

## **LAWYERS CONCERNED FOR LAWYERS**

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

**SEPTEMBER 25, 2025**

**7:30 A.M.**

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

Directors in attendance: Chair Hon. Donovan Frank, Chair-Elect Benjamin Carpenter, Secretary Amanda Harrington, Treasurer Vincent Pham, Past-Chair Andrew Mohring, Kendra Brodin, Edward Cassidy, Grace Chanin, Matt Holson, Kathryn Koch, Jeffrey Koerselman, Katherine MacKinnon, Bekah Muta and Natalie Netzel.

Directors absent: Past Chair Jennifer Anderson, Howard Carp, Kenneth Cheek, Cate Eberhart, and Hon. Martin Fallon.

Executive Director Jon Tynjala and Office Manager Annette Erbst were also present.

Chair Hon. Donovan Frank called the meeting to order at **7:35 a.m.** A quorum was present.

#### **Items Requiring Board Action/Discussion:**

Approval of Minutes

Pre-Audit Meeting with CliftonLarsonAllen LLP

Financial Statements for July and August

Family Leave Act

New Members

Acceptance of Board Member Resignation – Amanda Harrington, Secretary

#### **ITEMS OF BUSINESS**

- 1. APPROVAL OF July 17, 2025, REGULAR MINUTES.** Upon a motion made by Katherine MacKinnon and seconded by Kendra Brodin, the Minutes of July 17, 2025, regular board meeting were approved.

- 2. CHAIR'S REPORT**

2.1 Pre-Audit Meeting. Michael Hinsch, representing CliftonLarsonAllen, LLP was introduced and joined the meeting. Mr. Hinsch presented a presentation to outline the audit scope and deliverables, the timeline, process and responsibilities, Board input, and industry insights. Mr. Hinsch was thanked for his time and left the meeting.

2.2 Strategic Planning. Chair Frank turned the floor to Andrew Mohring for a strategic planning report. The strategic planning process has been completed. The plan has been circulated for review. The next step will be presentation to the full board for approval. Thanks were expressed to Jennifer Anderson and Hon. Peter Reyes for their assistance in the strategic planning process.

2.3 Additional vacation accrual payout to Joan Bibelhausen. The executive committee made the decision to make an additional vacation payout to Joan Bibelhausen. The basis for this payout -is not to be construed as a change in policy; the payout was a deviation from established policy and was done in consultation with our auditors.

2.4 Fundraising. LCL has a goal that every board member makes a financial contribution in a personally meaningful amount. It is requested that board members make their contribution by the end of the year. Unanimous participation is important for confidence of donors and charity review standards.

### **3. TREASURERS REPORT**

3.1 Financial Statements for July and August. The financial statements are available on the board portal. Treasurer Pham reported the financials look good. There were no questions.

### **4. NEW MEMBERS**

4.1 Executive Director Jon Tynjala presented two new applications for membership. Motion to admit by Andrew Mohring, seconded by Matt Holson. Motion carried.

### **5. EXECUTIVE DIRECTOR'S REPORT**

5.1 Family Leave Act. LCL will need to adopt a policy for the State of MN Family Leave Act before its initiation on January 1, 2026. A policy will be presented to the board at the November board meeting for approval.

5.2 Preliminary CoLAP report. Jon presented at one of the sessions with the Mindful Business Charter based in the UK and US Bank about identifying some of the root causes of unnecessary attorney stress and working to find solutions to eradicate them.

5.3 SCAO Update. The administrator for the Lawyer Assistance Program contract was previously administered by the Legal Services Advisory Committee, has now been moved to the State Court Administrator's Office. The process has been going well.

5.4 Activity Report The activity reports for July and August are available on the board portal. Activities are on track with prior months. It is anticipated that calls may increase now that schools are back in session. CLE numbers are starting to increase. We continue to have strong relationships with legal organizations. Many of our calls are related to mental health and workplace anxiety.

5.5 Well-Being initiatives. Things are ramping up as committees meet. The Mindful Business Charter may be another way to bring well-being initiatives directly to law firms and other legal organizations in Minnesota.

5.6 LCL Breakfast Update. The initial payments have been made to the venue and the event planner. The committee will be meeting preliminarily to discuss the speakers and swag. Suggestions are welcome. This Breakfast will be commemorating LCL's 50<sup>th</sup> year of service to the profession.

### **6. COMMITTEE REPORTS**

6.1 Nominations and Governance. Chair-Elect Carpenter reported that Amanda Harrington has given notice of resignation. She is willing to stay on through October. The committee will take on identifying and nominating a replacement for Secretary position. A resolution to dissolve the finance committee was presented:

#### **RESOLUTIONS FOR ADOPTION BY THE LCL BOARD OF DIRECTORS**

September 25, 2025

WHEREAS, the Board of Directors ("Board") of Lawyers Concerned for Lawyers ("LCL") is responsible for establishing committees pursuant to Section 317A.241 of the Minnesota Nonprofit Corporations Act, and

WHEREAS, the Board has determined that the role and duties of the Finance Committee are redundant to those of the Executive Committee.

NOW, THEREFORE, BE IT RESOLVED, that the Finance Committee is dissolved as of the date of this resolution.

RESOLVED, FURTHER, that the Executive Committee be responsible for performing all functions heretofore performed by the Finance Committee, including, without limitation, overseeing audits, budgeting, and accounting.

Motion made by Kate MacKinnon to adopt the resolution and seconded by Brodin. The motion was approved.

6.2 Education and Outreach. Natalie Netzel reported that the committee met and that the plan for the coming year was to reach out to organizations that LCL partners with, starting with law schools, to get a sense of what is going well and what they may want more of in terms of programming. LCL's Executive Director and board member Grace Chanin will be speaking on a panel at Mitchell-Hamline for an event spearheaded by Hazelden Betty Ford and Mobilize Recovery.

6.3 Cases. Grace Chanin reported that the next meeting is scheduled for Oct 14.

6.4 Events. Brodin reported that the meetings are scheduled, and everything is off to a good start.

## **7. NEW BUSINESS**

There was no new business.

- 8. MOTION TO ADJOURN.** Motion to adjourn by Kate MacKinnon, second by Natalie Netzel. Meeting was approved and the meeting was adjourned at 9:00 a.m.

Respectfully submitted by

Hon. Donovan Frank

Chair

Minutes recorded by Annette Erbst, Office Manager

Next Regular Meeting: November 20, 2025, 7:30 a.m. Hybrid – in person preferred.