and Todd to get together as the review committee.

Role would be to review list of recommended folks to send along, along with the applications. Sebastian asked what the role of the bar is, in reviewing applications. Pre-screened and sent to the LCBA committee. Vote on not invoking full JARC; Motion: Todd; Second: Emily F; abstained: Erin F., Erin G., Brad; Sebastian: opposed; Emily, Todd, Hal, Amanda voted in favor. Motion carries.

5.3 Website updates and maintenance (Erin G., Todd, Emily)– 5 minutes

Exec would like to ask someone from the board to serve as the official website liaison. Last year, Natalie took on that role in addition to sec.treas. responsibilities. We would like to ask someone else to cover this role. Sebastian volunteered to serve in this role as he had been working with Natalie on this project.

5.4 Subcommittee liaisons (Todd) – 5 minutes

Now that we have lost three board members, there are some gaps in liaisons.

Hal Neth: ADR

Erin G.: Lawyer Day

Crim. Defense: Jay

Debtor/creditor: Brad

Diversity: Erin G.

Employment Law: Todd

Environmental Law: Todd

Family/Juvenile: Erin F.

Federal Ct.: Sebastian

Intellectual Property/Patent: Brad

Judicial Administration: Jay

Law Library: Sebastian

Law Practice & Tech: Amanda

Lawyer Parent: **Remove this committee**

Mentoring Program: Emily F.

New Lawyers: Erin G.

Pro Bono: Amanda

Probate: Emily F.

Program: Erin G. and Todd; New Chairs and Kaylee & Kristin

6. Good of the Order

7. Adjourn - Next Board Meeting. August 3, 2017 at the DAC.

