



Lane County Bar Association  
PO Box 11379  
Eugene, Oregon 97440

## BOARD MEETING MINUTES

November 1, 2018

Hutchinson Cox Meeting Room

In Attendance: Sebastian Tapia, President-Elect; Erin Fennerty, Secretary/Treasurer; Hon. R. Curtis Conover; Alexandra Hilsher; Amanda Husted; Hal Neth; Brad Litchfield.

Absent: Todd Johnston, President; Raquel Hecht;

Call to Order: The meeting was called to order by Tapia at 12:05 pm.

Approval of Minutes: Meeting minutes from the October 4, 2018 Board meeting were circulated and reviewed.

*Husted moved to approve the minutes for the October 4, 2018 Board meeting. Neth seconded the motion, and it passed unanimously.*

### President's Report:

*October Luncheon – New Admittee Introduction/Ethics CLE.* Tapia discussed the lunch will last until 1:20 pm to accommodate both the introduction of new bar admittees and the ethics CLE presentation. Hilsher mentioned recalling that if presentations lasted for 50 minutes could still receive full credit.

*Holiday Party.* Tapia relayed that the food for this year's holiday party will be the same as last year, namely heavy appetizers. There will be no open bar; rather, members will receive one ticket at the door that entitles them to a free drink.

*Committee Section Chairs / Board Liaisons.* The need to promote section activity was discussed. A list of current committee section chairs and corresponding Board liaisons was distributed, as well as a list of the members who have signed up for each committee. It was noted that if a committee did not have a current chair, then the Board liaison should review the member list and make a recommendation for a chair. Neth agreed to be the liaison for the New Lawyers Committee. A few errors to the Committee Section Chair/Board Liaison list were noted. Fennerty will correct the list, as well as email a pdf of the list of the members who have signed up for each committee, by the next meeting.

*Financial System Review.* Tapia discussed the Board has a fiduciary duty with respect to the management of the LCBA's finances, and that Jones & Roth had performed an accounting system review regarding how the organization handles its finances. The issues identified by Jones & Roth were typical for organizations of the LCBA's size, and recommendations included: utilizing receipts when handling cash payments, having two individuals involved when utilizing the online bill pay system (i.e.

one person authorize payment, with another initiating/making the payment), and having a written accounting system/policy that is adopted by the Board each year. Further discussion was had about separating the role of the Secretary/Treasurer. A subcommittee comprised of Tapia, Fennerty and Litchfield was formed to research and make recommendations regarding an accounting system/policy, and whether the role of Secretary/Treasurer should be separated.

#### Secretary/Treasurer's Report:

*Email and Advertising Policy.* Fennerty circulated informal guidance adopted by a previous Board related to the use frequency/nature of emails sent to the membership, including event promotion. Discussion was had regarding the need to avoid email fatigue, issues related to equal treatment of event promotion, and the need for consistency. It was agreed that adoption of a formal email and advertising policy would be added to "New Business" for next month's meeting.

*Finances.* Fennerty circulated financial reports with information as of October 31, 2018, which were reviewed by the Board. Fennerty reported that charges from the DAC are in keeping with the contract, but a loss of approximately \$3.00+ per lunch attendee are expected to continue when factoring in the cost of mandatory gratuity, beverage service, the bank service charge associated with members paying online, and not charging speakers and two law students for lunch.

#### Old Business:

*Judicial Reimbursement Policy.* Fennerty conveyed that the Board has historically contributed/reimbursed \$500 for judicial investiture receptions, and \$125 for judicial portrait expenses, upon the request of a new judge. Discussion was had regarding the need for a policy regarding the matter, and that contribution/reimbursement should be offered to each new judge rather than addressed upon request.

*Litchfield moved that the Board establish a policy providing for reimbursement of up to \$500 for judicial investiture receptions (contingent upon the reception being open for attendance by all LCBA members) and up to \$125 for judicial portrait expenses, to be offered to all new judges on the bench. Conover seconded the motion, and it passed unanimously.*

Fennerty agreed to prepare a draft of the policy.

*Bar News Contribution Guidelines.* An updated draft of the Bar News Contribution Guidelines was circulated. Tapia noted the updated Guidelines are already up on the website.

*Articles from the Bench.* Conover reported that he will follow up with the presiding judge regarding having a judge submit an article for publication in next month's Bar News.

*JARC Update.* It was noted that the individuals who had previously been selected for membership on the JARC all confirmed their willingness to serve. Fennerty will send out a letter to each individual confirming their membership.

*Directory Update.* Hilsher reported the Member Directory Subcommittee will meet before the next meeting, and a report will be provided at that time.

New Business:

*April Luncheon.* There is no speaker scheduled for the April luncheon. Board members should think about possible topics/speakers and send them to Fennerty or Tapia by next meeting.

Good of the Order: None.

Adjourn: The meeting was adjourned at approximately 1:06 pm.



Erin A. Fennerty, Secretary/Treasurer

12/6/18

Date