

**National Conference of Bar Foundations**

**Meeting of the Board of Trustees**

**Thursday, October 15, 2020, 3:40pm Central Time**

**Lowes Vanderbilt Hotel, Nashville or via Zoom**

**MINUTES**

1. The meeting was called to order by Jim Huggler at 3:43pm
2. The following Board members were present: Jim Huggler, Tom Tinder, Martha Madrid, Dan Burns, Mary Groth, Deborah Auspelmyer, Kirra Jarratt, Beth McElroy, Canidce Pace, Lori Keating, Tom Lynch, Laura Powers.
  - a. Hinda Carbon joined late and was present for part of the meeting.
  - b. Others present included Jodi Fisher, Caroline Bowers and Jenny Dorsten, of Impact Management Services.
3. Beth McElroy reported the 2020 LexisNexis Partnership for Success award will go to the California Lawyers Foundation for their Navigating COVID-19 public video project.
  - a. The award will be announced at a November virtual meeting.
  - b. Please note the California Lawyers Foundation does not yet know they will receive this award.
4. Jim Huggler and Dan Burns gave the financial report.
  - a. NCBF will continue with Chase bank and have the four officers as signers on the account.
  - b. Electronic banking is currently under consideration as a more efficient means of conducting NCBF financial business.
  - c. Someone at Impact should be a signer with an electronic approval process.
  - d. An accounting firm will conduct audits and IRS filings.
  - e. Impact will manage day to day bookkeeping. Caroline Bowers is drafting financial controls to be approved by Jim and Dan. Impact has received NCBF's Quickbooks from DBS, and will be using Quickbooks online.
5. Jim Huggler and Mary Groth reported on the changeover from the American Bar Association to Impact.
  - a. Archived records will be sent from ABA to Jim, and he will scan and save.
  - b. NCBF is still awaiting additional electronic files from ABA.
  - c. Tom Tinder has received a shipment of meeting supplies from ABA.
6. Jim Huggler reviewed committee assignments and made additional assignments as follows.

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Executive Committee	Jim Huggler	Tom Tinder, Martha Madrid, Dan Burns, Mary Groth
Strategic Planning Committee	Tom Tinder	Jim Huggler, Mary Groth, Lorrie Albert, Leslie Barineau, Bob Graves, Andrea Stone, Steve Chappelle, Kirra Jarratt, Deb Auspelmyer
Programming Committee	Jim Huggler	Dan Burns, Martha Madrid, Tom Tinder, Lori Keating, Candice Pace <ul style="list-style-type: none"> <li>• <i>Board members encouraged to think of others to appoint</i></li> </ul>
Membership Committee	Martha Madrid	Deborah Auspelmyer, Sharra Wagner, Tom Lynch
Communications Committee <ul style="list-style-type: none"> <li>• <i>Website Committee to roll into Communication Committee</i></li> </ul>	Candice Pace and Laura Powers	Jim Huggler, Mary Groth, Deb Auspelmyer, Kirra Jarratt, Andrea Stone
Sponsorship Committee	Dan Burns	Mary Groth
Nominating Committee	Mary Groth	Jim Huggler <ul style="list-style-type: none"> <li>• <i>Mary to appoint others</i></li> </ul>
Awards Committee	Beth McElroy	Allison Ford, Delaine Ward
Resource Library Committee	Laura Powers	Tom Lynch

7. Tom Tinder moved to adjourn and Deb Auspelmyer seconded. The meeting adjourned at 4:22pm.

## **ADDENDUM**

During the Board Retreat on Friday, October 16, 2020, Tom Lynch moved and Candice Pace seconded to make Impact representatives signers on NCBF banking accounts. The motion carried.