



Lane County Bar Association  
PO Box 11379  
Eugene, Oregon 97440

## BOARD MEETING MINUTES

January 4, 2024  
Remote Via Zoom  
Start Time: 12:00 pm

1. Call to Order
  - a. Members Present – Felipe Alonso III, Jennifer Hisey (JH), Jinoo Hwang, Elizabeth Stubbs (ES), Julian Marrs (JM), Elaina Bauer (EB), Lily Marshall-Bass (LMB), Shane Davis (SD), Taylor Herbert (TH).
2. Approval of Minutes.
  - a. Approval of December, 2023 Minutes
    - i. Jinoo motions to approve December minutes.
    - ii. EB seconded.
    - iii. No discussion.
    - iv. Motion passed unanimously. TH abstains.
3. President's Report (Felipe)
  - a. Winter Social – Seems that it went well. Food was good, location was good. Everything was solid.
  - b. Over 100 guests registered.
  - c. Note for future board – limited venues available, book as early as possible.
  - d. 1.11.24 January Lunch – State of the Courts
    - i. Judge McAlpin will be presenting regarding the State of the Courts.
    - ii. Event will be at The Gordon.
  - e. February Lunch - ?
    - i. The Gordon is not available.
    - ii. Options are:
      1. Virtual
      2. The Federal Courthouse
        - a. It is free.
        - b. Would need to arrange catering.
    - iii. Need a topic. Please let Felipe know this week if you have any suggestions.
      1. Jinoo was reminded of positive feedback received from attendees of FEB 2023 "Accounting for Lawyers" CLE. Invited LCBA Programming Committee to feel free to contact Jinoo to connect with speaker.
  - f. March Lunch – OAPP
    - i. Mental Health and the Legal Profession.
    - ii. Will happen at The Gordon.
4. Secretary's Report (Jennifer)
  - a. Minutes are being emailed to our website person and uploaded.
5. Treasurer's Report (Elizabeth)

- a. Umpqua Bank – we moved from Umpqua to OCCU but were keeping the account open for records.
    - i. The accountant has recommended that we close the Umpqua account to save on bank fees (\$2 per month) and accountant costs and hassle obtaining records.
    - ii. Elizabeth moves to close the Umpqua bank account.
    - iii. Jinoos suggested prudence of making records request at old bank to archive statements, checks, etc. in LCBA permanent new digital archives + (2) perhaps TBD board member(s) might know possibly relevant bank record-keeping guidance / best practices for Oregon non-profits.
      - 1. Elizabeth: Fee applies for records past one year. Even if close account, can still pay to obtain records.
      - 2. Jinoos: Suggest explore whether would be helpful to LCBA Bookkeeper to maintain minimum balance required for online banking access to records (*as needed*). Separately, confirm—with old bank—whether they internally maintain records indefinitely -OR- if not, how long so LCBA knows any applicable time limits for access (*as needed*).
        - a. Elizabeth will follow up to find answers.
    - iv. We will wait to make a decision until next month's meeting when we have an answer about record access.
  - b. Year to date revenue is up.
  - c. Membership numbers are slightly up from this time last year. 280 current, 180 this time last year.
  - d. Last year we did a big push of outreach to increase membership renewals in January. Could be beneficial to repeat.
    - i. Jinoos both suggested & will explore technology-based solution to *automate* email campaigns, designed to help minimize and potentially eliminate: (a) human error (e.g. forgot to send email announcements) + (b) monthly expense of having contractor handle this *manual* recurring task.
  - e. Expenditures are also up due to in-person lunch subsidies.
  - f. Starting to see reduced expenditures for web site and bookkeeping.
6. LCBA Board Committees
- a. President encouraged chairs hold initial meeting before FEB 2024 board meeting.
  - b. JH expressed interest in joining an additional committee (Governance).
    - i. LMB willing to remove herself from said committee if too big.
    - ii. Realtime during board meeting, Jinoos made realtime update to roster and emailed it to entire board, including his original 11.20.23 email with *LCBA Committees* announcement + NEXT STEPS action plan (all committees).
    - iii. Jinoos invited any board member to modify their committee involvements at anytime. Only request heads up so he can update roster.
  - c. 2024 LCBA Committees (*as of 1.4.24*)
    - i. **Programming** (Chair: Felipe • Members: Eliana + Elizabeth + Jesse + Julian + Shane)
    - ii. **Onboarding** (Chair: Julian • Members: Elaina + Esack + Lily + Taylor)
    - iii. **Governance** (Chair: Esack • Members: Elaina + Elizabeth + Lily + Shane + Jennifer + Jinoos).
    - iv. **Modernization** (Chair: Jinoos • Members: Committee Chairs + LCBA Officers)
    - v. **JARC** (Chair: Jennifer • Members: Felipe + Julian + Lily + Taylor)
7. Community Law Education Committee Question

- a. Follow up from approximately two meetings ago from Ed Gerdes – Civics Learning Project – question regarding LCBA being used to store money for them under our non-profit umbrella.
  - i. The bookkeeper didn't know anything about whether his request is doable or not or a good idea or a bad idea. The bookkeeper recommends that we consult someone who knows about the issue prior to making a decision.
  - ii. Jinoos recalled prior board discussion already—and per 11.2.23 meeting minutes—CLP supposed to 1<sup>st</sup> carry burden of doing the due diligence themselves -THEN- presenting more concrete proposal for board consideration.
  - iii. JH thinks that LCBA should get an independent opinion from a professional before making a decision.
  - iv. TH thinks that Ed Gerdes should do research first.
  - v. JM thinks that LCBA should get an independent opinion from a professional before making a decision. JM doesn't want to burden a future board with an ill-informed decision.
  - vi. SD thinks that if LCBA has a member who is an expert who would like to donate some time to give us an answer then that would be good but he doesn't think that the board should expend any funds to find the answer.
  - vii. EB suggests that we get an estimate from an accounting firm for getting an answer.
- b. Felipe will follow up with Ed and let him know that the board needs Ed to provide the board with a concrete proposal and then the board will take the proposal to a professional to evaluate.

8. Good of the Order

- a. Jinoos observed “jazzy” engagement levels on current board.

9. Adjourn 12:56 PM:

1. Next Event Date: January 11, 2024 at 12pm.
2. Next Board Meeting Date: February 1, 2024 at 12pm.