

**National Conference of Bar Foundations
Board of Trustees Meeting Minutes
December 14, 2018**

Attendance: Andrea Stone, Deborah Auspelmyer, Mary Groth, Dan Burns, Kirra Jarratt, Elizabeth McElroy, Candice Pace, and Thomas Tinder.

ABA Staff: Rebecca Green-Jablonsky

Excused: Leslie Barineau, Jim Huggler

Ms. Stone welcomed everyone and called the meeting to order at 2:00 p.m. CST

Approval of Minutes

Minutes of October 29, 2018 were reviewed. Upon motion made to approve by Ms. Groth and seconded by Mr. Tinder, motion carried. Ms. Auspelmyer noted that the minutes of the Board retreat of October 11 and 12 will be circulated for review at the January 2019 Board meeting.

Mid-year Meeting, Las Vegas

Ms. Stone reported that she has secured Trevi Italian Restaurant for the Thursday NCBF dinner. Food will be served family style and we will have a private room if we have a minimum of 20 attendees. Ms. Green-Jablonsky reported there are 32 attendees registered. Ms. Stone asked the board to invite registrants that have not yet signed up for the dinner, noting this may be one of the highest registrations for mid-year.

Programming

Ms. Groth reported that the Programming Committee has been meeting to discuss topics suggested by members and incorporating them into the program. The committee's goals are to attract high profile experts outside of our internal networks to provide a good mix of speakers and select topics that appeal to foundations of all sizes.

The committee focuses on two main themes for the workshops--good governance, and hot topics & fundraising. Ms. Groth reported Elizabeth Derrico has been secured as a facilitator on governance and improving board engagement, and Ms. Jarret and Mr. Huggler will serve on the panel.

Ms. Groth reported that the workshop on hot topics and fundraising will focus on innovative new ways to raise funds without events. Ms. Auspelmyer and Ms. Brooke Battle of Swell Fundraising will discuss micro fundraisers--combining social media and technology to fundraise. Ms. Groth reported that Saturday's program will turn to women's philanthropy and giving circles. The program will touch on powerful trends around the country with speaker Jacqueline Caster, founder and president of the Everychild Foundation. This will be followed by a facilitated discussion with panelists Brooke Battle, Jackie Caster and Deb Auspelmyer. Ms. Groth reported that Friday morning's program put together by the NCBP will include the speaker Bill Burnett who is the author of the book, "*Design your life*". The committee is excited about the line-up and that the costs for programming will only be \$2,500 inclusive.

Ms. Stone reported that she and Mary had discussions with NCBP about NCBF attending the plenary and we have been invited to participate without a charge. Ms. Groth will follow-up with a survey to see if members attend and are interested in continuing to participate, noting that we have forged good relationships with NCBP and they are interested in working with us.

Promotion of the program was discussed. Ms. Groth noted there has been programming messages going out on the marketing material and asked Ms. Green-Jablonsky to post the information on the website with photos. Ms. Green-Jablonsky noted that people have registered for the midyear program that are not officially our members. Whether to share the materials with non-members was discussed. Mr. Burns noted that if someone is attending the conference,

they should have access to the materials whether they are a member or not. Ms. Green Jablonsky suggested posting meeting materials to the general website for all to have, and then moving them to member only resource after the mid-year meeting in order to accommodate all that are attending. The Board is in support of this recommendation.

Ms. Green-Jablonsky noted there had been discussion at the retreat about a different set-up for the Saturday breakfast. Do we want to move forward and if so, what would that be? Do we need 2 rooms (1 for breakfast) or can we just use one room. The consensus is to have one room and further discussion will be held on-line.

Website

Mr. Burns reported that the Resource Library Committee has not yet met but he has thoughts about the content that must be developed for the page. He suggested clean-up of current materials and to develop a process for obtaining new documents. He plans to send a Listserve targeting items that need to be updated and areas that need to be built up without interfering with meeting programming. Ms. Auspelmyer will put a Listserv question timeframe together. She is assigned for December and will nudge members monthly.

Social Media

Ms. Pace reported that she just received her log-in credentials for Twitter. Ms. Stone noted that it was suggested on the Executive Committee call that the entire board have these credentials to post and share information. She clarified that while the board can Tweet, Ms. Pace will oversee the page. Ms. Pace reported she plans on following all NCBF member twitter pages with links to websites so we can drive more traffic to the site. She also reported that 94 followers have already signed up on Instagram in one week and that it is getting more difficult to post on Facebook as Facebook has been under scrutiny. She will get that page started. Ms. Stone noted the Executive Committee would like her to move forward with Instagram prior to Facebook as priorities. She noted that we should present a social media policy for vote, as well as written website privileges policy. Ms. Stone asked board members to share current policies if they have one in place. Ms. Jarrett also suggested incorporating a LinkedIn page.

Award Committee

Ms. McElroy reported that a recipient has been selected and they will reach out to him/her next week to make sure they are registered. She will inform the board of the recipient once they accept. Ms. Stone reported there were updates to the committee since two board members had resigned. The committee now includes Ms. Jarratt and Mr. Tinder.

Treasurer report

Ms. Stone reported in Mr. Huggler's absence. Several topics were listed to be discussed including an audit RFP, accounts payables, receivables and the 990. Ms. Green-Jablonsky advised that no financials were requested for the conference call. Ms. Stone reported Mr. Huggler had inquired if we need to have an independent audit. Discussion ensued. Mr. Tinder stated it is our fiduciary responsibility and he recollected that all 3 organizations performed independent audits. Ms. Green reported that her understanding is that NCBF does not have an audit. She noted that at one-point Pamela had indicated that NCBF had sent out RFPs but it was cost prohibitive to have one done; she will review prior files to see what the approximate expense was. Ms. Groth requested an RFP. Discussion ensued and the board consensus is to have an audit. Ms. Green-Jablonsky will research the companies that previously received an RFP. Ms. Groth suggested speaking with Bob Glaves for input on firms to send an RFP to in Chicago.

Upon a motion made by Mr. Tinder to obtain RFPs for an audit for Fiscal Year 2018, seconded by Ms. Groth the board unanimously passed to do so and present them to the board at the Jan meeting for vote.

Ms. Stone asked Ms. Green-Jablonsky to let her know if DBS will send the RFP's or if this will be the responsibility of the Officers. Discussion ensued regarding the \$18,000 discrepancy in the financial report. Ms. Jablonsky-Green noted that the financials were in reference to the August 990 and those reviewed weren't current statements. The updated statements will be provided at the mid-year meeting in January. Ms. Stone reminded everyone that they need to review the 990 as it is part of our fiscal responsibility. She noted to bring questions to Tondanisha and cc her and respond

regarding volunteer hours for the 990. Ms. Stone reported there is still a check outstanding from the Texas Bar Foundation almost a year old on the report. Ms. Green-Jablonsky advised Ms. Stone to contact Tondanisha directly. Mr. Burns reported that his individual membership payment took approximately 5 ½ weeks for it to be processed by DBS. He had printed the invoice and mailed the check noting that for this period he could not access his member benefits. Ms. Green-Jablonsky inquired if Mr. Huggler would like the financial reconciliations to go to the board and will follow-up with him on this matter. Discussion turned to attaining a lock box. Ms. Green will need to report back to the board if NCBF checks are currently kept in a lock box.

Membership

Ms. Stone reported that the Membership Committee is doing a phenomenal job. Mr. Huggler noted in the report submitted in his absence that the committee would like to develop a map outlining the areas where members are from. It is the intention to have it displayed at the conference. Via his report, Mr. Huggler inquired if a donation button was needed on the website. Discussion ensued with Mr. Tinder noting he had thought that had been standard procedure and best practice for a website. The consensus is that one should be included. Ms. Stone noted there may need to be some back-end research done on how the NCBF staff would record these types of donations. She reported that a donation button wasn't negotiated in the onset so what we may ask for and how it will be managed needs to be concise. Ms. Stone asked Ms. Jablonsky Green to work with Steve and whoever is needed to work out a draft of drop-down boxes and what she would like them to say and the minimum amounts for that drop down. Ms. Stone will ask Ferreum to add at no charge and will let us know if there will be a fee.

Ms. Stone summarized that the topics to discuss at the January meeting will include:

- Social media policy
- Written procedures for website privileges and review of content
- Accounting
- Listing on GuideStar

There being no further business to discuss, the call concluded at 3:00 p.m.

Respectfully submitted
Deborah A. Auspelmyer
NCBF Board Secretary