

LAWYERS CONCERNED FOR LAWYERS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

MARCH 21, 2024

7:30 A.M.

VIA ZOOM VIDEOCONFERENCE AND IN THE LCL OFFICE

The Directors in attendance included: Chair Andrew Mohring, Chair-Elect Jennifer Anderson, Secretary Amanda Harrington, Treasurer Katherine MacKinnon, Past-Chair Caitlinrose Fisher, Kendra Brodin, Hon. Tim Carey, Howard Carp, Benjamin Carpenter, Edward Cassidy, Grace Chanin, Paul Cornick, Kris Fredrick, Matt Holson, Hon. Lawrence Johnson, Lisa Lodin, Justin Page and Reen Reinhardt.

Directors absent: Hon. Martin Fallon, Hon. Donovan Frank, Vincent Pham, Jude Schmidt, and Jordan Vassel.

Executive Director Joan Bibelhausen, Administrative Assistant Annette Erbst and Hannah Hugen, representing Abdo Solutions 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:

LCL Audit

Financial Statements for January and February

Approval of Minutes

LCL Breakfast

Succession Planning Update

LCL Committee Reports

ITEMS OF BUSINESS

- 1. LCL Audit** – Treasurer Katherine MacKinnon introduced Accountant Hannah Hugen, who was welcomed via Zoom. Ms. Hugen, representing Abdo Solutions, presented LCL’s fiscal year 2022-2023 Financial Statements, IRS Form 990, and the Annual Report for the Minnesota Attorney General.

Motion by Katherine MacKinnon: Motion to accept the 2023 audit report and approve the filing of the IRS 990. Second by Johnson. Motion carried.

Motion offered by Katherine MacKinnon: The Board of Directors approves the contents of the Minnesota Charitable Organization Annual Report Form as well as the Form 990 – Return of Organization Exempt from Income Tax. The board certifies that we have assumed and will continue to assume responsibility for determining matters of policy, and have supervised, and will continue to supervise the operations and finances of the Organization. The information supplied is true, correct, and complete to the best of our knowledge. MacKinnon moves the Board to acknowledge the certification and authorizes the signatures of Board Chair Andrew Mohring and Treasurer Katherine MacKinnon. Second by Jennifer Anderson. Motion passed.

Ms. Hugen was thanked for the service of her organization and left the meeting.

Discussion followed regarding the audit process and should an RFP be issued for audit services in the future.

2. **Treasurer's Report.** MacKinnon reported that due to extenuating circumstances, the February financial statements have not been reviewed yet. The January 2024 financial statements have been reviewed. Motion by Andrew Mohring, second by MacKinnon, to move board approval for January statements and approve the February financial statement via email. Motion carried.
3. **Chair's Report.**
 - a. Succession. Mohring presented on the process of vetting organizations being considered to assist in the succession three-phase process.
 - b. LSAC audit. There is a position opening as Judith Rush is leaving the organization. The position has been posted, and there has been a discouraging lack of applicants. At this point Mohring handed the meeting to Bibelhausen. Joan reported on the LSAC audit and its memo informing legal services organizations of the challenges of hiring staff due to rapidly increasing salaries in other comparable positions. The resulting consideration is that LCL offer more for the open position. A proposal was brought to the board to increase salaries for all staff by \$5,000 each by Mohring, Anderson and Bibelhausen. A very robust and engaged discussion followed. Motion made by Mohring that the board authorize Joan to raise the salary range for the open position by \$5,000. and report back whether that has an impact or not. Second by Ben Carpenter. Discussion followed. Motion by MacKinnon to amend the original motion to make the range \$75,000 to \$90,000. Amendment approved by Carpenter. Motion passed. Discussion followed contemplating raising all staff salaries now or later and which is the appropriate subgroup of the board to undertake this assessment. Motion by Fisher to increase everyone's salaries and to have a group analyze precisely what those salaries should be and to have those salaries apply retroactively as of March 21, 2024. Second by Brodin. Friendly amendment to raise salaries effective April 1, 2024. Motion carried. Finance and Fundraising committee will undertake the analysis.
4. **APPROVAL OF THE JANUARY 18, 2024, REGULAR MINUTES.** Upon a motion made by Matt Holson, second by Fisher, the Minutes of the January 18, 2024, regular meeting were approved.
5. **Executive Director's Report.**
 1. Please help promote the Stepping Up Breakfast on April 19th.
 2. There is a new CLE rule in MN requiring that 1 of every 45 CLE credits be substance use/mental health related. All of LCL's programs qualify.
 3. LSAC Update – There is a legislative proposal that the Legal Services Advisory Committee be moved outside of the judicial branch. If this takes place, another entity will administer the Lawyer Assistance program grant.
6. **Committee & Task Force Reports.**
 - a. Harrington requested that everyone read the proposed bylaw amendments in advance of the May meeting.
7. **Other Business and Upcoming Events.** Upcoming events are listed on the agenda.
8. **Motion to Adjourn.** There being no further business, Mohring adjourned the meeting at 9:00 a.m.

Respectfully submitted by

Amanda Harrington

Secretary

Minutes recorded by Annette Erbst, Administrative Assistant

Next Regular Meeting: May 16, 2024, 7:30 a.m. Hybrid – in person preferred.