

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM THE NOVEMBER 12, 2019 MEETING
HELD AT CHOICE CITY BUTCHER**

IN ATTENDANCE:

Committee Members: Anda Lincoln Stephenson, Arthur Spicciati, Rebekah Berry-Chaney, Rikke Liska, Dan St. John, Cody Kneble, Ben Kramer, Matthew Haltzman, Renee Doak, and Heidi Whitaker.

Others Present: Cathy Vlasak

CALL TO ORDER: President Anda Lincoln Stephenson called the meeting to order at approximately 7:05 a.m.

APPROVAL OF MINUTES: The minutes from Term Day and October meeting were sent out but will be approved at the next meeting.

TREASURER'S REPORT: Ms. Stephenson reported for Kara Clark that we are on budget.

YOUNG LAWYER DIVISION REPORT: Matthew Haltzman reported their next event will be on December 3rd at 6pm at the Sunset Lounge. October's event was snowed out.

FAMILY LAW BAR: No representative was present for the meeting.

ACCESS TO JUSTICE REPORT: Rebekah Berry-Chaney reported that Access to Justice December meeting will not be held and meetings will restart in January.

TERM DAY: Ms. Liska reported that there were only 19 people registered for golf this past term day which is a problem with being able to reserve the golf tournament. We are exploring whether next time to play only 9 holes. We should also consider having the dinner at the same location as the golf tournament. The old course in Loveland is interested in hosting but they want us to reserve the course now. The problem is that there isn't a place at the Loveland course for dinner. The location for golf this year, in Windsor, does have a place for dinner but we might still have a problem with attendance. The fall term day will be held the first Friday after labor day, September 11, 2020. The Committee decided to reserve the Loveland course and the term day dinner will be held some place in Old Town.

WOMEN'S BAR REPORT: Heidi Whitaker reported that the women's bar is hosting a live feed of legislature appreciation breakfast at the Jewel Lake Room at the County building from 7am to 9am and the women's bar will be providing cinnamon rolls and coffee. There will be a speaker from Denver and three legislatures will be present. The Women's Bar holiday lunch will be held on December 13th.

NATIONAL ADOPTION DAY: Ms. Whitaker reported there are 6-7 adoptions scheduled for National Adoption Day which is November 22nd. They have secured someone for balloon art,

Thing 1 and Thing 2, and a caricature artist. Adoptions are scheduled to start at 9am in Judge Villasenor's courtroom as he will be out. Ms. Whitaker is still looking for items for goody bags for the kids/families. Ms. Liska reported that the dance class will likely provide free dance classes.

CLE REPORT: Renee Doak reported for Kara Clark that there was just a CLE on maintenance. The next CLE is scheduled for January 12, 2020 on collaborative law in divorce proceedings. Ms. Doak is working on a CLE for January or February on human trafficking and will be co-sponsored by the women's bar.

PRO BONO PROGRAM REPORT: Cody Kneble reported they received the COLTAF grant of \$12,500 which will go towards the salaried employee, Cindy Hendrix, and insurance costs.

SPRING TERM DAY: Ms. Stephenson still needs to call the prior location, Block One Events, to determine their current rates. This matter will be revisited at the January meeting.

PAST PRESIDENT'S DINNER: The committee discussed maybe holding the dinner at Ginger & Baker's patio in late May, early June.

SECRETARY NOMINATIONS: Ms. Berry-Chaney nominated Ms. Whitaker. Ms. Whitaker indicated she will need to consider the nomination and get back to us.

BOARD OF GOVERNORS REPORT: They are not meeting until December so the next report will not be until January.

NEW BUSINESS:

- **Breakfast for Court of Appeals:** The judges are coming to Berthoud tomorrow for a breakfast reception for the judges. Ms. Stephenson requests permission for the bar to cover the cost of this breakfast which is estimated to be up to \$300. Art moved to approve the motion, Mr. St. John seconded the motion. The motion passed unanimously.
- **December meeting:** We typically do not have a December meeting but we usually have a happy hour for the executive board. Ms. Stephenson proposed Wednesday, December 11th at 5pm at the Mayor.

ADJOURNMENT: Anda Lincoln Stephenson adjourned the meeting at 7:42 a.m.

NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING: Happy hour will be held for the executive committee on Wednesday, December 11th at 5pm at the Mayor. The next executive committee meeting will be held on January 14, 2020 at 7:00 a.m. at the Bluebird Cafe.

Respectfully Submitted,

Rebekah Berry-Chaney, Esq.
LCBA Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

October 31, 2019

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

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificates of Deposit	
CD Home State #3002258 4/2	11,419.11
CD Home State #805038 10/10	28,218.58
Total Certificates of Deposit	<u>39,637.69</u>
Checking Accounts	
Home State Prem. Inv. 8047030	70,565.85
Legal Aid Account	8,256.71
Operating Account	95,426.02
Total Checking Accounts	<u>174,248.58</u>
Total Checking/Savings	<u>213,886.27</u>
Other Current Assets	
Other Current Assets	
Artwork	1,475.00
Total Other Current Assets	<u>1,475.00</u>
Total Other Current Assets	<u>1,475.00</u>
Total Current Assets	<u>215,361.27</u>
TOTAL ASSETS	<u>215,361.27</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	196,649.98
Net Income	18,711.29
Total Equity	<u>215,361.27</u>
TOTAL LIABILITIES & EQUITY	<u>215,361.27</u>

10:22 AM
11/02/19
Cash Basis

Larimer County Bar Association
Profit & Loss
October 2019

	<u>Oct 19</u>
Income	
4200 · Dues Income	1,525.00
4450 · Interest Income	37.76
Total Income	<u>1,562.76</u>
Expense	
5070 · Miscellaneous	28.00
5200 · Access to Justice	
5210 · Internet access courthouse	149.68
5240 · Legal Resource Day	400.00
Total 5200 · Access to Justice	<u>549.68</u>
5450 · CLE - Other Seminars	50.00
5650 · Accounting Expense	600.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	2,002.00
5830 · Pro Bono - Payroll Tax	153.15
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	35.79
5860 · Pro Bono - Brochures, Supplies	87.67
5870 · Pro Bono - Internet	15.00
Total 5800 · Pro Bono	<u>2,325.61</u>
Total Expense	<u>3,553.29</u>
Net Income	<u><u>-1,990.53</u></u>

10:21 AM
11/02/19
Cash Basis

Larimer County Bar Association
Profit & Loss
July through October 2019

	<u>Jul - Oct 19</u>
Income	
4200 · Dues Income	38,155.00
4300 · Fall Term Day Income	
4310 · Golf	1,650.00
4320 · Term Day Dinner	1,105.00
Total 4300 · Fall Term Day Income	2,755.00
4450 · Interest Income	154.00
4500 · Ads - Messenger	175.00
Total Income	41,239.00
Expense	
5070 · Miscellaneous	238.00
5200 · Access to Justice	
5210 · Internet access courthouse	600.11
5240 · Legal Resource Day	400.00
Total 5200 · Access to Justice	1,000.11
5250 · Bank Service Charges	8.66
5300 · Office Supplies, Postage,Copies	32.24
5450 · CLE - Other Seminars	100.00
5610 · Web Site Expenses	96.00
5640 · Directors & Officers Liability	1,621.00
5650 · Accounting Expense	600.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	8,248.50
5830 · Pro Bono - Payroll Tax	633.29
5840 · Pro Bono - Payroll Services	128.00
5850 · Pro Bono - Cell Phone	142.74
5860 · Pro Bono - Brochures, Supplies	153.03
5870 · Pro Bono - Internet	60.00
5880 · Worker's Compensation Insurance	238.00
Total 5800 · Pro Bono	9,603.56
5900 · Fall Term Day Expenses	
5910 · Fall Term Day - Golf	1,650.00
5920 · Fall Term Day - Dinner	7,447.61
5990 · Fall Term Day Exp - other	130.53
Total 5900 · Fall Term Day Expenses	9,228.14
Total Expense	22,527.71
Net Income	18,711.29

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

	Oct 19	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	0.00	0.00	0.0%
4160 · CLE Other Seminars	0.00	0.00	0.00	0.0%
4200 · Dues Income	1,525.00	1,300.00	225.00	117.3%
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	37.76	20.84	16.92	181.2%
4500 · Ads - Messenger	0.00	50.00	-50.00	0.0%
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	1,562.76	1,370.84	191.92	114.0%
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	0.00	0.00	0.00	0.0%
5070 · Miscellaneous	28.00	41.68	-13.68	67.2%
5080 · Advertising Expense	0.00	8.34	-8.34	0.0%
5090 · Bench/Bar Luncheons	0.00	0.00	0.00	0.0%
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
 October 2019

	Oct 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	149.68	154.00	-4.32	97.2%
5220 · Courthouse printer supplies	0.00	0.00	0.00	0.0%
5230 · Committee Lunches	0.00	150.00	-150.00	0.0%
5240 · Legal Resource Day	400.00	400.00	0.00	100.0%
5245 · Family Law Day	0.00	0.00	0.00	0.0%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
Total 5200 · Access to Justice	549.68	704.00	-154.32	78.1%
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	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	50.00	50.00	0.00	100.0%
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	86.00	-86.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	0.00	0.00	0.0%
Total 5570 · Veterans Assistance Clinic	0.00	86.00	-86.00	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	1,700.00	-1,700.00	0.0%
5650 · Accounting Expense	600.00	600.00	0.00	100.0%
5800 · Pro Bono				
5810 · Pro Bono - Wages	2,002.00	2,208.33	-206.33	90.7%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	153.15	187.50	-34.35	81.7%
5840 · Pro Bono - Payroll Services	32.00	33.00	-1.00	97.0%
5850 · Pro Bono - Cell Phone	35.79	37.50	-1.71	95.4%
5860 · Pro Bono - Brochures, Supplies	87.67	25.00	62.67	350.7%
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	42.00	-42.00	0.0%
Total 5800 · Pro Bono	2,325.61	2,560.83	-235.22	90.8%
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
 October 2019

	Oct 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	3,553.29	5,150.85	-1,597.56	69.0%
Net Income	-1,990.53	-3,780.01	1,789.48	52.7%

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

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Income				
4150 · Ethics Seminar	0.00	0.00	0.00	0.0%
4160 · CLE Other Seminars	0.00	0.00	0.00	0.0%
4200 · Dues Income	38,155.00	34,480.00	3,675.00	110.7%
4210 · COLTAF - Pro Bono Grant	0.00	0.00	0.00	0.0%
4300 · Fall Term Day Income				
4310 · Golf	1,650.00	1,500.00	150.00	110.0%
4320 · Term Day Dinner	1,105.00	1,300.00	-195.00	85.0%
Total 4300 · Fall Term Day Income	2,755.00	2,800.00	-45.00	98.4%
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	154.00	83.36	70.64	184.7%
4500 · Ads - Messenger	175.00	300.00	-125.00	58.3%
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	41,239.00	37,663.36	3,575.64	109.5%
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	0.00	0.00	0.00	0.0%
5070 · Miscellaneous	238.00	166.70	71.30	142.8%
5080 · Advertising Expense	0.00	33.34	-33.34	0.0%
5090 · Bench/Bar Luncheons	0.00	550.00	-550.00	0.0%
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 July through October 2019

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	600.11	619.00	-18.89	96.9%
5220 · Courthouse printer supplies	0.00	0.00	0.00	0.0%
5230 · Committee Lunches	0.00	300.00	-300.00	0.0%
5240 · Legal Resource Day	400.00	400.00	0.00	100.0%
5245 · Family Law Day	0.00	0.00	0.00	0.0%
5200 · Access to Justice - Other	0.00	0.00	0.00	0.0%
Total 5200 · Access to Justice	1,000.11	1,319.00	-318.89	75.8%
5250 · Bank Service Charges	8.66	0.00	8.66	100.0%
5300 · Office Supplies, Postage, Copies	32.24	24.00	8.24	134.3%
5350 · Ethics Seminar Expense	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	100.00	150.00	-50.00	66.7%
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	200.00	-200.00	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	86.00	-86.00	0.0%
5572 · Veteran's Assist. Advertising	0.00	0.00	0.00	0.0%
Total 5570 · Veterans Assistance Clinic	0.00	86.00	-86.00	0.0%
5600 · Gifts, Memoriams	0.00	50.00	-50.00	0.0%
5610 · Web Site Expenses	96.00	96.00	0.00	100.0%
5640 · Directors & Officers Liability	1,621.00	1,700.00	-79.00	95.4%
5650 · Accounting Expense	600.00	620.00	-20.00	96.8%
5800 · Pro Bono				
5810 · Pro Bono - Wages	8,248.50	8,833.35	-584.85	93.4%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	633.29	750.00	-116.71	84.4%
5840 · Pro Bono - Payroll Services	128.00	134.00	-6.00	95.5%
5850 · Pro Bono - Cell Phone	142.74	150.00	-7.26	95.2%
5860 · Pro Bono - Brochures, Supplies	153.03	100.00	53.03	153.0%
5870 · Pro Bono - Internet	60.00	60.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	50.00	-50.00	0.0%
5880 · Worker's Compensation Insurance	238.00	250.00	-12.00	95.2%
5890 · Pro Bono - Other	0.00	166.00	-166.00	0.0%
Total 5800 · Pro Bono	9,603.56	10,493.35	-889.79	91.5%
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	1,650.00	1,500.00	150.00	110.0%
5920 · Fall Term Day - Dinner	7,447.61	6,500.00	947.61	114.6%
5990 · Fall Term Day Exp - other	130.53	200.00	-69.47	65.3%
Total 5900 · Fall Term Day Expenses	9,228.14	8,200.00	1,028.14	112.5%

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

	Jul - Oct 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	22,527.71	23,688.39	-1,160.68	95.1%
Net Income	18,711.29	13,974.97	4,736.32	133.9%