

**MINUTES OF THE NORTHAMPTON COUNTY BAR ASSOCIATION  
BOARD OF GOVERNORS MEETING  
December 6, 2017**

The Board of Governors meeting was held on Wednesday, December 6, 2017, at The Bayou - Easton at 5:30 p.m. The meeting was called to order at 5:47 p.m. by President Michael P. Shay. An Agenda for the meeting was circulated to the Members of the Board of Governors prior to the meeting. Members of the Board of Governors in attendance at the meeting were as follows:

**ATTENDEES (as marked):**

**Officers:**

- X Michael P. Shay, President
- X Daniel M. O'Donnell, President-Elect
- X Lisa Spitale, Vice President
- X Robert Eyer, Treasurer
- X Maura Zajac McGuire, Secretary
- X Alyssa A. Lopiano-Reilly, Past President

**Board Members:**

- X David M. Backenstoe
- X Paul J. Harak
- Rebecca Kulik
- X Steven B. Molder
- Michael A. Santanasto
- X Scott Wilhelm
- X Jacqueline K. Holmes

**Executive Director:**

- X Mary Beth Leeson

**I. APPROVAL OF MINUTES**

Minutes of the previous meeting held on November 1, 2017 were circulated for review. Eyer made a motion to approve the minutes and Backenstoe seconded the motion. The motion passed unanimously.

## **II. PRESIDENT’S REPORT/COMMUNICATIONS**

President Shay reported on the following matters:

Shay reported that he attended the PBA House of Delegates Meeting in Hershey, PA. One issue discussed at that meeting was the concern over a projected decrease in revenues of the PBA next year. The PBA anticipates budget tightening will be necessary, which would likely lead to an increase in dues. The delegates also discussed the idea of term limits for delegates. At this time, the delegates’ terms are determined by the individual counties.

Shay reported that he was contacted by Member Gary Asteak, whose term as a Board Member for North Penn Legal Services is about to expire. North Penn Legal Services would like Asteak to serve another term and he agrees to do so. Backenstoe made a motion to appoint Asteak to another term as a Board Member for North Penn Legal Services. Eyer seconded the motion. The motion passed unanimously.

Shay reported that he received correspondence from Member John Thomas, expressing appreciation for the bylaws change, which will allow the Paralegal Program Director at Northampton Community College to join the NCBA. Program Director Amy VanVarick is looking forward to becoming a member.

## **III. TREASURER’S REPORT**

Eyer presented the Treasurer’s Report which was previously circulated for review by the Board. Eyer announced the total balance as of November 30, 2017 as follows: \$1,394,794.23. The Treasurer’s Report was accepted and submitted for audit without exception.

## **IV. EXECUTIVE DIRECTOR’S REPORT**

Executive Director Leeson reported on the following matters:

Leeson received written comments from people who attended the People’s Law School at Northampton Community College. The comments were distributed to the Board for review. The comments were very positive.

The Holiday Hope Chest Project was again a huge success. The NCBA provided 631 boxes filled with gifts.

The first round of the Book Buddies Program was completed. The program is off to a good start.

The Ceremonial Admission to the Bar was held last Friday. Seven new attorneys were admitted to the Northampton County Bar. A large crowd attended the ceremony.

Donut Day was held in the Courthouse Jury Lounge on November 3<sup>rd</sup>. Attendance was lower than usual for this event.

A chart detailing revenue & expenses was distributed to the Board Members for review. Leeson noted that there is still \$7,500 available in the community grants line item. The Board agreed to hold onto those funds at this point.

Leeson reminded the Board that, in the past, the NCBA put announcements in local newspapers informing the public of the NCBA's charitable donations. The Board discussed alternative options to publicize the NCBA's service to the community.

## **V. PROGRAMS**

Eyer reported that the program for the January Annual Association Meeting will involve a "memory expert" recommended by Wilhelm. The presenter will plan his program to be specific to the legal field. Eyer is also working on a future program with a representative of a rehabilitation facility concerning treatment resources.

## **VI. OLD BUSINESS**

### **A. Foundation Update:**

Leeson reported that the Foundation Committee is seeking ideas for an event that would draw a large crowd. One suggestion the Committee is considering is a presentation from the Innocence Project.

### **B. New Membership Category Dues:**

The proposed bylaws changes to create new categories of membership was approved at the November Quarterly Association Meeting. Leeson circulated a memo detailing a proposal for dues and benefits for the new membership categories. Wilhelm made a motion to accept the proposal for dues and benefits for Affiliate Members (Paralegals and MDJ's) and Law Student

Members as detailed in the memo. The Board engaged in a discussion and the motion was not seconded. Lopiano-Reilly made a motion to accept the proposal for dues and benefits as detailed in the memo, with the following revisions: (1) dues for Affiliate Members will be paid in January and (2) Affiliate Members and Law Student Members will not be invited to the Summer Outing. Harak seconded the motion. The motion passed unanimously.

## **II. NEW BUSINESS**

### **A. Personnel Committee**

The Board reviewed the written recommendation from the Personnel Committee regarding salaries and benefits for the NCBA Staff. Lopiano-Reilly made a motion to approve the recommendations and Harak seconded the motion. The motion passed unanimously

### **B. Topic of the Month**

Shay discussed revenue issues that the NCBA will be facing in the next year. Among topics that will need to be considered in the upcoming year are charitable contributions and the benefits of unit county status.

Shay thanked the Board and Leeson for an outstanding year. The Board Members thanked Shay for his excellent year of service as President of the NCBA.

## **VIII. ADJOURNMENT**

A motion to adjourn the meeting was made by Wilhelm. The motion was seconded by Spitale. The motion passed unanimously. The meeting was adjourned at 7:14 p.m. The Board of Governors will convene again for the next Board meeting on Wednesday, January 3, 2018 at 5:30 p.m. at the River Grille, Easton, PA.

Respectfully submitted:

*Maura Z. McGuire*

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Maura Zajac McGuire, Secretary