

**LAWYERS CONCERNED FOR LAWYERS**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**JULY 20, 2023**

**7:30 A.M.**

**VIA ZOOM VIDEOCONFERENCE AND AT THE LCL OFFICE**

The Directors in attendance included: Chair Andrew Mohring, Chair-Elect Jennifer Anderson, Secretary Amanda Harrington, Past-Chair Caitlinrose Fisher, Kendra Brodin, Howard Carp, Benjamin Carpenter, Edward Cassidy, Grace Chanin, Hon. Martin Fallon, Hon. Donovan Frank, Kris Fredrick, Matt Holson, Hon. Lawrence Johnson, Lisa Lodin, Vincent Pham, and Jude Schmidt.

Directors absent: Kate MacKinnon, Hon. Tim Carey, Paul Cornick, Justin Page, Reen Reinhardt, Jordan Vassel, Dr. Jennifer Waltman

Executive Director Joan Bibelhausen and Administrative Assistant Annette Erbst were also present.

Chair Mohring called the meeting to order at **7:30 a.m.** A quorum was reached at that time.

**Items Requiring Board Action/Discussion:**

Approval of Minutes

Financial Statements for May and June

LCL Budget

LCL Breakfast

Succession Planning Proposal

LCL Committees

**ITEMS OF BUSINESS**

1. **APPROVAL OF THE May 18, 2023, REGULAR MINUTES.** Upon a motion made by Hon. Lawrence Johnson, seconded by Matt Holson, the Minutes of the May 18, 2023, regular meeting were approved.
2. **Chair's Report**  
Chair Mohring welcomed everyone present and began a round of introductions. The strategic plan will be utilized to continue to provide guidance for the year to come. The main activity for the Finance & Fundraising committee has been the annual breakfast. LCL has a goal that every board member makes a financial contribution in an amount that is meaningful to them. Chair Mohring addressed succession planning for the Executive Director position which will be open in the next fiscal year. Propel Nonprofits is a MN nonprofit organization that guides other nonprofit organizations through transitions. Following discussion, motion to approve working with Propel subject to the Executive Committee's approval of the contract, by Lisa Lodin, second by Ed Cassidy. Motion passed.
3. **Treasurer's Report.** Treasurer MacKinnon provided a written report in absentia: The Financial Report is in fine shape. I want to highlight a few things.
  1. For those of you who are new members, this is the last report of our fiscal year, subject to any adjustments resulting from the audit. So, as you look at the financial report you will be able to see how we did in the month of June as well as how we did over the entire fiscal year.
  2. Things went well this past year.
  3. Income side (Financial Report):  
-- Member contributions were budgeted for 14,000 for the year but our actual was 23,000. Other categories for income were mostly even so our overall percentage of actual receipts to budgeted

receipts was 110%.

-- Our interest income was above budget and that was largely due to market performance being good.

-- The income from our fundraising event—the breakfast—is at the bottom of the financial report. As of the end of June our net income from the event was \$32,970. Great!

4. Expense side (Financial Report):

--Our staff salaries and benefits expenses were slightly below budget because we had fewer than our total complement of staff for a portion of the year.

--Our technology expenses were above budget but that was because of the purchase of a new laptop and tv that was needed to operate the owl feature for optimal Zoom meeting video performance.

5. Net income:

--\$37,000, compared to a break-even budget

6. Balance Sheet:

-- Total assets are \$613,000. Total Liabilities are \$14,400. Total equity is \$599,000.

-- Total assets include \$533,000 in various cash accounts. This is equal to 9.5 months of our operating expenses; we have plenty of liquid funds to pay our bills as they come due.

Motion to approve and to be submitted for audit by Matt Holson, second by Kris Fredrick. Motion carried.

4. **Executive Director's Report.** Joan introduced staff members Chase Andersen and Jon Tynjala, case managers, and Judie Rush, outreach manager. Joan requested board members complete the board experience poll. The LCL Breakfast initial plans including date, budget, event planner, venue, speaker, and fundraising/ticketing platform for the 2024 event were discussed. Motion to retain Ripple Event Marketing as the event consultant by Kendra Brodin, second by Kris Fredrick. Motion carried. Due to a commitment, Chair Mohring passed the gavel to Past-Chair Caitlinrose Fisher and left the meeting. Motion made by Lisa Lodin for the event planning committee to review other considerations and send a report of recommendations to the board. Second by Kendra Brodin. Motion carried. Joan presented an update on the Bar Association Well-Being conference activity. Joan presented the 2023-2024 Budget approved by the previous board for approval by the 2023-2024 Board, as required by Charities Review Council. Motion by Kendra Brodin, second by Matt Holson. Motion carried. Joan reported that LCL helped 411 new clients in the last fiscal year, which is a new record number of new clients. Upcoming events and LCL outreach events were highlighted.
5. **Committee & Task Force Reports.** A slate of committees and chairs was presented. Motion to approve the slate as proposed by Amanda Harrington, second by Hon. Lawrence Johnson. Motion carried.
6. **Other Business and Upcoming Events.** Upcoming events listed on the agenda were highlighted by Joan Bibelhausen.
7. **Motion to Adjourn.** Motion to adjourn by Kendra Brodin, second by Lisa Lodin. Meeting adjourned at 9:00 a.m.

Respectfully submitted by

Amanda Harrington

Secretary

Minutes recorded by Annette Erbst, Administrative Assistant

Next Regular Meeting: September 21, 2023, 7:30 a.m. Hybrid – in person preferred.