



Lane County Bar Association
PO Box 11379
Eugene, Oregon 97440

BOARD MEETING AGENDA

January 7, 2021

Electronic Meeting via Zoom

In attendance: Erin Fennerty, President; Brad Litchfield, President-Elect, Felipe Alonso III, Treasure; Amanda Husted, Secretary; Alexandra Hilsher, Elliott Farren, Brook Reinard, Jino Hwang, Raquel Hecht

Absent: Hon. Curtis Conover

Call to Order: The meeting was called to order by Fennerty at 12:06 p.m.

Approval of Minutes: Litchfield will provide November meeting minutes at the next board meeting. Reinard moves to approve the December 2020 meeting minutes with the amendment that Hecht arrived for second half of meeting. Fennerty seconds. December meeting minutes approved.

1. President's Report: Fennerty notes that a direct e-mail regarding membership has not yet gone out. Fennerty will send out a Happy New Year email to target getting new or renewing members.
2. Secretary's Report: No report.
3. Treasurer's Report:
 - a. Bookkeeper. Alonso sent out updated financial reports and membership report. Alonso reports that the bookkeeper is raising her rates to \$60/hour from \$45/hour which is a 30% increase. The rate increase started in December. Alonso notes that the bookkeeper did not provide notice of this change and will retroactively refund to old rate if we choose to end services due to increase. Alonso asks if previous members looked into rates when selecting a bookkeeper. Fennerty reports that this is second year with this bookkeeper. Litchfield notes this is a large increase. Alonso states she is a good bookkeeper and financially we can pay the rate increase. Litchfield agrees that the bookkeeper does a good job and has institutional knowledge. Reinard asks why the bookkeeper did not provide notice. Alonso said he asked about this and because there was no notice he may be able to ask for a refund on the December invoice. Reinard proposes that we ask for the refund. Litchfield notes that it may not be worth it. Alonso clarifies that December is the first bill with a rate increase and

only a few hours were billed. Reinard then notes he withdraws previous suggestion. Hwang says this is fair rate for a bookkeeper in his experience.

- b. Expenses. Alonso notes there are a couple of additional expenses in December: the website (painted mountain) and an address manager. Alonso inquires about an amount was removed from the reports regarding an investiture budget. Fennerty explains that when we provided funds for Judge Karsten Rasmussen's retirement party there was money left over. LCBA decided to hold onto the funds for future retirements. Alonso asks if there are separate policies for an investiture and a retirement. Fennerty notes that we have a policy to contribute an amount to the investiture for the official portrait. Hwang asks if this is segregated with the bookkeeper. Alonso explains that it is and the bookkeeper put it in the general account. Farren suggests it should be called "retirement fund" instead of investiture if they are two different items. Alonso will relay that to the bookkeeper.
- c. Membership. Fennerty notes we are two members ahead on membership numbers than we were last year. Fennerty notes it helps that people are required to be members to register for Zoom meetings. Fennerty reminds board that with in person lunches a member had to sign up early but someone showed up at door we would let the person in for higher fee.

4. Old Business:

- a. EM's Spring Social. Litchfield confirms the EM's Spring Social deposit was sent to him.
- b. Graduate Hotel. Alonso confirms we received return of the Graduate Hotel deposit.
- c. Financial Committee. Alonso sent out a draft financial policy. The goal is to address having a financial policy and address certain aspects of how to handle finances like online banking, payment authorizations, second account, and debit cards. Alonso notes that the second account for the debit card use is officially opened. A \$1,000.00 will be transferred to the new account. Board asks about some missing information and Alonso notes he needs to send out an updated draft that addresses those items. Farren moves to table this to the February meeting. Fennerty seconds. Motion passes and financial policy is tabled to the February meeting.
- d. Opening of 2nd Bank Account for LCBA & Obtaining a Debit Card. Alonso confirms the second account is opened and will transfer \$1,000.00. Alonso notes the financial policy will address the accounts use.
- e. February Luncheon Planning. Hwang reached out to Professor Stuart Chin and has not heard back. Felipe will follow up as well. Hilsher notes that Professor Ofer Raban

