

MEMORANDUM

TO: Executive Committee – Construction Law Section (the “Section”)  
FROM: Van White, Secretary  
DATE: December 4, 2023  
RE: Executive Committee Meeting Minutes for November 27, 2023 Special Meeting

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**Executive Meeting:**

Commenced at 12:05 p.m.

**Attendance:**

<b>Name</b>	<b>Position</b>	<b>In Attendance</b>
Monahan, Justin	Chair	Y-remote
Zahniser, Jacob A	Co-Chair Elect	Y-remote
Martinson, Stacey A	Co-Chair Elect	Y-remote
White, Van M	Secretary	Y-remote
Holmberg, Stephanie Corey	Treasurer	Y-remote
Lutkavage-Dvorscak, Jakob	Past Chair	Y-remote
Johnson, Katie Jo	Member	N
Town, Alix K	Member	N
Baldwin-Sayre, Nick	Member	Y-remote
O’Halloran, Bob L	Member	N
Kuchulis, Vanessa Triplett	Member	Y-remote
MacKendrick, Andrew	Member	Y-remote
Nicholas, Mario R	Member	N
Hager, Laurie R	Member	Y-remote
Naito, Alexander	Member	N
Karpinski, Seth Throop	Member	N-resigned
Juhren, Matthew	Member	Y-remote
Graves, Elizabeth A	Member	Y-remote
Bennett, Angela W	Bar Liaison	N
Fig, William G	Advisory Member	N
Welch, Curtis A	Advisory Member	N
Miller, Emily Sarah	Advisory Member	N
Chaney, James A	Advisory Member	Y-remote
Loiselle, Darien	Emeritus	Y-remote
Norman, Steve	Emeritus	Y-remote
Johnson, Tara	Emeritus	Y-remote
Gallagher, Doug	Emeritus	Y-remote
Christensen, Gary	Emeritus	N
Storti, Tyler	Emeritus	N
Tom Ped	Emeritus	N

Location: Remote via Zoom only

1. **Approval of Meeting Minutes.** Motion unanimously passed by the Executive Committee to approve Executive Committee meeting minutes for October 9, 2023 meeting.

2. **Financial Report.**

The primary purpose of the meeting was to discuss: (1) the current financial condition of the Section; (2) Section charitable contributions for 2023 (see below); and (3) the 2024 Section budget. Prior to the meeting, Treasurer Stephanie Holmberg forwarded financial information to the Executive Committee for the Section through October 31, 2023. There was a discussion at the meeting with respect to the current Section financials, including the 2023 Section seminar (registration numbers were down), Section membership dues paid for 2023 (down for 2023), and Section expenses for 2023. Treasurer Stephanie Holmberg will submit a proposed budget for the Section for 2024 after the Section has determined the amount of charitable contributions for 2023. The Executive Committee will hold a special meeting on December 11, 2023, at 12 noon via Zoom, to approve the 2024 Section budget.

3. **2024 Charitable Contributions.**

Based upon the current financial condition of the Section, the Executive Committee decided to contribute a total of \$3,000 in charitable contributions for 2023. The Section had budgeted \$4,000 for 2023 charitable contributions, but because of less revenue than expected for Section membership dues and registration revenue for the 2023 Section CLE, the Executive Committee felt it best to slightly reduce the charitable contributions budgeted for 2023 to \$3,000. The Executive Committee unanimously voted to make the following charitable contributions for 2023 (the same 3 recipients as 2022):

-Campaign for Equal Justice	\$1,000
- Commons Law Center	\$1,000
-Civics Learning Project (fka as Classroom Law Project)	\$1,000

4. **Nominating Committee.**

Jakob Lutkavage-Dvorscak, chair of the Nominating Committee, gave a brief report and shared a screen with the group which showed the proposed Slate of Officers and Committee Members for the 2024 OSB Construction Law Section Executive Committee (the "Slate"), including 2 new Advisory members (i.e., Ethan Hasenstein, Knife River and Andrea Meyer, Sussman Shank). A motion was passed unanimously to approve the Slate and nominations. The Section intends to seek more people outside of the Portland metro area in the future to serve on the Section Executive Committee. Because of the perceived need to do more recruiting for future Section Executive Committee members, it was suggested that the Nominating Committee start earlier in the year to recruit new Section members.

5. **New Business.**

We briefly discussed the Winter edition of the Section newsletter. Articles for the Winter newsletter are to be submitted to the newsletter editors by Friday, December 1. Justin Monahan reported that he expected the Winter edition of the Section newsletter to be sent out around the middle part of December.

6. **Adjourned.** Meeting adjourned at 12:45 p.m.