



Lane County Bar Association
PO Box 11379
Eugene, Oregon 97440

BOARD MEETING MINUTES

September 3, 2020

Board Meeting

Electronic Meeting via Zoom

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

Absent: Hon. Curtis Conover

Call to Order: The meeting was called to order by Fennerty at 12:08 p.m.

Approval of August 2020 Minutes: Conover in absent and attendance. Conover was absent in August and Husted makes change. Also needs Husted notes she needs change footer to say August instead of July. Fennerty moves to approve August 2020 meeting minutes as amended. Litchfield seconds. Board approves meeting minutes.

1. President's Report: No report.
2. Secretary's Report: Husted reports she confirmed with Litchfield that he updated registration with secretary of state. Husted needs to send minutes to website person for July/August.
3. Treasurer's Report: Felipe reports the LCBA's net income is up this August from the previous year at this time which is not surprising given very few expenses. Some people have signed up and renewed membership. Felipe notes "lunches" will start up again this month but with much less expenses than last year since occurring virtually. Farren asks why 2019-2020 shows 479 members and now we show 202 members. Asks if we are at half our membership level. Fennerty explains 479 represents total members at the end of the 2019-2020 year. Alonso notes that 202 is where our membership is at right now with renewals and that we are actually above where we were this time last year. Fennerty notes we will likely get a bump in membership because the paper invoices have now gone out.
4. Old Business:
 - a. Fennerty notes we still have \$3200.00 out in deposits and inquires if this is just our deposit with the Eugene Emeralds. Litchfield explains that some of the deposit is with the Graduate Hotel but a big portion is with the Ems. Litchfield spoke to an Ems representative again about getting the deposit back. He notes that the accounting person is

off on maternity leave and the Ems laid off most of their office staff. Litchfield will follow up again. Alonso will follow up with the Graduate about that deposit.

- b. Litchfield updates that we are still waiting on confirmation that we can go in to update signatory cards. Alonso to send meeting minutes and secretary of state information.
- c. Fennerty updates that the board that paper invoices went out to the 830 attorneys in Lane County. Fennerty's firm handled the mailing and will request for reimbursement for postage. Fennerty suggests we follow up later to see who hasn't renewed or joined and make personal follows to those lawyers.
- d. Fennerty thanks Hwang for getting speaker for the first luncheon in September. Board still does not have a credit card so Litchfield offers his firm's Zoom account. Members will need to pre-register and then the Zoom link will be sent out before the lunch. Registration is necessary so the bar has a list of attendance for CLE approval. Fennerty also notes the website person is working on a way to prevent people from registering if they have not renewed their membership. The presenter will have access to Zoom set up 30 minutes beforehand. Presenter and Fennerty will need to be set up as hosts. Litchfield is fine letting bar using his firm's Zoom account each month. Fennerty notes other committees want access to a platform so someone at firm would have to be point person. Reinhard supports board getting Zoom.
- e. Fennerty provides update on 2019-2020 CLE approval issue. She is working with the program chair to obtain the approvals. and Fennerty and Hilsher reached out to the various presenters to get the necessary materials for approval. Still waiting on materials from a couple of presenters.
- f. Fennerty updates board that all of the proposed JARC members accepted to serve on JARC.
- g. Fennerty confirmed the virtual meeting with the OSB is set for October 21, 2020 between 12:00-1:00. OSB will handle everything and we will send out an email to membership to notify about the event. Hilsher asks what the OSB will be presenting. Fennerty explains the event will be a "State of the Bar" presentation. Fennerty will follow up because this event may be a joint lunch with Linn/Benton local bar.

5. New Business:

- a. Fennerty discusses hybrid October luncheon recognizing new admittees and 30/40/50 awards and Spring Bash award. Fennerty volunteers her firm to take care of the certificates for 30/40/50 bar members. Usually we invite the recipients to the lunch to present to certificate and likes the idea of reaching out individually and asking them to attend the Zoom luncheon. Fennerty asks board for ideas on how to honor 30/40/50 year members. Litchfield suggests inviting people to send in a young photo from when the person first started practicing. Hilsher also likes that idea. Farren/Felipe/Ali offer to help

contact each person. Hilsher asks how many people are receiving their 30/40/50 award. Fennerty estimates about 20-25. Fennerty will get the list and then email to Farren/Felipe/Ali with an email template and then Farren/Felipe/Ali will divide up the list. Fennerty we will mail the certificate this year. Husted asks if pictures can be presented via Zoom and Alonso confirms they can. Husted suggests offering to get photographs and read list of names during the presentation. Fennerty also notes we need a speaker for the award recipients. Litchfield says board has allowed 50 year members to say something in the past. Alonso suggests we can include that option the initial email correspondence.

- b. Alonso updates the board that Litchfield, Husted, and Alonso met to discuss current financial policy. Litchfield applied for credit card and as part of process discovered that the bank needed to run a social security number. Although credit card is useful Litchfield does not like the idea of a board member's credit being run and having that card associated with them. Alonso notes there is currently no availability for bookkeeper to do online banking. Financial committee proposes making change for bookkeeper to do online transactions may eliminate the need to use a credit card. Hwang advocates for a credit card. Litchfield has concerns about running credit for a board member. Litchfield supports online banking and use of debit card to take some steps out of the process for reimbursements and billing. Fennerty explains that there was an issue regarding online access and the current policy came from security recommendations from an audit done by Jones and Roth. Farren believes a debit card would cover most of the things the board would need for a card and some businesses do not take checks. Fennerty notes that the Oregon State Bar is only taking payments for CLE credit only via card. Hwang notes we need to check to see what security is available for a debit card. Alonso will follow up to see if other security options available for a debit card. Litchfield explains that Columbia Bank uses a third party for credit cards so that is why they are not flexible with the application process. Fennerty suggests a pre-loaded credit card as another option. Hwang suggests we follow up by obtaining our EIN number and he will reach out to a contact in Columbia Bank. Hwang will follow up with finance committee

Good of the Order: Fennerty will send out link for diversity survey in next LCBA e-mail.

Adjourn: Adjourned 12:58. Next meeting October 1, 2020.

/s/ Amanda S. Husted

Dated October 1, 2020.

Amanda S. Husted, Secretary