

**National Conference of Bar Foundations**  
**Meeting of the Board of Trustees**  
**Thursday, June 3, 2021, 1:00 pm Central Time**  
**Via video conference**

**MINUTES**

1. The meeting was called to order by Jim Huggler at 1:04 p.m.
2. Board members present included: Dan Burns, Hinda Carbon, Mary Groth, Jim Huggler, Kirra Jarratt, Lori Keating, Martha Madrid, Beth McElroy, Candice Pace, Laura Powers, and Tom Tinder.
  - a. Deborah Auspelmyer and Tom Lynch were absent.
  - b. Caroline Bowers and Jenny Dorsten of Impact Management Services were also present.
3. Beth McElroy moved and Dan Burns seconded to approve the minutes of the March 4, 2021, board meeting with the following adjustments. The motion carried.
  - a. Kirra Jarratt was absent because she was testifying at the Council of the District of Columbia.
  - b. Martha Madrid and Tom Tinder should be named separately in Item B of the section in the minutes covering the financial report.
4. Dan Burns gave the financial report.
  - a. The balance report was presented. Total accounts equal \$90,828.54.
  - b. The year to date profit and loss report was presented. Total dues collected are \$13,012.92, meeting registration fees \$1,585.23, and total sponsorships \$10,339.60, though the sponsorship amount includes the Lexis Nexis sponsorship from the previous fiscal year. Year to date total income is \$30,133.66. Year to date total expenses are \$23,813.15, with the largest expense being \$18,252.99 for foundation management.
  - c. Kirra Jarratt moved and Martha Madrid seconded to approve the financial report. The motion carried.
5. Jim Huggler gave the President's report.
  - a. NCBF could not be doing the Annual Meeting without Bob Glaves and the support he and the Chicago Bar Foundation are providing. The Board meeting will be late in the day on Thursday, July 29, to help those who have long connections. Friday will begin with a welcoming coffee, then speakers, catered lunch, the LexisNexis award presentation, more meetings, and dinner at Pizano's. Saturday will have catered breakfast, meetings, and finish up at about noon.
    - i. In addition to Bob, Jim would like to thank Tom Tinder, Dan Burns, Martha Madrid and all the others who have helped organize this.
    - ii. Sessions will include the grantees of the Ohio Bar Foundation, Brian Brandt on the life cycle of board development, Tom Vincent on using inclusive language, a panel of attorneys on the view of volunteerism from the private practice side, and two additional pending speakers.

- iii. The theme is “NCBF 2021: The Way Forward.”
    - iv. There are seven in-person registrants and two virtual registrants to date. The hotel room block is available with 35 rooms for any reservations made by June 29.
  - b. The Pandemic Task Force of bar affiliated groups has been meeting with ideas and perspectives from across the country. This began during Mary Groth’s term as NCBF President and has continued through Jim’s term.
  - c. The “Gang of 8” consisting of leaders from NCBF, NABE, NAIP and NCBP has been meeting and sharing ideas and materials, and finding synergy, and plans to continue doing so quarterly.
- 6. Candice Pace gave the Communications Committee Report. Communications in June will be focused on Annual Meeting registrations, as well as the usual webinar promotions, *Foundation Forum*, and Member Spotlight.
- 7. Martha Madrid gave the Membership Committee Report. They will have a welcome table at the Annual Meeting for any new members or those with questions about their membership.
  - a. Caroline Bowers reported there are currently 60 active members.
- 8. Mary Groth gave the Nominations Committee Report. Sharra Wagner of the Metropolitan Kansas City Bar Foundation has been elected to the Board. The next task will be nominating a slate of officers to vote on at the Annual Meeting in July.
- 9. Jim Huggler gave the Programming Committee Report. The third Thursday webinars have been well received, and it has been decided to go ahead and have a webinar in June, instead of taking the month off as previously planned. Attendee numbers have been consistent.
- 10. Dan Burns gave the Sponsorship Committee Report. Now that the sponsorship structure is in place, we need to determine how to sell these, including who to target.
  - a. Mary Groth suggested targeting bar foundation vendors. Board members could generate lists of vendors their foundations use.
  - b. Banks and investment firms were discussed as potential sponsors, including NCBF’s bank, Chase.
  - c. Martha Madrid suggested asking Annual Meeting vendors, like the hotel, restaurant and Zoom, if they’d like to purchase advertising at the meeting.
  - d. In-kind sponsorships were suggested as an acknowledgement of those who are providing services at no charge, such as the Chicago Bar Foundation, speakers’ companies, etc.

#### New Business

- 1. The Board discussed extending Impact’s contract and whether NCBF would like to maintain this at 20 hours.
  - a. Dan Burns indicated the new contract should address authority for bill payments.
  - b. It was requested that the Impact hourly reports, currently received by the President and President-Elect, be shared with the Board at the July meeting.
- 2. Bloolee will be adding to its contract to cover the memory to upload all of NCBF’s printed materials to archives.
- 3. Jim Huggler opened a discussion on whether Impact should have increased access to membership records on the website.
  - a. Dan Burns asked if Impact can help with creating a sales pitch for sponsorship, and whether they have the access to membership data needed for this.
  - b. Tom Tinder indicated he would like to have Bloolee’s perspective before a decision is made.

- c. Caroline Bowers explained increased access to membership records and editing capability on the current website would be beneficial, and Impact understands NCBF is not pursuing a transition to Wild Apricot at this time.
  - d. Tom Tinder moved and Dan Burns seconded to increase Impact's access to membership material, pending Bloolee's approval. The motion carried.
- 4. Beth McElroy indicated she will begin the process to seek nominations for the LexisNexis Award.
- 11. The meeting adjourned at 2:09 p.m.