

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM THE APRIL 25, 2019 MEETING
HELD AT RESTAURANT 415**

IN ATTENDANCE:

Committee Members: Anda Lincoln Stephenson, Arthur Spicciati, Kara Clark, Rebekah Berry-Chaney, Daniel St. John, II, Heidi Whitaker, Ben Kramer

Others Present: Cathy Vlasak

CALL TO ORDER: President Anda Lincoln Stephenson called the meeting to order at approximately 5:05 p.m.

APPROVAL OF MINUTES: The minutes from the February 12, 2019 and March 1, 2019 meeting were approved unanimously.

TREASURER'S REPORT: Kara Clark reported that the bar association lost about \$1,700 on term day which is not unusual in comparison to last year but that the balance of the treasury remains strong. The loss on term day could be explained by the better quality of the venue and potentially from over ordering as there appeared to be many empty chairs/tables. Ms. Clark brings to the attention of the committee that in the past the LCBA has provided visa gift cards to Lisa Ritter and Cathy Vlasak during term who are long time volunteers for the bar association but that this did not occur. Committee unanimously agreed to continue the tradition and to utilize the amount per the budget. Ms. Clark will be responsible for obtaining the gift cards.

PRO BONO PROGRAM REPORT: Ben Kramer reported for Cody Kneble the following: The malpractice insurance rate from the National Association of Salaried Professional Purchasing Group which is \$2,622.38 compared to last year of \$2,349.43. While a greater amount, this amount appears to be appropriate. Mr. Kramer recommends continuation of insurance with the same provider at the same rates as the coverage has been good. The Committee agrees. Mr. Kramer will renew the malpractice insurance for the pro bono program.

CLE REPORT: Kara Clark reported a couple CLEs are scheduled in May. Currently scheduled events include a CLE on May 7th on mitigating compassion fatigue which has been approved for CLE credit. There will be another CLE on understanding malpractice insurance coverage on May 15th and one in June 12th geared towards probate issues on planning for long term care which will be presented by a financial planner rather than an attorney. Ms. Clark provided information on limits for bar association sponsored CLEs in that that the bar does not typically pay for speakers.

YOUNG LAWYER DIVISION REPORT: Ben Kramer reported for Matthew Haltzman that Law Day is scheduled for May 1st. The YLD will be accepting payment at the door even if a person has not RSVP'd. The speaker is a professor from CU Boulder law school and the topic is on free press / free society. The YLD will be holding Call A Lawyer on July 15th.

WOMEN'S BAR REPORT: Heidi Whitaker reported the Women's Bar luncheon will likely be scheduled for June 18th and they are planning on having a speaker who will discuss either technology tools in law practice or equine therapy. The Women's Bar is still seeking a vice president and the women's bar intends to create the rest of the annual schedule over the summer months.

ACCESS TO JUSTICE REPORT: Rebekah Berry-Chaney reported Family Law Resource day which had 76 participants out of the 98 who RSVP'd. The committee had discussion about text reminders, however, Sign Up Genius does send out email reminders. The committee agreed that numbers of participants were good all things considering. Ms. Berry-Chaney reported that one problem experienced during Family Law Day involved the interpretation of the parenting class into Spanish – the Wholeness Center employee knelt by one out of four Spanish speakers to provide concurrent interpretation and had assessed that the other 4 Spanish speakers could understand enough English. Court staff does not feel that arrangement was adequate to meet the needs of Spanish speakers. The court staff involved with the event have proposed that in future years that court interpreters utilize the headsets to provide interpretation rather than have the Wholeness Staff provide interpretation. Ms. Berry-Chaney will communicate this to the Wholeness Center staff. The next ATJ meeting is June 20th.

NEW BUSINESS:

- Stephen Roy Scholarship: The Committee ratifies the recommendation of the scholarship committee to award assign a single recipient for this year's scholarship. The scholarship committee recommends Emma Ackerly of Fort Collins High School to receive the award. The Executive committee did take a vote via email and during the meeting and unanimously ratifies the recommendation of the scholarship committee.
- Selection of July Budget retreat: This meeting usually takes place on a Friday in the afternoon. The Committee selects July 19th at 1pm.

ADJOURNMENT: Anda Lincoln Stephenson adjourned the meeting at 5:33 p.m.

NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING: The next executive committee meeting will be held on May 14, 2019 at 7am to take place at Choice City Butcher located at 104 W. Olive Street.

Respectfully Submitted,

Rebekah Berry-Chaney, Esq.
LCBA Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

March 31, 2019

Larimer County Bar Association
Balance Sheet
As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificates of Deposit	
CD Home State #3002258 4/2	11,358.36
CD Home State #805038 10/10	28,119.05
Total Certificates of Deposit	39,477.41
Checking Accounts	
Home State Prem. Inv. 8047030	70,473.61
Legal Aid Account	22,797.71
Operating Account	62,295.41
Total Checking Accounts	155,566.73
Total Checking/Savings	195,044.14
Other Current Assets	
Other Current Assets	
Artwork	1,475.00
Total Other Current Assets	1,475.00
Total Other Current Assets	1,475.00
Total Current Assets	196,519.14
TOTAL ASSETS	196,519.14
LIABILITIES & EQUITY	
Equity	
30000 - Opening Balance Equity	188,083.24
Net Income	8,435.90
Total Equity	196,519.14
TOTAL LIABILITIES & EQUITY	196,519.14

9:12 AM
03/30/19
Cash Basis

Larimer County Bar Association
Profit & Loss
March 2019

	<u>Mar 19</u>
Income	
4200 · Dues Income	100.00
4400 · Spring Term Day Income	
4410 · Spring Term Day Bowling	1,060.00
4420 · Spring Term Day Lunch	1,065.00
Total 4400 · Spring Term Day Income	2,125.00
4450 · Interest Income	31.38
Total Income	2,256.38
Expense	
5070 · Miscellaneous	17.00
5150 · Mock Trial Regional Competition	
5151 · Regional Competition costs	-720.09
Total 5150 · Mock Trial Regional Competition	-720.09
5200 · Access to Justice	
5210 · Internet access courthouse	155.47
5245 · Family Law Day	450.00
Total 5200 · Access to Justice	605.47
5800 · Pro Bono	
5810 · Pro Bono - Wages	2,175.00
5830 · Pro Bono - Payroll Tax	194.45
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	35.68
5860 · Pro Bono - Brochures, Supplies	68.14
5870 · Pro Bono - Internet	15.00
5880 · Worker's Compensation Insurance	-38.00
Total 5800 · Pro Bono	2,482.27
6000 · Spring Term Day Expenses	
6010 · Spring Term Day - Lunch	1,304.48
6020 · Spring Term Day - Bowling	998.60
6030 · Spring Term Day - other	151.52
Total 6000 · Spring Term Day Expenses	2,454.60
Total Expense	4,839.25
Net Income	-2,582.87

9:12 AM
03/30/19
Cash Basis

Larimer County Bar Association
Profit & Loss
July 2018 through March 2019

	Jul '18 - Mar 19
Income	
4200 · Dues Income	36,023.56
4210 · COLTAF - Pro Bono Grant	12,500.00
4300 · Fall Term Day Income	
4310 · Golf	1,540.00
4320 · Term Day Dinner	1,310.00
Total 4300 · Fall Term Day Income	2,850.00
4400 · Spring Term Day Income	
4410 · Spring Term Day Bowling	1,060.00
4420 · Spring Term Day Lunch	1,065.00
Total 4400 · Spring Term Day Income	2,125.00
4450 · Interest Income	250.86
4500 · Ads - Messenger	850.00
4900 · Other Income	227.00
Total Income	54,826.42
Expense	
5050 · Donations	
5051 · Donations - Other	50.00
Total 5050 · Donations	50.00
5070 · Miscellaneous	2,571.62
5090 · Bench/Bar Luncheons	406.28
5150 · Mock Trial Regional Competition	
5151 · Regional Competition costs	279.91
5152 · Mock Trial Team Reimbursement	1,250.00
Total 5150 · Mock Trial Regional Competition	1,529.91
5170 · Young Lawyers Expenses	1,000.00
5200 · Access to Justice	
5210 · Internet access courthouse	1,390.65
5230 · Committee Lunches	233.56
5240 · Legal Resource Day	200.86
5245 · Family Law Day	450.00
Total 5200 · Access to Justice	2,275.07
5250 · Bank Service Charges	105.49
5300 · Office Supplies, Postage,Copies	96.00
5350 · Ethics Seminar Expense	1,834.00
5450 · CLE - Other Seminars	150.00
5540 · National Adoption Day expenses	730.41
5550 · Retreat Meeting	127.24
5570 · Veterans Assistance Clinic	
5571 · Veteran's Assistance Lunch	86.00
5572 · Veteran's Assist. Advertising	194.00
Total 5570 · Veterans Assistance Clinic	280.00
5600 · Gifts, Memoriams	130.87
5610 · Web Site Expenses	96.00
5640 · Directors & Officers Liability	1,534.00
5650 · Accounting Expense	580.00

9:12 AM
03/30/19
Cash Basis

Larimer County Bar Association
Profit & Loss
July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>
5800 · Pro Bono	
5810 · Pro Bono - Wages	18,431.25
5830 · Pro Bono - Payroll Tax	1,490.61
5840 · Pro Bono - Payroll Services	289.00
5850 · Pro Bono - Cell Phone	317.86
5860 · Pro Bono - Brochures, Supplies	224.43
5870 · Pro Bono - Internet	135.00
5880 · Worker's Compensation Insurance	204.00
Total 5800 · Pro Bono	<u>21,092.15</u>
5900 · Fall Term Day Expenses	
5910 · Fall Term Day - Golf	1,540.00
5920 · Fall Term Day - Dinner	6,264.10
5990 · Fall Term Day Exp - other	145.78
Total 5900 · Fall Term Day Expenses	<u>7,949.88</u>
6000 · Spring Term Day Expenses	
6010 · Spring Term Day - Lunch	2,701.48
6020 · Spring Term Day - Bowling	998.60
6030 · Spring Term Day - other	151.52
Total 6000 · Spring Term Day Expenses	<u>3,851.60</u>
Total Expense	<u>46,390.52</u>
Net Income	<u><u>8,435.90</u></u>

Larimer County Bar Association
Profit & Loss Budget vs. Actual
March 2019

	Mar 19	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	0.00	0.00	0.0%
4160 · CLE Other Seminars	0.00	20.50	-20.50	0.0%
4200 · Dues Income	100.00	350.00	-250.00	28.6%
4210 · COLTAF - Pro Bono Grant	0.00	0.00	0.00	0.0%
4300 · Fall Term Day Income				
4310 · Golf	0.00	0.00	0.00	0.0%
4320 · Term Day Dinner	0.00	0.00	0.00	0.0%
Total 4300 · Fall Term Day Income	0.00	0.00	0.00	0.0%
4400 · Spring Term Day Income				
4410 · Spring Term Day Bowling	1,060.00	800.00	260.00	132.5%
4420 · Spring Term Day Lunch	1,065.00	1,000.00	65.00	106.5%
Total 4400 · Spring Term Day Income	2,125.00	1,800.00	325.00	118.1%
4450 · Interest Income	31.38	16.66	14.72	188.4%
4500 · Ads - Messenger	0.00	75.00	-75.00	0.0%
4600 · Mock Trial Income	0.00	500.00	-500.00	0.0%
4700 · National Adoption Day	0.00	0.00	0.00	0.0%
4900 · Other Income	0.00	0.00	0.00	0.0%
Total Income	2,256.38	2,762.16	-505.78	81.7%
Expense				
5050 · Donations				
5051 · Donations - Other	0.00	0.00	0.00	0.0%
5100 · Senior Law Day Donation	0.00	0.00	0.00	0.0%
5400 · Scholarship Donation	0.00	0.00	0.00	0.0%
Total 5050 · Donations	0.00	0.00	0.00	0.0%
5060 · Awards				
5070 · Miscellaneous	0.00	0.00	0.00	0.0%
5080 · Advertising Expense	17.00	50.00	-33.00	34.0%
5090 · Bench/Bar Luncheons	0.00	0.00	0.00	0.0%
5150 · Mock Trial Regional Competition				
5151 · Regional Competition costs	-720.09	0.00	-720.09	100.0%
5152 · Mock Trial Team Reimbursement	0.00	0.00	0.00	0.0%
Total 5150 · Mock Trial Regional Competition	-720.09	0.00	-720.09	100.0%
5160 · Law Day Expenses	0.00	0.00	0.00	0.0%
5170 · Young Lawyers Expenses	0.00	0.00	0.00	0.0%

Larimer County Bar Association Profit & Loss Budget vs. Actual March 2019

	Mar 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	155.47	160.00	-4.53	97.2%
5220 · Courthouse printer supplies	0.00	0.00	0.00	0.0%
5230 · Committee Lunches	0.00	0.00	0.00	0.0%
5240 · Legal Resource Day	0.00	0.00	0.00	0.0%
5245 · Family Law Day	450.00	0.00	450.00	100.0%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
Total 5200 · Access to Justice	605.47	160.00	445.47	378.4%
5250 · Bank Service Charges				
5300 · Office Supplies, Postage, Copies	0.00	0.00	0.00	0.0%
5350 · Ethics Seminar Expense	0.00	10.00	-10.00	0.0%
5450 · CLE - Other Seminars	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	0.00	75.00	-75.00	0.0%
5500 · Messenger	0.00	0.00	0.00	0.0%
5540 · National Adoption Day expenses	0.00	0.00	0.00	0.0%
5550 · Retreat Meeting	0.00	0.00	0.00	0.0%
5560 · President's Dinner	0.00	0.00	0.00	0.0%
5570 · Veterans Assistance Clinic	0.00	0.00	0.00	0.0%
5571 · Veteran's Assistance Lunch	0.00	0.00	0.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	0.00	0.00	0.0%
Total 5570 · Veterans Assistance Clinic	0.00	0.00	0.00	0.0%
5600 · Gifts, Memoriams				
5610 · Web Site Expenses	0.00	500.00	-500.00	0.0%
5640 · Directors & Officers Liability	0.00	0.00	0.00	0.0%
5650 · Accounting Expense	0.00	0.00	0.00	0.0%
5800 · Pro Bono				
5810 · Pro Bono - Wages	2,175.00	2,166.00	9.00	100.4%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	194.45	187.50	6.95	103.7%
5840 · Pro Bono - Payroll Services	32.00	34.00	-2.00	94.1%
5850 · Pro Bono - Cell Phone	35.68	37.50	-1.82	95.1%
5860 · Pro Bono - Brochures, Supplies	68.14	50.00	18.14	136.3%
5870 · Pro Bono - Internet	15.00	0.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	12.50	-12.50	0.0%
5880 · Worker's Compensation Insurance	-38.00	0.00	-38.00	100.0%
5890 · Pro Bono - Other	0.00	50.00	-50.00	0.0%
Total 5800 · Pro Bono	2,482.27	2,552.50	-70.23	97.2%
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	0.00	0.00	0.00	0.0%
5920 · Fall Term Day - Dinner	0.00	0.00	0.00	0.0%
5990 · Fall Term Day Exp - other	0.00	0.00	0.00	0.0%
Total 5900 · Fall Term Day Expenses	0.00	0.00	0.00	0.0%

**Larimer County Bar Association
Profit & Loss Budget vs. Actual
March 2019**

	Mar 19	Budget	\$ Over Budget	% of Budget
6000 · Spring Term Day Expenses				
6010 · Spring Term Day - Lunch	1,304.48	3,000.00	-1,695.52	43.5%
6020 · Spring Term Day - Bowling	998.60	800.00	198.60	124.8%
6030 · Spring Term Day - other	151.52	200.00	-48.48	75.8%
Total 6000 · Spring Term Day Expenses	2,454.60	4,000.00	-1,545.40	61.4%
Total Expense	4,839.25	7,347.50	-2,508.25	65.9%
Net Income	-2,582.87	-4,585.34	2,002.47	56.3%

Larimer County Bar Association
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	0.00	0.00	0.0%
4160 · CLE Other Seminars	0.00	187.50	-187.50	0.0%
4200 · Dues Income	36,023.56	36,325.00	-301.44	99.2%
4210 · COLTAF - Pro Bono Grant	12,500.00	9,500.00	3,000.00	131.6%
4300 · Fall Term Day Income				
4310 · Golf	1,540.00	1,500.00	40.00	102.7%
4320 · Term Day Dinner	1,310.00	1,500.00	-190.00	87.3%
Total 4300 · Fall Term Day Income	2,850.00	3,000.00	-150.00	95.0%
4400 · Spring Term Day Income				
4410 · Spring Term Day Bowling	1,060.00	800.00	260.00	132.5%
4420 · Spring Term Day Lunch	1,065.00	1,000.00	65.00	106.5%
Total 4400 · Spring Term Day Income	2,125.00	1,800.00	325.00	118.1%
4450 · Interest Income	250.86	150.02	100.84	167.2%
4500 · Ads - Messenger	850.00	475.00	375.00	178.9%
4600 · Mock Trial Income	0.00	500.00	-500.00	0.0%
4700 · National Adoption Day	0.00	0.00	0.00	0.0%
4900 · Other Income	227.00	0.00	227.00	100.0%
Total Income	54,826.42	51,937.52	2,888.90	105.6%
Expense				
5050 · Donations				
5051 · Donations - Other	50.00	0.00	50.00	100.0%
5100 · Senior Law Day Donation	0.00	0.00	0.00	0.0%
5400 · Scholarship Donation	0.00	0.00	0.00	0.0%
Total 5050 · Donations	50.00	0.00	50.00	100.0%
5060 · Awards	0.00	39.36	-39.36	0.0%
5070 · Miscellaneous	2,571.62	210.00	2,361.62	1,224.6%
5080 · Advertising Expense	0.00	100.00	-100.00	0.0%
5090 · Bench/Bar Luncheons	406.28	550.00	-143.72	73.9%
5150 · Mock Trial Regional Competition				
5151 · Regional Competition costs	279.91	1,000.00	-720.09	28.0%
5152 · Mock Trial Team Reimbursement	1,250.00	1,500.00	-250.00	83.3%
Total 5150 · Mock Trial Regional Competition	1,529.91	2,500.00	-970.09	61.2%
5160 · Law Day Expenses	0.00	0.00	0.00	0.0%
5170 · Young Lawyers Expenses	1,000.00	1,000.00	0.00	100.0%

Larimer County Bar Association
Profit & Loss Budget vs. Actual
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	1,390.65	1,420.00	-29.35	97.9%
5220 · Courthouse printer supplies	0.00	0.00	0.00	0.0%
5230 · Committee Lunches	233.56	300.00	-66.44	77.9%
5240 · Legal Resource Day	200.86	400.00	-199.14	50.2%
5245 · Family Law Day	450.00	0.00	450.00	100.0%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
Total 5200 · Access to Justice	2,275.07	2,120.00	155.07	107.3%
5250 · Bank Service Charges	105.49	100.00	5.49	105.5%
5300 · Office Supplies, Postage, Copies	96.00	140.00	-44.00	68.6%
5350 · Ethics Seminar Expense	1,834.00	1,000.00	834.00	183.4%
5450 · CLE - Other Seminars	150.00	575.00	-425.00	26.1%
5500 · Messenger	0.00	0.00	0.00	0.0%
5540 · National Adoption Day expenses	730.41	700.00	30.41	104.3%
5550 · Retreat Meeting	127.24	200.00	-72.76	63.6%
5560 · President's Dinner	0.00	0.00	0.00	0.0%
5570 · Veterans Assistance Clinic				
5571 · Veteran's Assistance Lunch	86.00	150.00	-64.00	57.3%
5572 · Veteran's Assist. Advertising	194.00	400.00	-206.00	48.5%
Total 5570 · Veterans Assistance Clinic	280.00	550.00	-270.00	50.9%
5600 · Gifts, Memoriams	130.87	650.00	-519.13	20.1%
5610 · Web Site Expenses	96.00	250.00	-154.00	38.4%
5640 · Directors & Officers Liability	1,534.00	1,600.00	-66.00	95.9%
5650 · Accounting Expense	580.00	600.00	-20.00	96.7%
5800 · Pro Bono				
5810 · Pro Bono - Wages	18,431.25	19,500.00	-1,068.75	94.5%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	1,490.61	1,687.50	-196.89	88.3%
5840 · Pro Bono - Payroll Services	289.00	303.00	-14.00	95.4%
5850 · Pro Bono - Cell Phone	317.86	337.50	-19.64	94.2%
5860 · Pro Bono - Brochures, Supplies	224.43	250.00	-25.57	89.8%
5870 · Pro Bono - Internet	135.00	135.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	112.50	-112.50	0.0%
5880 · Worker's Compensation Insurance	204.00	300.00	-96.00	68.0%
5890 · Pro Bono - Other	0.00	350.00	-350.00	0.0%
Total 5800 · Pro Bono	21,092.15	22,975.50	-1,883.35	91.8%
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	1,540.00	3,500.00	-1,960.00	44.0%
5920 · Fall Term Day - Dinner	6,264.10	6,100.00	164.10	102.7%
5990 · Fall Term Day Exp - other	145.78	200.00	-54.22	72.9%
Total 5900 · Fall Term Day Expenses	7,949.88	9,800.00	-1,850.12	81.1%

Larimer County Bar Association
Profit & Loss Budget vs. Actual
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
6000 · Spring Term Day Expenses				
6010 · Spring Term Day - Lunch	2,701.48	3,000.00	-298.52	90.0%
6020 · Spring Term Day - Bowling	998.60	1,000.00	-1.40	99.9%
6030 · Spring Term Day - other	151.52	200.00	-48.48	75.8%
Total 6000 · Spring Term Day Expenses	3,851.60	4,200.00	-348.40	91.7%
Total Expense	46,390.52	49,859.86	-3,469.34	93.0%
Net Income	8,435.90	2,077.66	6,358.24	406.0%