

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM THE MAY 14, 2019 MEETING
HELD AT CHOICE CITY BUTCHER**

IN ATTENDANCE:

Committee Members: Anda Lincoln Stephenson, Arthur Spicciati, Kara Clark, Rebekah Berry-Chaney, Dan St. John, Rikke Liska, Cody Kneble, Heidi Whitaker, Ben Kramer

Others Present: Cathy Vlasak

CALL TO ORDER: President Anda Lincoln Stephenson called the meeting to order at approximately 7:07 a.m.

APPROVAL OF MINUTES: The minutes from the April 25, 2019 meeting were approved with amendments to the spelling of Cathy's name, unanimously.

PRO BONO PROGRAM REPORT: Ben Kramer reported that insurance was secured and they have no other updates to report.

YOUNG LAWYER DIVISION REPORT: Dan St. John reported for Matthew Haltzman that the YLD will be having a happy hour on May 20th at the Magic Rat and that Judge Lehman will be in attendance.

WOMEN'S BAR REPORT: Heidi Whitaker reported by the end of the week she should have the June meeting scheduled and they are still looking for a vice president. Ms. Whitaker will send out a call for interested parties to the larger bar and the Young Lawyer Division of the bar.

ACCESS TO JUSTICE REPORT: Rebekah Berry-Chaney reported that the next meeting is June 20th at which point the committee will likely address the fall event, Ask-A-Lawyer and report on the success of Family Law Day.

TREASURER'S REPORT: Kara Clark reported that the LCBA bank balance that was provided for this month includes proceeds from Ethics CLE. The Ethics event is estimated to be a net zero because there are still some vendor bills outstanding and any proceeds are deposited into the scholarship fund account. Ms. Clark also reported that in addition to expenses for the Ethics CLE, we paid the pro bono malpractice expense this month.

CLE REPORT: Kara Clark reported upcoming CLEs include malpractice insurance on Wednesday, May 15th which has been approved in the past for 1 ethics credit but it is currently pending approval. In June there will be a financial advisor presenting on long term care planning to make sure your clients have enough money to take care of themselves in long term care (nursing home) or that they are set up to be eligible for Medicare. No CLEs are currently planned for July or August but Ms. Clark welcomes suggestions.

TERM DAY:

- Location: The Elizabeth was a suggestion in the past but it is not possible given their pay structure. The committee discussed going to the Museum of Discovery again or potentially the CSU Stadium Club. Mr. Spicciati will reach out to CSU and Ms. Stephenson will reach out to Museum of Discovery. Ms. Liska will reach out to Brett Busch regarding the golf tournament for fall term day.

NEW BUSINESS:

- July Budget Retreat: We will be meeting on July 19th at 2:00 pm to review and approve the budget. We will likely meet at the County building in their conference room. Mr. Spicciati will call to reserve the room.
- Bench Bar Committee: They are looking for a representative for the County District Court docket in civil law. Suggestions included someone from Tracy Oldemeyer's office. Ms. Stephenson will reach out to their office to see if someone is interested
- Past President's Dinner: This event has been in the budget but has not occurred since 2011. Typically, past presidents, spouses and the current board are invited, the dinner is held at a member's house, and is catered. Ms. Clark reports that there are funds for this event and would be a good idea to encourage collegial interactions within the bar and reconnecting past presidents with the current leadership. Suggestions included doing a wine and cheese event rather than a sit down dinner. Mr. Spicciati suggests that we solicit feedback from past presidents. Ms. Stephenson and Mr. Spiccati will reach out to past presidents and report on feedback at our next meeting.
- Family Law Committee and Events: Domestic Relations Best Practices committee including Brooke Alexander made the request to create a subcommittee for the family law bar. The understanding is that the subcommittee would hold approximately 4 events per year and would like to secure funds from the LCBA for those events. Discussions included whether to create a subcommittee and surrounded other sections (trusts and estates, criminal defense bar, professionalism committee). The suggestion was that the executive board would like to be consistent with other subcommittees with relation to requests for funds. Ms. Stephenson will invite Ms. Alexander to attend the next executive committee meeting to present their proposal.

ADJOURNMENT: Anda Lincoln Stephenson adjourned the meeting at 7:46 a.m.

NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING: The next executive committee meeting will be held on June 11, 2019 at 7:00 a.m. at Silver Grill.

Respectfully Submitted,

Rebekah Berry-Chaney, Esq.
LCBA Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

April 30, 2019

9:54 AM
05/04/19
Cash Basis

Larimer County Bar Association
Balance Sheet
As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Certificates of Deposit	
CD Home State #3002258 4/2	11,362.34
CD Home State #805038 10/10	28,133.38
Total Certificates of Deposit	39,495.72
Checking Accounts	
Home State Prem. Inv. 8047030	70,488.09
Legal Aid Account	20,327.15
Operating Account	61,784.03
Total Checking Accounts	152,599.27
Total Checking/Savings	192,094.99
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	193,569.99
TOTAL ASSETS	193,569.99
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	188,083.24
Net Income	5,486.75
Total Equity	193,569.99
TOTAL LIABILITIES & EQUITY	193,569.99

9:55 AM
05/04/19
Cash Basis

Larimer County Bar Association
Profit & Loss
April 2019

	Apr 19
Income	
4200 · Dues Income	50.00
4450 · Interest Income	32.79
4500 · Ads - Messenger	135.00
Total Income	217.79
Expense	
5060 · Awards	60.76
5090 · Bench/Bar Luncheons	510.43
5200 · Access to Justice	
5210 · Internet access courthouse	149.74
5245 · Family Law Day	-66.69
Total 5200 · Access to Justice	83.05
5350 · Ethics Seminar Expense	42.14
5800 · Pro Bono	
5810 · Pro Bono - Wages	2,200.00
5830 · Pro Bono - Payroll Tax	187.98
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	35.58
5870 · Pro Bono - Internet	15.00
Total 5800 · Pro Bono	2,470.56
Total Expense	3,166.94
Net Income	-2,949.15

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

	Jul '18 - Apr 19
Income	
4200 · Dues Income	36,073.56
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	283.65
4500 · Ads - Messenger	985.00
4900 · Other Income	227.00
Total Income	55,044.21
Expense	
5050 · Donations	
5051 · Donations - Other	50.00
Total 5050 · Donations	50.00
5060 · Awards	60.76
5070 · Miscellaneous	2,571.62
5090 · Bench/Bar Luncheons	916.71
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	1,540.39
5230 · Committee Lunches	233.56
5240 · Legal Resource Day	200.86
5245 · Family Law Day	383.31
Total 5200 · Access to Justice	2,358.12
5250 · Bank Service Charges	105.49
5300 · Office Supplies, Postage, Copies	96.00
5350 · Ethics Seminar Expense	1,876.14
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

9:55 AM
05/04/19
Cash Basis

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

	<u>Jul '18 - Apr 19</u>
5800 · Pro Bono	
5810 · Pro Bono - Wages	20,631.25
5830 · Pro Bono - Payroll Tax	1,678.59
5840 · Pro Bono - Payroll Services	321.00
5850 · Pro Bono - Cell Phone	353.44
5860 · Pro Bono - Brochures, Supplies	224.43
5870 · Pro Bono - Internet	150.00
5880 · Worker's Compensation Insurance	204.00
Total 5800 · Pro Bono	<u>23,562.71</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>49,557.46</u>
Net Income	<u><u>5,486.75</u></u>

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

	Apr 19	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	7,500.00	-7,500.00	0.0%
4160 · CLE Other Seminars	0.00	21.00	-21.00	0.0%
4200 · Dues Income	50.00	425.00	-375.00	11.8%
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	0.00	0.00	0.00	0.0%
4420 · Spring Term Day Lunch	0.00	0.00	0.00	0.0%
Total 4400 · Spring Term Day Income	0.00	0.00	0.00	0.0%
4450 · Interest Income	32.79	16.66	16.13	196.8%
4500 · Ads - Messenger	135.00	125.00	10.00	108.0%
4600 · Mock Trial Income	0.00	0.00	0.00	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	217.79	8,087.66	-7,869.87	2.7%
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	60.76	60.64	0.12	100.2%
5070 · Miscellaneous	0.00	200.00	-200.00	0.0%
5080 · Advertising Expense	0.00	0.00	0.00	0.0%
5090 · Bench/Bar Luncheons	510.43	550.00	-39.57	92.8%
5150 · Mock Trial Regional Competition				
5151 · Regional Competition costs	0.00	0.00	0.00	0.0%
5152 · Mock Trial Team Reimbursement	0.00	0.00	0.00	0.0%
Total 5150 · Mock Trial Regional Competition	0.00	0.00	0.00	0.0%
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
April 2019**

	Apr 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	149.74	160.00	-10.26	93.6%
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	-66.69	450.00	-516.69	-14.8%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
Total 5200 · Access to Justice	83.05	610.00	-526.95	13.6%
5250 · Bank Service Charges	0.00	0.00	0.00	0.0%
5300 · Office Supplies, Postage, Copies	0.00	0.00	0.00	0.0%
5350 · Ethics Seminar Expense	42.14	1,800.00	-1,757.86	2.3%
5450 · CLE - Other Seminars	0.00	50.00	-50.00	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	50.00	-50.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	0.00	0.00	0.0%
Total 5570 · Veterans Assistance Clinic	0.00	50.00	-50.00	0.0%
5600 · Gifts, Memoriams	0.00	0.00	0.00	0.0%
5610 · Web Site Expenses	0.00	0.00	0.00	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	2,200.00	2,168.00	32.00	101.5%
5820 · Pro Bono - Malpractice, Liabili	0.00	2,500.00	-2,500.00	0.0%
5830 · Pro Bono - Payroll Tax	187.98	187.50	0.48	100.3%
5840 · Pro Bono - Payroll Services	32.00	33.00	-1.00	97.0%
5850 · Pro Bono - Cell Phone	35.58	37.50	-1.92	94.9%
5860 · Pro Bono - Brochures, Supplies	0.00	50.00	-50.00	0.0%
5870 · Pro Bono - Internet	15.00	15.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	12.50	-12.50	0.0%
5880 · Worker's Compensation Insurance	0.00	0.00	0.00	0.0%
5890 · Pro Bono - Other	0.00	50.00	-50.00	0.0%
Total 5800 · Pro Bono	2,470.56	5,053.50	-2,582.94	48.9%
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
April 2019**

	Apr 19	Budget	\$ Over Budget	% of Budget
6000 · Spring Term Day Expenses				
6010 · Spring Term Day - Lunch	0.00	0.00	0.00	0.0%
6020 · Spring Term Day - Bowling	0.00	0.00	0.00	0.0%
6030 · Spring Term Day - other	0.00	0.00	0.00	0.0%
Total 6000 · Spring Term Day Expenses	0.00	0.00	0.00	0.0%
Total Expense	3,166.94	8,374.14	-5,207.20	37.8%
Net Income	-2,949.15	-286.48	-2,662.67	1,029.4%

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

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	7,500.00	-7,500.00	0.0%
4160 · CLE Other Seminars	0.00	208.50	-208.50	0.0%
4200 · Dues Income	36,073.56	36,750.00	-676.44	98.2%
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	283.65	166.68	116.97	170.2%
4500 · Ads - Messenger	985.00	600.00	385.00	164.2%
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	55,044.21	60,025.18	-4,980.97	91.7%
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	60.76	100.00	-39.24	60.8%
5070 · Miscellaneous	2,571.62	410.00	2,161.62	627.2%
5080 · Advertising Expense	0.00	100.00	-100.00	0.0%
5090 · Bench/Bar Luncheons	916.71	1,100.00	-183.29	83.3%
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 April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	1,540.39	1,580.00	-39.61	97.5%
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	383.31	450.00	-66.69	85.2%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
Total 5200 · Access to Justice	2,358.12	2,730.00	-371.88	86.4%
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	1,876.14	2,800.00	-923.86	67.0%
5450 · CLE - Other Seminars	150.00	625.00	-475.00	24.0%
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	200.00	-114.00	43.0%
5572 · Veteran's Assist. Advertising	194.00	400.00	-206.00	48.5%
Total 5570 · Veterans Assistance Clinic	280.00	600.00	-320.00	46.7%
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	20,631.25	21,668.00	-1,036.75	95.2%
5820 · Pro Bono - Malpractice, Liabili	0.00	2,500.00	-2,500.00	0.0%
5830 · Pro Bono - Payroll Tax	1,678.59	1,875.00	-196.41	89.5%
5840 · Pro Bono - Payroll Services	321.00	336.00	-15.00	95.5%
5850 · Pro Bono - Cell Phone	353.44	375.00	-21.56	94.3%
5860 · Pro Bono - Brochures, Supplies	224.43	300.00	-75.57	74.8%
5870 · Pro Bono - Internet	150.00	150.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	125.00	-125.00	0.0%
5880 · Worker's Compensation Insurance	204.00	300.00	-96.00	68.0%
5890 · Pro Bono - Other	0.00	400.00	-400.00	0.0%
Total 5800 · Pro Bono	23,562.71	28,029.00	-4,466.29	84.1%
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 April 2019

	Jul '18 - Apr 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	49,557.46	58,234.00	-8,676.54	85.1%
Net Income	5,486.75	1,791.18	3,695.57	306.3%