

NEW HAMPSHIRE BAR ASSOCIATION  
BOARD OF GOVERNORS MEETING  
Orientation Meeting  
Hotel Concord, Concord, NH  
Thursday, September 21, 2023  
9:00 a.m. – 3:45 p.m.

**MINUTES**

Present for all or part of the meeting were:

Anthony Naro  
Barry C. Shuster  
Cathy Shanelaris  
Chrissy Hanisco  
Christopher T. Regan  
Derek Lick  
James Shepard  
Jason Dennis  
Jonathan M. Eck  
Joshua Wyatt  
Kristin G. Fields  
Kyle D. Robidas  
Len Harden  
Lindsey B. Courtney  
Monique M. Schmidt  
Paul W. Chant

Paul B. Kleinman  
Petar Leonard  
Robert Lucic  
Susan Aileen Lowry  
Vanessa Wilson  
  
Michael J. Iacopino, ABA Delegate  
Lyndsay Robinson, ABA Delegate  
  
George R. Moore  
Paula Lewis  
Cindy Roberts  
Debbie Hawkins  
  
Guest:  
Diane Quinlan

A meeting notice reminder, a link to the agenda and related materials were emailed to all governors on September 18, 2023. The agenda is duplicated below in the 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.

**Welcome, Individual Introductions**

Paul Chant/George Moore

- A. Welcome and Individual Introductions. Small revolving group discussions among Board members - we want to know each other this year!

Bar President Paul Chant welcomed the board and staff. The meeting began at 9:00 a.m. with rotating ‘get to know you’ sessions with small groups of board members and staff.

**REGULAR BOARD MEETING BUSINESS- CONSENT ITEMS**

- B. Minutes of June 22, 2023, meeting

Susanne Aileen Lowry

**ACTION**

On motion to approve the consent agenda. Passed.

## **PRESENTATION / DISCUSSION / ACTION ITEM**

### **C. Authorization of Attorney Wellness Special Committee ACTION ITEM**

Paul Chant/George Moore

President Paul Chant spoke about this initiative to create a committee to make recommendations to educate the legal community on wellness issues and to improve the overall wellness of attorneys, judges, and other members of the legal community. The committee promotes wellness programming and resources. The committee encourages collaboration between the Bench and Bar to support wellness initiatives.

### **ACTION**

On motion to authorize the creation of this special committee. Passed.

The regular board meeting was recessed at 10:00 a.m. so the board could enter an executive session for the purpose of interviewing judicial nominee Elizabeth Paine.

The regular board meeting reconvened at 11:30.

## **BOARD ORIENTATION AND DISCUSSION**

### **D. Association Overview**

1. Online Board Orientation Manual and accessing and using the Board web page.

George Moore/Debbie Hawkins

Executive Director George Moore spoke about accessing the online board manual and encouraged the board to review it and familiarize themselves with the material housed there. It is found in the reference section when logged into the Board of Governors page. Debbie added that there is also a PDF of the full manual posted there that is searchable. She also spoke about accessing the manual and board materials and how to get answers to questions regarding NHBA matters.

2. Overview of the entities that are located within the Bar Center and the member services the Association offers

George Moore/ Misty Griffith

George spoke about two large capital improvement projects that are currently ongoing; the new member center and the technology upgrade of the lower-level seminar room.

The new member center will be opened in the next couple of months, currently we are waiting for back-ordered furniture to be delivered. He is not sure exactly when it will be open to members. As discussed previously, this will be a lounge type space with private space that attorneys can use to make phone calls. There will be a small kitchen area with coffee and soft drinks available as well.

We are also in the process of upgrading the lower-level seminar room. The goal is to improve certain aspects so our CLE offerings are more professional. We plan to change the lighting and upgrade the technology to allow for two-way communications during CLE programs. This work will probably be done over the Christmas holidays. We are hoping this will drive more attendance to our CLEs.

Entities located within the Bar Center in addition to the association are the New Hampshire Bar Foundation, NH Mandatory Continuing Legal Education (MCLE), Brown and Brown Insurance Agency, which replaced the

NHBA Insurance Agency. Their agent Sue Morand was with the NHBA Insurance Agency, and now works with Brown and Brown. The MCLE office is housed here, which is actually a committee of the Supreme Court. George added that he is presently in negotiations to add ALPS as an endorsed insurance provider.

George introduced Misty Griffith, Member Services Supervisor. The NHBA offers many services to our members and the public. She highlighted a few of our lesser-known member services. She spoke about the Mentor program which pairs experienced attorneys with new ones. Reach out to Misty if interested in becoming a mentor. Another important one is our Lawyer Referral Service (LRS). Last year LRS made 8,240 referrals, the majority of which were full fee. Attorneys joining our LRS panel can specify what county they would accept referrals from. The referrals are specific to practice and geographic area. She states the service is not a fit for everyone – LRS doesn't provide referrals for corporate or business work. Related to this is our Modest Means program – this helps serve access to justice. The financial floor for client eligibility for the Modest Means program is the Pro Bono financial ceiling. In addition, there are two other programs that are available to the public at no charge. The first is the Free Legal Answers online service. Clients post questions, and answers are posted from lawyers anonymously. The second is Lawline. Once a month the public can call with general law questions. These are great ways to give back. Contact Misty Griffith directly for more information about joining these valuable programs that help bridge the access to justice gap. Misty thanked all that currently participate.

Misty went on to highlight a few of our Member benefits. Tech Connect is a free benefit that she feels is underutilized. It provides access to web tutorials, white papers, as well as other technology assistance. Law office staff as well as lawyers can use this service.

Paul Chant asked board members to visit the local bar association meetings and talk about the benefits the NHBA offers its members. Misty added that she is also willing to attend local bar meetings and talk about benefits.

We vet any proposed member benefits before we add them. Misty reviewed the member benefits handout that details the rest of the member benefits and was distributed in the board meeting materials.

George commented on our newest benefit from Windhill Design, which offers discounted packages for custom website design. This company worked with the NHBA on our latest website update. George noted that we learned on our most recent economics of law survey that 50% of solo practitioners don't have a website.

### 3. Board Responsibilities

George Moore

The Board of Governors sets policy for the association, for both the public and members. It is the job of the staff to implement programs. George stated the single most important thing is that we try to front load the information the board needs prior to its monthly meeting. He urges members to please read the materials provided before you get in the room and come prepared to board meetings.

George makes a lot of the routine day-to-day decisions, but often things come up that need to be addressed by the Board of Governors.

One example of this is a petition George received from a number of members asking that the NHBA take a position supporting the televising of the trial of Donald Trump for his activities related to the January 6 events at the Capitol. George notes that we need to be careful as a mandatory bar on requests such as this.

George added that we would like to encourage live attendance at board meetings whenever possible.

4. Brief overview of the Association's financials & Board financial responsibilities and budgeting process.
  - a. FY 2023-2024 NHBA Approved Budget
  - b. FY 2023-2024 Capital Budget

Paula Lewis

Deputy Executive Director Paula Lewis spoke about the annual budget, which is approved by the board every May. Typically, it doesn't change much year over year. The budget is brought to the board for approval by the Finance Committee, who finalizes the proposed budget. The budget building process includes meetings between each department director and Finance Committee members to review their area. The process of building the budget begins in January. The Finance Committee begins meeting in March. The President-Elect of the board chairs the Finance Committee as it is the budget for their year as president that is being developed. Paula added that the financial statements are presented at each monthly board meeting.

President Paul Chant added that there will be a recurring theme throughout this year of increasing our revenue realized from our CLE programs. Last year, our CLE revenue was down. The CLE committee has been charged with increasing the revenue, which is an important part of the NHBA annual budget.

Paula also discussed the various projects contained in the capital budget.

5. Update on 2023-2024 Membership Renewal
  - a. License Renewal Compliance
  - b. Annual Dues Schedule
  - c. Membership Statistics

Paula Lewis

Paula reported that the list of members that are out of compliance has been sent over to the NH Supreme Court. There will be hearing notices sent from the Court for November. We had about 442 members out of compliance as of September 2, but we have had about 100 members come into compliance since then. Bar staff are still calling members to help them get into compliance. Bar Staff begin working on the member renewal process in March.

The meeting adjourned for lunch at 12:15 p.m.

The meeting reconvened at 1:00 p.m. There were presentations by Diane Quinlan of the NH Attorney General's office, Charitable Trust Division about the Fiduciary Duties of Board Members and by Bob Lucic, chair of the Special Committee on Artificial Intelligence about the committee's work. Bar President Paul Chant also spoke about his priorities for the upcoming year. It was noted that in person attendance is preferred at meetings and bar events.

E. Adjournment – The meeting adjourned at 3:45 p.m.

Respectfully Submitted,



Deborah J. Hawkins, for Susan Aileen Lowry, Secretary