

MCB Board of Directors
Thursday, July 26, 2018 – 7:30 a.m.

In attendance: Timika Shafeek-Horton, *President*, Chris Lam, *President-Elect*, Heather Culp, *Past President*, Erin Taylor, *Secretary*, Tricia Magee, Hon. Chris Bazzle, Lee Robertson, Anna Carpenter, Renee Little, Russ Ferguson, Jason McGrath, Ken Raynor

By phone: Anne Tompkins, Rhonda Patterson

Ex-officio Board member: Nancy Roberson, *Executive Director*

Staff: Leah Campbell, *Assistant Executive Director and Director of Communications & Events*, Sally Robinson, *Director of Finance & HR*, Greg Hicks, *Executive Assistant and Director of Support Services*

- I. CALL TO ORDER AND INTRODUCTIONS** – President Timika Shafeek-Horton called the meeting to order and asked for introductions.
- II. CONSENT AGENDA** – Ms. Shafeek-Horton presented the following items for approval on the consent agenda:
- A. May 16, 2018 Board Meeting Minutes**
 - B. June 14, 2018 Executive Committee Minutes**
 - C. 2018-19 MCB Board of Directors**
 - D. Executive Director’s Report**

Ms. Culp asked to correct Rachel Matesic’s name in the June 14, 2018 meeting minutes.

Jason McGrath moved to approve the consent agenda with the recommended edits. Russ Ferguson seconded the motion. The motion was approved.

III. FINANCE REPORTS

- A. June 2018** – The Board reviewed the June 2018 financials. Ms. Robinson stated that CLE income is lower by approximately \$100,000 and membership income is higher than budgeted. Overall, expenses are lower for the year. Ms. Shafeek-Horton stated that when dues were raised in 2010 a plan was created to transfer money from the Operating Reserve to cover any shortfalls. MCB leadership and staff have worked hard to keep expenses down and the MCB has not needed to make that transfer. She stated that the MCB’s net income continues to stay positive, but it is shrinking each year. The Finance Committee will review. Ms. Roberson reminded the Board that the transfer from the Operating Reserve is a budgeted line item to ensure the budget is balanced each year, consistent with the approved dues increase from 2010.
- B. 2018-19 MCB Budget** – The Board reviewed the 2018-19 MCB budget.
- C. Finance 101** – Ms. Shafeek-Horton referenced the Finance 101 handout and encouraged all Board members to review the material.

IV. ACTION ITEMS

- A. Approval of 2018-19 Task Forces** – Ms. Shafeek-Horton asked the Board to review the handouts on task forces and to consider approval for the following three task forces, their purpose statements, and membership makeup.
 - 1. CLE Audit Task Force** – Ms. Patterson explained the purpose of the CLE Audit Task Force is to address the recent questions surrounding CLE pricing, focus, trends, etc. At the end of

2017-18 a small group met and agreed the MCB needs to hire an outside consultant. The consultant will review the MCB's CLE program and provide recommendations and concrete action items to help move CLE forward. Ms. Magee explained the Board has approved up to \$20,000 to hire RR Consulting, but the task force has not been formally approved for 2018-19. Ms. Shafeek-Horton stated the members of this task force are Ms. Magee, Mr. McGrath, Ms. Patterson, and Pat Kelly. Mr. Kelly also agreed to act as the liaison between the CLE Audit Task Force and the Membership Value Task Force.

Tricia Magee moved to approve the creation of the 2018-19 CLE Audit Taskforce, proposed members and purpose. Secretary Erin Taylor seconded the motion. The motion was approved.

- 2. Membership Value Task Force (MVTF)** – Ms. Tompkins stated the purpose of the MVTF is to evaluate the MCB's value proposition. Ms. Tompkins was recommended by Ms. Shafeek-Horton as chair. Ms. Tompkins stated she hopes that the MVTF can meet next week to begin its work.

Russ Ferguson moved to approve the creation of the 2018-19 Membership Value Task Force, the proposed members and purpose statement, and the authority for Chair Anne Tompkins and Heath Gilbert to appoint 4-5 additional taskforce members at their discretion. Jason McGrath seconded the motion. The motion was approved.

- 3. Lawyer Referral Services (LRS) Audit Task Force** – Mr. Raynor explained that the LRS program began operating in 1950 and connects members of the public with attorneys. The attorneys who receive the referrals are MCB's LRS Panel members. The LRS Task Force will review the results of the recent LRS audit, purpose of the LRS program, who it serves, and how the program is funded. The audit was created last year by Ken Matejka, *LRS Consultant*.

President-Elect Chris Lam moved to approve the creation of the 2018-19 LRS Taskforce and its proposed roster with its purpose to review the LRS operational audit report and historical data and to provide recommendations for the future of the program. Renee Little seconded the motion. The motion was approved.

- B. Appointment Status - Recommendations to Board for Approval** – Ms. Shafeek-Horton stated the Executive Committee met last week and reviewed a number of candidates to fill the two vacancies on the Board. The Board reviewed the candidates recommended by the Executive Committee. The Board agreed to postpone Stephanie Daniels nomination since there is already a representative on the Board from *Shumaker, Loop, & Kendrick*. The Board discussed the other vacancy and agreed to appoint Ken Harris for the Class of 2020.

Jason McGrath moved to postpone the nomination of Stephanie Daniels. The Hon. Chris Bazzle seconded the motion. The motion was approved.

Jason McGrath moved to appoint Ken Harris to serve the one-year vacancy in the Class of 2020. Dulce Plaza seconded the motion. The motion was approved.

Ms. Shafeek-Horton then stated that Dulce Plaza is recommended by the Executive Committee to serve the at-large position on the Executive Committee. Ms. Plaza was excused from the discussion. After discussion, the Board agreed to appoint Ms. Plaza to the at-large position on the 2018-19 Executive Committee.

Russ Ferguson moved to approve Dulce Plaza as the at-large member on the 2018-19 Executive Committee. Ken Raynor seconded the motion. The motion was approved.

- C. **2018-19 MCB Draft Goals** – Ms. Shafeek-Horton reviewed the recommended 2018-19 goals. She referenced the work of the task forces in one of the goals as a priority and hopes recommendations are available for the 2019-20 budgeting process.

Past President Heather Culp moved to approve the 2018-19 MCB draft goals. Renee Little seconded the motion. The motion was approved.

- D. **Make Memorials Committee a Joint MCB/MBF Committee** – Ms. Tompkins stated she serves as chair of the Memorials Committee this year. This committee works with families to arrange the memorial service at the courthouse honoring deceased MCB members. She explained the MCB is one of the only bars in the country that keeps a written record of memorials and holds memorials in the courthouse. Ms. Shafeek-Horton stated this proposal requests to make the committee a joint committee between the MBF and MCB. Ms. Magee likes the idea but expressed concern that a joint committee may become a fundraising effort. Ms. Roberson stated there are no fundraising plans for this committee. Making the committee a joint committee will allow for a more united appearance in honoring deceased members through memorials and by engraving the names of the MCB members onto a large brick or tile on the patio.

Dulce Plaza moved to make the Memorials Committee a joint committee of the MCB and MBF. Jason McGrath seconded the motion. The motion was approved.

- E. **Sunset Future Bar & Foundation Center Committee** – The Board reviewed the request to sunset the Future Bar & Foundation Center Committee.

Hon. Chris Bazzle moved to sunset the Future Bar & Foundation Center Committee. Jason McGrath seconded the motion. The motion was approved.

V. DISCUSSION & UPDATE

- A. **Committee Purpose and Goals** – Ms. Shafeek-Horton requested each MCB committee draft its purpose and goals and provide updates throughout the year.
- B. **Status of D&I Financials and CLDC Demographics (D&I Committee Mtg 7/31)** – Ms. Shafeek-Horton stated work is ongoing to help the MCB encourage diversity throughout the local legal community. A detailed report will be provided at a later time.
- C. **MCB Leadership Orientation – Aug. 23** – Ms. Shafeek-Horton encouraged all Board members to attend the Leadership Orientation on Aug. 23.

- VI. **ADDITIONAL ITEMS** – Ms. Little recommended the Board schedule a speaker to discuss implicit bias. She recommended speaking with Judge Lou Trosch or Elisa Chinn-Gary.

Mr. McGrath commented he was very happy with the Bar's decision to offer free headshots to members and believes it to be a great member benefit.

- VII. **ADJOURN** – The meeting was adjourned.

Respectfully submitted,

Erin Taylor, *Secretary*

Greg Hicks, *Executive Assistant*

MCB Board of Directors
Thursday, October 25, 2018 – 7:30 a.m.

In attendance: Timika Shafeek-Horton, *President*, Chris Lam, *President Elect*, Fred DeVore, *Vice President*, Heath Gilbert, *Treasurer*, Heather Culp, *Immediate Past President*, Hon. Chris Bazzle, Anne Tompkins, Stephanie Daniel, Libby James, Jason McGrath, Russ Ferguson, Renee Little, Anna Gray LeBlanc, Amanda Mingo, Ken Raynor, Lee Robertson, Cary Davis, Clark Walton, Ken Harris, Tricia Magee, Barrett Morris

Guest: Woody Connette, *Lawyer Referral Service (LRS) Task Force Chair*

Ex-officio Board member: Nancy Roberson, *Executive Director*

Staff: Leah Campbell, *Assistant Executive Director / Director of Communications & Outreach Strategy*, Sally Robinson, *Director of Finance and Employee Benefits*, Greg Hicks, *Director of Digital Media & Outreach*, Shannon Reid, *Director of Compliance, Ethics & HR*

- I. **CALL TO ORDER**– President Timika Shafeek-Horton called the meeting to order and asked for introductions.
- II. **CONSENT AGENDA** – Ms. Shafeek-Horton presented the following items for approval on the consent agenda:
 - A. **July 26, 2018 Board Meeting Minutes**
 - B. **Executive Committee Minutes - August 16, September 25 (electronic), September 27**
 - C. **Approved Committee Purpose Statements**
 - D. **Executive Director’s Report**

Jason McGrath moved to approve the consent agenda with the recommended edits. Amanda Mingo seconded the motion. The motion was approved.

III. **FINANCE REPORTS**

- A. September 2018 – Treasurer Heath Gilbert reviewed the financial reports. He stated CLE and LRS income is higher than same time last year. The audit will begin next week.
- B. First Quarter Report – MCB is at 10% of the budgeted CLE income goal, which suggests that last year’s reduced CLE income was an anomaly. He credits CLE staff for working hard to increase income. Membership is slightly down compared to last year.

IV. **ACTION ITEMS**

- A. Appointment Status Recommendation to Board for Approval– The Board discussed recommendations for the Class of 2019 vacancy and agreed to ask Valecia McDowell or Rich McPherson.

Hon. Chris Bazzle moved to approve the recommendations as discussed to fill the Class of 2019 vacancy. Libby James seconded. The motion was approved.

- B. Best Practices for Committee Structure – Ms. Shafeek-Horton presented the Best Practices for Committee Structure.

Immediate Past President Heather Culp moved to approve the Best Practices for Committee Structure. Hon. Chris Bazzle seconded. The motion was approved.

- C. MCB Publication Guidelines – Ms. Shafeek-Horton reviewed the MCB Publication Guidelines-Proposed Changes with the Board. She emphasized the highlighted changes include the name change of Legal Services of Southern Piedmont to Charlotte Center for Legal Advocacy and the date change for the Access to Justice Breakfast.

Renee Little moved to approve the MCB Publication Guidelines. Hon. Chris Bazzle seconded. The motion was approved.

V. DISCUSSION & UPDATE

- A. 100% Board Giving to MBF – Ms. Shafeek-Horton encouraged Board members to donate to the Mecklenburg Bar Foundation. The donation is more important than the size and she would like to have 100% participation from both the MCB and MBF Boards.
- B. 2017-18 Board Evaluation Results – Ms. Shafeek-Horton reviewed the results of 2017-2018 Board Evaluation. The results were varied, but mostly positive. The Board focused primarily on #13 Transparent Decision Making and #20 Elimination of Less Valuable Programs and Initiatives. Ms. Shafeek-Horton encouraged Board members to to ask questions when something is unclear and when Board members have comments or concerns. Mr. Davis stated the concerns about transparent decision making could also be the way in which we communicate decisions to members. Regarding the elimination of less valuable programs and initiatives, Ms. Shafeek-Horton emphasized the importance of this topic and asked whether to include on a future Board agenda. Mr. McGrath stated that a Board member would be less likely to know whether to recommend the elimination of a program or initiative. He asked how this is usually handled. Ms. Roberson commented that a committee or section typically makes a recommendation that is then brought to the Executive Committee and/or Board attention. Ms. Shafeek-Horton asked if there were any other questions and agreed to discuss later in the year.
 - 1. Board Social Gathering – Ms. Roberson reminded the Board that they discussed having a Board social gathering at a brewery. Ms. Shafeek-Horton stated she thought this can be done in conjunction with another MCB group meeting. Ms. LeBlanc stated the YLD Fall Social is November 8 at Town Brewing. Mr. Morris stated there will also be another social during the second quarter and he would love for the Board to attend the socials. Hon. Bazzle recommended Board members subscribe to the Bar-wide calendar on MeckBar.org for updates.
 - 2. Executive Committee Minutes on Consent Agenda – Ms. Shafeek-Horton stated the Executive Committee minutes are included on the Consent Agenda to help keep the Board informed of what the Executive Committee has been working on.
 - 3. Joint MCB/MBF Executive Committee Meeting – Ms. Shafeek-Horton notified the Board that a joint MCB/MBF Executive Committee meeting will be scheduled for the future. She discussed the possibility of inviting the Board members to attend or scheduling a separate joint meeting. She recommends a presentation by MBF to help educate the MCB Board so that the Board may be a better ambassador for the MBF.
- C. CLE Audit Task Force Update- Ms. Magee, a member of the CLE Audit Task Force, reported that the CLE consultants will begin work next week. The CLE Task Force, CLE Committee members, and the Executive Committee will meet with the consultants next Friday. Mr. Harris asked what is the audit specifically looking for and Ms. Magee explained this is a total review of MCB’s CLE programming and the current model. Ms. Shafeek-Horton commented it is more of an evaluation than an audit. MCB wants to review the efficiency of the program and make sure that the amount charged and value are appropriate. The CLE income last year was low and CLE is a significant portion of MCB income. Mr. McGrath explained there was panic last year about the decline in

CLE income and concern about whether the decline is a trend. We hope the audit will provide practical recommendations.

- D.** LRS Task Force Update – Mr. Connette, the Chair of the LRS Task Force, explained the handout and its description of the Task Force’s work and the significant input from the LRS Committee and Panel. Mr. Raynor was an active participant in the Task Force as well and emphasized the thoughtfulness of the group. Mr. Connette reported the headlines of the recommendations: the LRS program needs to incorporate changes that are more reflective of trends across the country. The Task Force agreed that LRS is primarily a service to the public and is essential. Community members need a neutral, reputable referral source. The Task Force agreed that the program needs to be a business opportunity for the panel participants. LRS needs to clarify that its purpose is to recommend a reputable attorney at reasonable prices rather than provide proving referrals to clients that cannot afford an attorney and may need pro bono assistance. Ms. James asked if many family law referrals are being pushed to LRS. Mr. Connette believes so. Ms. Little stated the Clerk’s Office’s is constantly referring to LRS, Charlotte Center for Legal Advocacy and Legal Aid because the Clerk’s Office isn’t allowed to refer to an attorney or make recommendations. Ms. Shafeek-Horton asked if people know LRS is a billed service. Ms. Little stated people are aware there is a fee, but are confused about what the referral fee covers. Ms. Reid stated LRS staff does try to identify between pro bono clients and paying clients and often times people want to pay the \$50 fee to speak with an attorney, but are actually in need of pro bono services. She continued LRS staff consistently reminds clients it’s a consultation fee only. Ms. Roberson explained programs across the country call their program LRIS – Lawyer Referral and Information Service and the Task Force may want to think about that title change as many of the calls result in referrals to other nonprofit agencies. Mr. Harris identified comparable programs across the country that identify the majority of their clients through their website. Ms. Reid reported 75% of LRS referrals come directly from agencies and attorneys in Charlotte. Mr. Connette stated he hopes LRS will be able to license or purchase software from an LRS program that’s already successful. Mr. Gilbert asked about the cost for this purchase. Mr. Connette stated he is unsure at this time. Mr. DeVore asked if this software would coexist with the current program or replace it. Mr. Connette stated it would supplant the current program. The LRS Committee will need to review these recommendations. Mr. McGrath suggests changing the name to Lawyer Consultation Service rather than LRIS to convey the true purpose of the service. Ms. Shafeek-Horton asked for any additional thoughts and stated a vote is not needed as long as the Board agrees that the LRS Task Force moves forward on this new initiative.
- E.** Membership Value Task Force Update –Ms. Tompkins discussed that the Membership Value Task Force (MVTF) was created to assess what MCB members’ value with their dues. MVTF plans to reach a cross section of Bar membership and ascertain their thoughts on the Bar and the value they receive. The outcome is to ensure Bar members are receiving good value for their dues. MVTF is not tasked with any financial recommendations or whether the MCB change its status of mandatory Bar. She continued the recommendations’ received may have budgetary implications on MCB communications, staff structure, or job responsibilities. MVTF is a group of ten and has been split into subcommittees – CLE, history, demographics, mission support, bar finances. She stated the MVTF has recommended that the Board approve hiring Dr. Will Sparks, a consultant from Queens University, to schedule focus groups and reach both involved and uninvolved members. The participants will vary based on years of service, practice area, firm size, gender, race and ethnicity, and geographic location. The selection process will be randomized. Dr. Sparks was sent a wide range of topics and ideas and he will create questions based on those. After the focus groups, he’ll synthesize the results and prepare a report. The focus groups will be scheduled soon. Ms. Shafeek-Horton stated she would like this done before the end of the calendar year so that recommendations can be used in the budgeting process. She stated this is important work and thankful for the MVTF’s time and effort.

F. Status of D&I Financials and CLDC Demographics – Ms. Shafeek-Horton reported she has been working with Ms. Roberson, Mr. Lam, Ms. Campbell, Ms. Robinson and Diversity and Inclusion (D&I) Chair Lani Quarmby and Vice Chair Adam Doerr on the D&I funding model. Currently, the primary funding is from Signatories. Those law firms and legal departments pay for programs that are geared towards Signatories only. The D&I Committee is identifying which programs to transition to the MCB so that more events and programs are open to all Bar members to help infuse D&I throughout the Bar. The term “Signatories” has been changed to “Stakeholders” to reflect a wider participant group. The D&I Leadership is also analyzing the financials including staffing cost to determine possible reductions.

VI. ADDITIONAL ITEMS – Ms. Shafeek-Horton stated MCB will hold a conference call in November to discuss member engagement and inclusion priorities. Details will be forthcoming.

VII. ADJOURN – The meeting adjourned at 9:04 a.m.

Respectfully submitted,

Greg Hicks, *Director of Digital Media & Outreach* and Christina Roberto, *Executive Assistant and Director of Special Projects*

For Secretary Erin Taylor

MCB Board of Directors
Thursday, February 19, 2019 – 7:30 a.m.

In attendance: Timika Shafeek-Horton, *President*, Dulce Plaza, *Member-at-Large*, Heath Gilbert, *Treasurer*, Heather Culp, *Past President*, Hon. Chris Bazzle, Renee Little, Ken Raynor, Tricia Magee, Cary Davis, Ken Harris, Barrett Morris, Rich McPherson, Lee Robertson, Leah Campbell, *Interim Executive Director*

By Phone: Chris Lam, *President-Elect*, Fred DeVore, *Vice President*, Anna LeBlanc, Amanda Mingo, Anne Tompkins, Rhonda Patterson, Stephanie Daniel

Staff: Greg Hicks, *Director of Digital Media & Outreach*, Sally Robinson, *Director of Finance & Employee Benefits*, Jennifer Nelson, *Director of Member Engagement & Inclusion*, Shannon Reid, *Director of Compliance, Ethics & HR*

I. CALL TO ORDER – President Timika Shafeek-Horton called the meeting to order.

II. CONSENT AGENDA – Ms. Shafeek-Horton presented the consent agenda for approval.

Cary Davis moved to approve the consent agenda as presented. Barrett Morris seconded the motion. The consent agenda was approved.

III. FINANCE REPORTS

A. January 2019 – Mr. Gilbert presented the January 2019 financial handouts. Total income is up compared to last year. CLE and LRS are also higher compared to last year. Mr. Gilbert stated that merchant fees are increasing, and the Finance Committee will work with Ms. Robinson to explore other options. He commented that the Membership Value Task Force did not need all the funds the Board approved for the focus groups in December. The unused funds will be returned to the Nonrecurring Expense Reserve Fund.

B. Second Quarter Report – The Board reviewed the second quarter report. Mr. Gilbert stated that the report looks good overall and the MCB budgeting process begins next week. He explained that the Finance Committee and staff will look into various options on making changes to the budget to increase member value.

IV. ACTION ITEMS

A. Executive Director Search Committee – Ms. Shafeek-Horton commented that the Board adopted an Executive Director replacement plan last year. The plan states that the President-Elect shall serve as chair of the search committee. The membership shall not change on the committee even if the search continues beyond this fiscal year. One of the positions on the search committee is to be filled by an MCB Board member. She asked the to vote on a member to serve. Dulce Plaza was selected to serve on the search committee.

V. DISCUSSION & UPDATE

A. MCB Nominating Committee – March 11, 2019 – Ms. Culp stated that MCB Board nominations are due by March 5. The Nominating Committee will first consider the officer nominations and then move to the nominees for the Board. Those recommendations will be distributed to the Board at the next Board meeting and presented to the full bar at the Annual Meeting.

B. Section Leadership with MCB EC – Ms. Shafeek-Horton reminded the Board of the Board meetings scheduled with section leadership in late March.

C. MCB Demographics – Ms. Campbell presented the MCB demographics handout. She stated that the demographics capture a large amount of information, but don't capture the number of members

who join the MCB laterally. She stated staff plans to make an effort to grab that and increase ways to engage those members. Ms. Shafeek-Horton agreed and commented one way to do that is with the MCB's new Director of Member Engagement & Inclusion, Jennifer Nelson. She stated it would be a great idea if Ms. Nelson would provide suggestions on better ways to engage our members at an upcoming Board meeting.

D. Implicit Bias Training MCB/MBF Boards and Staff - Ms. Shafeek-Horton reported that staff is working with Jim Dedmon to finalize a date for an implicit bias training in July or August with the new MCB and MBF Boards.

E. Task Forces' Updates

1. Membership Value Task Force (MVTF) – Ms. Tompkins reported that the MVTF continues its work. She asked Board members to reach the MVTF focus group outcomes. The MVTF is currently drafting the final report which will include sections on member dues, demographics, and CLE. She stated the MVTF wants to create recommendations on how the MCB can bring people back. These recommendations will likely have an impact on the budget. Mr. Gilbert asked for Board members to reach out to him or Ms. Tompkins with any tangible or intangible benefits they would like the MCB to offer. Ms. Little cautioned the MVTF to be mindful of making any recommendations that might put the MCB in the red. Mr. Gilbert agreed and stated the MVTF will be mindful of that. Ms. Shafeek-Horton thanked the MVTF for its hard work this year.

2. Continuing Legal Education – Ms. Patterson reported that the CLE Task Force worked with the CLE consultants to send a survey to less engaged members who don't participate that much with MCB CLEs. 51 members responded, and the consultants are including that feedback in their final report. Their rough draft will be turned in at end of February. Ms. Shafeek-Horton asked if the survey results will be made available to the Task Force. Ms. Campbell stated she believes they will be and she will confirm with the consultants.

3. Lawyer Referral Services – Ms. Shafeek-Horton stated an LRS Task Force update will be provided in March.

F. Audit Committee Update – The Audit Committee met in January with the auditor and the MCB's audit was clean. Ms. Robinson stated she will email the audit report to the Board.

G. Diversity and Inclusion Update – Ms. Shafeek-Horton stated that Charlotte Legal Diversity Clerkship (CLDC) candidates attended interviews earlier this. The selection process took place shortly after. This year, 12 candidates were selected which marks the largest class in CLDC history. Ms. Shafeek-Horton thanked Angie Gumucio for her hard work. Ms. Little stated that the D&I Committee is also hosting the Increasing Diversity in the Legal Profession Diversity Conference on March 2. This conference is great opportunity for Board members to volunteer. Ms. Shafeek-Horton asked for staff to share the marketing materials with all Board members.

VI. ADDITIONAL ITEMS – Ms. Campbell stated if any Board members have any questions or concerns to feel free to contact her.

VII. CLOSED SESSION – The Board entered closed session pursuant to N.C.G.S. § 143-318.11(a)(6).

VIII. ADJOURN – The meeting was adjourned.

Respectfully submitted,
Greg Hicks, *Director of Digital Media & Outreach*

MCB Board of Directors
Thursday, April 4, 2019 – 7:30 a.m.

In attendance: Timika Shafeek-Horton, *President*, Fred DeVore, *Vice President*, Dulce Plaza, *Member-at-Large*, Chris Lam, *President-Elect*, Heath Gilbert, *Treasurer*, Erin Taylor, *Secretary*, Amanda Mingo, Russ Ferguson, Anne Tompkins, Jason McGrath, Lee Robertson, Hon. Chris Bazzle, Barrett Morris, *YLD Chair*, Rhonda Patterson, Ken Raynor, Renee Little, Leah Campbell, *Interim Executive Director*

By phone: Stephanie Daniel, Tricia Magee, Heather Culp, *Past President*

Staff: Greg Hicks, *Director of Digital Media & Outreach*, Jennifer Nelson, *Director of Membership Inclusion & Engagement*, Lisa Armanini, *Director of CLE*, Sally Robinson, *Director Finance & Employee Benefits*, Shannon Reid, *Director of Compliance, Ethics & HR*

- I. **CALL TO ORDER** – President Timika Shafeek-Horton called the meeting to order.
- II. **CONSENT AGENDA – MOTION TO APPROVE** – Ms. Shafeek-Horton presented the following on the consent agenda for approval:
 - A. **February 19, 2019 Board Meeting Minutes**
 - B. **Executive Committee Minutes – January 17 & February 13, 2019**
 - C. **Executive Director’s Report**

Mr. DeVore asked to amend the January 17 minutes to reflect that the CLE expenditure for videotaping the Staircase CLE discussed at length was actually a facility rental expenditure and the budget has since been corrected accordingly.

Jason McGrath moved to approve the consent agenda with the amended minutes. The consent agenda was approved.

III. **FINANCE REPORTS**

- A. **February 2019** – Mr. Gilbert presented the February 2019 financials. He reported that CLE income is down slightly, but LRS income is up compared to last year. The MCB also recently changed bank accounts due to a fraudulent charge. MCB staff is disputing the fee to switch accounts. Ms. Shafeek-Horton thanked Ms. Robinson for discovering the fraudulent charge quickly and correcting it. Mr. Gilbert stated that the Finance Committee is also working on the 2019-20 budget and will likely recommend reductions and changes. The Membership Value Task Force will provide some additional suggestions that could have a financial impact as well.
- B. **Audit** – Mr. Ferguson presented the audit report for the 2017-18 MCB financials. He reported the MCB’s audit was clean and the auditor was highly complimentary of how the MCB handles its books and of staff. The Audit Committee also discussed if they should change auditors and agreed not to. The committee contemplated the potential change because it thought it prudent to have multiple auditors review the financials. The decision was made not to switch since the current auditor has valuable experience and performs audits for a majority of local nonprofits.

IV. **ACTION ITEMS**

- A. **SEP IRA Recommendations** – The Board reviewed the SEP IRA recommendations. Ms. Shafeek-Horton stated that \$52,000 is budgeted for this year’s SEP IRA contribution to eligible employees. There are 13 eligible employees this year, which would translate to a 7.65% contribution to each employee if the full amount is approved. She explained that the MCB uses a budgeted amount rather than a set percentage because the number of eligible employees changes each year and the MCB uses a balanced budget that is approved before the number of eligible employees is known.

Hon. Chris Bazzle moved to approve that 7.65% of eligible employees' 2018 wages be contributed to their SEP IRAs. Stephanie Daniel seconded the motion. The motion was approved.

- B. Non-Recurring Expense Reserve Requests** – Ms. Shafeek-Horton stated that Mr. Gilbert, Ms. Robinson and the MCB's auditor are recommend updating the MCB's QuickBooks software. The software has not been updated in four years. Mr. DeVore asked if they considered moving to annual subscription online version. Mr. Gilbert stated they researched the online version and found that it is not a suitable replacement.

President-Elect Chris Lam moved to approve up to \$1,400 from the Nonrecurring Expense Reserve Fund to cover the cost of purchasing updated QuickBooks software. Amanda Mingo seconded the motion. The motion was approved.

V. DISCUSSION & UPDATE

- A. Section Leadership Meeting w/ MCB EC & Board Reminder – April 8, 2019** – Ms. Shafeek-Horton reminded the Board of the upcoming meeting with Section leadership on April 8. The Executive Committee started scheduling this meeting annually last year. Ms. Shafeek-Horton commented it's a good way to show appreciation and get feedback. Mr. Raynor stated the Professionalism, Lawyer Life and Culture Committee scheduled a Linking Lawyers event in May for its mentors and mentees. He invited all Board members to attend as well. The event will be at CiderWorks in SouthEnd. He asked to include the announcement on the April 8 meeting agenda.
- B. MCB Nominating Committee Update** – Ms. Culp reported the Nominating Committee met on March 11 and agreed on the following slate:

Officers

One-year term

M. Heath Gilbert, *President-Elect*
Fred W. DeVore, III, *Vice President*
Stephanie Daniel, *Treasurer*
Erin K. Taylor, *Secretary*

Board of Directors - Class of 2020

One-year term

James Young

Board of Directors - Class of 2022

Three-year term

Courtney L. Ballard
Johnathon "Rex" Marvel
T. Richmond McPherson, III
Maria Ortiz
Dulce M. Plaza
Lani R. Quarmby

Young Lawyers Division Chair

One-year term

Michael C. Harman

ABA Delegate

One-year term

M. Cabell Clay

The slate will be presented at the Annual Meeting on May 23 and it will be printed in the May newsletter as well.

- C. **CLE Audit Task Force Report** – Ms. Patterson reported the CLE Task Force, members of the Membership Value Task Force, MCB leadership and staff recently met with the CLE consultants to discuss the CLE audit. The audit recommendations focused on defining CLE’s vision and overall strategy especially with pricing and marketing. Ms. Patterson stated they also broke up into small groups and prioritized these recommendations into action items to be completed in three months, six months and one year or more. There are now three working groups focused on creating a CLE strategic plan, CLE marketing and researching what members want from CLE.

Ms. Patterson stated all three groups will work at the same time but will provide information to each other throughout the process. Ms. Little asked where the CLE evaluation data comes from. Ms. Patterson responded the data is collected by staff from volunteers and CLE participants. Ms. Culp stated that additional data will be used from CLE participant surveys and the 2015 bar-wide survey. Mr. McGrath stated the consultants used a funnel process to take the audit information and developed 20 concepts and goals for the MCB to determine which three need to be the highest priority to be completed within 90 days. He believes the consultants did exactly what they were paid to do. There was some disagreement at the working meeting about the profitability of the MCB CLE program. The consultants noted that the MCB does not factor staffing and occupancy into the overall CLE expenses to reflect the true cost, which in turn, inaccurately portrays CLE profits. Mr. Gilbert explained that CLE is perceived as a moneymaker for the MCB and the CLE Committee is regularly tasked with achieving what he feels are unrealistic income goals. He suggested the MCB should reduce the CLE income goals and put a focus on quality, local programming. Ms. Little asked if the MCB is dependent on CLE income. Ms. Shafeek-Horton stated that the MCB is currently dependent on CLEs with its current budget. Ms. Little stated there are many public sector lawyers who pay CLE fees themselves. She suggested creating ways that public attorneys can afford CLEs. Ms. Robinson explained that the CLE program is less profitable now because the overhead is very high in the new building. Mr. Bazzle suggested that the MCB needs to focus on advanced CLEs to provide more detailed education. He stated that part of CLE and the MCB’s purpose is to govern and educate peers locally rather than having a legislative board handle it.

Ms. Shafeek-Horton explained that CLE Task Force has requested \$2,000 to hire a CLE consultant to help develop the strategic plan. Ms. Patterson stated this consultant will help lead the conversation and create the strategic plan.

Hon. Chris Bazzle moved to approve up to \$2,000 from the Nonrecurring Expense reserve fund to hire Sharon Reed as the CLE strategic planning consultant. Amanda Mingo seconded the motion. The motion was approved.

D. Additional Task Forces’ Updates

1. **Membership Value Task Force** – Ms. Tompkins stated the information gathering process is complete and the task force drafted a report that still needs additional work. The draft will be ready by end of day and sent to Ms. Shafeek-Horton for comments. The full Board will also be sent a draft, which will include the process and details about the focus groups and the MCB’s mandatory nature. The MVTF created very specific recommendations to provide value. Ms. Little stated the MCB should focus on educating members about the MCB. She believes there is a lot of misinformation about the Bar. Ms. Tompkins stated there are many negative opinions

about the MCB due to a lack of understanding. Ms. Shafeek-Horton requested that staff send a poll to the Board to schedule an hour and half meeting to focus on the final report. Ms. Campbell asked if the report should be sent to committees who may be impacted by the recommendations. Ms. Shafeek-Horton stated the Board will review the report first and provide comment before sending to committees for review and feedback within two weeks.

E. Electronic Directory Discussion – Ms. Shafeek-Horton stated the Executive Committee recently discussed switching the MCB directory to electronic to reduce expenses. Ms. Campbell stated this topic was discussed with both Mr. Gilbert and the Communications Committee. Based on those discussions, the recommendation is to switch to primarily electronic with a limited print run. The copies that are printed would be available for pickup at the Bar & Foundation Center. Staff would track how many are picked up and then reduce the print numbers to that the next year. The electronic copy would be downloadable. Ms. Plaza asked if members will be able to request a hard copy before printing. Ms. Campbell stated staff is considering sending out a survey and will ask that in advance. The Board agreed with the recommendation.

VI. ADDITIONAL ITEMS – Mr. Lam reported the Executive Director Search Committee will meet next Friday, April 12. The committee will finalize the job description and discuss where to post it. The committee will also discuss the need to hire a consultant. Mr. Lam stated the committee may submit a funding request.

VII. ADJOURN – The meeting was adjourned at 10:19 a.m.

Respectfully submitted,

Erin Taylor, *Secretary*

Greg Hicks, *Director of Digital Media & Outreach*

MCB Board of Directors Interim Meeting
Thursday, May 2, 2019 – 7:30 a.m.

In attendance: Timika Shafeek-Horton, *President*, Chris Lam, *President-Elect*, Heath Gilbert, *Treasurer*, Jason McGrath, Heather Culp, *Past President*, Erin Taylor, *Secretary*, Ken Raynor, Anne Tompkins, Barrett Morris, Russ Ferguson, Cary Davis, Anna LeBlanc, Hon. Chris Bazzle, Libby James, Leah Campbell, *Interim Executive Director*

By phone: Rhonda Patterson, Amanda Mingo, Stephanie Daniel, Renee Little

Staff: Jennifer Nelson, *Director of Membership Inclusion & Engagement*, Sally Robinson, *Director of Finance & Employee Benefits*, Greg Hicks, *Director of Digital Media & Outreach*, Shannon Reid, *Director of Ethics, Compliance & Benefits*

I. **CALL TO ORDER** – President Timika Shafeek-Horton called the meeting to order.

II. **ACTION ITEMS**

A. **Non-Recurring Expense Reserve Request** – Mr. Lam reported the Executive Director Search Committee met on April 12 and agreed a search consultant would help with the search and screening process for candidates. The search process will also likely include travel and lodging fees for potential candidates. The committee agreed to request up to \$50,000 from the Nonrecurring Expense Reserve Fund to pay for these costs. Mr. McGrath asked if the Nonrecurring Expense Reserve Fund is in danger of running out of money. Mr. Gilbert stated that there are current funds allocated to it each year from an MBF loan repayment to ensure there is money for these types of requests. Mr. Lam explained the committee plans to be good stewards of the funds and does not want to use the full amount requested.

Russ Ferguson moved to approve up to \$50,000 from the Nonrecurring Expense Reserve Fund to cover hiring expenses including a hiring consultant and candidate travel/lodging fees. Jason McGrath seconded the motion. The motion passed on a 17-1 vote.

III. **DISCUSSION**

A. **Membership Value Taskforce Report** – Ms. Tompkins thanked the Board for reviewing the report and providing feedback. She explained she wanted to clarify that when the report refers to young lawyers it is referring to young lawyers in general (defined by the focus groups as less than eight years in practice) and not the YLD. There are also certain recommendations that the MCB already looked into it and/or already implemented but the task force wanted to keep the recommendations in to inform membership that the MCB did research those suggestions or already offers those programs.

She stated there were also questions regarding the statistical significance with the focus groups. There was limited participation in the groups, but the task force used the data heavily in the report. The focus group facilitator, Dr. Will Sparks, agreed that the data was significant enough for the task force to use. The task force solicited over 500 members to participate but did not receive a large number of participants. Ms. Culp stated the response rate is worthy of a footnote in the report.

Mr. Morris expressed concern that the report does not accurately capture the YLD's engagement. He explained YLD is experiencing an incredibly successful year with high membership and participation rates. The Board discussed the topic further and agreed that Mr. Morris will work with Ms. Tompkins and Mr. Gilbert to find a balance in the language about young lawyers in the report. Mr. Morris suggested to adjust future MCB Board meeting agendas to include a standing update from the YLD Chair. The Board agreed.

Ms. Tompkins stated the task force also received feedback from Bar staff regarding the organizational chart. She explained the task force chose not to adjust the language as they believe the existing language

emphasizes the turnover within MCB staff. Ms. Campbell stated staff is concerned that the organizational section inaccurately portrays that the MCB eliminates positions and creates new jobs regularly instead of clarifying that the changes are primarily to titles and increased responsibilities.

Ms. Tompkins stated the task force learned that members' perceptions appear to be linked to demographics. Ms. Campbell asked if the task force would like any additional demographics collected by staff beyond what is already collected. Ms. Tompkins stated her hope is to achieve 100% reporting from MCB members. Ms. Campbell explained that staff does encourage members to report their demographics, but members are not required to share that information. Mr. Davis recommended identifying those who have not reported and reach out to them for their information. Ms. Campbell stated that staff can do that. Ms. Tompkins commented she believes that one of the best ways to get feedback and demographics from members is to ask on a regular basis. Mr. Davis suggested scheduling quarterly MCB meetings in areas outside of Uptown throughout Mecklenburg county and meet with members closer to their practice.

The Board then reviewed the staffing recommendations. The task force reviewed former and current organizational charts to gather information. Ms. Tompkins stated the task force did not understand the structure of MCB staff and recommended adjustments before a new Executive Director is hired. Ms. James stated she wasn't sure if restructuring would help as much as it would to highlight staff members and their role at the MCB with social media posts. The Board agreed. Ms. Culp expressed concern with the language on page 17 regarding staffing. She believes the Executive Directory is responsible for staffing changes and adjustments. She cautioned that the Board should not give the appearance it is dictating major staffing changes during this transition period. Ms. Tompkins stated the section was included mainly to help members understand what staff does. Mr. Lam asked for clarification on the recommendation for staff to no longer perform members' committee/section work. Mr. Gilbert commented that recommendation was made to encourage members to increase their role at the Bar. Ms. Culp suggested adjusting the language on page 17 to read, "Staff should be available to facilitate and help administrate the work of the members" to provide clarity. The Board discussed the topic further and Mr. Bazzle recommended moving this recommendation from staffing to the conclusion. The Board agreed. The Board also recommended implementing the following to help increase member participation:

- Maintain the annual Board meeting with Section leadership.
- Request written reports from Section and Committee leaders to be shared at Board meetings.
- Consider discussing how to handle inactive sections.

Ms. Tompkins discussed the membership fees recommendation and explained that the MCB cannot offer tiered membership. Ms. Culp stated the MCB also cannot offer a monthly payment option for dues. Ms. Culp also suggested looking at whether these recommendations should be removed completely since we already know the answers to them and instead address them somewhere else in the report. Mr. Gilbert asked staff to research if the MCB can offer an auto debit option.

Ms. Shafeek-Horton thanked the Board for their input and stated the Board will meet again on May 9 to continue reviewing the MVTF report. Ms. Tompkins stated she will redline the report based on today's conversation.

VI. ADJOURN – The meeting was adjourned at 9:07 a.m.

Respectfully submitted,

Erin Taylor, *Secretary*

Greg Hicks, *Director of Digital Media & Outreach*

MCB Board of Directors Interim Meeting
Thursday, May 9, 2019 – 7:30 a.m.

In attendance: Timika Shafeek-Horton, *President*, Chris Lam, *President-Elect*, Erin Taylor, *Secretary*, Heath Gilbert, *Treasurer*, Heather Culp, *Past President*, Anne Tompkins, Cary Davis, Jason McGrath, Ken Raynor, Amanda Mingo, Hon. Chris Bazzle, Renee Little, Lee Robertson, Leah Campbell, *Interim Executive Director*

By phone: Rich McPherson, Stephanie Daniel, Rhonda Patterson

Staff: Shannon Reid, *Director of Compliance, Ethics & HR*, Sally Robinson, *Director of Finance & Employee Benefits*, Greg Hicks, *Director of Digital Media & Outreach*, Jennifer Nelson, *Director of Member Inclusion & Engagement*

I. **CALL TO ORDER** – President Timika Shafeek-Horton called the meeting to order.

II. **DISCUSSION**

A. **Membership Value Taskforce Report** – Ms. Shafeek-Horton thanked Ms. Tompkins for updating the report based on the May 9 meeting. She asked for an update from the CLE Task Force before reviewing the revised report. Ms. Patterson reported the CLE Task Force met with consultant Sharon Reed on Tuesday to start developing the CLE strategic plan. The CLE strategic plan will focus on program evaluation, use of feedback to improve programming, CLE Committee structure, policy review and expenses. Mr. McGrath stated the task force also discussed the need to incorporate any of the approved MVTF recommendations into the CLE strategic plan as well. Ms. Patterson asked if there are limitations to the CLE Task Force recommendations. Ms. Shafeek-Horton recommended the task force receive input from the Finance Committee and Sally Robinson during this process to answer that question. She explained that the MCB will need to have an eye toward the future if the MCB switched to a voluntary bar, but the task force must still work within the current circumstances as the change may not happen. Ms. Shafeek-Horton stated the MCB's finances are strong right now because of the MCB's mandatory but changing to voluntary would change that. The Board has previously discussed the cost of CLE and offering more free or low cost CLEs. Ms. Shafeek-Horton stated that may not be possible if the MCB becomes voluntary. Mr. Gilbert stated the MCB will still budget an income goal for CLE, but the goal will be more realistic. He explained that the MVTF recommends the CLE department place member education as its primary goal which will lead to high quality programming and solid income.

Ms. Culp commented that her main takeaway from the MVTF report is improving communication to members about the benefits they receive with their dues. She stated that the idea of the new Bar & Foundation Center was that the MCB could schedule more programs here and Bar members would travel to us rather than different venues throughout the county. Unfortunately, attendance at most programs held here at the building has declined over time. She stated the MBF would likely have to sell the building if the MCB became voluntary. The Board further discussed the building and made the following suggestions to consider:

- Lease space in the Bar & Foundation Center.
- Offer mailboxes at the Bar & Foundation Center for rent to small/solo firms.
- Consider hiring a marketing consultant for the MCB to help communicate member benefits.
- Incorporate presentation into Professionalism for New Attorneys CLE detailing what the MCB does and what it offers.

Ms. Shafeek-Horton thanked the CLE Task Force for their work and stated the MCB should look into what can be offered at no extra cost to members. Part of that will require a recommendation from the Finance Committee on what expenses can be absorbed from discounts and no cost CLEs. She told Ms.

Patterson that the CLE Task Force should recommend what it thinks best and the Board will make the final decision.

Ms. Tompkins presented the revised MVTF report. She explained they updated the portion discussing how focus groups were selected as well as incorporated the changes to the young lawyer section based on her conversation with Mr. Morris. Ms. Shafeek-Horton stated Mr. Morris was unable to attend today's meeting but did want to share that the YLD supports the edits Ms. Tompkins made. Ms. Tompkins stated the report also included the recommended updates to the structural and staffing sections.

The Board discussed the report further and suggested the following changes:

- Remove the dues recommendations and include explanation earlier in report that the MCB has researched offering tiered dues and dues payment plans but is not allowed to offer those benefits.
- Reference that the CLE Task Force is currently working on more detailed recommendations to improve CLE.
- Include language stating the financial viability of the CLE recommendations has not been reviewed.
- Separate the vendor discounts from the tangible benefits in subsection (e) on page 20.

Mr. Gilbert stated that he asked Ms. Robinson to research the ability for members to prepay their dues via auto-debit into an escrow account which was discussed at May 2 meeting. Ms. Little suggested assigning a courthouse liaison to assist with the recommendations related to the courts. She specifically recommended first speaking with Judge Regan Miller. Mr. Raynor suggested the recommendations should include researching the possibility of a secure WiFi network for attorneys at the courthouse. Mr. Hicks commented he spoke with the Trial Court Administrator and Spectrum about a secure network and the quote to create one is approximately \$50,000 - \$60,000. Mr. Hicks instead recommended looking into offering a group discount for members to purchase a VPN service that would keep their information secure on the public network at the courthouse. Mr. Raynor stated the MCB should also communicate there is a lawyer lounge on the sixth floor in the courthouse and provide more information on the courthouse's technology to members. Ms. Shafeek-Horton agreed and suggested communicating to members they can come to the Bar & Foundation Center to use the mock courtroom's technology for practice since it is similar.

Ms. Shafeek-Horton stated the next step is to get the CLE budget information from the Finance Committee. She asked what the timeline is for the CLE strategic plan. Ms. Patterson stated the CLE Committee will discuss the recommendations at its May 21 meeting and she hopes to have the plan finalized by the end of the summer. Ms. Shafeek-Horton stated the Board will need to review the report again. She hopes the final MVTF report can incorporate the CLE Task Force's recommendations, but, if not, the report will include a note that there are additional CLE recommendations coming from the CLE Task Force. She asked Board members to reach out to Ms. Tompkins or Mr. Gilbert if they have any other feedback prior to the May 23 Board meeting.

III. ADJOURN – The meeting was adjourned at 9:06 a.m.

Respectfully submitted,

Erin Taylor, *Secretary*

Greg Hicks, *Director of Digital Media & Outreach*

MCB Board of Directors
Thursday, May 23, 2019 – 7:30 a.m.

In attendance: Timika Shafeek-Horton, *President*, Chris Lam, *President-Elect*, Fred DeVore, *Vice President*, Erin Taylor, *Secretary*, Heather Culp, *Past President*, Jason McGrath, Lee Robertson, Cary Davis, Rich McPherson, Ken Raynor, Anne Tompkins, Renee Little, Tricia Magee, Hon. Chris Bazzle, Leah Campbell, *Interim Executive Director*

By phone: Amanda Mingo, Rhonda Patterson, Stephanie Daniel, Libby James, Heath Gilbert

Guests: Cory Parton, *LRS Committee Chair*

Staff: Shannon Reid, *Director of Compliance, Ethics and HR*, Sally Robinson, *Director of Finance and Employee Benefits*, Jennifer Nelson, *Director of Member Engagement and Inclusion*, Greg Hicks, *Director of Digital Media & Outreach*

- I. **CALL TO ORDER** – President Timika Shafeek-Horton called the meeting to order.
- II. **CONSENT AGENDA – MOTION TO APPROVE** – Ms. Shafeek-Horton presented the following items on the consent agenda for approval:
 - A. **April 4, May 2 and May 9, 2019 Board Meeting Minutes**
 - B. **Executive Committee Minutes – March 21, 2019**
 - C. **Executive Director’s Report**

Secretary Erin Taylor moved to approve the consent agenda. Vice President Fred DeVore seconded the motion. The motion was approved.

III. **FINANCE REPORTS**

- A. **April 2019** – Ms. Robinson reported that the April financials look normal for this time of year. She believes the MCB will end the year with a small net income. The MCB also has approximately \$786,000 in its Operating Reserve Fund.
- B. **2019-20 Draft Budget** – Ms. Shafeek-Horton reported the Finance Committee is continuing to work and find savings in the 2019-20 budget. Ms. Robinson commented one of the largest changes to the draft budget is decreasing the CLE budget income from \$475,000 to \$400,000. Ms. Shafeek-Horton stated this decrease more accurately portrays actual figures and accounts for some of the recommendations from the Membership Value Task Force (MVTF). Ms. Robinson explained the Access Card renewal fee income line item will remain at \$17,000 because the fee amount cannot be changed at this time as requested by the MVTF. Ms. Campbell stated the fee is set by a court order and a new court order will not be available before the 2019-20 fiscal year. Mr. Robinson then highlighted the rest of the draft budget including reductions to Diversity & Inclusion income and a 50% decrease in the newsletter budget. Ms. Shafeek-Horton stated the new budget is \$2.18 million compared to last year’s budget of \$2.3 million. She thanked the Finance Committee and staff for working to find cuts to save money. Ms. Shafeek-Horton then announced that Cary Davis is now nominated to serve as the 2019-20 Treasurer.

IV. **ACTION ITEMS**

- A. **Lawyer Referral Service (LRS) Proposal** – LRS Committee Chair Corey Parton introduced himself and presented the LRS Committee’s proposal to redesign the LRS program. The proposal recommends switching the program to an online based platform. Other significant changes include changing to a monthly dues payment system, expanding the geographic service area, promoting a free market for attorneys and offering a free trial period to interested members. Ms. Reid explained

that while the dues payment system will collect less money than commissions, there will be significantly less administrative costs. The Board discussed expanding the service area and agreed non-MCB members would be interested. Ms. Culp recommended contacting the presidents of the surrounding district bars.

Past President Heather Culp moved to approve the Lawyer Referral Service Committee's proposal. Vice President Fred DeVore seconded the motion. The motion was approved.

- B. Non-Recurring Expense Reserve Request** – Mr. Hicks requested \$2,200 from the Nonrecurring Expense Reserve Fund to create a podcast for the MCB. The podcast would be topic-based with an average of four topics discussed each year. Each topic would consist of approximately eight episodes that would be released weekly. The first topic would focus on business development and practice management. Future topics would be selected based on research and input from Bar members. Mr. Hicks has reached out to vendors for proposals and recommends working with LawPods. LawPods would launch the podcast, create artwork, edit/mix the audio and other administrative tasks. The podcast also has potential for sponsorships. Ms. Shafeek-Horton stated this program would be overseen by the Communications Committee. Ms. James volunteered to assist with the podcast. Mr. Raynor expressed concern about finding volunteers to speak.

Jason McGrath moved to approve \$2,200 from the Nonrecurring Expense Reserve Fund to launch the MCB podcast. Renee Little seconded the motion. The motion was approved on a 16-1 vote.

V. DISCUSSION & UPDATE

- A. CLE Audit Task Force** – Ms. Patterson explained the CLE Audit Task Force met with the CLE auditors recently to begin working on the CLE strategic plan. The Task Force drafted a document focused on three goals: committee structure, simplifying/policies and aligning programs with member needs. That document will be reviewed and finalized by the CLE Committee and then presented to the Board.
- B. Membership Value Task Force** – Ms. Shafeek-Horton thanked the MVTF, Lee Robertson and staff at Ms. Tompkins' office for going through the MVTF report and making final edits. Ms. Tompkins thanked the Board for its input and helping so much throughout the process.

Past President Heather Culp moved to approve the Membership Value Task Force report and recommendations. Jason McGrath seconded the motion. The motion was approved.

Ms. Culp thanked the task force for presenting the report multiple times and allowing multiple chances for input. The report will be posted on the MCB website immediately and added to the next Bar Blast.

- C. D&I Funding Model Update** – Ms. Shafeek-Horton reminded the Board of the D&I funding discussion from earlier this fiscal year. After discussion on the funding, particularly administrative costs related to the Executive Director, the D&I Committee leadership agreed the staff time spent on D&I should be simplified. The recommended adjustment was made and Angie Gumucio now primarily staffs the D&I programming. Ms. Shafeek-Horton thanked Ms. Gumucio for working so well with the program and increasing its efficiency. She asked Board members to contact Ms. Campbell or Ms. Robinson for specific details on the financial adjustments made in the D&I budget. Ms. Culp asked if the reductions for D&I in the new draft budget reflect the administrative changes. Ms. Shafeek-Horton stated they do.
- D. MCB Strategic Plan Update** – Ms. Shafeek-Horton presented the strategic plan update for review.

E. MCB Annual Goals Update – The Board reviewed the MCB Annual Goals handout.

F. MCB Board Self-Evaluation – Ms. Shafeek-Horton stated the Board will receive a self-evaluation form this week. Ms. Campbell commented she will send the evaluation out today. Ms. Little stated that the Board has worked very well this year and she thanked the leadership, Board and staff for their work.

VI. SPECIAL PRESENTATION – Ms. Shafeek-Horton thanked the Board members for their service this year and presented plaques to honor the following Board members who are rolling off:

Stephanie Daniel
Barrett Morris

Anne Tompkins
Russ Ferguson
Ken Harris

Mr. Lam reminded the Board that there will be a complimentary technology CLE this morning presented by two of his colleagues. He also stated that this is Ms. Culp's last Board meeting. He commented you could not find another member more committed to the MCB. He thanked her for her support and wisdom.

Ms. Campbell encouraged the Board to attend the June 11 Ballantyne event at Cabo Fish Taco. This event was scheduled to offer MCB members a chance to meet leadership.

VII. ADJOURN – The meeting was adjourned at 8:37 a.m.

Respectfully submitted,

Erin Taylor, *Secretary*

Greg Hicks, *Director of Digital Media & Outreach*