

1989

Minutes of Meeting - Board of Commissioners Wyoming State Bar

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Recommended Citation

Wyoming State Bar (1989) "Minutes of Meeting - Board of Commissioners Wyoming State Bar," *Land & Water Law Review*: Vol. 24 : Iss. 1 , pp. 291 - 298.

Available at: https://scholarship.law.uwyo.edu/land_water/vol24/iss1/14

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MINUTES OF MEETING
BOARD OF COMMISSIONERS
WYOMING STATE BAR

SEPTEMBER 3, 1988
CHEYENNE, WYOMING

Mr. President, John M. Daly, called the meeting to order at approximately 9:15 A.M. Also present were President-Elect Richard M. Davis, Jr., Vice-President Richard E. Day, Secretary-Treasurer Eric M. Alden, and the following Commissioners: David D. Uchner, Kermit C. Brown, Sharon M. Rose, David F. Palmerlee, John P. Worrall, Dan R. Price, and Doyle J. Davies. Ms. Mary Beth Senkewicz, Executive Director, and Mr. Tony Lewis, Director of Communications, were also present.

The first item on the agenda was the question of errors and omissions liability insurance for the Board. Mr. Daly reported that in the past we had never had such insurance, due in part to the bad market for such insurance recently. It was duly moved, seconded, and passed that Kermit Brown look into the matter of errors and omissions liability insurance for the Board.

The next item on the agenda was the question of policy manuals for the employees of the State Bar, and also the benefits package for employees of the State Bar. Mr. Daly opined that we were getting big enough that we need to look into the development of a specific policy manual. Also, he would like to look into what other states do with respect to benefits packages for their employees. Mr. Daly appointed a committee consisting of John Worrall, Doyle Davies, and Dick Day to look into what other states do, and make a recommendation to the Wyoming State Bar regarding a policy manual and a wages and benefits package.

The next item on the agenda was the budget. It was duly moved, seconded, and passed that line item 01, salaries, be approved.

It was duly moved, seconded, and passed that line item 02, travel, be approved.

It was duly moved, seconded, and passed that line item 03, financial, be approved.

It was duly moved, seconded, and passed that line item 04, office, be approved.

It was duly moved, seconded, and passed that line item 05, postage, be approved.

It was duly moved, seconded, and passed that line item 06, telephone, be approved. It was also duly moved, seconded, and passed that the \$10,000 figure for telephone represents the anticipated amount of telephone bills and not equipment or hardware to upgrade the present system.

It was duly moved, seconded, and passed that line item 07, publications, be approved.

It was duly moved, seconded, and passed that line item 08, dues, be approved.

The next line item was 09, Grievance Committee. It was duly moved, seconded, and passed that sub-line item H be reduced from \$8,000 to \$4,000 (investigator). There was some discussion at this point regarding a contingency fund. It was duly moved, seconded, and passed that the president and the treasurer have authority to spend money from the president's contingency fund, which would be located under line item 16, cash reserve. The extra \$4,000 previously budgeted for the investigator would be shifted to the contingency fund.

It was duly moved, seconded, and passed that line item 10, Fee Arbitration Committee, be approved.

It was duly moved, seconded, and passed that line item 11, Unauthorized Practice of Law Committee, be approved.

It was duly moved, seconded, and passed that line item 12, other committees, be approved.

It was duly moved, seconded, and passed that line item 13, Substance Abuse Committee, be approved.

It was duly moved, seconded, and passed that line item 14, new admittees luncheon, be approved.

The next item on the budget was line item 16, cash reserve. After some discussion regarding the fact that the Western Trial Advocacy Institute has been in existence for several years now and should be self-supporting, it was duly moved, seconded, and passed that sub-line F entitled professional seminars be stricken from the budget. Ms. Senkewicz was instructed to write a letter to Chief Justice Cardine.

It was also duly moved, seconded, and passed that a sub-line item entitled Contingency Fund in the amount of \$10,000 be added to the budget.

With respect to the Bar survey, it was noted that perhaps Altman Weil might be interested in helping us out with the Bar survey.

It was duly moved, seconded, and passed that line item 17, convention, be approved.

The next item on the agenda was the dues. After much discussion and a close look at the budget, it was duly moved, seconded, and passed, not unanimously, that the dues be raised to \$225.00. However, it was duly moved, seconded, and passed that individuals be allowed to pay on a semi-annual basis.

It was then duly moved, seconded, and passed that the budget as amended be adopted.

Mr. Palmerlee then discussed the need for the Bar to publicize matters with regard to discipline more systematically and fully. It was duly moved, seconded, and passed that the Director of Communications and Bar Counsel be directed to formulate a public affairs plan to systematically disseminate through the media information regarding the activities of the Wyoming State Bar with respect to the disciplining of lawyers and the update and revision of the disciplinary process, so the public and the Bar will be informed as to these matters; that the public affairs plan be presented at the next meeting of the Board of Commissioners, and that the plan be conceived so as to be implemented within the existing budget.

The next item on the agenda was a Long Range Planning Committee. Mr. Daly stated that he wanted to create such a committee which would develop a mission statement and a set of goals for the Bar for one, five, and ten years in the future. After the development of a long range plan, Mr. Daly had in mind that the committee would develop goals for the administration of justice in Wyoming, eventually making a recommendation to the Wyoming Supreme Court. Mr. Daly thought it was important that the Bar develop institutional goals. He therefore appointed the following persons to the Long Range Planning Committee:

Richard M. Davis, Jr., Chairman
 Honorable Gary P. Hartman
 Honorable Robert B. Denhardt
 Dan R. Price, II
 Henry C. Phibbs, II
 William P. Rohrbach
 Mary S. Garman
 Joseph E. Vlastos

Mr. Daly expected periodic reports, and hoped that the Committee would be fairly well in place by January or February.

With regard to further committee appointments, Mr. Daly indicated that they would be held in abeyance pending the adoption of new rules. He did indicate that it was his intent to appoint a commissioner to supervise each committee. He requested, and obtained, the Board's permission to proceed with emergency appointments.

With respect to the proposed amended Bar Association Rules and By-laws, Mr. Daly requested that anyone who has any comments get them to Mary Beth within the next week since the executive committee would be meeting to make final changes and recommendations.

The next item on the agenda was the hiring of a new Executive Director. It was duly moved, seconded, and passed that the officers would be the search committee to hire a new Executive Director. It was requested by the Board that when the field was narrowed down, the names be forwarded to the Board so that they could see who was being considered.

Ms. Senkewicz reported that she had spoken to Dr. Kenyon Griffin, who had done the judicial survey. According to Dr. Griffin, all comments

that he received were typed up. He indicated he would double-check to make sure that was the plan. It was duly moved, seconded, and passed that Ms. Senkewicz go ahead and release the survey.

There being no further business before the Board, the meeting was adjourned at approximately 12:30 P.M.

Respectfully submitted,
MARY ELIZABETH SENKEWICZ
Executive Director
Wyoming State Bar

WYOMING STATE BAR

APPROVED BUDGET FOR FISCAL YEAR 1988-1989

REVENUES

Annual Fees*	\$297,337.50
1,073 x \$225.00	
497 x \$112.50	
Interest	20,000.00
Supervisory & Bookkeeping Fees	5,400.00
Supervisory \$3,600.00	
Bookkeeping 1,800.00	
Directory	6,000.00
Wyoming Lawyer	1,200.00
Labels	1,500.00
Miscellaneous Revenues	1,800.00
Title Standards, etc.	
Photocopy Income	3,000.00
Local Government Law	500.00
Convention	25,000.00
 Total Revenues	 \$361,737.50
Surplus: \$3,682.50	

*The actual amount of revenues from fees is uncertain since some attorneys have the option of taking inactive status.

PROPOSED BUDGET FOR FISCAL YEAR 1988-1989

EXPENDITURES

	1987-88 Budget	Budget Spent as of 7/31/88	Amount Requested
01 SALARIES			
A. Exec. Director	\$23,000.00	\$23,000.00	\$33,100.00
B. Dir. of Comm.	19,000.00	15,833.20	24,000.00
C. Admin. Asst.	10,800.00	9,150.00	12,060.00
D. Secretary*	12,264.00	12,264.00	13,027.00
E. Secretary	6,240.00	5,216.79	10,200.00
F. Supervisory Fees			
1. Exec. Director	3,600.00	3,000.00	3,600.00
2. Admin. Asst.	1,800.00	1,500.00	1,800.00
G. Health Insurance	4,157.00	2,953.49	5,268.00
H. FICA Match	6,414.00	5,383.77	6,992.00
J. Kelly Girls	500.00	0.00	0.00
 TOTAL SALARIES .	 \$88,375.00	 \$78,963.23	 \$110,047.00

*A portion of the Secretary's salary is being apportioned to the Grievance Committee (09).

02 TRAVEL			
A. President	\$ 5,000.00	\$ 3,057.56	\$ 5,000.00
B. President-Elect	3,000.00	2,646.95	3,000.00
C. Vice-President	1,500.00	974.58	1,500.00
D. Secretary-Treas.	1,000.00	1,000.00	1,000.00
E. Exec. Director	4,000.00	4,359.10	4,000.00
F. Commissioners	9,000.00	5,825.42	9,000.00
G. ABA Delegate	1,500.00	506.44	1,500.00
H. Miscellaneous	1,000.00	2,513.19	1,000.00
I. Dir. of Comm.	0.00	0.00	1,500.00
TOTAL TRAVEL	\$26,000.00	\$20,883.24	\$27,500.00
03 FINANCIAL	\$ 2,000.00	\$ 1,700.00	\$ 3,200.00
04 OFFICE			
A. Rent/Utilities	\$13,800.00	\$12,700.58	\$17,900.00
B. Copy Mach. Maint.	920.00	994.00	1,415.00
C. Postage Meter	2,210.00	2,328.58	2,500.00
D. WSB Stationery	900.00	400.05	700.00
E. Equipment Repairs	200.00	2.36	200.00
F. Xerox Type. Maint.	370.00	326.00	350.00
G. P.O. Box Rental	84.00	84.00	84.00
H. Snow Removal/Cleang.	400.00	812.00	1,368.00
I. Misc. Supplies	2,200.00	2,612.50	2,750.00
J. Legal Books	375.00	378.04	330.00
K. Casper Star-Trib.	115.00	97.80	115.00
L. Misc. Duplicating	50.00	55.47	50.00
M. Building Insurance	600.00	399.00	400.00
N. Computer Program	500.00	0.00	500.00
O. Copier Supplies	1,000.00	692.33	650.00
P. Copier Lease	2,784.00	2,332.00	2,785.00
Q. Computer Supplies	800.00	408.18	600.00
R. National Law Journal	60.00	59.00	60.00
S. IBM Type. Maint.	77.00	0.00	77.00
TOTAL OFFICE	\$27,370.00	\$24,677.89	\$32,384.00
05 POSTAGE	\$ 7,650.00	\$ 3,819.55	\$ 5,000.00
06 TELEPHONE	\$ 6,500.00	\$ 7,241.33	\$10,000.00
07 PUBLICATIONS			
A. Wyoming Lawyer	\$ 6,780.00	\$ 6,121.05	\$ 7,500.00
B. 1989 Directory	5,000.00	4,664.16	5,000.00
C. Bar Leader	84.00	0.00	84.00
D. Law Review	24,000.00	24,660.00	25,000.00
E. Legis. Service	130.00	130.00	130.00
F. Press Clipping Serv.	240.00	228.39	250.00
G. Pamphlets	4,000.00	5,400.00	0.00

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WYOMING STATE BAR PROCEEDINGS

297

H. Consumer Guide	4,000.00	0.00	2,000.00
I. Ask a Lawyer Series	800.00	0.00	360.00
J. PSA's	0.00	0.00	1,000.00
K. Video Develop.	0.00	0.00	3,000.00
TOTAL PUBLICATIONS	\$45,034.00	\$41,204.39	\$44,324.00
08 DUES	\$350.00	\$720.00	\$300.00
09 GRIEVANCE COMM.			
A. Bar Counsel	\$10,000.00	\$ 4,500.00	\$37,000.00
B. Secretary	3,000.00	456.00	3,000.00
C. Health Benefit	0.00	0.00	1,270.00
D. FICA Match	0.00	0.00	2,860.00
E. Retirement Benefit	0.00	0.00	0.00
F. Travel	0.00	0.00	3,000.00
G. Dues	0.00	0.00	150.00
H. Investigator	11,600.00	9,090.56	4,000.00
I. Postage/Photo	4,500.00	5,574.33	6,000.00
J. Telephone	200.00	846.13	1,500.00
K. Supplies	200.00	449.50	500.00
L. Comm. Expenses	3,500.00	7,620.71	9,000.00
M. Legal Books	0.00	0.00	1,240.00
TOTAL GRIEVANCE COMM.	\$33,000.00	\$28,537.23	\$69,520.00
10 FEE ARB. COMM.	\$ 1,000.00	\$ 526.29	\$ 1,000.00
11 UNAUTHORIZED PRACTICE OF LAW COMM.	\$ 1,000.00	\$ 33.98	\$ 1,000.00
12 OTHER COMMITTEES	\$ 1,500.00	\$ 1,963.90	\$ 2,000.00
13 SUBSTANCE ABUSE COMM.	\$ 0.00	\$ 0.00	\$ 8,000.00
14 NEW ADM. LUNCHEON	\$ 1,000.00	\$ 0.00	\$ 1,000.00
15 CLE COMMITTEE*			
*See Addendum for CLE Committee breakdown.			
16 CASH RESERVE			
A. Rudolph's Book	\$ 0.00	\$ 5.77	\$ 0.00
B. Law Review Index	0.00	0.00	0.00
C. Unallocated	3,000.00	24,305.90	0.00

298	LAND AND WATER LAW REVIEW		Vol. XXIV
D. Judicial Survey	6,000.00	2,808.25	0.00
E. Professional Serv.	3,000.00	350.00	0.00
F. Professional Sem.	4,000.00	4,560.00	0.00
G. Bar Survey	0.00	0.00	6,000.00
H. Contingency Fund	0.00	0.00	10,000.00
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TOTAL CASH			
RESERVE	\$16,000.00	\$32,029.92	\$16,000.00
17 CONVENTION	\$25,000.00	\$ 5,484.46	\$25,000.00
18 UWLS			
SCHOLARSHIP	\$ 1,560.00	\$ 1,566.00	\$ 1,780.00
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TOTAL			
EXPENDITURES	\$283,414.00	\$250,897.41	\$358,055.00

ADDENDUM
CLE COMMITTEE

Revenues

Medical/Legal Seminar	\$ 1,115.92
Discipline & Ethics	181.00
Civil Rights of the Men. Handicapped	3,886.00
Product Liability	5,103.80
Evidence Seminar	10,930.00
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Total Revenues	\$21,216.72

Expenses

Medical/Legal Seminar	\$ 3.56
Agricultural Law	292.07
Discipline & Ethics	390.99
Committee Expense	685.71
Civil Rights of the Men. Handicapped	3,886.00
Products Liability	2,210.67
Evidence Seminar	4,956.27
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Total Expenses	\$12,425.27

Profit	\$ 8,791.45
1987-88 CLE Committee Balance	\$17,966.94
1988-89 CLE Committee Balance	\$27,118.39