

National Conference of Bar Foundations
Meeting of the Board of Trustees
Thursday, December 10, 2020, 1:00 pm Central Time

MINUTES

1. The meeting to order by Jim Huggler at 1:04 p.m. Central time.
2. Board members present included: Jim Huggler, Tom Tinder, Martha Madrid, Dan Burns, Mary Groth, Kirra Jarratt, Lori Keating, Tom Lynch, Beth McElroy, and Candice Pace.
 - a. Deborah Auspelmyer, Hinda Carbon and Laura Powers were not present.
 - b. Others present included Caroline Bowers and Jenny Dorsten of Impact Management Services.
3. Jim Huggler gave the president's report.
 - a. Topics are selected and we are working on dates for the January through March webinars.
 - b. NCBF's officer and director insurance renewal is in process, with information received from ABA.
 - c. NCBF still does not have electronic records from the Division of Bar Services. Jim has been in contact with ABA to get these.
4. Martha Madrid indicated minutes of the October and July board meetings have been posted to the website.
 - a. Jenny Dorsten indicated they have also been emailed to board members.
 - b. Tom Lynch moved and Dan Burns seconded to amend the minutes of the October 15, 2020 board meeting to indicate Hinda Carbon was present for part of the meeting and approve the amended minutes. The motion carried.
 - c. Tom Tinder moved and Dan Burns seconded to approve the minutes of the July 29, 2020, board meeting. The motion carried.
5. Dan Burns gave the financial report.
 - a. Current financial assets include the Chase checking account balance of \$65,405.81, less checks outstanding of \$(2,983.64) for the Impact October invoice, which includes services for October retreat. Total available checking account funds are \$62,422.17. The Chase savings account balance is \$31,582.64, and total available on deposit is \$94,004.81.
 - b. Jim Huggler indicated the Quickbooks password originally sent by ABA was incorrect and the correct password has since been received. As a result, Impact is just now able to get Quickbooks up and running.
 - c. Burns reported he is planning to link Chase bank accounts to Quickbooks, and set up dual approval via online banking.
 - d. Burns moved and Tom Tinder seconded to make Jodi Fisher an account owner. The motion carried. Huggler will send Burns language to create a resolution.
6. Tom Tinder provided a strategic planning update.

- a. First and final drafts of an NCBF values statement were sent this week, developed by the Strategic Planning Committee.
 - b. Tinder moved and Beth McElroy seconded to approve the final draft of the values statement. The motion carried.
 - c. Jim Huggler asked Impact to add the values statement to the main page of the website, and update the Partnership for Success information on the main page.
7. Martha Madrid provided a membership update
 - a. The Membership Committee met on November 13. They recommend NCBF host a virtual event/webinar on membership benefits over a mid-week noon hour in January.
 - b. She reported there has been a good response to membership letters.
 - c. Caroline Bowers reported 50 members have renewed since September 1, 23 members are lapsed, and at this time last year 57 members had renewed.
 - d. Caroline Bowers indicated the Membership Committee has contacted the 23 lapsed members by email or phone.
 - e. Board members volunteered to contact various remaining lapsed members.
8. Candice Pace provided a communications update
 - a. The Communication Committee met recently, and is in favor of using Wild Apricot for membership functions.
 - b. Caroline Bowers explained NCBF would keep the front facing Word Press website with Wild Apricot utilized for members-only functions. The cost would be \$45 per month to use this service, and NCBF can eventually transition to the full web on Wild Apricot if needed.
 - c. Jim Huggler commented this would make things more efficient and would allow for greater member capacities.
 - d. Dan Burns agreed with the committee's recommendation.
 - e. Kirra Jarratt moved and Pace seconded to approve NCBF contracting with Wild Apricot. The motion carried.
 - f. Pace encouraged board members to let the Communications Committee and Impact know if they follow groups, see articles to share, have ideas, etc., for member communications.
 - g. Jim Huggler reported the monthly electronic membership newsletter is revived.
 - h. Lori Keating asked whether it is possible to host a listserv on Wild Apricot, and Caroline confirmed it is possible
9. Jim Huggler led a discussion on programming.
 - a. He reported the NCBF-LexisNexis Partnership for Success Award webinar went well and the California Lawyers Foundation was appreciative. He indicated Afsoon McClellan of LexisNexis is excited about how NCBF and LexisNexis are proceeding in their partnership and indicated LexisNexis can provide future event speakers.
 - b. With the January webinar topic planned, Huggler reported NCBF is working on the February topic.
 - c. Huggler requested that NCBF sponsor levels be better defined. Sponsorships listed on the website should be updated with benefits identified.
 - d. Tom Tinder moved and Tom Lynch seconded to approve continuing LexisNexis as lead sponsor and invoicing them \$5000 for the current fiscal year. The motion carried.
 - e. Candice Pace indicated the Communications Committee will propose updates to the sponsor structure.

10. Kirra Jarratt moved and Tom Tinder seconded to adjourn the meeting. The motion carried, and the meeting adjourned at 1:52pm Central time.