

**EXECUTIVE COMMITTEE
OREGON STATE BAR FAMILY LAW SECTION
DECEMBER 7, 2023 MINUTES**

Present: Hon. Erin Fennerty, President
Keri Smith, Vice President
Shallon Halttunen, Secretary

Members at Large: Patrick Melendey, Annelisa Smith, Kacie Bitzenburg, Kayla Steindorf, Brittany Berkey, Kristi Skalman, Samantha Benton, Shala Kudlac, Laura Eckstein, Alexander Jones, Adam Shelton

Also Participating: Amy Zubko, OSB

Absent: Zachary Gottlieb, Amanda Thorpe

Call to Order. The meeting was called to order at approximately 12:04 p.m. The meeting took place via Zoom. A quorum was present.

Approval of Minutes. The Minutes of the Family Law Section Executive Committee (FLEC) meetings held in October 2023 and November 2023 were circulated in advance of the meeting. Patrick moved to approve the October and November Minutes. Keri Smith seconded. The Minutes of the October 2023 meeting was unanimously approved. The Minutes of the November 2023 meeting were approved unanimously, with Shallon and Kristi abstaining.

Treasurer's Report: Samantha Benton submitted the report at the beginning of the meeting. We need to use all of the money. Still need some minor tweaks to the budget. Need to log sponsors as a separate column and correctly state the revenue on the balance sheet. Still finalizing the budget.

Discussion-Salishan payment of about \$94,000 should go out this week. Assets \$156k - \$94k leaves about \$62,000.

Amy Zubko reports that the spending requirement is two years of membership dues on December 31st of any year.

Looks like we need to spend money down if possible to avoid penalties from the Bar.

Previously paid Salishan \$15,000 down to reserve our space. Discussion about 2024 contract being signed before issuing payment.

Discussion about being past the deadline to submit our budget.

Alex reports \$10k is usually due when the Salishan contract is signed; another \$5k is due later. Last year's contract was signed in early January and we should already have a contract for 2024. Kayla will contact Amanda to see if there's a draft contract. If Amanda doesn't have it, Kayla will work on it. Would like to get a contract signed and the fee paid by the end of year. Contract may already be signed and counter-signed. Amanda will follow-up.

We didn't submit a waiver this year and we'll be just over the cutoff. Amy reports: we receive 50% subsidy of the support service assessment. As of October 31st, it's approximately \$9,500 and we'd pay twice that in penalties.

Once Kayla receives contract, she'll give it to Keri. Generally, we pay Salishan approximately \$20,000 over about five months. Last year we paid \$15k on January 23, 2023.

Section check requests are only required for advance deposits. Check requests are required for any check we issue. Chair approval is only required if necessary. Treasurer approval is required; Chair "if applicable". Discussion about next year's check requests – to keep the process from being further slowed, requests do not need to be also sent to Keri Smith as Chair.

CONTINUING BUSINESS

- **Annual Conference Subcommittee.** Committee members: Alex Jones, Keri Smith, Pat Melendy, Kayla Steindorf, Samantha Benton, Zach Gottlieb.
 - Alex reports: need to get a committee in place.
 - Committee assignments occur in January each year.
 - Evaluation reports-Amy reports we do not need to keep them. Authorized to destroy.
- **Nominating Committee.** Patrick reports the committee met several times. Slate for next year will be:
 - Keri as Chair; Shallon Chair-Elect, Judge F Past Chair; Sam – Treasurer; Alex – Secretary. Member at Large: Seth Henky (Pendleton).
 - Thanks to Zach for his service.
 - Terms ending: Brittany, Kyal, Kristi, Laura, Patrick, and Zach. Only Zach will not continue serving.
 - Judge F. moved to approve the slate as proposed. Laura seconded. Approved unanimously.
 - Patrick will email the slate to Logan at the Bar. Bar needs it by December 12th.
 - Historical progression on the Board. Nothing in the Bylaws requires the progression from Secretary to VP to President. Discussion about amending Bylaws. We should touch base with Danny Edwards if we are interested in

amending. Patrick will follow up and report back. The Bar has standard Section Bylaws.

- Kacie Bitzenberg will be relocating out of state. Her term is not yet up. She will remain on the Board in the meantime. To discuss further at future meetings.
- **Awards Subcommittee.** Committee members: Brittany Berkey, Kristi Skalman, Adam Shelton. Chair: Brittany Berkey.
 - No report.
- **Legislative Subcommittee.** Committee members: Amanda Thorpe, Annelisa Smith, Kacie Bitzenburg, and Shala Kudlac.
 - No update. The committee has not met. Still need to approve boilerplate response when approached about supporting or advancing proposed legislation.
 - Amy Zubko reports: Work is being done on the Uniform Parentage Act (UPA) within a legislative workgroup; Lane Charley is involved. Additionally, a relocation workgroup is meeting. Conversation about SFLAC about online legal notices and possible project discussed in Jackson County for family law cases.
- **Family Law Newsletter.** Committee members: Amanda Thorpe and Samantha Benton.
 - Samantha reports: that the committee reached out to the people who expressed interest at the conference. The committee requested information from those individuals. Will follow-up.
- **Conference Location Committee.** Committee members: Kacie Bitzenburg, Chair, Alex Jones, Pat Melendey, Amanda Thorpe, and Shala Kudlack.
 - Kacie reports – no movement within the committee. Looking into holding 2025 conference at Sun River. Amanda is talking to Sun River.

NEW BUSINESS

The meeting was adjourned at approximately 12:40 p.m.

Next Meeting: January 4, 2024, at noon via Zoom.

Minutes prepared by Shallon Halttunen, Secretary to the Oregon State Bar Family Law Section Executive Committee.