

**WEST VIRGINIA BAR FOUNDATION
BOARD OF DIRECTORS MEETING
THE ERICKSON ALUMNI CENTER NUTTING GALLERY OR ZOOM
SEPTEMBER 15, 2023-2:00 PM**

MINUTES

CALL TO ORDER

The meeting of the West Virginia Bar Foundation's Board of Directors was called to order by President Teresa Dumire, at 1:41 PM.

Board Members participating in person were President Teresa Dumire, Vice President Ann Haight, Immediate President Lucien Lewin, Judge Jack Alsop, Sandra Chapman, Jill McIntyre, Charles Printz, Jr., John Taylor, and Tom Tinder. Executive Director Tessa White was also present in person. Board Members participating by Zoom or telephone were Secretary/Treasurer Judge Patrick Flatley, Judge Joyce Carpenter, Debra Kilgore, and Olubunmi Kusimo-Frazier.

REVIEW OF BOARD OF DIRECTORS MEETING MINUTES

The first item on the agenda was a review of the Minutes of the previous Board of Directors meeting, which had been held on June 1, 2023. A motion was duly made, seconded, and passed that the Minutes be approved as presented.

FINANCIAL REPORT

President Dumire called upon Secretary/Treasurer Judge Flatley to present the financial report for the first two months of the 2023-24 fiscal year, July 1, 2023-September 11, 2023. The fiscal year ending June 30, 2023 ended with a surplus of \$22,290. The audit for the fiscal year ending June 30, 2023 is underway. The organization is still awaiting a response regarding its Neighborhood Investment Program (NIP) tax credit application. After questions from the Board members and responses, a motion was duly made, seconded, and passed to approve the year-to-date financial report as presented.

Secretary/Treasurer Judge Flatley presented updated versions of the Foundation's Conflict of Interest Policy, Whistleblower/Code of Conduct Policy, Record Retention Policy, and Internal Controls, Financial Policies and Procedures. A question was raised regarding the possibility of getting a credit card in the name of the WV Bar Foundation to avoid the delays that sometimes occurs with getting checks signed and submitted. Executive Director Tessa White will research this possibility and report to the Board during the December meeting. After questions from the Board members and responses, a motion was duly made, seconded, and passed to approve the updated Internal Controls, Financial Policies and Procedures. A motion was duly made, seconded, and passed to approve the updated Whistleblower/Code of Conduct Policy. A motion was duly made, seconded, and passed to approve the updated Record Retention Policy. A motion was duly made, seconded, and passed to approve the updated Conflict of Interest Policy. All members present at the meeting signed the updated Conflict of Interest Policy and those who attended via Zoom will sign and return to Executive Director Tessa White.

REPORT OF STRATEGIC PLANNING COMMITTEE

President Teresa Dumire presented the Strategic Planning Committee report and stated that the Bar Foundation Fellows Dinner is scheduled to be held at the Four Points Sheraton Hotel in Charleston on April 25, 2024. The Antero Lawyer Leadership Institute is scheduled to be held at Stonewall Resort on May 17-19, 2024. The Thirteenth Annual Lunch & Laughs with a Legal Legend is scheduled to be held at

The Erickson Alumni Center in Morgantown on September 6, 2024. A motion was duly made, seconded, and passed to select Judge Alan Moats as the honoree.

President Teresa Dumire stated that the Strategic Planning Committee will meet in early January 2024 to begin the process of a written Strategic Plan.

REPORT OF GRANTS COMMITTEE

On behalf of the Grants Committee, Chair Debra Kilgore provided the report and recommendations from the Committee. The Committee recommends that the WV Bar Foundation grant \$5,000 to Child Protect of Mercer County for funding its digital evidence management software; \$5,000 to Davis Stuart for creating a debate team; and \$3,500 to Public Defender Services to create an informational brochure. After some discussion, a motion was duly made, seconded, and passed to approve the recommendations presented by the Grants Committee.

REPORT OF WEBSITE COMMITTEE

On behalf of the Website Committee, President Teresa Dumire provided an update on the new website and membership software. After questions from the Board members and responses, a motion was duly made, seconded, and passed to authorize the Website Committee to enter into an agreement with KDE Technology for the website. A motion was duly made, seconded, and passed to authorize the Website Committee to enter into an agreement with Network for Good for the membership software, to be reviewed and assessed in two years. Jill McIntyre urged the Board members to contribute photos and content for the website.

REPORT OF INSURANCE COMMITTEE

On behalf of the Insurance Committee, President Teresa Dumire reported that the Insurance Committee met with a Terri Dodrill, a representative from McGriff Insurance. Ms. Dodrill reviewed the WVBF's current insurance coverage and recommends that the WVBF maintain its current coverage.

REPORT OF E. SMYTHE GAMBRELL AWARD

Vice President Ann Haight reported to the Board on her and Executive Director Tessa White's trip to Denver, CO to accept the E. Smythe Gambrell Professionalism Award for its Lawyer Leadership Institute. The WVBF will receive \$3,500 for this award.

OTHER BUSINESS

Executive Director Tessa White reported to the Board that she will draft a grant application for additional funding for the Lawyer Leadership Institute and will provide the draft to the Board.

Tom Tinder made a motion to re-affirm Olubunmi Kusimo-Frazier to the Board. Judge Jack Alsop seconded. The motion passed unanimously.

NEXT BOARD OF DIRECTORS MEETINGS

President Dumire announced that the schedule for the Board of Directors Meetings for the 2023-2024 fiscal year is as follows:

- December 7, 2023 – 12:00 pm, Zoom
- March 7, 2024 – 12:00 pm, Zoom
- June 6, 2024 – 12:00 pm, Zoom

ADJOURNMENT

There being no further business to transact, the meeting was adjourned.