



LANE COUNTY BAR ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES THURS 2.6.24 @ 12-1:25pm

PRESENT (*alphabetical order*)

Shane Davis (SD) + Sean Foster (SF) + Taylor Herbert (TH) + Jennifer Hisey (JH) + Jinoo Hwang (JHW) + Jesse London (JL) + Elizabeth Subbs (ES) + Judge Debra Vogt (DKV)

ABSENT

Esack Grueskin (EG) + Julian Marrs (JM)

DISCUSSION

1. **Call to Order** (5min)

a. President (JHW)

- i. **DISCUSSION:** For simplified parliamentary procedure, explained revised *LCBA Roberts Rules 101* (laminated sheets on meetings tables).

2. **Officer Reports** (40min)

a. Secretary (JM c/o Jinoo): (1) JAN 2025 Minutes + (2) 2.6.24 Taking Minutes

- i. **MOTION:** ES motion to approve > JH 2nd > unanimous (PASSED).

b. Treasurer (ES): JAN 2025 Reports (*Financials* + *Membership*)

- i. **DISCUSSION:** (a) Expenses...generally down compared prior year (e.g. monthly lunch expenses + bookkeeping expenses + (b) Holiday Social (approx. \$400 income + \$8500 subsidized) + (c) Income...down (e.g. post-COVID membership down considerably) + (c) Fiscal Crisis (\$13k Account Balance; JL How'd we get here? → ES: during COVID accumulated lots of dues income due to no monthly luncheon expenses but post-COVID lost members and spent lots on expensive event venues) → SD recalls 2021 having \$30k at peak¹) → previewed Finance / Development Sub Committee expedited \$50k federal funding request submitted 1.30.25 (ETA response mid-FEB 2025).

c. President (JHW): (1) LCBA Service Structure + (2) Updated Committee Assignments + (3) Fiscal Crisis (Sole Revenue Sources: Annual Dues + Events)

- i. **DISCUSSION:** JHW explained recent background of LCBA board service. In 2023—in lieu of 25yr plan—thought it good idea to have successive LCBA President's coordinate planning so contiguous. Currently, LCBA experiencing fruit of 2023-2026 coordinated plan. Specifically, LCBA board service metamorphosis from action primarily

¹ After board meeting, SD commented when LCBA was flush with cash, he strongly advocated for restrained frugality. JHW concurred development of prudent reserve, moving forward.



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occurring at monthly board meeting by small minority (e.g. President) - TO- occurring at outside of board meetings by all board members. In 2024-25, major restructuring nearly complete, whereby LCBA board service is and will substantially occur *via* four(4) standing “Committees” + twenty-one (21) “Sub-Committees” (project-based work teams).

3. **Committee Reports** (35min)

a. Event (Chair: JL)

- i. **REPORT:** (1) 1.22.25 Events Committee Meeting (JHW: for minutes, see p.1-2 supplemental board meeting materials) + (2) JAN Luncheon (poss. per glow effect of 2024 Holiday Party, State of the State Courts had good problem: too many people. Amongst solutions will consider is to cap signups for luncheons, at least until LCBA requires and can afford more expensive larger space + (3) FEB Luncheon (may try to specifically email new members CLE announcement) + (4) TBD Monthly Luncheons [OAAP (engagement / social connection per Jinoo planning efforts since Spring 2024) + Oregon Supreme Court + 30/40/50 recognition per OSB Member Services data) + (5) APR Major Event (Spring Awards Bash confirmed for 4.9.25 with improved full art gallery access, in addition to guided tours + fuller facility access to various courtyards and fountain areas; nominations per prior recipients and member nominations) + (6) July 2025 Annual Social [Options: Em’s Game (they’re pressing for date) -OR- PDX Timbers Soccer (less expensive single unlimited bulk GRP rate) -OR- Lane United Soccer (C/O Dave Gallas)

ii. **DISCUSSION**

1. ES suggested make sure events have credit card payment device for door registrations (reduces bookkeeper expense @ generating invoices) → JL will ensure app is on committee members phone.
2. TH suggested more advance notice of planned CLE topics → JH suggested at website even if other details still “TBD” → DKV suggested also *LCBA Bar News* upcoming events calendar (like *LCBA Estate Section* does) → JL in addition to making clear that CLE occur every 2nd THURS, will work on getting secured topics / dates to: (a) *LCBA Bar News* + (b) email blasts (“upcoming”) + (c) website

b. Engagement (Chair: JH)

i. **Sections** (Chair: Taylor)

1. **REPORT:** (1) Recent Meeting on 1.24.25 (JHW: for minutes, see p.3-4 supplemental board MTG materials). After board meeting,



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will send MTG minutes to entire board) + (2) Status Updates...(a) minimum standards for Sections, Chair, Board Liason + (b) currently at info gathering point (i.e WHO interested in doing WHAT) + (c) presented draft LCBA Member Survey, for board members to submit input via email to: (i) JH (Chair Engagement Committee) with any major / time-sensitive / urgent changes, JH will generate QR code that will be published at luncheon next THURS 2.13.25 + courthouse) -OR- (ii) TH with any minor feedback / input / suggestions.

2. **DISCUSSION:** JH asked whether LCBA will reimburse LCBA Sections for \$40 CLE accreditation fee → SF (recently LCCC Education Workgroup DENIED → DKV clarified due to LCCC CLE not LCBA → SF separately clarified \$80 if not submitted within 30 days) → JHW said would add as agenda item for LCBA Finance Subcommittee to discuss (Issue: Whether LCBA willing to pay—via OSB CLE portal or reimburse—up to \$40 for CLE organized by *LCBA Sections*?)

ii. **Membership** (Chair: ES)

1. **REPORT:** (1) Meeting on 1.21.25 (for minutes, see p.5 supplemental board MTG materials) + (2) Mid-Year Drive (consensus was to simply highlight at top into monthly luncheon blast emails) + (2) Non-Member Luncheon Cost (ES reported subcommittee member JH observed that current cost difference is negligible and provides nearly zero incentive to become LCBA member (i.e. pay annual member dues))
2. **MOTION:** JH moves to increase non-member lunch cost to \$45 → ES 2nd → unanimous (PASSED).

iii. **Community** (Chair: Jennifer)

1. **REPORT:** Explained function was to eventually publish ways (e.g. website) for attorneys to plug into community. Will continue development work at next monthly MTG of *LCBA Engagement Committee*.

c. Governance (Chair: Jinoo)

- i. **ANNOUNCEMENT:** DKV resigned as Chair to focus on *LCBA Engagement Committee*, resulting in JHW assuming Chair.
- ii. **SOP** (Chair: Julian)



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1. **REPORT:** Per request of LCBA committee chairs, finally generated LCBA Style Guide (see p.6-7 supplemental board MTG materials) for SOP Re: formatting, file naming conventions, written docs structure, emails, etc.
 2. **MOTION:** JHW moves to adopt LCBA Style Guide, JH 2nd, unanimous (PASSED).
 3. **DISCUSSION:** JL commented that with only increasing digital docs (e.g. Google Docs), appreciated JHW work putting together LCBA Style Guide as much needed & important startig point.
- iii. **Finance** (LCBA Officers)
1. **REPORT:** (1) Meeting on 1.14.25 (for minutes, see p.8-10 supplemental board MTG materials) + (2) Status (numerous specific measures installed to reduce expenses and increase revenue / income / assets)
- iv. **Development** (Chair: Jinoo)
1. **ANNOUNCEMENT:** Born out of JAN 2025 fiscal conerns, JHW thought good idea would be to create work group focused on other revenue sources (e.g. monthly luncheon sponsors; grant applications).
 2. **REPORT:** On 1.29.25—with editing input from JH + ES—JHW drafted \$50,000.00 federal grant funds request LTR, which was submitted on 1.30.25 the *Federal Bar Association*. ES reports ETA response approx. mid-FEB 2025.
 3. **DISCUSSION:** DKV commented that she read the request LTR twice and found it well written.
- v. **Elections** (Chair: TBD)
1. **REPORT:** JHW explained that historically, board candidates / nominations relatively latent. Advised make time to proactively plan out approach to looming elections to attract most talented attorneys possible to join us at board service.
 2. **CALL TO ACTION:** LCBA needs board member to step up to Chair this Elections Sub-Committee.
- vi. **Bylaws** (Co-Chair: Shane + Jesse)
1. **REPORT:** JHW (1) current bylaws outdated (frankenstein over years with internal inconsistencies, defects including one board recently discovered in Q3 2024, lacking modern best practices, including per current ORS Chapter 65) + (2) members include



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experience updating / revising bylaws + (3) board members are NOT attorneys for LCBA, thus critical element will be to consult non-profit ATTY specialist (e.g. plug & play bylaws for Oregon bar association) + (4) goal is to deliver sub-committee finalized draft for board review by APR 2025 board meeting, before presenting to membership for approval.

d. Modernization (Chair: JHW)

- i. **ANNOUNCEMENT:** TH resigned as Co-Chair to focus on *LCBA Engagement Commitee*, resulting in JHW assuming Chair.
- ii. **REPORT:** Due to fiscal concern, all LCBA Web Admin work on pause. For example, findings & recommendations—including bid—for LCBA website update planned for delivery today, but must wait until finances improve to redo website (“*Catch-22*”).
- iii. **REMINDER:** For ALL committee and LCBA business, friendly reminder to Cc: LCBA Archive (transparent discussions + searchable).
- iv. Poss. Chair MC (Jesse)

4. ***New Business*** (5min)

- a. Public Defender Services of Lane County: Per 1.27.25 request from Exec. Dir. Plummer (not counting absentions + with no procedural objections), unanimous approval of their three recommended candidates to Board of Trustees.²
- b. Lane County Circuit Court (New Judges): DKV reported that PJ Hon. Jay McAlpin asked if President JHW would write letter—on behalf of LCBA—supporting OSC Chief Justice legislative effort to fund Q = 2 new judges for Lane LCCC → JHW: Yes → DKV to send JHW followup email with details.

5. ***Good of the Order***

6. ***Adjourn*** (1:25pm)



² Relevant excerpts from PDSLCL Bylaws, Art.IV: “The number of trustees...shall be...selected in the following manner: Six trustees shall be elected by majority vote of the [LCBA] upon receipt of recommended candidat[s]”