

NEW HAMPSHIRE BAR ASSOCIATION  
BOARD OF GOVERNORS MEETING  
Thursday, October 19, 2017

**MINUTES**

Present for all or part of the meeting were:

Scott H. Harris	Susan A. Lowry
David W. McGrath	Lanea A. Witkus
Robert R. Howard, III	Jennifer L. Parent
Peter E. Hutchins	Andrew R. Hamilton (phone)
John A. Curran	Denice DeStefano
Christopher T. Regan	Joanne Hinnendael (phone)
Paul W. Chant (phone)	Virginia Martin
Sandra L. Cabrera	Jennifer Pinckney
Richard C. Guerriero, Jr.	Paula D. Lewis
Thomas F. McCue	Deborah J. Hawkins
Daniel E. Will	Allison Borowy
Adam B. Pignatelli	

A meeting notice reminder, link to preliminary agenda and related materials were emailed October 12th. Additional materials were distributed October 19th. The Agenda is duplicated below in order of consideration of agenda items. Unless otherwise noted, all motions reported are deemed to have been appropriately proposed, seconded and voted upon by those present.

**REGULAR BUSINESS**

A. Call to Order Scott Harris

The regular session of the October 19, 2017 Board of Governors' meeting was called to order by President Scott Harris at 4:05 p.m. The Board then went into Executive Session.

**EXECUTIVE SESSION**

The Board of Governors came out of Executive Session and the regular meeting resumed at 4:25 p.m. There were no motions to report.

**PRESENTATION / DISCUSSION / ACTION ITEMS**

B. CLE Strategic Plan Report Ed Philpot

This item was postponed to the November Board meeting as Ed Philpot was unable to attend this meeting.

C. Revised NHBA Document Retention and Destruction Policy Denice DeStefano

Acting Executive Director Denice DeStefano reviewed the revised policy, and discussed the process for updating.

**ACTION**

On motion to accept the revised NHBA Document Retention and Destruction Policy as presented. PASSED. Unanimously.

- D. Reappointment of Jennifer Parent to the NEBA Board for a 3-year term Scott Harris

**ACTION**

On motion to reappoint Jennifer Parent to the NEBA Board. PASSED with 1 abstention (Jennifer Parent).

- E. BOG Workgroups – Plan for the year Scott Harris
- Governance & Administration
    - To include Formalizing BOG Responsibility re: Executive Director
  - Member Service & Outreach
  - Public Service & Outreach

There was discussion about how to continue this work that began at the Board Orientation. Board members have selected which of the three work groups they would like to participate in

A conference call will be scheduled for each group to discuss the 2-3 items, from the lists generated at the orientation meeting, they believe are worth working on over the next several months . . . The summary notes from the work groups will be sent to each work group member in advance of the call. One of the managers assigned to each group will facilitate the November call . It is expected that the results from each group will be reported back to the full Board at its November 16<sup>th</sup> meeting. A plan will then be developed to ensure this work is accomplished.

- F. First Quarter Financials through 8-31-17 Peter Hutchins/Paula Lewis

Peter Hutchins, Board Treasurer, reported on the financial highlights for the quarter ending August 31, 2017 (First quarter of the fiscal year). The organization ended favorable to budget by \$147,445. Revenues were reported \$27,746 ahead of budget, and expenses at \$119,699 below budget, mainly due to \$74,548 in personnel costs saved due to attrition and unfilled positions.

Unrestricted cash on hand is \$2,624,772, which is an accumulation of membership dues and associated delinquency fees, CLE, Lawyer Referral Service, advertising, and various other revenue sources.

The NHBA Insurance agency ended the quarter favorable to budget by \$1,058, essentially on target.

Peter reported that the names of 116 attorneys were forwarded to the NH Supreme Court as of October 2, 2017 for being out of compliance with annual licensure renewal. Approximately half of these were compliant for licensure requirements, but had not paid the delinquency fees assessed for late filing/payments. There are hearings with the Court scheduled; November 15<sup>th</sup> for those who have not completed one or more licensure renewal requirements, and December 7<sup>th</sup> for those who only owe delinquency fees. These sessions will be attended by Paula Lewis, Director of Business Operations, and Joanne Hinnendael, Director Program Development and Member Services (responsible for NHMCLE oversight).

G. President's Report

▪ Hurricanes in Caribbean and United States

Scott spoke about dire conditions that still exist in the wake of the recent hurricanes. Information was shared at the recent 1<sup>st</sup> Circuit Conference. He would like to find a way for the NHBA to facilitate members' ability to help. Ginny Martin shared that the ABA has coordinated efforts for attorneys to volunteer to assist victims in Florida, Texas, Puerto Rico and the Virgin Islands. Jennifer Parent added that the National Conference of Bar Presidents has reached out to its members as well; she will forward the information to Scott Harris and Denice DeStefano. Scott asks that the information be sent to Jennifer Pinckney so she can facilitate posting it on the NHBA web site. Information may also be distributed using the e-bulletin.

▪ 2018 Midyear Meeting Plans

Scott shared information about the plan for speakers and theme. Two speakers have been arranged; Judge Nancy Gertner, a well-recognized expert on sentencing guidelines and lecturer at Harvard Law School, and Professor Robert Putnam, of Harvard University, known for his many books, including "Bowling Alone: The Collapse and Revival of American Community". Scott asked Board members for other suggestions for speakers that would fit with a theme of 'Rule of Law/Civic Engagement/Lawyers as Leaders'. He would like to enlist the Board of Governors to drive meeting attendance, including community leaders as well as fellow lawyers.

Scott also reported that there would be no BF Fellows Reception this year, but he is planning to hold an evening reception with the NH Historical Society and Professor Putnam.

Paul Chant suggested that Midyear Meeting is the best chance there is to spotlight, educate and engage members to be more involved with our pro bono. Scott added that information about the benefit/cost of civil legal services would be beneficial as well and encouraged Paul to give some thought as to an appropriate speaker that could play that role.

H. Acting Director's Report

▪ 2017-2018 NHBA Events Calendar

Denice DeStefano spoke about the purpose of this calendar, which will be distributed each month. It is designed to raise awareness about upcoming events so that Board members may calendar and plan to attend. Attending these events present an opportunity for the Board to network with our members and keep them informed of what their Association is doing for them.

▪ Website Update

Denice asked Director of Marketing and Communications Jen Pinckney to speak about the progress on the new website. The project was reframed in Spring of 2017, and the Board approved \$35,000 to build the new site. As the team works through content they are uncovering some operational issues – processes that are outdated, broken or, at some point to get something done, we standardized a work around – we quickly decided that it was worthwhile to address these items as they are identified rather than forging ahead. Staffing issues are also impacting the time that can be devoted to the website development. Jen expects to be ready for a ‘soft launch’ by the end of November. The plan is to launch and receive feedback from select user groups in preparation for the larger roll-out.

The Board was shown sample images that illustrated the new look of the website. The site is being built on the Word Press platform. The communications staff is working with Intus to coordinate the look of the current Member Dashboard and the new web site. A contractor has been employed to help curate current content and assist Bar staff in identifying content to be preserved for the new site. The new website will allow us to better leverage advertising opportunities. Board members inquired about an advertising policy; the NHBA has one (it can be found in the first chapter of the Board Manual.) Members will be able to customize their dashboard based on their member profile. There will be user forums that members can participate in. There will be a ‘resources’ tab, as well as an online store. The site will be optimized for all platforms including mobile devices.

I. State Update All Board Members

- Cheshire County Bar is hosting a UNH Law speaker on the topic of how to attract lawyers to Keene. The presentation will be the week of October 23<sup>rd</sup>
- The ABA Center for Pro Bono featured NHBA “Pro Bono Moments” on their web site. The piece was published in the October Bar News.
- Ginny Martin met with Justice Hicks to discuss a partnership between the Webster/Batchelder Inns of Court and the Pro Bono and DOVE programs. Pam Dodge presented on the DOVE program on October 4<sup>th</sup>.

**REGULAR BUSINESS – CONSENT ITEMS**

K. Membership Status Changes for August/September 2017 Rob Howard

The Board received the membership status changes which are attached as a permanent part of these minutes.

L. Minutes of September 19, 2017 Meeting Rob Howard

The Board approved the minutes as presented.

M. Report on Dues Waiver Requests Paul Chant

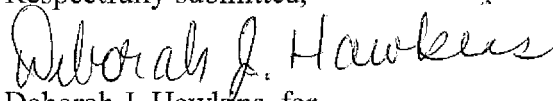
The Board approved the following seven (7) waivers at the October 19, 2017 meeting.

█	-	Waiver of the dues late fees granted per Paula D. Lewis
█	-	100% waiver of back dues in order to be reinstated and resign <b>approved.</b>
█	-	100% waiver of 2017-2018 Active Bar dues, Court Fees and late fees in order to change status to Inactive <b>approved.</b>
█	-	100% waiver of 2017-2018 Inactive Bar dues, Court Fees and late fees in order to resign <b>approved.</b>
█	-	100% waiver of 2017-2018 Active Bar dues, Court Fees and late fees in order to change status to Inactive Retired <b>approved.</b>
█	-	100% waiver of 2017-2018 Active Bar dues, Court Fees and late fees in order to change status to Inactive <b>approved.</b>
█	-	100% waiver of 2017-2018 Licensure Renewal Dues Late Fee of \$100 <b>approved.</b> *Late fees to be refunded*

**ADJOURNMENT**

The October 19, 2017 Board of Governors Meeting adjourned at 5:35 pm.

Respectfully submitted,



Deborah J. Hawkins, for  
Robert R. Howard, III, Secretary

Membership Status Changes for September/October 2017

<u>Active to <b>INACTIVE:</b></u>	
17436	Army, Kellie E., Fuquay Court, NC (effective September 15, 2017)
20439	Graybeal, Le Anne, Kennebunk, ME (effective October 3, 2017)
19654	Nielsen, Chris A., Biddeford, ME (effective October 10, 2017)
12929	Orso, Gregory J., York, ME (effective September 18, 2017)
14266	Whitlock, P. Douglas, St. Louis, MO (effective October 1, 2017)
<u>Active to <b>INACTIVE RETIRED:</b></u>	
1514	Love, J. Michael, Lewisberry, PA (effective October 1, 2017)
2563	Tower, David M., Jaffrey, NH (effective September 15, 2017)
<u>Active to <b>RESIGNED:</b></u>	

5520	Coro, Marc A., Milford, NH (effective September 29, 2017)
<b><u>Inactive to ACTIVE:</u></b>	
18984	<u>Sederquest, Rachel A., Chester, NH (effective October 3, 2017)</u>
11041	Wilson, Margaret S., Raleigh, NC (effective September 22, 2017)
<b><u>Inactive to RESIGNED:</u></b>	
19928	Georges, Michael L., Millbury, MA (effective September 30, 2017)
17881	Gilbert, James G., Washington, DC (effective September 13, 2017)
2318	Shea, John P., Tilton, NH (effective October 10, 2017)
266418	Stiles, Nicholas G., Salt Lake City, UT (effective September 27, 2017)
<b><u>Inactive Retired to RESIGNED:</u></b>	
793	Field, Robert B., North Hampton, NH (effective September 19, 2017)
<b><u>Suspended to INACTIVE:</u></b>	
265331	Schroeder, Eric M., Watertown, MA (effective September 18, 2017)