



Lane County Bar Association
PO Box 11379
Eugene, Oregon 97440

BOARD MEETING MINUTES

February 1, 2024
Remote Via Zoom
Start Time: 12:00 pm

1. Call to Order
 - a. Members Present – Felipe Alonso III, Jennifer Hisey (JH), Jinoo Hwang, Julian Marrs (JM), Elaina Bauer (EB), Lily Marshall-Bass (LMB), Shane Davis (SD), Taylor Herbert (TH), Honorable Clara Rigmaiden.
2. Approval of Minutes.
 1. Approval of January, 2024 Minutes
 - a. Jinoo motions to approve revised January minutes.
 - b. EB seconded.
 - c. No discussion.
 - d. Motion passed unanimously. Judge Rigmaiden did not vote.
3. President's Report (Felipe)
 - a. February Lunch – State of the Federal Courts
 - i. Chief Judge McShane will be presenting.
 - ii. Mucho Gusto is catering.
 - iii. Will occur at the Federal Courthouse.
 - b. March Lunch – OAPP
 - i. Back at the Gordon
 - c. April Lunch – Public Defender
 - d. May Event – Spring Bash
 - i. Program committee meets next week and the Spring Bash will be the primary focus of the meeting.
 - ii. Venue still needs to be selected.
 - e. June Lunch – Elections and Honoring Anniversaries
 - f. August Event – Emeralds
 - i. Jinoo confirmed interest in continuing this LCBA tradition (per Felipe) in 2024, based on 2023 more social format in separate tabled area (vs. 2022 tickets in general stand seating only).
 - ii. Felipe noted good aspect is that Emeralds take care of all logistics.
 - iii. The Program Committee will take care of arrangements.
4. Secretary's Report (Jennifer)
 - a. No discussion
5. Treasurer's Report (Felipe reported in ES's absence)
 - a. Umpqua Bank – Our bookkeeper recommended closing our old account. ES was tasked with asking questions of the bank and bookkeeper about records.
 - i. The bank has been more consistently charging fees for old bank statements.
 - ii. The bank retains 7 years of records.

- iii. Anything before 1/1/2022 we have to pay a research fee regardless of the current status of the account.
- b. Jinoo reports Umpqua bank research fees expensive (up to \$500) per similar situation for different board. Based on low probability of need for ancient bank records, reliance on bank's default records retention policy likely enough, for LCBA purposes.
- c. Jinoo moves to pay \$2 monthly fee to keep Umpqua account open for up to bank max time period 18 months, leaving sooner account closure date at discretion of Treasurer in consultation with LCBA bookkeeper.
- d. Felipe suggests that we don't make a decision that requires action by a future board.
- e. LMB supports Felipe's position.
- f. JH clarifies that we would only need to keep the account open for 18 months past the date we changed banks. The transfer occurred approximately in Spring or Summer 2023. We would likely reach the 18 month mark around January 2025.
- g. EB suggests that we table this discussion until next month's meeting when ES is available to contribute to the discussion.
- h. Jinoo readily suspends his motion.
- i. Jinoo expresses appreciation to ES for advance distribution of financial records which allows plenty of time for board member review prior to monthly meeting.

6. LCBA Board Committees

- a. Onboarding
 - i. JM reported.
 - 1. Met last week.
 - 2. Officers will be contacted by members of the committee soon to discuss what their tasks are and what is expected of their positions.
 - 3. The plan is to draft brief descriptions of what each officer position entails as well as being a board member.
- b. Governance
 - i. Jinoo relayed EG report that time sensitive cases at work unfortunately required EG to pause + hopes first meeting will happen next week.
- c. Modernization
 - i. Jinoo reported preview of new LCBA business email archive.
 - 1. After pilot testing, new LCBA email system now operational for event announcements (to members), website (from member), and for LCBA board of directors & committees.
 - 2. Setup alias for each LCBA [COMMITTEE]@lanecountybar.org.
 - 3. Separately, will setup email "filter" that will automatically place email to subfolder setup for each LCBA committee.
 - 4. Administrative goal is for future LCBA board members to have easy access to all LCBA emails in one(1) archive that is SEARCHABLE.
 - 5. Jinoo suggests when doing LCBA business, committee members simply "Cc:" their alias to automatically archive.
 - ii. LMB asks about the difference between the JARC board committee and the JARC committee. Jinoo says simply one(1) alias "JARC@lanecountybar.org."
 - iii. JM asks about whether there is a general board alias. Jinoo says yes, for now: admin@lanecountybar.org. New aliases can & may be created, to adapt to board.
 - iv. At March meeting, Jinoo will present one(1) page simplified "How To" for board.
- d. JARC
 - i. JH reported.
 - 1. Meeting happened on January 22.

2. JARC terms will be increased from 2 years to 4 years.
3. The initial JARC appointments will be 4 members for 2 years and 4 members for 4 years in order to stagger terms.
4. Selection process will be comprised of hyping the committee openings at the February and March bar lunches in even years, requiring interested parties to submit application materials to the Secretary by April 1 or 2, discussion and selection of interested applicants by the board in April and May, notification of the chosen members prior to the June bar lunch.
5. The JARC committee will prepare a brief description of the duties and expectations are for JARC member prior to the first selection.
6. Next meeting is at the end of February.

7. Photos

- a. Felipe reports photographer sent photos from the Winter Social.
- b. Photos have names of attorneys pictured.
- c. Felipe asked whether anyone knows how directory was developed previously.
- d. Jinoo suggests we notify members that their photos are available and invite them to email the LCBA request for their picture. To similarly spare Felipe the time & hassle, have LCBA Webmaster process email requests, whether by delivering individual picture or link so member can download themselves. Maybe have LCBA Webmaster notify board # requests emailed, for future reference. General support for Jinoo's suggestions.
- e. Felipe plans to add board member photos to LCBA website.

8. CEJ Lunch

- a. CEJ invited the board to the CEJ Portland awards lunch on March 14. Felipe cannot attend. Interested board members need to contact Felipe within the next week. After that week, if no board member is interested, Felipe will tell CEJ to donate the tickets.

9. Good of the Order

10. Adjourn 12:54 PM:

1. Next Event Date: February 8, 2024 at 12pm.
2. Next Board Meeting Date: March 7, 2024 at 12pm.