

# Un-official Minutes

## LINCOLN LEGAL PROFESSIONALS ASSOCIATION BOARD OF DIRECTORS MEETING May 28, 2020

The regular Board Meeting of Lincoln Legal Professionals Association was held on May 28, 2020, via Google Meet Videoconference, with the following members present: Rae Wulf Schmidt, Alicia Hunt, Shannon Draper, Beth Christ, Michele Walker, Carol Paige, Kathy Eidenmiller, Debra Lundberg, Tina Scully, and Dana Garrett.

Rae Wulf Schmidt called the meeting to order at 12:09 p.m.

**Approval of the March 26, 2020, Minutes:** Carol Paige motioned to approve the minutes, and Alicia Hunt seconded. The March meeting minutes were approved with a vote.

### **Pending Business:**

LLPA Bylaw & Standing Rule Changes (TABLED UNTIL 09/2020)

Scholarship changes/Letter writing campaign (TABLED)

LLPA shirts (TABLED)

### **New Business:**

**2019-2020 Audit:** Kathy Eidenmiller motioned to approve the 2019-2020 Audit, and Tina Scully seconded. The Audit was approved with a vote.

**NLPA disbandment money/Pay for website in advance:** NLPA is completely dissolved. There was a disbursement of \$2,440.63 from NLPA to LLPA. It was discussed that some of the money be moved to the scholarship fund and some money be reserved to pay for the website in advance. The board agreed to set aside \$500/year for the website just to factor in extra costs, and to put the remainder of the NLPA disbursement in savings for the time being. Correction: NLPA Disband money was \$250/year for website, so \$500 total

**Plan for June:** It was proposed that the board could set up some sort of short educational meeting/seminar via Zoom or other videoconferencing program. It was also proposed by Tina that we do Zoom seminars over the lunch hour. The board was tasked with brainstorming remote meeting ideas and to let Rae know. No formal decision was made regarding the June meeting.

**Fall Membership Drive:** The board agreed to wait and see what happens with the coronavirus before planning any membership event. It was suggested a football tailgate or a winetasting would be good event ideas, if possible. The board was charged with brainstorming ideas for a membership event if LLPA is able to gather in the future.

**Change Fiscal Year to Match Tax Year/Application Due Dates:** After discussion, the board agreed to change the fiscal year to match the calendar year (January 1 – December 31). The board also agreed to change the election deadlines to match the new fiscal year, with the first call for nominations beginning November 1. Alicia Hunt motioned to move the fiscal year to January 1-December 31, and Kathy Eidenmiller seconded. The motion passed.

With the agreed change in the fiscal year to match the tax year, the board decided that an initial reminder for 2021 dues will go out on October 1, 2020. Dues will be due November 1, 2020, for the 2021 year. If dues are not paid by January 1, 2021, they will be considered delinquent. The board also agreed that members will need to have dues paid on time to hold an LLPA office/chair. As previously decided, dues are \$40 for new members and renewals. Students are \$20. The application form will be updated to reflect the same.

As LLPA has been unable to meet for a majority of the year due to COVID-19, the board discussed suspending dues for the 2020 year and extending membership through the end of 2020 for current 2019-2020 members. Alicia Hunt motioned to cancel dues for the 2020 fiscal year and to extend membership through the end of 2020 for 2019-2020 members, and Carol Paige seconded. It was approved with a vote. Alicia will issue refunds to those that have already paid for the 2020-2021 year. Rae and Kathy will work on an email to the membership informing them their membership has been extended through the end of 2020.

**Awards Night/Boss of the Year:** Awards night is scheduled for July 9<sup>th</sup>. We still do not know if we can gather in large groups or if people will feel comfortable doing so. We lose the \$800 deposit if we cancel. Tina was going to call and see if we could reschedule to a later date and get more details.

## **Reports:**

**Vice President:** Michelle Walker. Remaining membership budget: \$1,066.46

**Treasurer:** Alicia Hunt. 2020-2021 budget discussed and approved. Correction: Now the budget for the end of 2020, since we changed the fiscal year to follow the calendar year. Carol motioned, Tina seconded...motion carried.

**Program & Publications:** Rae Wulf Schmidt. Will issue newsletter in July. Still need a name for the new newsletter.

**Service & Charitable:** Kathy Eidenmiller. All services and charitable activities are suspended until further notice.

**Fundraising:** No report.

**Awards:** Tina Scully. No report.

**Legal Professional of the Year:** Shannon Draper.

**Boss of the Year:** Diane Henninger.

**Scholarship:** Shelia Anderson (Interim). Scholarship winner has been chosen and will be notified.

**Website:** Alicia Hunt.

**Parliamentarian:** Carol Paige.

**Media:** Vickie Starr.

**Audit:** Kathy Eidenmiller & Sheila Anderson.

**Nominations & Elections:** Beth Christ.

**Next Board Meeting:** June 25, 2020, at Woods Aitken (Tentatively via Videoconference)

Adjournment: At 12:51 p.m. the meeting was adjourned.

LINCOLN LEGAL PROFESSIONALS ASSOCIATION  
FINANCIAL REPORT FOR MAY 2021  
(March 25, 2021-May 26,2021 Financial Activity)

### US Bank - Checking (5410)

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
25-Mar		Beginning Balance			\$2,510.71
9-Apr	DEP	Membership Dues: 4 renew, 3 new=7		\$280.00	\$2,790.71
26-Apr	EFT	PO Box Purchase for 1 year	\$134.00		\$2,656.71
26-May	DEP	Membership Dues: 1 renew, 1 new=2		\$80.00	\$2,736.71
		Ending Balance			<u><u>\$2,736.71</u></u>

### US Bank - Scholarship Checking

<u>Date</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
25-Mar	Beginning Balance			\$77.51
	Ending Balance			<u><u>\$77.51</u></u>

### US Bank - Savings

<u>Date</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
25-Mar	Beginning Balance			\$4,508.59
23-Apr	INT Interest		\$0.03	\$4,508.62
25-May	INT Interest		\$0.03	\$4,508.65
	Ending Balance			<u><u>\$4,508.65</u></u>

No Lunch & Learn Meeting:

Prepared and submitted by:



Alicia Hunt, LLPA Treasurer

Date: 5/26/2021

## **MOVING OR CHANGING JOBS?**

Please remember to notify the LLPA Vice President, Michele Walker, of any changes in your contact information (work or home address, phone numbers, or email.) Thank you!!



## **Budget for April 1, 2020-December 31, 2020**

(We're changing the fiscal year to start on January 1<sup>st</sup>.)

**Savings:** \$2,082.59 (balance as of April 1, 2020)

**Scholarship:** \$1,577.51 (balance as of April 1, 2020)

- 1,500.00 (scholarship for 2020-2021)  
- 25.00 (potential expenses)  
= 52.51

**Main Checking:** \$2,483.43 (balance as of April 7, 2020)

+ 2,440.63 NLPA disbursement (\$500 for website, \$1,940.63 in savings to decide at a later date)  
+ 0.00 Membership Dues (extending membership through new fiscal year, December 31, 2020)  
  
- 350.00 Awards Night  
- 125.00 Business Expenses (PO Box \$106, checks, misc.)  
- 120.00 Christmas/Holiday Party  
- 20.00 Courtesy (if we send out cards for anything: speakers)  
- 50.00 Charitable (in December)  
- 25.00 Lunch & Learn (covers when we go over a little each month)  
- 1,066.46 Membership (leftover budget from last year)  
- 250.00 Website (was 226.80 last year)

**Approved budget at May 28, 2020 board meeting.**

-Alicia Hunt, Treasurer