



Lane County Bar Association
PO Box 11379
Eugene, Oregon 97440

BOARD MEETING MINUTES

September 7, 2023
Remote Via Zoom
Start Time: 12:05pm

A. Call to Order and Welcome

- a. Members Present – Felipe Alonso III, Jennifer Hisey, Esack Grueskin (EFG), Jinoo Hwang, Elizabeth Stubbs (ES), Julian Marrs (JM), Elaina Bauer (EB), Lily Marshall-Bass (LMB), Taylor Herbert (TH), Judge Rigmaiden (JR)

B. Approval of Minutes.

1. Approval of May, 2023 Minutes
 - a. No discussion.
 - b. Jinoo moved to approve, EFG seconded, passed unanimously
 - c. Abstentions: EB, JM, TH, JR
2. Approval of June, 2023 Minutes
 - a. Discussion- EF referenced in regards to seconding the April minutes was determined to be EFG.
 - b. EFG moved to approve, ES seconded, passed unanimously.
 - c. Abstentions: EB, JM, TH, JR

C. President's Report (Felipe)

- a. Lunch Programs
 - i. Will occur at the Gordon for September, October and November.
 - ii. Public Defender crisis will be the topic for the September lunch.
 - iii. October program will be an ethics CLE presented by Rachel Edwards
 1. Communication with clients
 2. Payment methods
 3. Information should be on the LCBA website by the end of the week.
 - iv. November will be a presentation by the Fair Housing Counsel of Oregon.
 1. The speaker is open to covering suggested topics.
 - v. Historically the LCBA has paid for the lunch speaker's lunch, sent thank you notes, and sent a nominal gift with the thank you note (\$20-25).
 - vi. Felipe proposes a policy to solidify the historical process and have it continue into the future.
 1. Jinoo would like to make an exception to the policy for paid speakers that we don't send them a gift with the thank you note.
 2. Jinoo would like to draft a short list of default thank you gifts to make everything easier and consistent.
 - vii. Felipe's motion: For speakers who speak for free the board will pay for their lunch, provide a thank you note and a small thank you gift. For paid speakers the board will pay for the lunch but the thank you note and gift is at the discretion of the board.

1. No discussion.
 2. Jennifer seconds. Motion passes unanimously.
- viii. Felipe invites all members to join the programming committee – board members should email Felipe if interested. Next event is the Winter social.
- b. 21-day challenge
 - i. Felipe is addressing various challenges in his monthly presidential address in the monthly newsletters.
 - ii. Various subjects including racial equity and Hispanic heritage month which begins September 15.
 - c. Volunteer opportunities
 - d. Preliminary Unrepresented Defense Crisis plan
 - e. House of Delegates
 - i. Felipe is a member of the HOD due to his position of LCBA president. The board can make a rule/policy suggestion, due September 12.
- D. Secretary's Report (Jennifer)
- a. No discussion
- E. Treasurer's Report (Elizabeth)
- a. ES is interested in what types of reports the board would like to see in the future.
 - i. Felipe would like to have comparisons between last year and current year; membership numbers, big expenses.
 - ii. Jinoo believes the amount of information provided monthly to the board is too much and is inefficient. Jinoo suggests removing the full records review from the board meetings and move it to the financial committee.
 - iii. Jinoo moves to delegate the examination of what reports should be provided to the board to the financial committee and the financial committee will direct the bookkeeper to provide the identified, limited reports to the board.
 1. EFG seconds.
 2. Motion passed unanimously.
 - iv. The motion above must be added to the financial policy as soon as possible.
 - b. June expenditures were up due to Spring bash subsidies.
 - c. July had a lot of membership renewals.
 - d. Cash Box. Goal is to eliminate the use of a cash box.
 - i. ES would like direction about what to do with the cash box in the future.
 - e. Felipe moves to eliminate the cash box and the board will move to an electronic payment system and/or bill people after the event if the person is unable to pay at the event. The bookkeeper will execute the billing and payment after the event.
 - i. Jinoo seconds.
 - ii. Motion passed unanimously.
- F. LCBA Financial and Records Modernization Committees (Jinoo)
- a. 9/5/23 email timestamped at 2:34pm.
 - b. Historically high renewals when the board changed to electronic renewals.
 - c. 227 renewal peak in July this year. Historically it was a 100ish peak in October-January.
 - d. Excerpt from 9/5/23 email: Recommendation #1: Centralize Membership Database Issue
Currently, membership data is stored at: (1) Website + (2) Quickbooks Online (QBO)
Quickbooks requires paying bookkeeper every month to manually enter data from website.
Separate databases are subject to inadvertent oversight / human error —> inaccurate

membership data (e.g. member committee selections).

Cost

≤ \$900 for web-based solution (LCBA Web Designer) to centralize our membership database.

Benefit

~\$275-300 permanent MONTHLY cost-savings (Note: Bookkeeper QBO data entry still required for credit card PMTs @ website)

Member online changes populate real time to LCBA central database.

Web-based solution would auto-generate / email Treasurer monthly reports Re: membership.

- e. Jinoos motions to approve up to \$900 to design a web based solution to centralize our membership database and have the book keeper execute the plan.
- f. TH seconded.
- g. Felipe amended the motion to increase the maximum allowable expense.
- h. Jinoos modifies his motion to be: Motion to have the board approve up to \$1500 to design a web based solution to centralize our membership database and have the book keeper execute.
 - i. Felipe seconded modified motion.
 - ii. Motion passed unanimously.
- h. Jinoos would like have descriptions of board officer jobs created and saved for future reference. Jinoos sent an email 9/7/23 at 12:28pm with a pdf that he would like all board members to review for future discussion at the next board meeting.
- i. Felipe would like to not wait to address the issue re: officer jobs. Felipe would like to form a committee. Felipe's goal is at least one committee meeting prior to the next board meeting. Felipe will send out an inquiry after the meeting to establish a committee to start doing the work.
- j. Records modernization – the scanning is done. Jinoos is working on adding the scanned documents to the cloud.

G. JARC Committee (Felipe)

- a. Felipe gave background information about the JARC.
- b. Felipe would like to establish a committee to research the JARC and solicit new members. Felipe will send out an invite.

H. Fall Networking social (Felipe)

- a. Felipe will send out an inquiry to see if anyone wants to plan a fall networking social event.

I. Adjourn 1:01 PM:

- 1. Next Event Date: September 14, 2023 at 12pm.
- 2. Next Board Meeting Date: October 5, 2023 at 12pm.