

MEMORANDUM

TO: Executive Committee – Construction Law Section (the “Section”)  
FROM: Stacey Martinson and Jacob Zahniser, Co-Secretaries  
DATE: November 17, 2022  
RE: Executive Committee Special Meeting Minutes

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**Executive Meeting:**

Commenced at 12:02 p.m.

**Attendance:**

Name	Position	In Attendance
Lutkavage-Dvorscak, Jakob	Chairperson	Y
Monahan, Justin	Chair-Elect	Y
White, Van M	Treasurer	Y
Martinson, Stacey A	Secretary	Y
Zahniser, Jacob A	Secretary	Y
Johnson, Katie Jo	Member	Y
Town, Alix K	Member	N
Baldwin-Sayre, Nick	Member	Y
O’Halloran, Bob L	Member	Y
Hunt, Ryan	BOG Contact	N
Bennett, Angela W	Bar Liaison	N
Miller, Emily Sarah	Member	Y
Chaney, James A	Member	Y
MacKendrick, Andrew	Member	N
Nicholas, Mario R	Member	Y
Hager, Laurie R	Member	N
Naito, Alexander	Member	N
Holmberg, Stephanie Corey	Member	Y
Fig, William G	Advisory Member	N
Welch, Curtis A	Advisory Member	Y
Kuchulis, Vanessa Triplett	Advisory Member	N
Karpinski, Seth Throop	Advisory Member	N
Loiselle, Darien	Emeritus	N
Norman, Steve	Exec. Member	N
Johnson, Tara	Emeritus	N
Gallagher, Doug	Emeritus	N
Jeremy Vermilyea	Emeritus	N

Location: via Microsoft Teams:

Microsoft Teams meeting

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1. Introductions: Purpose is go through budget and approve
2. 2023 Budget Review and Approval – Van White explained where we are and made recommendation on charitable contributions, which will establish year-end balance for 2023 budget.

Current balance, 11, 419. Minimal revenue and expense other than charitable contributions. Committee has \$11,000 to work with charitable contributions. We budgeted \$7,000 but what do we feel comfortable for year-end balance considering next year we will be putting on own seminar and not bar-sponsored seminar.

Primary expense was CLE, which exceeded 2022 budgeted amount. In conjunction with Bar sponsorship, this year's CLE did not generate revenue, but had increased expenses. Threshold question is comfort lever for year-end balance. If we want to land at \$3,000 - \$4,000, we need to limit charitable contributions.

Membership numbers continue to decline.

Van White suggests charitable contributions of \$3,500, down from the budgeted \$7,500, which would leave a remaining balance of \$7,500 for 2023.

Open discussion on Board's comfort level with year-end balance. Everyone agreed \$7,500 was end goal for year-end balance, leaving \$3,500 for charitable contributions.

After charitable contribution discussion and approval, continued discussion of 2023 budget based on stable estimates for 2023. Van White to work on budget over weekend to recirculate based on approved contributions. Reconvene Tuesday, Nov. 29<sup>th</sup> at noon to approve budget.

3. Charitable Contributions. Discussion on organizations to receive contributions and at what levels. Past : (a) Campaign for Equal Justice; (b) Class Room Law Project; and (c) St. Andrews Legal Clinic.

Open discussion regarding other organizations. Emily Miller discussed Commons Law Project. Nick Baldwin Sayer discussed Cascadia Health Care, but not on list of approved charitable organizations.

Discussion of Bar approved list of charities.

Discussion regarding number of contributions given limited funds. Agreement that the fewer contributions increases impact on level of contribution to each. Consensus to contribute to three organizations, one being Campaign for Equal Justice as strongly recommended by OSB House of Delegates.

Voted for remaining organizations to contribute based on prior contributions.

Class Room Law Project:	8 voted to contribute \$1,500.
Oregon Min. Lawyers:	7 voted to contribute \$1,500
Smart Reading:	0 voted to contribute \$1,500
St. Andrews Legal Clinic	0 voted to contribute \$1,500
Commons Law Center:	11 voted to contribute \$1,500

Bob O'Halloran moved to approve. Justin Monahan seconded. Approved:

Campaign for Equal Justice:	\$500
Commons Law Center:	\$1,500
Class Room Law Project:	\$1,500

4. 2023 Section Nominees Slate Update: Missing from approved slate was past chair being shown as officer. Slate changed to show Jakob Lutkavage-Dvorscak as past chair. This opened slot and Bill Fig was put in. Slate approved by Bar.
5. Chair Awards: Jakob Lutkavage-Dvorscak selected four people for distinguished service award: (1) Curt Welch; (2) Tara Johnson; (3) Dan Duyck; and (4) Gary Christensen.
6. New Business: Jim Chaney questioned about CLE comping for committee attendance. Committee was not able to comp for committee attendance because of Bar co-sponsorship.
7. Adjourned: The meeting concluded at 12:45 p.m.