



Lane County Bar Association
PO Box 11379
Eugene, Oregon 97440

BOARD MEETING AGENDA

February 4, 2021
Electronic Meeting via Zoom

In attendance: Erin Fennerty, President; Brad Litchfield, President-Elect, Felipe Alonso III, Treasurer; Amanda Husted, Secretary; Elliott Farren, Brook Reinhard, Jinoon Hwang, Raquel Hecht

Absent: Alexandra Hilsher

Call to Order: This meeting was called to order by Fennerty at 12:05 p.m.

Approval of Minutes: Litchfield notes he still needs to circulate November 2020 meetings. Tabled until March 2021 meeting. January 2021 meeting minutes approved.

1. President's Report: No report.
2. Secretary's Report: No report.
3. Treasurer's Report: Alonso instructed bookkeeper to separate retirement and investiture money line items on balance sheet. Alonso notes that the Emeralds deposit is not showing on this report but it has been deposited. It will appear next month. Membership rolls equal to same time last year. Additionally, a \$1000.00 was moved into a second account the debit card use. Alonso also points out that the Zoom membership changed so that expense has increased. Fennerty clarifies that the membership rolls are up seven (7) attorney members but is down in affiliates and students. Hecht notes that she bought Made In Oregon purchases for the gift for Eugen Volokh and will provide Alonso receipts for reimbursement.
4. Old Business:
 - a. Litchfield notes again that the Emerald's deposit was received about a week ago and deposited. As Alonso noted, this will show up in the finances next month.
 - b. Alonso notes that although the money has been moved into the second account for the debit card he has not requested the physical card yet and is waiting on board approval of the financial policy.

- c. An updated draft of the Financial Policy drafted by Alonso/Litchfield/Husted provided to the board. Alonso summarizes the policies and goals. Fennerty asks about debit card: Fennerty asks if we are requesting one debit card that resides with treasurer who will make authorized payments once transaction is approved? Alonso is seeking board input on that issue: Does the board want the President/President elect to have a debit card as well? Debit card transactions also go in the receipt book and currently the policy says only treasure has the receipt book but other people may have it at events. Hwang asks if there is a difference between check and debit cards with officers. Alonso clarifies that the debit card is for only online account transactions. Jino should be designate it for recurring payments. Farren suggests getting three (3) debit cards for each of the officers authorized to make transactions. Litchfield reminds board that there are very few monthly transactions in our organization. Fennerty notes the only need for debit card right now is for CLE requests with the Oregon State Bar and in the future the Graduate prefers card for deposits. Fennerty supports adding an addendum that says what the card is authorized to be used for but should not be limited to recurring payments. Husted suggests providing debit card numbers to the President/President-Elect for use if needed for online transactions. Farren notes if each person has a card then we would know who is performing transactions. Felipe suggests that we see how one debit card goes and it can be changed later if needed. Hwang moves that the board has one debit card for Treasurer use. Fennerty seconds. Motion passes unanimously. Fennerty moves to pass financial policy. Reinhard seconds. Financial policy adopted. Hwang abstains.
- d. Fennerty notes that during a special meeting session the board approved increasing Zoom membership for one month only for a \$50.00 charge. This allows up to 500 meeting attendees for the February luncheon. Hecht is taking care of honorarium basket gift.
- e. Alonso provides update on Diversity Fellowship progress. Hutchinson Cox/Hershner Hunter committed to provide summer fellowship employment. Hutchinson Cox has committed for two summers. Hershner for ½ summer. There will also be a mentorship piece. Fennerty asks if the fellowship is one summer or two summers. Alonso clarifies that they want a two summer commitment from firm but a new student will be a fellow each summer.

5. New Business:

- f. The Board divides up names from bar list to contact directly about membership renewal.

