



Lane County Bar Association
PO Box 11379
Eugene, Oregon 97440

BOARD MEETING MINUTES

April 6, 2023
Remote Via Zoom
Start Time: 12:04pm

A. Call to Order and Welcome

- a. Members Present – Felipe Alonso III, Shane Davis, Jennifer Hisey, Esack Grueskin, Amanda Husted, Jinoon Hwang, Elizabeth Stubbs, Brook Reinhard

B. Secretary Report:

1. Approval of March, 2023 Minutes (Amanda)
 - a. No changes
 - b. Amanda moved to approve the March minutes, Shane seconds.
 - c. Minutes approved unanimously (Jennifer abstains)

C. Treasurer's Report (Jinoon)

- a. Reports: Financial & Membership (JAN/FEB 2023)
 - i. 3.17.23 emailed to board for preview.
 - ii. Board offered opportunity to discuss, no significant discussion occurred.
- b. Update: Security Breach → Resolved
 - i. Single DEC 2022 Debit Card Transaction, card closed, dispute filed, LCBA bank account secured, credit applied.
- c. Update: Transition of Banking / Bookkeeping
 - i. Treasurer ongoing detailed coordination, delegation, administration of 3rd parties continues to go well.
 - ii. Bookkeeper handling modernization (e.g. autopay, online recordkeeping)
- d. Update: Secured Credit Card
 - i. Bookkeeper and banker are working out details.
 - ii. Bookkeeper will keep the only authorized credit card for LCBA expenses.
 - iii. Treasurer must authorize any use of the credit card in writing.
 - iv. Jinoon motioned to have the LCBA credit card be issued solely to the LCBA official bookkeeper or, in the alternative, a LCBA officer. Esack seconds. No discussion. Motion passed unanimously.
- e. Amendments to Financial Policy
 - i. For administrative efficiency sake, Jinoon motioned “Any retroactively or prospectively board approved financial policy / action → Financial Committee and Treasurer are authorized to amend Financial Policy.” Esack seconds. Motion passed unanimously.
 - ii. Felipe encourages that any update to the financial policy also be assigned to a person to actually update the policy.
- f. Bookkeeper Recommendation

- i. LCBA update -FROM- old QuickBooks Desktop -TO- new QuickBooks Online (“QBO”)
- ii. Per 3.24.23 email memo to board, (+) Pros: Reduce bookkeeping time / cost (i.e. financial accounts directly linked to QBO), LCBA officers can access data 24-7 as needed (e.g. member lists, financial statements, etc.), QB file NOT only at bookkeeper office (desktop) -BUT- LCBA owns data that resides in cloud, Able to email "invoices" (e.g. membership dues)
- iii. Jinoo motioned to authorize the bookkeeper to enroll in QBO for \$30 per month. Esack seconds. Motion passed unanimously.

D. Old Business

- a. Update: Records Modernization Committee (RMC Chair Jinoo).
 - i. Goal: secure cloud-based file storage of records / files. Per committee input, Microsoft 365 selected. Jinoo has personally advanced \$5 monthly cost to pilot test. Per now completed review of records, setup draft skeletal file structure.
 - ii. LCBA hardcopy records reduced / consolidated 10 boxes to three(3) that require scanning to PDF before merging / organizing with test cloud storage.
 - iii. Jinoo does not have additional pro bono resources to perform scan. Vetted and identified commercial legal scanning service provider who quoted \$350 to deliver all hardcopy docs in scanned PDF format.
 - iv. Jinoo motion to authorize the Treasurer to expend up to \$350 to have the third party vendor scan remaining documents. Brook seconds. Motion passed unanimously.
- b. Spring Bash –
 - i. Amanda secured the top floor room at the Graduate. Deposit amount has been paid. Amanda will make random selection for the menu. General cost of dinner is minimum \$52 per plate. Minimum LCBA has to pay is \$5000.
 - ii. Amanda wants to reduce the cost to members for the Spring Bash because the holiday party had historically been free and we charged this year.
 - iii. Amanda motions to allow Amanda to work on a menu at the Graduate and two drink tickets and keep the admission costs at approximately \$25-30. Jinoo seconds.
 1. Discussion from Felipe regarding the amount of subsidy Amanda is expecting the board to provide to members.
 2. Motion passed unanimously.
- c. LCBA Award Selection –
 - i. Pro Bono award:
 1. Board discussed nominees and the majority of the board voted in favor of giving the award to MaryAnn Dugan. Amanda will contact and notify Ms. Dugan.
 - ii. Is it a requirement of these awards that the recipient be an attorney?
 1. No specific authority but Amanda’s preference is to restrict the recipients to attorneys.
 2. Felipe raised the issue that LCBA has Affiliate Membership options for non-lawyers and would be open to allowing those members to be recipients in addition to attorneys.

3. Brook motioned that in order to be eligible for the awards that the person be either a current member of the LCBA, a retired member of the LCBA or an affiliate member of the LCBA. Shane seconds.
 - a. Discussion – do we apply this requirement to this year if it passes?
 - b. Should we be able to nominate and give the award to someone and then instruct them to join the LCBA in order to receive the award?
 - c. Shane amends the motion to allow someone who is nominated for an award to be allowed to correct their membership status in order to receive the award. Friendly amendment and adopted by Brook.
 - i. Motion passes, Jinoos abstains.

iii. Koysdar

1. Board discussed nominees and the majority of the board voted in favor of giving the award to Brad Litchfield.

iv. Distinguished Service

1. Board discussed the nominees and the majority of the board voted in favor of giving the award to Thomas Fagan.

E. New Business:

- a. Felipe motions that in general we will invite the LCBA fellows to all events and pay for their entrance.
 - i. Amanda seconded and made a friendly amendment: Part of being an LCBA fellow is that they are invited to all LCBA events and the LCBA will cover their admission.
 - ii. Motion passed unanimously.

F. Adjourn 1:06 PM:

1. Next Event Date: April 13, 2023 – Virtual Luncheon CLE 12pm-1pm via Zoom: “Access to Justice for Vulnerable Adults”
2. Next Board Meeting Date: May 4, 2023 at Noon for Board Meeting.