

**LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE
MINUTES FROM THE OCTOBER 8, 2019 MEETING
HELD AT RAINBOW CAFE**

IN ATTENDANCE:

Committee Members: Anda Lincoln Stephenson, Rebekah Berry-Chaney, Rikke Liska, Dan St. John, Ben Kramer, Matthew Haltzman

Others Present: Cathy Vlasak

CALL TO ORDER: President Anda Lincoln Stephenson called the meeting to order at approximately 7:00 a.m.

APPROVAL OF MINUTES: The minutes from Term Day will be provided by email and reviewed at the next meeting.

CLE REPORT: Renee Doak is taking over for Kara Clark while she is on maternity leave but is not present for the meeting today to report on activities.

TREASURER'S REPORT: Anda reported for Kara Clark that we have money and we are on budget. We are still waiting for a partial refund from the caterers from Term Day. We had some people who attended that didn't RSVP and some that did but didn't show.

TERM DAY: There was some problem with getting enough people to register for golf tournament. There were only 19 people originally signed up but we needed 30-40 people to attend to be able to reserve the course.

PRO BONO PROGRAM REPORT: Ben Kramer indicated nothing new to report at this time.

YOUNG LAWYER DIVISION REPORT: Matthew Haltzman reported they are helping with the professionalism seminar for October. CLE credits are approved. CTLA and CBA YLD at the Sunset Lounge on Thursday, October 10, 2019 beginning at 6 pm. They will be providing food. They are focusing on happy hour events rather than events.

WOMEN'S BAR REPORT: Heidi Whitaker was not present

ACCESS TO JUSTICE REPORT: Rebekah Berry-Chaney reported that the fall event, Ask A Lawyer Day will be held on Friday, October 25, 2019. We are still looking for two more civil attorneys. Mr. Kramer volunteered to switch from Probate to Civil matters. Ms. Liska also suggested that we could send out a request to the trust and estate section of the bar and Ben can switch to civil law.

BENCH/BAR MEETINGS: There has been a request that someone take notes from the Bench Bar. Ms. Stephenson suggested that someone from the executive committee take notes and that we report the details in our regular monthly meeting.

SPRING TERM DAY: Mr. St. John and Mr. Kramer offered to organize bowling for the event. Ms. Stephenson asked the committee if we wanted to use the same location, Events One, for the lunch. Ms. Liska indicated that the pricing might go up because they had just opened last year. The parking was scarce but it was a nice change from the Rio.

PAST PRESIDENT'S DINNER: We have money in the budget for this event. We can't afford to reserve all of the Sunset Lounge. Ms. Liska suggested Uno Mas. Ms. Stephenson suggested holding it on a Tuesday to get a good deal from the space but had concerns about attendance. Ms. Liska indicated that a big fancy dinner might not make sense but a happy hour with appetizers might be nice. Ms. Stephenson suggested that early April might be a good time. Ms. Liska suggested May and reserving the patio at the Rio or the location where Surf Side used to be. Mr. Kramer suggested May because people are often traveling in June and July. The committee will revisit this subject at the next meeting.

NEW BUSINESS:

- Secretary Nominations: We will need to recruit someone to be the secretary to nominate at the next elections. Ms. Berry-Chaney suggested Heidi Witaker who seems eager to be involved with the bar association. The committee agreed.

ADJOURNMENT: Anda Lincoln Stephenson adjourned the meeting at 7:31 a.m.

NEXT LARIMER COUNTY BAR ASSOCIATION EXECUTIVE COMMITTEE MEETING: The next executive committee meeting will be held on November 12, 2019 at 7:00 a.m. at Choice City.

Respectfully Submitted,

Rebekah Berry-Chaney, Esq.
LCBA Secretary

LARIMER COUNTY BAR ASSOCIATION

FINANCIAL STATEMENTS

September 30, 2019

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

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Certificates of Deposit	
CD Home State #3002258 4/2	11,409.74
CD Home State #805038 10/10	28,204.21
Total Certificates of Deposit	39,613.95
Checking Accounts	
Home State Prem. Inv. 8047030	70,551.83
Legal Aid Account	5,647.68
Operating Account	100,128.70
Total Checking Accounts	176,328.21
Total Checking/Savings	215,942.16
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	217,417.16
TOTAL ASSETS	217,417.16
LIABILITIES & EQUITY	
Equity	
30000 - Opening Balance Equity	196,649.98
Net Income	20,767.18
Total Equity	217,417.16
TOTAL LIABILITIES & EQUITY	217,417.16

10:18 AM
10/02/19
Cash Basis

Larimer County Bar Association
Profit & Loss
September 2019

	<u>Sep 19</u>
Income	
4200 · Dues Income	3,050.00
4300 · Fall Term Day Income	
4310 · Golf	1,650.00
4320 · Term Day Dinner	1,105.00
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Total 4300 · Fall Term Day Income	2,755.00
4450 · Interest Income	29.83
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Total Income	5,834.83
Expense	
5200 · Access to Justice	
5210 · Internet access courthouse	149.62
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Total 5200 · Access to Justice	149.62
5300 · Office Supplies, Postage,Copies	32.24
5640 · Directors & Officers Liability	1,621.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	1,976.00
5830 · Pro Bono - Payroll Tax	151.16
5840 · Pro Bono - Payroll Services	32.00
5850 · Pro Bono - Cell Phone	35.79
5870 · Pro Bono - Internet	15.00
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Total 5800 · Pro Bono	2,209.95
5900 · Fall Term Day Expenses	
5910 · Fall Term Day - Golf	1,400.00
5920 · Fall Term Day - Dinner	1,559.02
5990 · Fall Term Day Exp - other	130.53
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Total 5900 · Fall Term Day Expenses	3,089.55
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Total Expense	7,102.36
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Net Income	-1,267.53

10:18 AM
10/02/19
Cash Basis

Larimer County Bar Association
Profit & Loss
July through September 2019

	<u>Jul - Sep 19</u>
Income	
4200 · Dues Income	36,630.00
4300 · Fall Term Day Income	
4310 · Golf	1,650.00
4320 · Term Day Dinner	1,105.00
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Total 4300 · Fall Term Day Income	2,755.00
4450 · Interest Income	116.24
4500 · Ads - Messenger	175.00
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Total Income	39,676.24
Expense	
5070 · Miscellaneous	210.00
5200 · Access to Justice	
5210 · Internet access courthouse	450.43
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Total 5200 · Access to Justice	450.43
5250 · Bank Service Charges	8.66
5300 · Office Supplies, Postage, Copies	32.24
5450 · CLE - Other Seminars	50.00
5610 · Web Site Expenses	96.00
5640 · Directors & Officers Liability	1,621.00
5800 · Pro Bono	
5810 · Pro Bono - Wages	6,246.50
5830 · Pro Bono - Payroll Tax	480.14
5840 · Pro Bono - Payroll Services	96.00
5850 · Pro Bono - Cell Phone	106.95
5870 · Pro Bono - Internet	45.00
5880 · Worker's Compensation Insurance	238.00
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Total 5800 · Pro Bono	7,212.59
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
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Total 5900 · Fall Term Day Expenses	9,228.14
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Total Expense	18,909.06
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Net Income	<u>20,767.18</u>

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

	Sep 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	3,050.00	4,135.00	-1,085.00	73.8%
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	29.83	20.83	9.00	143.2%
4500 · Ads - Messenger	0.00	25.00	-25.00	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	5,834.83	6,980.83	-1,146.00	83.6%
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	0.00	41.68	-41.68	0.0%
5090 · Bench/Bar Luncheons	0.00	8.33	-8.33	0.0%
5150 · Mock Trial Regional Competition	0.00	0.00	0.00	0.0%
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
September 2019

	Sep 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	149.62	155.00	-5.38	96.5%
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	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	149.62	155.00	-5.38	96.5%
5250 · Bank Service Charges	0.00	0.00	0.00	0.0%
5300 · Office Supplies, Postage,Copies	32.24	10.00	22.24	322.4%
5350 · Ethics Seminar Expense	0.00	0.00	0.00	0.0%
5450 · CLE - Other Seminars	0.00	0.00	0.00	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	0.00	50.00	-50.00	0.0%
5610 · Web Site Expenses	0.00	0.00	0.00	0.0%
5640 · Directors & Officers Liability	1,621.00	0.00	1,621.00	100.0%
5650 · Accounting Expense	0.00	620.00	-620.00	0.0%
5800 · Pro Bono				
5810 · Pro Bono - Wages	1,976.00	2,208.33	-232.33	89.5%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	151.16	187.50	-36.34	80.6%
5840 · Pro Bono - Payroll Services	32.00	34.00	-2.00	94.1%
5850 · Pro Bono - Cell Phone	35.79	37.50	-1.71	95.4%
5860 · Pro Bono - Brochures, Supplies	0.00	25.00	-25.00	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	41.00	-41.00	0.0%
Total 5800 · Pro Bono	2,209.95	2,560.83	-350.88	86.3%
5900 · Fall Term Day Expenses				
5910 · Fall Term Day - Golf	1,400.00	1,500.00	-100.00	93.3%
5920 · Fall Term Day - Dinner	1,559.02	3,000.00	-1,440.98	52.0%
5990 · Fall Term Day Exp - other	130.53	200.00	-69.47	65.3%
Total 5900 · Fall Term Day Expenses	3,089.55	4,700.00	-1,610.45	65.7%

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

	Sep 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	7,102.36	8,145.84	-1,043.48	87.2%
Net Income	-1,267.53	-1,165.01	-102.52	108.8%

Larimer County Bar Association

Profit & Loss Budget vs. Actual

July through September 2019

	Jul - Sep 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	36,630.00	33,180.00	3,450.00	110.4%
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	116.24	62.52	53.72	185.9%
4500 · Ads - Messenger	175.00	250.00	-75.00	70.0%
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	39,676.24	36,292.52	3,383.72	109.3%
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	210.00	125.02	84.98	168.0%
5080 · Advertising Expense	0.00	25.00	-25.00	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 September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
5200 · Access to Justice				
5210 · Internet access courthouse	450.43	465.00	-14.57	96.9%
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	0.00	0.00	0.00	0.0%
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	450.43	615.00	-164.57	73.2%
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	50.00	100.00	-50.00	50.0%
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	200.00	-200.00	0.0%
5560 · President's Dinner	0.00	0.00	0.00	0.0%
5570 · Veterans Assistance Clinic				
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	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	0.00	1,621.00	100.0%
5650 · Accounting Expense	0.00	620.00	-620.00	0.0%
5800 · Pro Bono				
5810 · Pro Bono - Wages	6,246.50	6,625.02	-378.52	94.3%
5820 · Pro Bono - Malpractice, Liabili	0.00	0.00	0.00	0.0%
5830 · Pro Bono - Payroll Tax	480.14	562.50	-82.36	85.4%
5840 · Pro Bono - Payroll Services	96.00	101.00	-5.00	95.0%
5850 · Pro Bono - Cell Phone	106.95	112.50	-5.55	95.1%
5860 · Pro Bono - Brochures, Supplies	0.00	75.00	-75.00	0.0%
5870 · Pro Bono - Internet	45.00	45.00	0.00	100.0%
5875 · Computer Software - Cloud	0.00	37.50	-37.50	0.0%
5880 · Worker's Compensation Insurance	238.00	250.00	-12.00	95.2%
5890 · Pro Bono - Other	0.00	124.00	-124.00	0.0%
Total 5800 · Pro Bono	7,212.59	7,932.52	-719.93	90.9%
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 September 2019**

	Jul - Sep 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	18,909.06	18,537.54	371.52	102.0%
Net Income	20,767.18	17,754.98	3,012.20	117.0%