



Lane County Bar Association
PO Box 11379
Eugene, Oregon 97440

BOARD MEETING MINUTES

November 2, 2023
Remote Via Zoom
Start Time: 12:00 pm

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), Shane Davis (SD)

B. Approval of Minutes.

1. Approval of October, 2023 Minutes

- a. Jinoo requests to postpone approval until next month.
- b. Approval of October 2023 minutes delayed until December meeting.

C. President's Report (Felipe)

- a. 11.9.23 LCBA Lunch
- b. 12.19.23 Winter Social
 - i. Venue is booked with DAC. Menu is booked with Mac.
 - ii. There are some logistics to finalize (band/photographer/drink tickets/etc).
 - iii. Jinoo motions to have the Programming Committee be empowered to make logistic decisions. Jennifer seconds. No discussion. Approved unanimously.
- c. 2024 Lunch Venues – Felipe wants to book the Gordon for the 2024 lunches (January, March, April, June.
 - i. Felipe motions to move forward with contracting with the Gordon as long as we can get a substantially similar deal for the spring that we had for the fall.
 1. Attendance goal is 70 per lunch.
 2. May need to use the Federal Courthouse in February if the Gordon is not available.
 - ii. Shane seconds. No discussion. Approved unanimously.
- d. 21-Day Challenge/Volunteer
 - i. Native American challenge for November.
- e. 11.3.23 CEJ Lunch – Felipe will have a small speaking role.
- f. LCBA Newsletter (Laura Gibson – Retiring) – Assistant editor for the last 10 years. She has trained her replacement. Felipe would like to have the board give Ms. Gibson a token of our appreciation for all her work.
 - i. Jinoo suggests getting intel on what Ms. Gibson likes so we can get her something relevant. Julian will contact Ms. Gibson's current employer to get intel.
 - ii. Jinoo motions to approve a \$200 budget for the purchase of Ms. Gibson's thank you gift. Felipe seconds. No discussion. Approved unanimously.

D. Secretary's Report (Jennifer)

- a. No discussion

E. Treasurer's Report (Elizabeth)

- a. No significant discussion.

- b. Continued membership renewals. Still ahead of where we were last year. YTD 264. End of year membership count for 2022-2023 – June - was 358.
- c. Bookkeeper does not have accurate data for membership. Elizabeth is following up to coordinate the membership database.

F. Records & Financial Modernization Committee[S] (Jinoo)

- a. Motion#1: Merge → “Modernization Committee”
 - i. Financial modernization committee_ work substantially completed. Changed bookkeepers, changed banks, modernized payment systems, credit card obtained. Some residual financial modernization tasks remain.
 - ii. Jinoo motions to merge the Records and Financial modernization committees into the Modernization Committee. EFG seconds. No discussion, Approved unanimously.
- b. Motion#2 (per PDF “Progress Report” distributed to board members)
 - i. Significant progress made on modernizing and organizing LCBA records.
 - ii. Jinoo presented the following bundled motion for board approval of:
 1. *Google Workplace Business Starter Account*
 2. Treasurer to direct bookkeeper to setup autopay of \$7.20 monthly expense
 3. *LCBA Modernization Committee* to iron-out detailed guidance on **RECOMMENDED NEXT STEPS** (per PDF) for delegation to 3rd party service provider -AND-
 4. Up to \$500.00 budget for 3rd party service provider (*as needed*) to execute **RECOMMENDED NEXT STEPS** per TBD guidance from *LCBA Modernization Committee*.
 - iii. EFG seconds. No discussion. Approved unanimously.

G. LCBA Board Committee Options (Felipe & Jinoo)

- a. The committee assignments will get more information about what the committees will be expected to do.
- b. Jinoo will send a followup email with detailed chart with descriptions of each committee's purpose and specific examples of duties & scope.
- c. Board members should choose their committees before the next board meeting.

H. Community Law Education Committee Request (Felipe)

- a. Request from Ed Gerdes for being allowed the use of the LCBA 501(c)(3) to keep the money they fundraise.
- b. Is the board interested in investigating whether the administrative burden/cost/etc. is reasonable?
- c. The Community Law Education Committee Request is active.
- d. Ed Gerdes email excerpt: “As such, we ask that the LCBA Board allow the Committee to raise funds under the umbrella of the LCBA and to be stored in a separate account. The Committee can then raise funds for all of the Teams at each participating Lane County High School and allocate funds to the various Teams. This path has many advantages that are readily apparent (like helping to equalize resources to all Teams and taking stress off the lawyer coaches so they can focus on coaching Teams rather than fundraising dollars, which the Committee can do).
There are obviously many rules of oversight that may need to be established, but our initial ask is that the Board approve this idea that the Committee be allowed to raise funds using the LCBA non-profit status. The Committee will then create rules and procedures of operation for the Board’s approval.”
- e. EB suggests contacting Multnomah bar to see if they have any set up like this.

- f. Jinoos motions: Reply to committee Chair that LCBA Board declines “initial ask” (per Chair 10.30.23 email) as premature - AND- convey committee is free to carry burden to do due diligence into applicable rules (tax, non-profit, etc.) and circle back to LCBA for more concrete proposal—with specificity—for LCBA consideration and possible approval.
 - i. Felipe would like to investigate with our bookkeeper in advance in case there is a quick answer.
- g. Jinoos makes the following amended motion: MOTION: Reply to committee Chair that LCBA Board declines “initial ask” (per Chair 10.30.23 email) as premature - AND- convey committee is free to carry burden to do due diligence—together with LCBA President + LCBA Bookkeeper)—into applicable rules (tax, non-profit, etc.) and circle back to LCBA with more concrete proposal—with specificity—for LCBA consideration & possible approval.
- h. Motion is withdrawn but Felipe will convey the information in the motion to Ed.

I. Good of the Order

- a. Felipe – the Emeralds have reached out and the board should make a decision soon about whether we want to do an August baseball game.
- b. Jinoos – is really encouraged and excited about the energy in the room. Lots of activity happening behind the scenes by the board. Jinoos is excited about the tone we are going to set in the next few months and he thanks everyone who is chipping in.

J. Adjourn 12:59 PM:

1. Next Event Date: November 9, 2023 at 12pm.
2. Next Board Meeting Date: December 7, 2023 at 12pm.

LCBA MODERNIZATION COMMITTEE

Progress Report • Chair (Jinoo)

11.2.23 Board Meeting

BACKGROUND – Original Purpose

Imagine: Ten(10) bankers boxes of dusty ancient historical records—along with a softball trophy—annually shuffled between LCBA officers...since the 1970's. For reals.

Nearly 2.5yrs ago, the LCBA board of directors unanimously approved my initiative to form the *Records Modernization Committee*¹ whose simple purpose was to establish a central digital archive to: (1) store mission-critical records -TO- (2) simplify board member (a) access + (b) sharing + (c) collaboration *via*:

- **Cloud File Storage** for records.²
- **Email** whereby board members simply Cc: TBD_ALIAS@LaneCountyBar.org to begin process of building searchable archive -TO- efficiently find relevance *via* simple keyword search.

PROGRESS REPORT – Spring 2021 to Summer 2023

Long story short, we implemented a four(4) stage process = (1) due diligence + (2) inventory & purging + (3) scanning + (4) pilot testing & setup of cloud systems.

After examining the pros(+) / cons(-), costs -AND- pilot-testing different cloud-based systems, we found *Google Workplace Business Starter Account* fits the bill. Key features include:

- **Cloud File Storage** (2TB)
- **Email** with custom LCBA domain & unlimited alias'...along with standard suite of Google apps (e.g. Calendar + Docs + Chat + Google Meet + etc.).

Most recently, as of Summer 2023...

- **Scan** of ALL hardcopy records to PDF → DONE ✓
- **Create** named digital folder / subfolder system @ cloud → DONE ✓
- **Transfer** all digital PDF files to cloud → DONE ✓

RECOMMENDED NEXT STEPS

- **Organize.** Organizing & fine-tuning PDF files & records @ cloud.
- **Sleuth.** Fine-tooth combing around for “mission-critical” records (e.g. Policies), whether from: (1) current -OR- (2) former LCBA officers, whose computers may secret said records.
- **Create Simple Procedures:** Together with LCBA Operations Committee (*as needed*), create super user-friendly way for board members to:
 - save docs to **Cloud File Storage**
 - easily archive³ their LCBA related **Emails**
 - regularly maintain & organize said emails & docs.⁴

MOTION

Bundled motion for board approval of:

- *Google Workplace Business Starter Account*
- Treasurer to direct bookkeeper to setup autopay of \$7.20 monthly expense
- *LCBA Modernization Committee* to iron-out detailed guidance on **RECOMMENDED NEXT STEPS** (see above) for delegation to 3rd party service provider -AND-
- up to \$500.00 budget for 3rd party service provider (*as needed*) to execute **RECOMMENDED NEXT STEPS** per *LCBA Modernization Committee* TBD guidance



¹ Later followed by 11.3.22 board approval of my initiative to form the *Financial Modernization Committee*.

² e.g. (a) **Emails** (Cc: LCBA related committee biz) + (b) **Governing** (e.g. Bylaws + Financial Policy + MTG Minutes) + **Operating** (e.g. Onboarding + Officer Job Description + Programming / Event “Templates”)

³ Perhaps using LCBA committee-specific email ALIAS'.

⁴ Perhaps specific HOW-TO guidance on... (1) **Email** (leverage Gmail “Labels”—aka Filters—to automate sorting via simple email “Subject” field keyword system...e.g. by committee / event / name); (2) **Cloud File Storage** (how to upload docs); (3) **Both** [routine maintenance & organization of emails + files (e.g. quarterly / annually) for handling by either: (a) 3rd party service provider -OR- (b) poss. future “Records Committee” member(s)]