

**THURSTON COUNTY BAR ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**Wednesday, February 12, 2014 at 5:30 p.m.**  
**Mark Wheeler's Office**

**Members present:** Mark Wheeler, Larry Jefferson, Terry Church, Trevor Zandell, Brent Normoyle, Bill Pope, Chris Coker, Janet McClanahan Moody, Leslie Owen, Lenny Lucenko, Megan Card

**Members absent:** none

**Others present:** Angela Skinder

1. **Call to order** 5:40pm
2. **Approval of Minutes of January 8, 2014 Board meeting** Motion made by John to approve minutes from January 8, 2014. Bill seconds, and the motion passes.
3. **New Business**
  - 3.1 **BBQ/Picnic Committee (Larry)** Brent has booked the Burfoot Park shelter and obtained a liquor license for Saturday, August 23 from 9am-2:30pm. A committee was set up to include: Larry, Brent, Terry, and Megan.
  - 3.2 **DRC Sponsorship (Lenny)** Toast of Chocolate coming up-April. The TCBA has always given \$500; last year an additional \$1000 was given to help spend down the surplus. This is discussed more under "Old Business 4.2"
  - 3.3 **Nominating Committee for Board Officer Positions (Larry)** According to the TCBA by-laws "No later than March the President needs to choose a nominating committee." Larry and Lenny will discuss this further and have the committee set by the March meeting.
  - 3.4 **YMCA Mock Trial (Larry)** Larry met with YMCA mock trial president and they are doing a breakfast to raise money for this program. They are looking for sponsorships and gave Larry a letter addressed to the TCBA requesting \$1000. See under "Old Business 4.2" for decision.
4. **Old Business**
  - 4.1 **Law Day Status (John)** John had a meeting with Steve Henderson to finalize the fact pattern. The final round will be held on May 12 at the Red Lion during a joint meeting of the West Olympia and Olympia Rotary. John also proposed to Steve to include one TCBA member as judge, one Judge from the preliminary round and 1 rotary member, at the time of the meeting no response had been received by John.

Preliminary round will be Thursday, April 24. John has contacted the Judges and Larry requests that we ask the membership for two additional judges. Administrative Assistant will send out a member wide email to find the two additional judges.

Due to time constraints at the final round there will only be three finalists instead of four. The prize money will be distributed as follows: \$800 for 1<sup>st</sup> prize; \$600 for 2<sup>nd</sup> prize; and \$400 for 3<sup>rd</sup> prize. Administrative Assistant will email the Law Day packet out to membership, schools, and post on TCBA website.
  - 4.2 **Committee Reports (follow up from retreat)**

**FIRST: Charitable Giving Policy-** Leslie went over what the by-laws say, "To assist nonprofit organizations that provide legal services to the general public for little or no cost, and to assist charitable organizations through donations of time and money." A discussion followed about breaking that down into more specific criteria, for example: is the organization local; do they have a law related purpose; what is the mission of the organization; what is their level of need; and making it more specific on

the amount given each year, ie: up to 10% of TCBA budget used for annual charitable giving. Questions arose on some wording having to do with organizations that were statewide and national that had offices locally. Leslie will keep working on the wording of the draft policy.

## SECOND: Surplus funds

*Brent:* Scholarships for students – Brent led a discussion on whether there is a consensus to do a scholarship. Should it be for a high school, or college student? Proposed amount would be \$1000 for high school and college. More questions arose about whether it should be a one-time scholarship or on-going. If the board has a consensus Brent will continue to work on narrowing down the options and come with a proposal.

*Terry/Leslie:* Scholarships for CLE's and/or offering a one-time free CLE or reduced cost CLE (\$25 instead of \$50). Most board members were in agreement that this would be a benefit to the membership.

*Leslie:* Charitable Donations- Leslie went over last year's "extra" donations that were made to TCVLS \$1750; SPSCC Paralegal Program \$250; DRC \$1000; Safeplace \$500; Family Justice Center \$500; and Monarch Children's Advocacy Center \$500.

*Mark:* Webinars- They are very inexpensive and you must subscribe to a monthly service to offer that it appears to not be a good place so spend the surplus.

*Trevor:* Support Staff (Administrative Assistant and John removed themselves from this discussion)

*Megan:* Website- A bid was received from Aaron Jurgens in the amount of \$4500 for a complete overhaul of the TCBA website. Several Board members agreed that this seemed high and that other bids were needed. Megan will follow up with Aaron to see if he was flexible with the price and services offered.

\*Discussion followed on the priorities for spending the surplus to benefit the members. The majority thought the best way to spend down the surplus would be to focus on the TCBA website and spend \$3000 or less; contribute to the same six (6) organizations from last year with the same amounts to equal \$4500 total; Dedicate \$1000 for a CLE speaker and/or for costs on a free CLE. That leaves \$1500 extra to work with. Administrative Assistant and John leave again for further discussion on Support Staff.

Chris makes a motion to approve the \$4500 in charitable contributions that were the same as last year (see about under *charitable donations*); put a spending cap on the website overhaul of \$3000; create a \$1000 CLE "slush fund" for speaker or to subsidize costs; give support staff a \$1/hr raise effective retroactive to January 1, 2014.

Leslie seconds this motion and the motion passes.

## 5. **Treasurer's Report** (Terry Church)

5.1 January Financials – First month of the year, everything is on track. Leslie makes motion to adopt the January Treasurer's report, John seconds and the motion passes.

5.2 Accounting Review (see attached letter) Christine Garst provided an accounting review letter for the Board after reviewing the TCBA books for 2013.

## 6. **Monthly Luncheon Update** (Lenny Lucenko) February 21 will be a presentation by Jim Goche on Food, Farming & the Law; March 21 will be a presentation by Justin Northorn, Chief of Enforcement with the Liquor Control Board; April 18 will be a presentation by Stephen Henderson on the most common grievances reported to the WSBA and how to avoid them.

## 7. **Committee Reports**

7.1 Bench/Bar (Bill Pope) – nothing to report

7.2 CLE (Bill, John & Megan) – Bill gives thanks to the committee and to Terry for a productive meeting, so far the following CLE's are being worked on:

- April 3 (Thursday) Legal Research/Techology with presentations by Shawn Newman, Wendy from the State Law Library and Judges Erik Price and Christine Schaller
- May 30 (Friday) Chris Lanese is organizing an all ethics CLE at Indian Summer
- July/August – Shawn Newman is working on a CLE that will focus on Foreclosure. Bruce Neas has already agreed to speak.
- September – Possibly another CLE featuring the Supreme Court Justices. Larry agreed to help and will ask Chris Lanese to also help.
- Month to still be set- Steve Bean will present on embezzlement with Frost & Company and a Detective. This will be a panel presentation and Thurston First will provide the venue and refreshments. It could likely be held in the evening.
- 7.3 Newsletter (Angela Skinder) deadline is February 27, there are already several paid advertisements in this edition.

8. **Section Reports**

- 8.1 Family Law (Patrick Rawnsley) – no report
- 8.2 Pro Bono (Leslie Owen) – no report, Leslie had to leave early.
- 8.3 Young Lawyers (Megan Card) – By law edits (see attached) Megan will also look into adding the ability to vote by proxy when a board member is not present or must leave early from a meeting. Edits to by-laws will need to be completed and emailed out to members by May 5, 2014. Megan had a meeting with someone with the Veteran’s Will Clinic and the possibility of holding a clinic in the South Sound in October. They will include malpractice insurance so that government lawyers will be able to participate. Megan has a plan to hold a Simple Will Clinic CLE in September so attorneys who wish to participate but do not have will experience can learn.
- 8.4 Criminal Defense (Paul Strophy) – (Larry reports) Paul did a great job at the section meeting with the Judges discussing changes to the trial calendar and issues with bail, secured vs. unsecured. The next meeting will be in March.
- 8.5 Land Use Committee (Martha Wehling) – see attached letter from Martha

- 9. **Additions to agenda** Salvation Army Volunteer Appreciation Dinner (Lenny) The TCBA will be receiving an award for our participation in the Adopt-a-Family program. The dinner will be held on Tuesday, February 18, 2014 and Lenny will be in attendance to accept the award on the TCBA’s behalf.
- 10. **Announcements** It was realized that the April meeting falls in the middle of spring break, and with several board members not being available that week the meeting has been moved to April 2, 2014. John and Larry will host at Mark Wheeler’s office.
- 11. **Date/location of next meeting:** March 12, 2014, Trevor Zandell’s Office (908 5<sup>th</sup> Ave SE, 98501)
- 12. **Adjourn** 7:43pm