

# 28th Judicial District Bar

Buncombe County, NC



## Minutes of the October 31, 2011 Executive Committee Meeting

### In Attendance:

A quorum was present.

In attendance were: Doug Tate, James Ellis, Jason Peltz, Brad Stark, Mae Creadick, Jason Gast, Holly Stiles, Eileen McMinn, Tikkun Gottschalk, Courtney Booth, Ryan Beadle, Bill Christy, Alan Coxie and Bar Administrator Lisa-Gaye Hall.

### Minutes & Treasurer's Report:

The September 2011 minutes were reviewed and no changes were made. Mr. Peltz moved to approve the minutes, Ms. McMinn seconded and the motion carried unanimously.

Ryan Beadle presented the treasurer's report and reviewed the balance and profit and loss sheets with the committee. He noted that the balance sheet is in line with last year and we are in good shape. Bar dues collection has been quicker than last year. Luncheon income will likely exceed our budgeted amount. Mr. Gast moved to accept the treasurer's report, Mr. Christy seconded and the motion carried unanimously.

### Committee Reports:

#### Finance Committee:

Mr. Beadle explained the FC committee recently met and discussed our financial controls document regarding an audit every three years or upon the election of a new Treasurer. The finance committee proposed that we conduct an audit. Mr. Beadle has investigated obtaining a CPA to conduct an audit or a review or a compilation of our records which may be less expensive. 8 years ago an audit was done and cost approximately \$5,000. This work was not a formal audit, but rather a review of three years' books. We have not budgeted for this expense this year. 2001, 2002 and 2003 were audited in 2006. Mr. Beadle suggests that we decide what work we want done, then determine the timing for the audit, which the FC recommends we do this year. The EC discussed our options. Some felt a formal audit dating back to 2003 may not be needed. There are various procedures we may use including a review, a compilation or an audit of systems. The EC suggested a more regular review process. Ms. Hall explained to the EC that she, the Treasurer and Bookkeeper have a quarterly review policy. The EC discussed a compilation or a system's review rather than a formal audit and that the language in the financial controls document would allow this. The EC requested that the finance committee obtain more information on audits and return to the EC with a recommendation. It was suggested that we create a new line item in our budget for audits.

Mr. Beadle reviewed our policy section of the EC members' manual for policies passed by the EC. Sponsorships policy of September 2008 the FC recommended we change. Currently the policy is that we have \$2000 budgeted annually, \$500 quarterly. The suggested change to the language in the policy to "the event sponsorship must have a nexus to the law, not be a charitable donation and not violate the by-laws." Ms. Creadick moved to accept, Mr. Peltz seconded and the majority carried with one abstaining. WCCJ requested a sponsorship of \$500 for an event, "Cut the Risk." We have sponsored this event for the past 2 years. The EC agreed this sponsorship is in line with our policy. Ms. Creadick moved to approve the request, Mr. Stark seconded, and the motion carried unanimously.

The Treasurer provided a report from Phil Kelly regarding how the funds were spent for the summer interns program.

**CLE Committee:**

Ms. Creadick reported on the upcoming Nov 4<sup>th</sup> LGBT CLE and Dec 9<sup>th</sup> CLE. We are on track for completing at least four CLEs this fiscal year. We may do video replays next year.

**Communications Committee:**

Ms. McMinn and Ms. Hall reported on communications for the committee. Ms. Hall explained we want to transfer our site to 28thjdb.com addresses rather than buncombecountylaw.net. There will be some expense related to this change. We have a consultant who has been paid to update our directory. Approximately 50 to 60 people have updated their directory. The CC recommends we spend \$200 for final transition to [www.28thjdb.com](http://www.28thjdb.com). The motion of the CC passed unanimously.

**Special Events:**

Mr. Coxie pointed out that our events go very well due to our outstanding Bar Administrator, Ms. Hall. Mr. Coxie gave an updated list of who has contributed to the Bar Holiday Party fund. We have at least \$2900 raised. Mr. Coxie suggested that each member of the EC make a contribution. Mr. Gottschalk stated that he is working on reaching Home Trust Bank for sponsorship.

**Pro Bono Committee:**

Mr. Gottschalk stated had nothing to report.

**Nominating Committee:**

Mr. Christy needed to leave early and was unable to report.

**Real Estate Exploratory Committee:**

Mr. Drye was not present.

**Upcoming Programs:**

Mr. Tate mentioned that Eric Mezzonze is presenting at the next Bar meeting and should make for a very entertaining presentation.

**Law Library:**

Mr. Peltz explained that we are going through the list of items to keep and discard, and now know what we are going to keep. By next month and via email, Mr. Peltz will ask the EC to determine the storage space that we will need, and how long we will need to keep it. There was discussion of determining the capacity of the new courthouse library.

**Other Business:****President's Report**

Mr. Tate reported that Bar Briefs will go out next Tuesday. We have another award opportunity to nominate someone from our local bar for the Liberty Bell award. Several judges from our Western District have already been recipients. Judge Winner was recommended as a potential nominee. This award nomination is due Jan 6<sup>th</sup>. Mr. Coxie agreed to look into making a nomination for this award.

**Next Meeting:**

The next regular EC meeting will be on December 5, 2011 at 12:30 in Pisgah Legal Services conference room.

There being no further information coming before the Committee, the meeting was adjourned. These minutes are respectfully submitted on the 30th day of November, 2011.

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M. Mae Creadick