

NCBF Board Meeting Minutes
June 16, 2020

Board members present:

Mary Groth, Jim Huggler, Tom Tinder, Martha Madrid, Dan Burns, Andrea Stone, Beth McElroy, Deborah Auspelmyer

Board members absent:

Nikki Thomas Davis, Hinda Carbon, Beth McElroy, Candice Pace, Kirra Jarratt

Also Present:

Rebecca Green-Jablonsky and Pamela Robinson

1. Call to order: Mary Groth

- 2. Minutes** - Minutes from April board meeting will be reviewed at July meeting, as will the February 13, 2020 minutes.

3. Financial Report: Tom Tinder

- a - b We have received the financial reports complete through April 30, 2020. Currently, we are down about \$3,700 which is about 20 membership renewals lower than last year. The midyear event was roughly a break-even, revenue was higher, there was a net increase from the Thursday evening dinner, but the AV costs offset those. The financial audit was not budgeted for, but was necessary and provided security for the board as we move forward.

We still have not received the \$5,000 contribution from Lexis/Nexis. Both Rebecca Green-Jablonsky and Mary Groth have reached out to Afsoon Khatibloo-McClellan with no luck, and Mary has reached out to Nigel Roberts with no success yet.

Dan Burns made a motion to approve the financial report, seconded by Deborah Auspelmyer, the motion passed without opposition.

- c Financial Processes - we will need to update this to reflect Impact rather than DBS as our support entity. There was a discussion regarding converting to electronic checks for the future. The board confirmed to Pamela Robinson that a transition to electronic checks would not affect DBS. Pamela Robinson also reminded the board that the registered agent for NCBF would have to change with the Illinois Secretary of State. Mary Groth confirmed that this action was on our transition checklist. Further action on financial polices was tabled until the July board meeting.

4. Impact Association Management Contract: Mary Groth

The contract was summarized, as well as discussion between Impact and

Mary Groth and Jim Huggler. There was a discussion regarding the level of support and the executive committee recommended the basic level with 20 hours per month. Pamela Robinson was asked the number of hours each month from DBS staff, and she deferred to Rebecca Green-Jablonsky. Rebecca Green-Jablonsky stated that she believed she spends approximately 20 hours each month, perhaps a little under but between Tondanisha Tomlinson and Rebecca Green-Jablonsky that twenty hours was probably adequate. She was unable to estimate the amount of time Steve Jones spends working for NCBF.

A motion was made by Tom Tinder to sign the contract with Impact, seconded by Dan Burns, passed without opposition.

5. Other Transition Items: Mary Groth and Dan Burns

a. By Laws discussion: Dan Burns

New proposed By Laws were sent to the board, they should be able to be voted on in July, and Bob Graves from the Chicago Bar Foundation is looking for an Illinois attorney who would be willing to review them prior to the vote to ensure compliance with Illinois law. The major changes included: changing from Trustee to Director throughout the document to conform to current best board practices; removing reference to the American Bar Association and Division of Bar Services; moving away from other entities and becoming more independent; and adding a standing committee on strategic planning. The Board members were encouraged to review these proposed changes and forward them to Dan Burns and Mary Groth as soon as possible.

b. Other Projects: Mary Groth

We have a list of tasks which will be completed for the transition to Impact as our management service provider. Mary Groth and Jim Huggler are scheduling a virtual meeting with Pamela Robinson and Rebecca Green-Jablonsky for this purpose.

Lexis/Nexis

As discussed above in the financial section, Mary Groth has been unsuccessful in communicating with Afsoon Khatibloo-McClellan and has reached out to Nigel Roberts regarding the \$5,000 annual sponsorship. Pamela Robinson is going to reach out to Afsoon Khatibloo-McClellan one more time, but also said that she is out of the office until June 22. Pamela Robinson also informed the board that the payment from Lexis/Nexis to NCBP and NABE was paid up front. She also related that Lexis uses an outside entity for their scholarship disbursements.

6. Virtual Annual Meeting July 30 & 31: Jim Huggler and Mary Groth

a. The Executive Committee made the decision to host our own virtual annual

meeting this year. Mary Groth and Jim Huggler had been working with the planning committees for NCBP, NABE, and DBS staff for a joint meeting. That changed when the decision was made to host a joint meeting at the end of August. Due to the separation from DBS to Impact Management, the decision was made that an August conference date would not align with our transition timetable.

Registration will occur through NCBF website, Wyatt Gauss and Ferreum have been working on this project adding this feature to our website, as well as acquiring a Zoom license for Ferreum to set up the meeting, test the links without using Zoom accounts from Mary Groth or Jim Huggler. and ensure emails, receipts, and electronic meeting invitations will sent properly to our members.

Speakers and topics were discussed. This will provide a total of six hours of course material, including the member meeting and will be scheduled for July 30 and 31 from 1:00 to 4:00 central daylight time. They include:
Holly Priestner, Attract, Retain, and Grow Top Talent;
Brook Battle, Effective Virtual Fundraising for Tough Times;
Karen Ruan, Laura Powers and DeLaine Ward, Uh Oh, Now What do We do with Our Capital Campaign;
The Membership Meeting and show and tell and Deborah Auspelmyer will be talking about the Impact Report Survey;
Bob Graves and Lorrie Albert, Lessons from the Last Economic Recession;
and
Brennan Donnellan, Making Your Virtual Meeting Successful.

- b. Membership Meeting: the meeting will be held during the first session on Friday. The meeting will be fairly brief, and the board will explain the transition from DBS to an independent management staffing company. Hopefully, Jodi Fisher and Impact will be available to be introduced. This will segue into the NCBF Impact Report and then into a member organization 'show and tell' session.
 - c. There will be a brief meeting for new board members following the last session on July 31.
- 7. Impact Report: Deborah Aspemyer**
Collecting data from the survey is going slowly. A reminder email was sent last week. We are at eight to ten responses, currently, and Deborah Auspelmyer will distribute a list to the board so they can contact the organizations and remind them of the project. This will also be an opportunity to just check-in with our members, plug the annual meeting, and seek member spotlights.
- 8. Strategic Planning Committee Recommendations: Tom Tinder**

The strategic planning committee distributed a survey to all members, the results were then collected and analyzed by Tom Tinder. 32 of 61 organizations submitted a response, based on those responses the committee unanimously recommended:

1. NCBF should have one annual meeting in August, 2021;
2. NCBF should consider additional virtual programming during the upcoming year;
3. NCBF should do additional member surveys regarding an annual meeting, programming, and other matters to receive input from its members and to assist in strategic planning, especially during these fluid times and “new normal” conditions.

Following a discussion, Tom Tinder made a motion to approve the recommendations, seconded by Dan Burns, the motion passed without opposition.

9. For the Good of the Order

Mary Groth expressed gratitude to board for continued involvement

10. Adjournment

The next board meeting is scheduled for Wednesday, July 29 at 3:00 Eastern time; 2:00 Central, noon Pacific.

I have the honor to be
your obedient servant,

J.Hugg

June 29, 2020