



EMPOWER YOUR FUTURE

YOUNG LAWYERS DIVISION

KENTUCKY BAR ASSOCIATION

EXECUTIVE COMMITTEE MEETING **Friday, July 17, 2020 at Noon CST** **Holiday Inn University Plaza, Salon B** **Bowling Green, KY**

Present in-person: Chair Miranda Click, Chair-Elect Megan Keane, Vice Chair Lee Metzger, 1st District Representative Trish Estes, 5th District Representative Kyle Bunnell, 6th District Representative Frank Schultz, 7th District Representative Don Combs, Seth Fawns, Elizabeth Combs, Olivia Amlung, John Slack, Jack Phillips, Calesia Henson

Present by phone: Immediate Past Chair Zachary Horn, 3rd District Representative Brittany Riley, 4th District Representative Chapin Schuemann, Sarah McKenna, Laura Salzman, Kelly Ridings, Christine Stanley, David Spalding, Tina Nance, Becca Sherman, Jonas Bastien

Absent: 2nd District Representative Teresa McMahan (excused), Katee Neltner, Bill Brammell, Brandon Sword, Janet Luo, Ashlea Hellmann, Leanna Homandberg, Michael Justice, Harrison Donnelly, Kalynn Wall

I. Opening Remarks (Miranda D. Click, Chair)

Meeting called to order by Ms. Click at 12:05 p.m. CST

II. Introductions - Started by Ms. Click. Binders with key information given to all attendees. See attached handouts.

A. EC Roster - if any errors on your contact information, please let Ms. Click know.

B. Year Calendar - Monthly YLD conference calls will be the 2nd Tuesday of every month at 2:00 p.m., with the exception of March, which is the 3rd Tuesday. The 2nd Tuesday in March is the Legal Food Frenzy kickoff event at the Capitol. We do not have monthly calls during those months when we have quarterly in-person meetings. The schedule Ms. Click has prepared runs through May because convention is early this year (May 12-14). We still plan to have our yearly Supreme Court dinner in June, date TBD.

III. Executive Committee Training - Written materials in binders reviewed.

A. Young Lawyers Division Overview and Bylaws - see written materials.

1. Officers

a. Chair Miranda Click - also serves on KBA Board of Governors (BoG) as a voting member.

b. Chair-Elect - Megan Keane - attends BoG meetings as a shadow member and does not vote; also serves as YLD Treasurer

c. Vice Chair - Lee Metzger - serves as YLD Secretary, chair of membership committee; runs elections

2. Executive Committee

a. District Representatives - voting members of the Executive Committee; one representative from each of the 7 Supreme Court districts. Primary duty is to promote Legal Food Frenzy in their district and host social events.

b. At Large Representatives - voting representatives of Executive Committee who do not represent a particular district

c. Affiliate Representatives - Representatives from other bar associations who serve as non-voting members of the executive committee

d. Law School Representatives - representatives from UK, UofL, and Chase law schools who serve as non-voting members of the executive committee

B. Expectations of All Executive Committee Members

1. Attend in-person meetings

a. October 17, 2020 in Lexington at 9am - Mr. Bunnell volunteered to see if Dinsmore is available

b. January 9, 2021 in Louisville at 9am

c. April 10, 2021 in Lexington at 9am - Mr. Bunnell volunteered to see if Dinsmore is available

d. May 12-14, 2021 Convention in Lexington, KY (Annual Meeting/YLD Luncheon May 13, 2021)

2. Participate in monthly conference calls - all start at 2pm and dates indicated on EC calendar. Call-in # and access code are always the same: Conference Call Number (877)746-4263; Passcode: 0256259#

C. Relationships

1. Lawyers Mutual Insurance Company of Kentucky and National Insurance Agency - these organizations provide much needed support to the YLD. If you are hosting an event, Ms. Click can provide you with electronic copies of their logos so that you can use on your promotional materials.

3. Board of Governors - 2 members from each Supreme Court District plus officers, serving as governing body for KY bar under authority of KY Supreme Court

4. Kentucky Supreme Court - Yearly meeting with justices in June for dinner

5. Kentucky Bar Foundation - Ms. Click will confirm with KBF who they have designated from YLD as our representative since it used to be Secretary/Treasurer, and we have eliminated that position. There is a young lawyers rate ("patron") to support the KBF at \$30 per month.

- Guion Johnstone - Executive Director

- Gwen Smallenburg - Program Manager

6. KBA Staff

- John D. Meyers - Executive Director

- Melissa Blackwell - Director of Administration

- Lori Reed Publications & Program Attorney/Section & Division Liaison - often the YLD's primary contact

- Karen Cobb Membership Records Administrator

- Jesi Ebelhar - Graphic Designer

- Shannon Roberts - Director of Communications

- Mary Beth Cutter - Director of CLE

- Sonja Blackburn - Program and Publications Coordinator - NLP

- Ema Haines - Program & Publications Coordinator - KLU

- Brian Hilton - Staff Accountant

7. American Bar Association

- Jack Phillips, ABA Representative for KY/TN. Also Disaster Legal Services

- Seth E. Fawns, ABA Representative - KY Delegate for House of Delegates

D. American Bar Association Delegates at YLD Meetings - Funding is available from YLD for YLD members (not just Executive Committee members) to attend

1. Annual Meeting - July 29-August 4, 2020 - Virtual

2. Fall Conference - October 8-10, 2020 - Columbus, OH

3. Midyear - February 17-22, 2021 - Chicago, IL

4. Spring - April 15-17, 2021 - Pittsburgh, PA

- E. Committee/Programming - see tab on Committees for written materials
1. CLE Committee: Seth Fawns and Brandon Sword
 2. Communications: Kyle Bunnell and Bill Brammell
 - a. Website CLEs - new CLEs are up on website from 2018 convention
 - b. Social Media - Suggestion by Ms. Click of a "Spotlight Series" to spotlight YLD members who are doing well in their practices or communities.
 - i. Motion by Ms. Keane to approve Ms. Click's proposal to give Communications Committee authority to spotlight YLD members sua sponte or based on nominations from other YLD members. 2nd by Ms. Combs. Unanimously approved.
 - c. Updated Photos and Bios - Need to determine who has the passwords for our social media accounts. Ms. McMahan?
 3. Community Outreach: Jack Phillips and Trish Estes
 - a. Disaster Legal Services - Mr. Phillips serves as ABA rep.
 - b. Voices Against Violence - Restarting this program this year. YLD Member Lexy Gross will assist.
 4. Convention: Elizabeth Combs and Kelly Ridings
 - a. Rep to KBA Convention Planning Committee Meetings
 - b. Sponsor CLEs
 - i. Executive Committee members should be thinking about potential CLE presentations, as proposals are typically due in early fall. YLD members are encouraged present CLEs at convention.
 - c. YLD Reception
 - d. YLD Annual Luncheon - Please plan to attend the annual luncheon at convention.
 - e. Exhibit Booth - All YLD EC members are expected to sign up for a couple one-hour shifts at the YLD booth at convention.
 5. Diversity: Calesia Henson and Tina Nance
 - a. Why Choose Law/Pipeline program
 - b. Diversity and Inclusion Summit
 - c. Nathaniel Harper Diversity Award
 - d. New initiatives - Mr. Metzger proposed that the committee come up with ideas for new diversity initiatives for this bar year
 6. Education Outreach: Olivia Amlung and Katee Neltner
 - a. U@18 - Program for high school seniors to explain how their rights and responsibilities change when they turn 18. Overview provided by Ms. Amlung. This program could be especially attractive this year if there is additional non-traditional instruction in the schools.

- b. Bullyproof - a program against bullying aimed at middle schoolers. This program was put on the back burner last year.
- 7. Law Student Outreach: Christine Stanley and Don Combs
 - a. Road Less Traveled - Nontraditional paths with a law degree
 - b. Law school social events - Networking events, one at each law school
 - c. Bar Study Scholarships - 4 awarded, \$500 each, one to a student from each law school and one at-large
- 8. Legal Food Frenzy: Sarah McKenna and Janet Luo
 - a. Attorney General's Cup given at Annual Convention
 - b. Statewide Campaign - March 1-15, 2021. Ms. Combs gave an overview of this statewide food drive competition among Kentucky's legal community.
- 9. Membership: Lee Metzger and Chapin Scheumann
 - a. Exhibitor at NLP (Virtual this year)
 - i. Had a virtual scavenger hunt this year - very popular
 - ii. Ms. Keane discovered that we have four Echo Dots that were not given away yet last year. Suggestion of raffling those to YLD members who nominate others for our Spotlight Series
 - b. Awards - 2020 award date TBD (usually at convention)
 - i. 2020 Service to Young Lawyers Award: Judge Philip Shepard
 - ii. 2020 Service to Community Award: Lindsay Burke
 - iii. 2020 Nathaniel Harper Award: Patrick Carrington
 - iv. 2020 Outstanding Executive Committee Member: Elizabeth Combs
 - v. 2020 Outstanding District Representative: Kelly Ridings
 - vi. 2020 Outstanding Coordinator: Jack Phillips
 - c. Annual Social Events in the Seven Supreme Court Districts - Should be used to promote Legal Food Frenzy
 - d. New member outreach programs/ improvement of member services

e. ELEVATE scholarships - Mr. Metzger will create an application form and send to Lori Reed for our website, and will advise ELEVATE leadership as well

F. General Committee/Programming Information - See written materials

1. Organizing Events and Programs

- Checklist for coordinating with KBA and publicizing
- Submissions for reimbursement – pre-payment if possible for tax deduction

IV. Business Meeting

A. Chair Report (Miranda D. Click, Chair)

1. Approval of At-Large Representative Appointments

a. Motion by Ms. Keane. Second by Mr. Schultz. Unanimously approved.

2. Goals for 2020-2021 Year

a. Attorney Wellness Committee - Ms. Click would like to make wellness a priority this year, following up on Zachary Horn's initiatives last year and in light of the COVID-19 pandemic. Ms. Click suggested that YLD may partner with KYLAP on yoga or a hike to promote attorney wellness.

i. Motion by Mr. Bunnell to create the Attorney Wellness Committee proposed by Ms. Click. Second by Ms. Keane. Unanimously approved.

b. Possible expansion of Disaster Services Committee

c. Social Media Member Spotlight

d. Legal Food Frenzy - Over the past four years, the Legal Food Frenzy has raised over \$165K and 28,000 pounds of food for Feeding Kentucky (formerly the Kentucky Association of Food Banks). Every dollar raised provides 8 meals to our neighbors in need. Unfortunately, the need has increased by 30% since last year due to COVID-19. We will need the support of ALL EC members to make the LFF a success in 2021.

3. Board of Governors Meeting Report - by Ms. Click. BoG meeting was the morning of 7/17/2020.

a. KBA President Tom Kerrick has suggested a KBA Caravan to each of the 7 Supreme Court Districts. He will need YLD's help to ensure good turnouts for these events.

b. BoG has heard complaints about dues now being required to be paid electronically. This change is because the Bar Center has been closed and so no one has been physically present to process checks.

c. Limited practice licenses have been granted since bar exam has been moved.

4. New CLE options available on YLD website beginning 7/1/2020

B. Chair-Elect Report (Megan Keane)

1. Financial Report/Overview

a. End of 2019-2020 Revenue: \$57,640

b. End of 2019-2020 Expenses: \$30,696.58

c. End of 2019-2020 YLD Fund Balance: \$53,348.82

d. Motion by Mr. Don Combs to approve reconciled budget for 2019-2020; second by Ms. Elizabeth Combs. Unanimously approved.

2. Propose and Approve Budget - Numerous amendments were made to proposed budget to ensure that we are running a zero-based budget (or as close to it as possible). Motion to approve amended proposed budget by Mr. Metzger. Second by Mr. Bunnell. Unanimously carries. Amended budget with these changes to be circulated by Ms. Keane.

3. Award presentations - How to get awards to last year's winners will be discussed out our next conference call.

4. Institutional knowledge - Ms. Keane is putting together Dropbox folder to share resources from prior years

C. Vice Chair Report (Lee Metzger)

1. Approve Minutes from last meetings (April Meeting, May telephonic meeting, and Annual Meeting from June) - Motion to approve all three sets of minutes by Ms. Keane, second by Mr. Combs. Unanimously approved.

2. No KBF Report.

D. Old Business - None

E. New Business

1. Barrister's Ball - Motion by Mr. Metzger to create a committee to propose and plan a Barrister's Ball. 2nd by Mr. Schultz. Unanimously approved.
2. Barrister's Ball Committee Members:
 - a. Frank Schultz (Chair)
 - b. Miranda Click
 - c. Megan Keane
 - d. Don Combs
 - e. Jack Phillips
 - f. Brandon Sword
3. Barrister's Ball Committee Duties: By the next in person meeting, the committee shall come up with a written proposal for venue, date, proposed costs, any affiliations (LFF?), and additional detail (such as theme, whether there will be silent auction, "casino night," etc.)
4. Mr. Metzger requested approval to put together YLD magnets with a list of our programs and benefits for our members. Ms. Keane suggested using money from our budget for exhibit booth at convention or for membership to produce the magnets

V. Adjournment

- A. Next YLD Monthly Conference Call - August 11, 2020 at 2 p.m.
- B. Next YLD In-Person Meeting - October 17, 2020 (Lexington).
- C. Reminder re: Board of Governors Dinner - dinner at 6:30.



YOUNG LAWYERS DIVISION
KENTUCKY BAR ASSOCIATION

Executive Committee Handbook 2020-2021



**YOUNG
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- I. Opening Remarks (Miranda D. Click, Chair)
- II. Introductions
 - A. EC Roster
 - B. Year Calendar
- III. Executive Committee Training
 - A. Young Lawyers Division Overview and Bylaws
 - 1. Officers
 - 2. Executive Committee
 - i. District Representatives
 - ii. At Large Representatives
 - III. Affiliate Representatives
 - iv. Law School Representatives
 - B. Expectations of All Executive Committee Members
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 - ii. January 9, 2021 in Louisville at 9am
 - iii. April 10, 2021 in Lexington at 9am
 - iv. May 12-14, 2021 Convention in Lexington, KY (Annual Meeting/YLD Luncheon May 13, 2021)
 - 2. Participate in monthly conference calls – all start at 2pm and dates indicated on EC calendar
 - C. Relationships
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 - 2. National Insurance Agency
 - 3. Board of Governors
 - 4. Kentucky Supreme Court
 - 5. Kentucky Bar Foundation (Lee Metzger – Vice Chair)
 - Guion Johnstone – Executive Director
 - Gwen Smallenburg – Program Manager
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 - ii. Social Media
 - iii. Updated Photos and Bios
 3. Community Outreach:
 - i. Disaster Legal Services
 - ii. Voices Against Violence
 4. Convention:
 - i. Rep to KBA Convention Planning Committee Meetings
 - ii. Sponser CLE's
 - iii. YLD Reception
 - iv. YLD Annual Luncheon
 - v. Exhibit Booth
 5. Diversity:
 - i. Why Choose Law/Pipeline program
 - ii. Diversity and Inclusion Summit
 - iii. Nathaniel Harper Diversity Award
 6. Education Outreach:
 - i. U@18

7. Law Student Outreach:
 - i. Road Less Traveled
 - ii. Law school social events
 - iii. Bar Study Scholarships
8. Legal Food Frenzy:
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 - ii. Statewide Campaign
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- F. General Committee/Programming Information
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IV. Business Meeting

- A. Chair Report (Miranda D. Click, Chair)
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 2. Goals for 2020-2021 Year
 - i. Attorney Wellness Committee
 - ii. Possible expansion of Disaster Services Committee
 - iii. Social Media Member Spotlight
 - iv. Legal Food Frenzy
 3. Board of Governors Meeting Report
 4. New CLE options available on YLD website beginning July 1, 2020.
- B. Chair-Elect Report (Megan Keane)
 1. Financial Report/Overview
 2. Propose and Approve Budget
 3. Award presentations
- C. Vice Chair Report (Lee Metzger)
 1. Approve Minutes from last meetings (April Meeting and June Annual Meeting)

2. Kentucky Bar Foundation Meeting Report

- D. Old Business
- E. New Business

V. Adjournment

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KENTUCKY BAR ASSOCIATION

2020-2021 Calendar

Conference Call Number (877) 746-4263
Passcode: 0256259# and Leader code: 0220180#

July 2020

17 – 18	KBA Board of Governors/YLD EC Summer Meeting	Bowling Green
29- August 4	ABA Annual Meeting	Virtual

August 2020

11	YLD Monthly Conference Call	Telephone
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September 2020

8	YLD Monthly Conference Call	Telephone
18-19	KBA Board of Governors Meeting	Frankfort/Lex
TBD	Road Less Traveled Law School Outreach	Northern Kentucky

October 2020

8-10	ABA-YLD Fall Conference	Columbus, OH
17	YLD EC Fall Meeting	Lexington
TBD	KBA Leadership Conference	Frankfort
TBD	Road Less Traveled Law School Outreach	Louisville
TBD	Road Less Traveled Law School Outreach	Lexington
TBD	Law School Outreach Social Event	Louisville
TBD	Law School Outreach Social Event	Lexington

November 2020

10	YLD Monthly Conference Call	Telephone
20-21	KBA Board of Governors Meeting	Frankfort/Lex
TBD	Fall New Lawyer Swearing in Ceremony	Frankfort

December 2020

8	YLD Monthly Conference Call	Telephone
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January 2021

9	YLD EC Winter Meeting	Louisville
TBD	Legal Food Frenzy Attorney General Kick-Off Event	Frankfort
15-16	KBA Board of Governors Meeting	Frankfort/Lex

February 2021

9	YLD Monthly Conference Call	Telephone
11	New Lawyers Program YLD Reception	Lexington
11-12	New Lawyers Program	Lexington
17-22	ABA Midyear Meeting	Chicago, IL
TBD	Legal Aid University	Louisville
TBD	Legal Food Frenzy Social Event	Louisville
TBD	Legal Food Frenzy Social Event	Lexington

March 2021

1-15	Legal Food Frenzy Campaign	
9	Legal Food Frenzy Event at Capitol	Frankfort
TBD	Legal Aid University	Lexington
16	YLD Monthly Conference Call	Telephone
19-20	KBA Board of Governors Meeting	Frankfort/Lex

April 2021

10	YLD EC Spring Meeting	Lexington
TBD	Legal Food Frenzy Winners Announced	Online
TBD	Why Choose Law and Pipeline Event/Diversity Summit	?
15-17	ABA YLD Spring Conference	Pittsburg, PA

May 2021

TBD	KBA Spring Swearing-in Ceremony	Frankfort
11	KBA Board of Governors Meeting	Frankfort/Lex
12-14	KBA Annual Convention	Lexington
13	Young Lawyers Luncheon and Annual Meeting	Lexington
13	Young Lawyers Reception	Lexington
13	KBA Annual Banquet	Lexington



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KENTUCKY BAR ASSOCIATION

2020-2021 YLD EXECUTIVE COMMITTEE ROSTER

<u>Chair</u> Miranda D. Click East Kentucky Law Group, P.S.C. 127 Park Street P.O. Box 1439 Pikeville, KY 41501 Email: mclick@eastkylaw.com Office: (606) 432-0400 Cell: (606) 634-4901	<u>Chair-Elect</u> Megan P. Keane Dzenitis Newman, PLLC 8006 Lyndon Centre Way Louisville, KY 40222 Email: mkeane@dznlaw.com Office: (502) 614-7092 Cell: (502) 419-0545
<u>Vice Chair</u> Edward "Lee" Metzger III Cetrulo Mowery & Hicks 130 Dudley Road, Ste. 200 Edgewood, KY 41017 Email: lmetzger@cetrulolaw.com Office: (859) 331-4900 Cell: (859) 308-8980	<u>Immediate Past-Chair</u> Zachary A. Horn Kirkland, Cain & Horn, PLLC 305 Ann Street, Suite 300 Frankfort, KY 40601 Email: horn@kchfirm.com Office: (502) 223-1200 Cell: (859) 559-8862

District Representatives

<u>First District</u> Patricia Estes 417 S. 4th Street, Suite 1 Paducah, KY 42003 Email: trish.estes@comcast.net Office: (270) 559-3288	<u>Second District</u> Teresa McMahan McMahan Law Firm, PLLC 417 North Mulberry Street Elizabethtown, KY 42701 Email: trmcmahan@mclawky.com Office: (270) 986-7908 Cell: (270) 268-9908
<u>Third District</u> Brittany Riley Scoville-Bonham & Riley, PLLC 222 West 5th Street London, KY 40741 Email: brittany@londonlawky.com Office: (606) 862-6000	<u>Fourth District</u> Chapin E. Scheumann Schiller Barnes Maloney PLLC 401 W Main St., Ste 1600 Louisville, KY 40202 Email: chapin.fausel@gmail.com Office: (502) 583-4777 Cell: (502) 744-1520

<p><u>Fifth District</u></p> <p>Kyle Bunnell Dinsmore City Center 100 W. Main Street, Suite 900 Lexington, KY 40507 Email: kyle.bunnell@dinsmore.com Office: (859) 425-1045</p>	<p><u>Sixth District</u></p> <p>Frank Schultz Graydon 2400 Chamber Center Drive Suite 300 Fort Mitchell, KY 41017 Email: FSchultz@Graydon.law Office: (859) 578-2436 Cell: (859) 907-6288</p>
<p><u>Seventh District</u></p> <p>Don H. Combs, III P.O. Box 143 Pikeville, KY 41502 Email: don.combs@me.com Cell: (606) 205-2515</p>	

At Large Representatives

<p>Sarah M. McKenna Dinsmore 101 South Fifth Street, Suite 2500 Louisville, KY 40202 Email: sarah.mckenna@dinsmore.com Office: (502) 540-2300 Cell: (502) 432-4074</p>	<p>Laura Salzman Roetzel & Andress LPA 250 E 5th Ste 310 Cincinnati, OH 45202 Email: laurasalzman@gmail.com Office: (513) 361-8282 Cell: (859) 322-9080</p>
<p>Seth E. Fawns Landrum & Shouse LLP 106 West Vine Street, Suite 800 Lexington, KY 40507 Email: sfawns@landrumshouse.com Office: (859) 255-2424, Ext. 269 Cell: (859) 274-5598</p>	<p>Katee Neltner Burnside Law LLC 1544 Winchester Ave, Ste 711 Ashland, KY 41101 Email: katee@burnsidelaw.com Office: (606) 420-4102</p>
<p>Kelly Ridings Hamm, Milby & Ridings, PLLC 120 N. Main Street London, KY 40741 Email: kridings@hmrkylaw.com Office: (606) 864-4126 Cell: (606) 782-3211</p>	<p>William H. Brammell Dressman Benzinger LaVelle PSC 2100 West Main Street Louisville, Ky 40202 Work Email: BBrammell@dbllaw.com Personal Email: whbrammell@gmail.com Office: (502) 572-2500 Cell: (502) 593-4201</p>

<p>Brandon Sword 9300 Shelbyville Road, Suite 400 Louisville, KY 40222 Work Email: brandon.sword@qpwbllaw.com Personal Email: bcrsword@yahoo.com Office: (502) 423-6390 Cell: (502) 744-5439</p>	<p>Elizabeth A. Combs Wrigley Media Group 804 Newtown Circle Lexington, KY 40511 Work Email: ecombs@wriglevmediagroup.com Personal Email: elizcombs@gmail.com Office: (859) 266-3776 Cell: (606) 477-9215</p>
<p>Christine Louise Stanley Quintairos, Prieto, Wood & Boyer, P.A. 2452 Sir Barton Way, Suite 300 Lexington, KY 40509 Email: christine.stanley@qpwbllaw.com Office: (859) 226-0057 Cell: (917) 697-9165</p>	<p>David W. Spalding Spalding Law, PLLC 214 South Clay Street Louisville, KY 40202 Email: david@spaldinglawky.com Office: (502) 483-6030</p>
<p>Olivia Amlung Adams Stepmner Woltermann & Dusing PLLC 40 West Pike Street Covington, KY 41011 Work Email: OAmlung@aswdlaw.com Personal Email: olivia.amlung@gmail.com Office: (859) 394-6243 Cell: (859) 394-4995</p>	<p>Janet S. Luo Sturgill, Turner, Barker & Maloney 333 W. Vine Street, Suite 1500 Lexington, KY 40507 Email: jluo@sturgillturner.com Office: (859) 255-8581</p>
<p>John R. Slack Bubalo Law P.L.C. 9300 Shelbyville Road, Suite 210 Louisville, KY 40222 Email: jslack@bubalolaw.com Office: (502) 753-1630 Cell: (270) 735-7380</p>	<p>Tina Nance Governor's Scholars Program Foundation 112 Consumer Lane Frankfort, KY 40601 Email: Tina.Nance@gspky.org Office: (502) 209-4420</p>

Affiliate Representatives

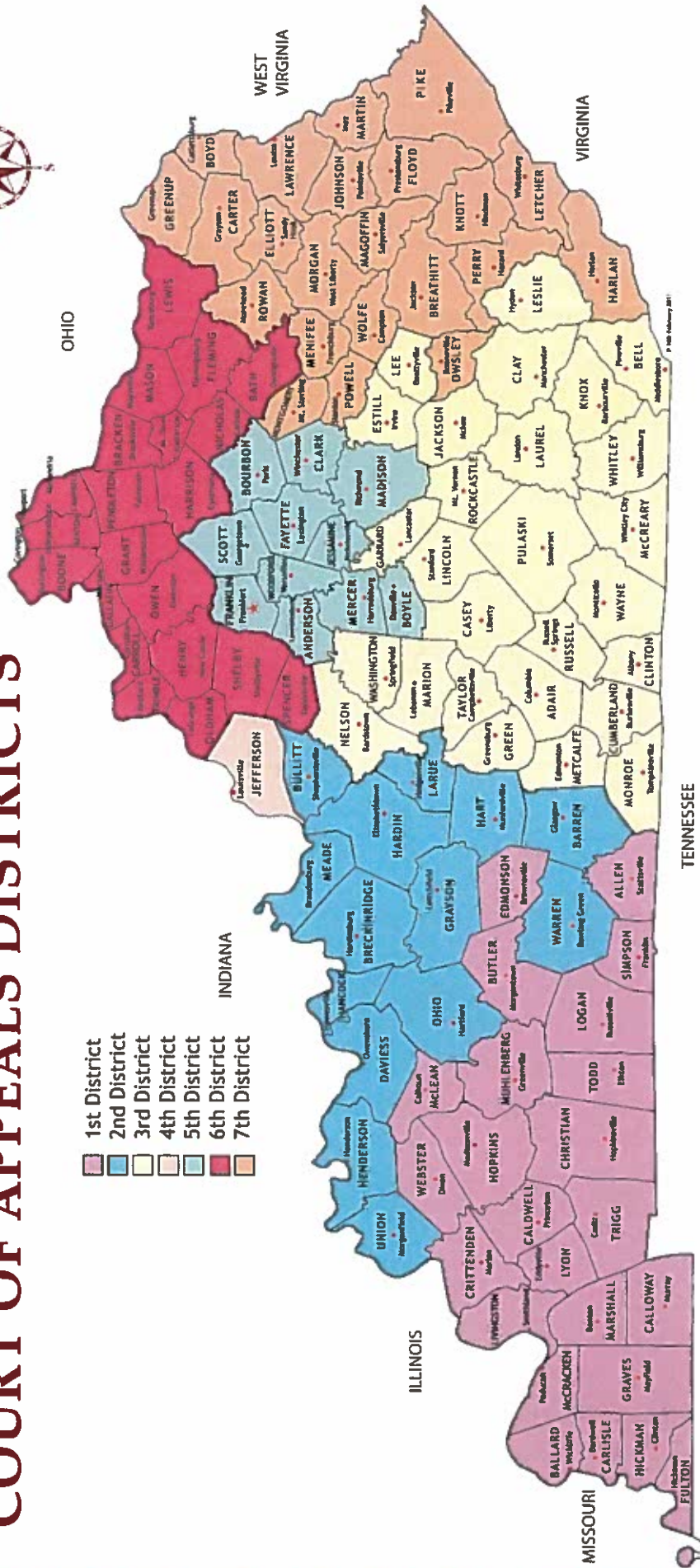
<p>American Bar Association Affiliate:</p> <p>John "Jack" Phillips Phillips Parker Orberon & Arnett PLLC 716 Main Street Louisville, KY 40202 Email: jackphillips@ppoalaw.com Office: (502) 583-9900 Cell: (502) 693-9876</p>	<p>National Bar Association Affiliate:</p> <p>Calesia Henson Stites & Harbison PLLC 400 West Market St., Suite 1800 Louisville, KY 40202 Email: chenson@stites.com Office: (502) 681-0576 Cell: (860) 882-2179</p>
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<p>Louisville Bar Association Affiliate:</p> <p>Ashlea N. Hellman Fernandez, Haynes & Maloney, PLLC 401 West Main Street, Suite 1807 Louisville, Kentucky 40202 Email: ahellmann@fhmlegal.com Office: (502) 589-1001</p>	<p>Fayette Co. Bar Association Affiliate:</p> <p>Rebecca Sherman Stites & Harbison, PLLC 250 West Main Street, Suite 2300 Lexington, KY 40507-1758 Email: rsherman@stites.com Office: (859)226-2249 Cell: (513) 382-4461</p>
<p>Northern Kentucky Bar Association Affiliate:</p> <p>LeAnna Homandberg Russell & Ireland Law Group, LLC 726 Greenup Street Covington, KY 41011 Email: leanna@russellattorney.com Office: (859) 581-0800</p>	<p>Bowling Green/ Warren Co. Bar Association Affiliate:</p> <p>Harrison Donnelly Reynolds, Johnston, Hinton, LLP 111 Callaway Court Bowling Green, KY 42103 Email: harrison@rjhp-law.com Office: (270) 782-3636 Cell: (270)799-8480</p>
<p>UK J. David Rosenberg College of Law Affiliate:</p> <p>Jonas Bastien 646 Maxwellton Court Lexington, KY 40509 Email: Jonas.Bastien@uky.edu Cell: (270) 404-0107</p>	<p>U of L Louis D. Brandeis School of Law Affiliate:</p> <p>Kalynn Wall 400 E. Main Street, #206 Louisville, KY 40202 Email: Kalynn.Wall@louisville.edu Cell: (502) 409-0165</p>
<p>NKU Chase College of Law Affiliate:</p> <p>Michael Justice 2120 Castlebar Court Unit 102, Crescent Springs, KY 41017 Email: justicem2@mymail.nku.edu Cell: (606) 776-8008</p>	

KENTUCKY COURT OF JUSTICE SUPREME COURT & COURT OF APPEALS DISTRICTS



- 1st District
- 2nd District
- 3rd District
- 4th District
- 5th District
- 6th District
- 7th District



KENTUCKY BAR ASSOCIATION
YOUNG LAWYERS DIVISION
AMENDED AND RESTATED BY-LAWS
(Adopted October 2019)

ARTICLE I

Name and Purpose

1.1 The name of the organization shall be Young Lawyers Division of the Kentucky Bar Association (the "Division").

1.2 The purpose of the Division shall be to promote the objectives of the Kentucky Bar Association (the "Association"), to be of assistance to the Association, to assist young lawyers in the practice of law, to conduct programs of interest and value to young lawyers, and to enhance the image of the legal profession.

ARTICLE II

Membership

2.1 Membership shall be open to those members of the Association who are not over forty years of age or who have been admitted to the practice of law for not more than ten years.

2.2 A membership fee of \$20.00 shall be assessed annually to those members of the Association who wish to be members of the Division. This fee amount may be reviewed from time to time by the membership of the Division and may be changed by a two-thirds vote of those members present at any annual meeting without the need to alter or amend these by-laws. Said fees shall be due and payable on the same date as the dues of the Association each year. However, if such fee is paid after that date by any otherwise qualified member, membership

in the Division shall be valid from the date of said payment through the end of that membership year, when such dues are again payable.

2.3 The membership year shall run from July 1 until June 30. A member who meets the qualifications set forth in Section 2.1 on the first day of the membership year shall be deemed to meet the qualifications in Section 2.1 for the entire membership year. Membership shall terminate automatically upon failure of any member to pay the membership fee when due.

ARTICLE III

Governance

3.1 Officers: The officers of the Division shall be the Chair, Chair-Elect, and Vice-Chair.

3.2 Duties of Officers:

3.2(1) Chair: The Chair shall preside at all meetings of the Division, and all meetings of the Executive Committee, and shall perform such other duties assigned to him or her by the membership or by the Executive Committee. The Chair shall prepare a report of the activities for the past year for presentation at the annual meeting of the Division and Association. The Chair shall be the Division's representation on the Kentucky Bar Association Board of Governors, unless the privilege is revoked by the Division, and if the Chair is unable to attend, the Chair-Elect shall attend.

3.2(2) Chair-Elect: The Chair-Elect shall serve as assistant to the Chair and shall perform such other duties as assigned by the Chair or Executive Committee. The Chair-Elect shall serve ex-officio on all standing committees and

shall serve as the Chair's liaison to those committees. The Chair-Elect shall assist the Chair in implementing the policies and programs of the Division and shall regularly report to the Division concerning those efforts. The Chair-Elect shall prepare to assume the duties of the Chair. The Chair-Elect shall further maintain accurate records of all the Division's bank accounts and all internal "accounts" or balances within the Association itself, and be prepared to report on the same at the annual meeting of the Division, as well as the regularly scheduled meetings of the Executive Committee. The Chair-Elect shall further maintain accurate records of all the Division's bank accounts and all internal "accounts" or balances within the Association itself, and be prepared to report on the same at the annual meeting of the Division, as well as the regularly scheduled meetings of the Executive Committee.

3.2(3) Vice-Chair: The Vice-Chair shall assist the Chair and Chair-Elect in implementing the policies and programs of the Division. The Vice-Chair shall serve as chair of the Standing Committee on Membership authorized by section 6.1 of these bylaws, and shall make diligent efforts, along with other members of the Standing Committee on Membership, to recruit, retain, and serve the members of the Division. Further, the Vice-Chair shall issue notices, keep the minutes, take and retain custody of the records of the Division and Executive Committee, and be responsible for all incoming and outgoing correspondence of the Division and Executive Committee. Further, the Vice-Chair shall issue notices, keep the minutes, take and retain custody of the records of the Division and Executive

Committee, and be responsible for all incoming and outgoing correspondence of the Division and Executive Committee.

3.2(4) Terms Of Office: Officers shall serve for a term of one year, beginning and ending with the adjournment of the annual meeting of the Division, or until their successors shall have been duly elected and assumed office. The Chair-Elect shall, upon expiration of his/her term as Chair-Elect, succeed to the office of Chair for a term of one year. The Vice-Chair shall, upon expiration of his/her term as Vice-Chair, succeed to the office of Chair-Elect for a term of one year.

3.2(6) Vacancies In Office Of Officers: Any vacancy in the office of an officer shall be filled as follows:

(a) Chair: Any vacancy in this office shall be filled by the Chair-Elect, who shall serve out the unexpired term and the regular term that the Chair-Elect would have served in the absence of a vacancy in the office of Chair.

(b) Chair-Elect: Except for a vacancy caused by the vacancy in the office of Chair, any vacancy in the office of the Chair-Elect shall be filled by the Vice-Chair, who shall serve out the unexpired term and shall succeed to the office of Chair.

(c) Vice-Chair: Except for a vacancy caused by the vacancy in the office of Chair or Chair-Elect, any vacancy in the office of Vice-Chair shall be filled by interim appointment by the majority vote of the Executive Committee members, present and voting, at any duly called meeting of the Executive

Committee. The appointed officer shall serve for the unexpired term, and thereafter succeed to the office of Chair-Elect.

3.3 American Bar Association Young Lawyers Division Representative: In addition to the above officers and the Executive Committee as set out below, during any year in which Kentucky is permitted to fill the District Representative position within the American Bar Association Young Lawyers Division, the election for that position shall be accordance with the election plan jointly adopted by the Kentucky state and local affiliates of the American Bar Association Young Lawyers Division. If the joint election plan has not been adopted, the election for that District Representative position shall be open to any young lawyer within this Commonwealth who is a member of this Association, subject to the same requirements, rules and guidelines as set out in these by-laws for the officers of this Division. No officer of this Division or any member of the Executive Committee shall, solely by reason thereof, be disqualified from serving as ABA YLD District Representative. During the years when that ABA YLD District Representative seat is held by a member of the Young Lawyers Section or Division of the state with which Kentucky is paired, no such election or appointment process shall take place within this Division. The ABA YLD District Representative's duties shall include all duties assigned to that position by ABA YLD. In addition, the ABA YLD District Representative shall act as a liaison and contact person between this Division and the ABA YLD. Other than the requirements as set out above, nothing in this document shall be construed to state that the ABA YLD District Representative is, in fact, an officer of this Division. Any vacancy in the office of ABA YLD District

Representative shall be filled pursuant to the joint election plan referenced above or in the absence of any joint election plan, by interim appointment by the majority vote of the Executive Committee members, present and voting, at any duly called meeting of the Executive Committee. The appointed ABA YLD District Representative shall serve for the unexpired term.

3.4 Executive Committee:

3.4(1) The officers of the Division shall be voting members of the Executive Committee of the Division, and shall be responsible for establishing liaison with the Board of Governors of the Association and any other appropriate sections and committees of the Association. The Executive Committee will be further comprised of one voting member of each Supreme Court District, called a "District Representative" and nominated, elected or appointed as hereafter set out. The Chair, with approval and consent of the Division, may appoint, in addition to the other members of the committee, fourteen (14) other "at large" members of the Division to be "At-Large Representatives" on the Executive Committee. In making such appointments, the Chair shall consider the qualifications and the diversity of geographical location of each person so appointed. Each "At-Large" Representative shall be a voting member of the Executive Committee.

3.4(2) The Executive Committee will be further comprised of one voting member from the Young Lawyers Section, Division, or Committee of the Fayette County Bar Association, the Louisville Bar Association, the Northern Kentucky Bar Association, and the Bowling Green-Warren County Bar Association. This position shall be reserved for the Chair or the designated

representative of said organization. Any duly organized Young Lawyers Section, Division, or Committee formed and existing in the Commonwealth of Kentucky shall be entitled to petition the Executive Committee for one voting membership in the Division. Upon receipt of the petition by the Chair, the Executive Committee shall vote upon the same as its next regularly scheduled meeting. If the majority of the Executive Committee present at the meeting shall vote in favor of the petition, it shall be approved.

3.4(3) In addition to the regular voting members of the Executive Committee as set out in Sections 3.4(1) and 3.4(2) herein, the following individuals shall be entitled to serve as ex-officio, non-voting members of the Executive Committee:

- (a) Immediate past Chair of the Executive Committee;
- (b) American Bar Association Young Lawyers Division District Representative elected from Kentucky or any state with which Kentucky is "paired" in its ABA YLD District, provided that if such person is already a voting member of the Executive Committee he/she shall retain his/her right to vote;
- (c) The President or designated representative of the Student Bar Association from every American Bar Association accredited law school in the Commonwealth of Kentucky; and
- (d) The designated representative of any National Bar Association chapter in the Commonwealth of Kentucky.

3.5 The Executive Committee, by majority vote of the members in attendance and voting, may exercise the power of the Division during any period

the Division is not meeting, subject to such limitations as may be imposed by the Division. Members who are unable to be present in person shall be deemed present for the purposes of voting on any motion so long as the member is available by teleconference or videoconference during the entire discussion regarding the motion and for the vote. In the event of a tie the Immediate Past Chair will issue the deciding vote.

3.6 Term Of Office: District Representatives shall serve a term of one year, beginning and ending with the adjournment of the annual meeting of the Division, or until their successors shall have been duly elected and assumed office. If a district representative has been appointed to fill a vacancy, said district representative shall serve the remainder of his/her predecessor's term. At-Large Representatives shall serve a term of one year, beginning with the date of the approval of their appointment by the Executive Committee, and ending with the adjournment of the next annual meeting of the Division thereafter, or until their successors shall have been duly appointed and assumed office.

3.7 District Council: In addition to other duties as delineated in the by-laws and as may be required under other governing articles of the Division or the Association, the District Representatives chosen from each Supreme Court district, along with any At-Large Representative residing therein, shall also be responsible for the formation of a District Council within their Supreme Court district. The District Council shall be comprised of young lawyer volunteers within the Supreme Court district, identified, where possible, with the assistance of that district's representatives to the Board of Governors of the Association, and may be

comprised of as many or as few young lawyer volunteers as may be deemed appropriate under their particular circumstances. Provided, however, that the if the Executive Council feels the District Council is inactive or contains too small a number of volunteers at any time, they may require the District Representative for that Supreme Court district to increase the membership on said District Council. The members of the District Council shall act as volunteer young lawyers in order to help pursue and further the goals of the Division and the Association in all respects.

ARTICLE IV

Elections and Qualifications

4.1 District Representatives

4.1(1) Each Supreme Court district shall be entitled to place one voting member (or "District Representative") on the Executive Committee.

4.1(2) In the event that any District Representative or At-Large Representative shall find it necessary to resign from that position during his or her term, said representative shall notify the Chair of the Division, in writing, and the Chair may then appoint any qualified member of the Division to fill that position for the remainder of the term.

4.1(3) Any active dues-paying member of the Association and the Division shall be eligible for election or appointment as a District Representative or At-Large Representative. District Representatives must reside in the Supreme Court District for which they seek election or appointment.

4.2 Officers

4.2(1) All officers must be an active, dues-paying member of the Executive Committee for at least one year prior to their election.

4.2(2) No member who has served the Division as an officer shall be eligible for reappointment or re-election to the office he has previously held, except that such member shall remain eligible for appointment or election as a District Representative or At-Large Representative.

4.3 Nominations and Elections

4.3(1) Nominations for any elected position shall be made by written petition, specifying the name of the candidate and the position sought and signed by the candidate. Nomination forms shall be filed with and received by the Vice-Chair no later than February 15 of the membership year in which the election is to be held. The Vice-Chair may devise and make available a simple nomination form.

4.3(2) If a member nominated for an elected position is unopposed after the deadline for filing nominating petitions and the candidate nominated otherwise qualifies for the position, the candidate nominated shall be deemed elected.

4.3(3) The Vice-Chair, or its designee, shall create a ballot containing the names of the nominees for offices for which there are two or more nominees. No later than March 15, the Vice-Chair, or its designee, shall cause the ballot to be transmitted, by U.S. mail or electronic mail, to all members eligible to vote in the election. The Vice-Chair may post the ballot in locations calculated to

give notice to members eligible to vote in the election, such as on the Division's website.

4.3(4) All members in good standing are eligible to vote for the offices of Vice Chair. Only members in good standing who reside in the Supreme Court District represented by that District shall be eligible to vote in that race.

4.3(5) Completed ballots must be received by the Executive Director of the Association or his/her designee no later than April 1. Completed ballots may be transmitted in any manner directed by the Executive Committee. The acceptable means of transmitting a completed ballot shall be clearly stated on the ballot. Completed ballots must be transmitted in such a manner to enable the Executive Director or his/her designee to verify that the ballot was cast by a member eligible to vote in the election.

4.3(6) The Chair shall appoint a Canvassing Committee made of three members, none of whom are nominees for a contested election. The Executive Director or his/her designee shall provide all verified ballots to the Canvassing Committee, which shall meet as soon as possible after May 15 for the purpose of counting the votes.

4.3(7) The nominee for each office who receives the plurality of the votes cast for that office shall be elected. Write-in nominations are not allowed and any votes for a written-in nominee will not be counted. In the event of a tie vote for any office, the Executive Committee shall hold a special meeting and elect one of the members nominated for the position, who were the subject of the tie.

4.3(8) If, after February 15, there is no member nominated for an elected position, the current Officers shall nominate a member of the Division for the position. The Officers shall complete its work and report its nominations to the Executive Director no later than April 1. The member nominated by the Officers shall be deemed elected.

ARTICLE V

Meetings

5.1 An annual meeting of the Division shall be held as part of the Association's annual convention.

5.2 Special meetings of the Division may be called by the Chair, by majority of the Executive Committee, or by the Vice-Chair, upon written request of not less than 50 members of the Division. The time and place of the special meetings shall be announced at least 10 days in advance, either by publication in the Kentucky Bench and Bar, by notice to the membership via first class mail, or by notice to the membership via electronic mail.

5.3 The Executive Committee shall meet not less than three times a year at times and places designated by the Chair. Additional meetings of the Executive Committee shall be called by the Chair upon written request of not less than 10 members of the Division. The time and place of the meetings of the Executive Committee shall be announced in advance by notice, via first class mail, electronic mail, or via posting to the Division's website, to its members. The notice may state the nature of the business to be discussed.

5.4 At all meetings of the Division or of the Executive Committee, the members present shall constitute a quorum for the purpose of transacting business. The latest edition of Robert's Rules of Order shall govern the proceedings.

ARTICLE VI

Committees

6.1 There is created hereby a Standing Committee on Membership, which committee shall be chaired by the Vice-Chair and comprised of not less than three additional members including, when possible, one or more of the ex officio members of the Executive Committee described in section 3.4(3)(c) of these by-laws. The Standing Committee on Membership shall be charged with recruiting, retaining, and serving the members of the Division, with particular emphasis on enlarging the number of Division members. The Standing Committee on Membership shall report its activities to the Executive Committee, as that committee may meet from time to time, and shall in the interim report to the Chair.

6.2 The Chair, with concurrence of the majority of the Executive Committee present, shall designate other appropriate and necessary committees and shall define the committees' duties, appoint the committee chairperson, and appoint members of the Division to work with said committees.

ARTICLE VII

Amendments

These By-laws may be amended at any meeting of the Division by a two-thirds vote of the members of the Division in attendance and voting, provided that

notice of the substance of the proposed amendments shall either have been published with notice of the meeting in the Kentucky Bench and Bar, or sent to all members of the Division with notice of the meeting.

ARTICLE VIII

Reimbursements

Each officer and member of the Executive Committee shall receive reimbursement for out-of-pocket expenses to attend Division and Executive Committee meetings, to attend meetings or events that his or her position may require, or to attend meetings or conferences sponsored by the American Bar Association Young Lawyers Division and designated by the Chair. Additionally, officers and members of the Executive Committee may receive such reimbursement for attendance at other meetings or functions if approved by a two-thirds vote of the Executive Committee.



What the YLD Does for You!

The Kentucky Bar Association is home to some of the best and brightest young lawyers in the country. The Kentucky Bar Association also prides itself as having one of the most active and robust Young Lawyers Divisions. Membership in the Kentucky Bar Association Young Lawyers Division (“YLD”) is open to any Kentucky attorney who is forty years of age or younger, or who has practiced law ten or fewer years. Annual membership dues for the YLD are only \$20.

YLD members enjoy numerous benefits, including:

- Several free Continuing Legal Education (“CLE”) courses offered statewide, focusing on practical skills for young lawyers.
- Access to free online CLE courses.
- Free networking and social events throughout the state.
- Alternative career development programs, such as the Road Less Traveled series.
- Discounted registration to the Kentucky Bar Association Annual Convention, where the YLD features CLE courses and professional development programs designed by and for young lawyers.
- Professional development and marketing through publication and public speaking opportunities.
- Numerous public service programs, including the Legal Food Frenzy, BullyProof, U@18, Voices Against Violence, and legal assistance to disaster survivors.
- Programming for the advancement and promotion of diversity in the legal profession.
- Leadership opportunities through service on the YLD Executive Committee or one of the several YLD committees.

The YLD is extremely fortunate and grateful to have the support of its sponsors Lawyers Mutual Insurance Company of Kentucky (“LMICK”) and National Insurance Agency (“NIA”), which enables the YLD to present many of the YLD’s public service programs. The next page provides

just a few of the programs the YLD presents, thanks in large part to the support of LMICK and NIA:

- **Legal Food Frenzy.** The YLD, along with the Kentucky Association of Food Banks and the office of Attorney General, holds the annual Legal Food Frenzy in the spring each year, raising funds and food donations to meet the needs of Kentuckians who face food insecurity. We recently held the 4th annual Legal Food Frenzy this spring which resulted in 300,000 meals raised for local food banks! The YLD is proud to help provide this opportunity for the Kentucky legal community to participate in a statewide hunger relief effort.
- **Diversity Initiatives.** The YLD continues to encourage and lead in promoting diversity in the legal profession. The Why Choose Law/Pipeline program provides high school and undergraduate students from diverse backgrounds and from all parts of the Commonwealth with an introduction to the legal profession, an introduction they otherwise might not have had. The YLD also awards the Nathaniel R. Harper Diversity Award annually to a Kentucky lawyer who has promoted and improved diversity in the legal profession.
- **Education Outreach.** As part of education outreach, YLD volunteers present the U@18 and BullyProof programs at high schools and middle schools across the Commonwealth. In the law schools, the YLD presents the Road Less Traveled series, where panelists who have a law degree, but non-traditional legal careers, describe their career paths to Kentucky's law students in order to give the students an idea of the many different things you can do with a law degree. The YLD also awards \$2,000 in bar study scholarships to Kentucky's law students each year, and sponsors networking events at which the law students have an opportunity to interact with attorneys in their areas.

The programming highlighted above is just a sampling of all the YLD does to service its members and give back to the community. The YLD strives to do as much good as it can for its members and the community at large.

Please consider investing in your practice by joining and becoming actively involved in the YLD. There is no finer professional development organization for young lawyers in Kentucky. Whether it is helping to deliver public service benefits across the state, or enhancing our profession through publications and presentations, there are real and ongoing opportunities for every member of the YLD to take part in improving the profession and the community.

For more information concerning YLD membership, leadership, activities, and opportunities, please visit www.kbayld.org or our Facebook page. If you have any questions concerning the Division or are interested in serving on a committee, please contact Miranda Click at mclick@eastkylaw.com.



EMPOWER YOUR FUTURE

YOUNG LAWYERS DIVISION

KENTUCKY BAR ASSOCIATION

YLD PROGRAMMING CHECKLIST

- ✓ Email lreed@kybar.org with name of program, date, time and address so he can add it to www.kbayld.org. Copy mclick@eastkylaw.com on the email.
- ✓ Email lreed@kybar.org with email announcement to send to YLD members. Copy kyle.bunnell@dinsmore.com so he can post to Twitter, Instagram and Facebook. Copy mclick@eastkylaw.com so she can notify sponsors LMICK and NIA.
- ✓ For any written materials, brochures, handouts, or exhibitor tables – be sure to include the following:

Thanks to the following sponsors of the YLD:



Lawyers Mutual
www.lmick.com

**KBA Life & Disability
Insurance Plans**

**NATIONAL
INSURANCE
AGENCY** 

- ✓ Have someone that is attending the program take 1 – 3 photos and text them to Miranda Click at (606) 634-4901 and email Kyle Bunnell at kyle.bunnell@dinsmore.com so he can post to Twitter and Facebook.
- ✓ Expenses can either be paid for by you and reimbursed by the KBA, or you can arrange with the vendor to direct bill the KBA. If you are submitting for reimbursement, be sure to obtain an ITEMIZED receipt from the vendor. Any questions, contact Lori Reed at lreed@kybar.org or 502-564-3795 ext. 253.
- ✓ If you need to hold a committee conference call, you can use the YLD conference call number.
Conference Call Number (877) 746-4263
Passcode: 0256259# and Leader code: 0220180#

KBA Section & Division CLE Seminar Planning Guide*

Step One – One Year to Four Months before Seminar Date

Section officer contacts the Section Liaison to select a meeting date. No seminars may be scheduled without checking proposed dates against the KBA master calendar and CLE Events schedule.

Section Chair submits completed activity approval form to have seminar date and expenditures approved by Executive Director.

Section Liaison books meeting facilities.

Step Two – Six to Four Months before Seminar Date

Set the program agenda and contact potential speakers. It is the responsibility of the section officer(s) coordinating the program to develop the agenda and recruit speakers.

Section Liaison sends speaker information packets to all confirmed speakers regarding deadlines, etc.

Section Liaison sends "save the date" email to all section members.

Step Three – Three Months before Seminar Date

All written materials are due from the speakers to the CLE office for editing and formatting. Written materials are required per SCR 3.650(2)(h) for each session on the seminar agenda. CLE staff will compile and edit the materials for the seminar handbook.

Section Liaison submits Application for CLE Accreditation.

Section Liaison emails seminar brochure and registration begins.

Step 4 – One Month from Seminar Date

Speaker audio-visual requests are due back to the Section Liaison.

Section Liaison submits set-up information, including menus for meals and breaks, to meeting facility. The section officer(s) helping coordinate the program may choose the menu items, or if they wish, the Liaison will complete this task for the section.

Section officer/Chair recruits moderators for the program from the section membership.

Step 5 – One to Two Weeks before Seminar Date

Speaker gifts, if desired, are purchased.

Section Liaison sends guarantees to the meeting facility.

Seminar handbooks printed. **Materials for all 2020-21 webinars will be offered in electronic format only.**

Step 6 -- Day before Seminar

CLE staff to meeting facility for set-up.

* This program planning guide is geared toward in-person CLE programs, but the planning timeline also applies to section/division sponsored webinars. Planning for section/division CLE seminars is covered in detail in the Office Handbook on pages 9-13.

SCHEDULING POLICY FOR SECTION/DIVISION CLE PROGRAMMING

- *In response to the COVID-19 pandemic and out of an abundance of caution, the Kentucky Bar Association is not scheduling any in-person CLE programming until further notice.* If your section/division is interested in sponsoring a live CLE program via webcast, please contact the Section Liaison at lreed@kybar.org. Section and division-sponsored webinars are subject to the scheduling policies outlined below.
- The CLE Department will only schedule three (3) section/division CLE programs per month. In addition, only one (1) section/division CLE program will be scheduled per week each month.
- Due to the planning and preparation required for the 2021 KBA Annual Convention on May 12-14, **there will be no section/division CLE programs scheduled from March 1-June 1, 2021.** Regular scheduling of KBA section/division CLE programming will resume after June 1, 2021.
- A current list of planned CLE programs is included in your orientation packet. **Availability on the remainder of the 2020-21 programming calendar is limited and will be scheduled on a first come, first served basis.** If your section/division would like to schedule a CLE program, please contact the Section Liaison at lreed@kybar.org as soon as possible to confirm your preferred date on the CLE calendar.

Guidelines for Expense Reimbursement and Travel Vouchers for KBA Volunteers

In conducting official business for, or when engaged in the representation of, the Kentucky Bar Association, expenses for ordinary, necessary and reasonable expenses for travel, meals, and lodging will be reimbursed. Trial commissioners, committee members, and any other individuals seeking reimbursement should endeavor to spend moderately. Expenses of a personal nature will not be reimbursed.

Instructions for Requesting Reimbursement

To receive reimbursement in a timely fashion, please print and complete the [Expense Reimbursement Form](#). Prior to completing the form, please review the guidelines below.

- ALL expense reimbursement requests must include a detailed receipt.
- If using a personal credit card for a KBA business expense, including meal expense, the credit card receipt often will not detail the purchase, therefore it cannot be identified as a business expense and will not be considered a valid receipt for reimbursement. In those instances, the original invoice or receipt must accompany the credit card receipt.
- Expense reimbursement vouchers need to be submitted within 60 days from the date of occurrence or within 15 days after fiscal year end, June 30, whichever comes first.
- Alcohol is a non-reimbursable item. When turning in meal receipts which include alcohol, the alcohol charge and related sales tax must be omitted prior to request.
- Mileage reimbursement for private motor vehicle use on official KBA business shall be paid the rate paid to the employees of the Administrative Office of the Courts. The mileage rate is currently 40 cents per mile.
- If lodging is requested, please contact your KBA staff contact in advance for lodging arrangements.
- If any questions arise, please contact Brian Hilton, Staff Accountant, at (502) 564-3795 ext. 272, or via email at bhilton@kybar.org.

For your convenience, this information is available on the Kentucky Bar Association website at <https://www.kybar.org/page/expense>.

INSTRUCTIONS

1. Please refer to Kentucky Bar Association Policy for allowable expenses.
2. If Continuation Sheet(s) is used, post total from each sheet on separate line(s) on the first sheet.
3. For other expenses, take total for each day on this side, and post to "Other" column on front for same day. Total on this side must equal "Other" column total on front.

DATE	DESCRIPTION OF OTHER EXPENSE	AMOUNT
TOTAL (Must Equal "Other" Column on Front)		\$ -



COMMITTEES

- **CLE – Co-chairs Seth Fawns and Brandon Sword**
 - **Sponsoring CLEs at all 9 Kentucky Law Updates**
 - **Legal Aid University in Louisville on TBD**
 - Check with Lori Reed lreed@kybar.org to confirm available dates for KBA.
 - Contact is Tracey Darbro with Louisville Legal Aid (502-614-3143; email: TDarbro@laslou.org). Confirm date with her, and coordinate speakers, written materials and power points.
 - Once date is confirmed with Tracy Darbo, email Lori Reed at KBA (lreed@kybar.org)
 - Arrange lunch and donuts/coffee in the morning.
 - **Legal Aid University in Lexington on TBD**
 - Obtain available dates from KBA
 - Contact is Nan Hanley with Access to Justice Foundation (859-255-9913 ext 14; 859-494-4760; email: nhanley@ajfky.org). Confirm date with her, and coordinate speakers, written materials and power points.
 - Once date is confirmed with Nan Hanley and UK, email Lori Reed at KBA (lreed@kybar.org)
 - Contact UK to reserve room.
 - Arrange lunch and donuts/coffee in the morning.
- **Communications – Co-Chairs Kyle Bunnell and Bill Brammell**
 - **Social media – Twitter (@KBAYLD), Instagram and Facebook**
 - **Social Media Spotlight Series**
 - **Website – www.kbayld.org**
 - **Web based CLEs**
 - Obtain copies of recent video recorded CLE's and corresponding written materials from Lori Reed at KBA (lreed@kybar.org).
 - Complete Application for Accreditation.

- **Community Outreach – Co-Chairs Jack Phillips and Patricia Estes**
 - **Disaster Legal Services**
 - If a federal disaster is declared, Jack Phillips will be notified.
 - Jack will work with ABA and KBA regarding disaster legal services and has experience in preparing for these events.
 - Work on ways to include disaster services for membership such as CLE's or a newsletter with tips on how to handle the impact of Covid-19 on lawfirms.
 - **Voices Against Violence**
 - Lexy Gross, lexygross2@gmail.com, is a YLD member who does volunteer work with the Ampersand Sexual Violence Resource Center and is interested in trying to restart the Voices Against Violence initiative.
 - Contact Jenna Overmann, jovermann@Ofamilylaw.com, who has previously chaired this program.
 -
- **Convention – Co-Chairs Elizabeth Combs and Kelly Ridings**
 - **Representative to KBA Convention Planning Committee Meetings**
 - **Sponsor CLEs**
 - **YLD reception**
 - **YLD annual luncheon**
 - **Exhibit booth**
- **Diversity – Co-Chairs Calesia Henson and Tina Nance**
 - **Why Choose Law/Pipeline program**
 - Contact Seth Fawns who has previously chaired this program for more information.
 - **Nathaniel R. Harper Diversity Award**
 - Promote and collect nominations.
 - Recommend recipient to EC for selection at Spring 2021 meeting.
 - Notify recipient and coordinate presenter (usually nominator).
 - Awarded at KBA Convention Luncheon.
 - **Co-Sponsor the KBA Diversity and Inclusion Summit**
- **Education Outreach – Co-Chairs Katie Neltner and Olivia Amlung**
 - **U@18 program presented at Kentucky high schools.**

- **Bullyproof** program presented at Kentucky middle schools.
- Continue plans from last year to create a new project to replace Bullyproof.
- **Law Student Outreach – Co-Chairs Christine Stanley and Don Combs**
 - **Law student representative from each of Kentucky law schools**
 - Kalynn Walls, University of Louisville Brandeis School of Law.
 - Jonas S. Bastien, University of Kentucky College of Law.
 - Michael Justice, Northern Kentucky University – Salmon P. Chase College of Law.
 - **Coordinate with the Legal Food Frenzy Campaign to involve the law schools in the competition**
 - **The Road Less Traveled**
 - Coordinate program at all Kentucky law schools.
 - **Law school networking events**
 - Try to have at least one event at all Kentucky law schools.
 - **\$2,000 Bar Study Scholarships**
 - Contact Kelly Ridings who has previously chaired this program.
 - Promote and collect applications from law students.
 - Recommend one recipient from each of the 3 Kentucky law schools, plus one additional recipient, to EC at Spring 2021 meeting.
 - Notify recipients and invite to YLD Annual Luncheon at Convention in Lexington.
 - Email Lori Reed at KBA (lreed@kybar.org) with names and addresses of recipients, so she can have the \$500 scholarship checks mailed.
- **Legal Food Frenzy Campaign – Co-Chairs Sarah McKenna and Janet Luo**
 - **Fundraising goal for Kentucky Association of Food Banks**
 - Kick off TBD at the Capitol.
 - 2 week statewide campaign March 1-15, 2021.
 - Engage Community Partners.
 - State wide sign-up of lawyers.
 - **Attorney General Cup presented at KBA Annual Convention**
 - **See Overview tab and Contact Elizabeth Combs for additional information and wisdom.**
- **Membership – Co-Chairs Lee Metzger and Chapin Scheumann**
 - **Exhibitor at New Lawyer Program**
 - **Plan reception for New Lawyer Program**
 - **Elevate Scholarship**

- Check <https://www.leadershipky.org/programs/elevate-kentucky-1/> in fall 2020 for applications.
- Send email to Lori Reed at KBA (lreed@kybar.org) to forward to YLD members, advertising the Leadership Kentucky program and YLD scholarship.
- Contact Elevate (Leadership Kentucky) office once 2021 Class is selected and ask for names of any young lawyers.
- Recommend recipient to EC for selection next meeting
- Notify recipient of scholarship
- Email Lori Reed at KBA (lreed@kybar.org) with name and address of recipient, so she can have the scholarship check mailed.
- **Service to Young Lawyers, Young Lawyers Service to Community, and Outstanding Young Lawyer Awards**
 - Contact Megan Keane who has previously chaired this program for nomination forms, promotional emails, and information on Judge panel for Outstanding Young Lawyer Award.
 - Promote and collect nominations.
 - Coordinate with Judge panel for Outstanding Young Lawyer Award, so that decision is made by May 1, 2021.
 - Recommend recipients of Service to Young Lawyers and Young Lawyers Service to Community Awards to EC for selection at Spring 2021 meeting.
 - Notify recipients and coordinate presenters (usually nominators).
 - Awarded at KBA Convention YLD Luncheon
 - Submit nomination of KY Outstanding Young Lawyer for ABA National Outstanding Young Lawyer Award (if they qualify).
- **Annual social event in each of seven Kentucky Supreme Court Districts**
 - Assist District Representatives with at least one social event in each one of the seven Supreme Court Districts.
 - Assist with coordination and advertising of social events, including working with YLD representatives from the local bar associations.
- **New member outreach programs**
- **Improvement of member services**



Legal Food Frenzy 2021 Overview

Legal Food Frenzy: A Hunger-Relief Campaign Overview

Purpose: The Legal Food Frenzy will pit law firms, legal offices, and law schools across the Commonwealth against each other in a friendly competition to raise food and funds for hunger relief. The campaign will be timed to provide an increase in the supply of food available to meet the increased demand for food assistance during the summer months.

Our goal: Law firms, legal offices, and law schools in Kentucky will compete to raise the equivalent of _____ pounds of food for Kentucky's seven regional food banks (\$___).

Roles and Responsibilities:

The Legal Food Frenzy is a collaborative effort between the office of Attorney General X, the Kentucky Bar Association Young Lawyers Division and Feeding Kentucky.

Attorney General:

- Serve as spokesperson for campaign.
- Designate an office point person to help coordinate campaign and serve as campaign co-chair.
- Record PSA to be played at YLD and KBA events.
- Send a letter to Kentucky law firms and legal organizations asking them to sign up for the campaign.
- Host conference calls with co-chairs before the campaign launch and mid-way through the campaign.
- Host a press conference for campaign launch in January
- Host a mid-frenzy press conference (at Hunger Free KY Day at the State Capitol Rotunda at 10:00 EST on March 8, 2021).
- Issue challenge to border states (?)
- Attend local or regional kickoff events at Bar Association meetings as schedule allows.
- Encourage competition immediately before and during the campaign through social media.
- Email registration link to key contacts asking them to participate.
- Call winning firms.
- Issue media releases after statewide launch and with announcement of winners.
- Present awards to statewide winners at YLD Annual Luncheon.

Feeding Kentucky:

- Create or update campaign packet materials.
- Host and update campaign website.
- Develop, update and monitor campaign social media sites.
- Create registration form; manage event registration process; share registration information with campaign co-chairs.
- Create donation form; manage donation processing and pass-through.
- Work with food banks to develop and implement procedures for receiving and tracking donations, including the distribution of promotional materials and donation boxes at participating firms and organizations.
- Work with AG's office and YLD to develop and distribute press releases and media advisories before, during and after campaign.
- Work with AG's office and YLD to coordinate press conference for campaign launch.
- Update campaign website and social media accounts with leaderboard information during campaign; share award information with AG's office and co-chairs.
- Produce awards and trophy.

Kentucky Bar Association -Young Lawyer's Division Chair:

- Identify campaign co-chair(s) to help coordinate the campaign.
- Identify District Representatives and share contact information with Feeding Kentucky. (*Request that DRs update the mailing list for all law firms in their area; recruit firms; and plan local kickoff events at Bar Association meetings*).
- Schedule; lead monthly committee conference calls (*? Or YLD Campaign Co-Chair?*)
- Send campaign announcement to KY Bar Board of Governors; share updates at each meeting.
- Invite YLD executive committee to participate.
- Place ad(s) in Bench and Bar;
- Send email Save the Date announcement to Kentucky law firms and legal organizations.
- Participate in press conference for campaign launch at the State Capitol Rotunda (One on TBD date in January and at 10:00 EST Weds 3/8/21).
- Attend regional events as schedule allows.
- Email unregistered KY Bar Board of Governors asking them to participate.
- Work with KY Bar on email(s) to all members with registration form and request to participate (*or YLD Campaign Co-Chair?*)
- Host awards ceremony for statewide winners at YLD Annual Luncheon.

KBA YLD – LFF Campaign Co-Chair(s):

- Work with KBA graphic designer to produce promotional postcards (or share contact information with Feeding KY for them to produce).

- Work with KBA graphic designer to produce pop up banner (or share contact information with Feeding KY for them to produce).—May be able to use last year's banner.
- Follow up on YLD Chair's request to DRs to update the mailing list for all law firms in their area; recruit firms; and plan local kickoff events at Bar Association meetings
- Send emails to firms about signing up for campaign and completing the campaign.
- Participate in press conference for campaign launch at the State Capitol Rotunda.
- Share dates/locations for regional events with AG's office; attend as schedule allows.
- Invite winning firms to awards ceremony.

KBA YLD – District Representatives:

- Establish district-specific goals.
- Recruit city leads: key contacts in each city or town in district who will help recruit in their area. Encourage friendly competition among cities and towns within district.
- Work with city leads to update the mailing list for all law firms in their area; share updated contact list with LFF Campaign Co-Chairs and Feeding Kentucky.
- Visit regional food bank and ensure that city leads have the information they need about the food bank(s) that will benefit from the donations.
- Plan regional volunteer/kickoff events at Bar Association meetings.
- Attend awards ceremony for statewide winners at YLD Annual Luncheon TBD.

KBA YLD – City Leads:

- Recruit their own firm and other firms to participate.
- Recruit attorneys to promote the competition at local Bar Association meetings and YLD meetings.
- Encourage friendly competition among firms in the city and/or county.
- Submit press releases to local media outlets to encourage donations and announce winners.

KBA - Firm Champions:

- Secure the buy-in of the firm/organization's Managing Partner or supervisor.
- Promote the competition among colleagues to raise as much food and funds as possible.
- Work with regional food bank to plan the Legal Food Frenzy at his or her office, including securing donation barrels and completing the End of Campaign form so the food bank can plan for collection of donations.
- Encourage family and friends to donate by publicizing the donation link.



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The YLD is grateful for Lawyers Mutual Insurance Company of Kentucky (LMICK) and National Insurance Agency (NIA) and their generous support of and guidance in all YLD programs and activities.



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Trust is created when care meets candor. We listen and respond with honesty to be your best advocate.

KNOWLEDGEABLE AND NIMBLE

As lawyers, we know the law and the business of law. We put that to work, approaching every challenge from a creative angle.

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EXECUTIVE COMMITTEE QUARTERLY MEETING

April 11, 2020 at 9:00 am EST

Meeting conducted by telephone due to coronavirus concerns

- I. Call to Order by Mr. Horn at 9:02 a.m. Roll call taken by Mr. Metzger.

Present: Chair Zachary Horn, Chair-Elect Miranda Click, Vice Chair Megan Keane, Secretary/Treasurer Lee Metzger, Kelly Ridings, Chris Groeschen, Matt Barczcz, Sarah McKenna, Theresa McMahan, Seth Fawns, Jack Phillips, Chapin Scheumann, Bill Brammell, Elizabeth Combs.

Absent: Immediate Past Chair, Jenna Overmann, Dominik Mikulcik, Brandon Sword, Michelle Fox, Aaron Fallahi, Laura Salzman, Katee Neltner, Zack VanVactor, Christine Stanley, John Weber.

II. Officer Reports

- A. Chair-Elect: Miranda Click. Ms. Click is planning for the July summer retreat. She needs to know who still wants to be an at large member. She also wants to know what committee(s) you would like to serve on. Also, please update her with your contact information, including your current firm address, telephone number, and email address.

B. Vice Chair: Megan Keane

1. Elections Report

- a. Appointments: For the 1st district the YLD EC officers have appointed Trish Estes, and for the 7th district the officers have appointed Don Combs, to serve as district representatives.
- b. Uncontested Elections: Theresa McMahan will be the 2nd District Representative, Brittany Reilly will be the 3rd District

Representative, Frank Schultz will be the 6th District Representative, and Lee Metzger will be the YLD Vice Chair

- c. Contested Elections: Chapin Schuemann won a contested election to be the 4th District Representative, and Kyle Bunnell won a contested election to be the 5th District Representative.

- 2. May 4, 2020 YLD Reception for Spring Swearing in Ceremony – cancelled due to COVID-19

C. Secretary/Treasurer: Lee Metzger

- 1. Financial Report – Through February 29, 2020
 - a. Revenue: \$41,498.64
 - b. Expenses: \$15,669.76
 - c. Fund Balance: \$41,075.16Balance sheet and reconciled budget provided with written materials.
- 2. Approval of Minutes for January, February, and March Meetings
Motion by Mr. Horn. Second by Mr. Brammell. Unanimously approved.
- 3. Revised ELEVATE Policy – provided in written materials.
Motion by Mr. Horn. Second by Ms. McMahan and Mr. Barczsz.
Unanimously passes.

E. Chair: Zachary A. Horn

- 1. Kentucky Law Updates – YLD Mindfulness program selected.
- 2. June Supreme Court Dinner – Motion by Mr. Horn to cancel; second by Mr. Metzger. Motion unanimously carries. This meeting may be rescheduled at a later date if the Supreme Court is amenable.
- 3. Young Lawyers June Annual Meeting. The in person annual meeting, typically conducted in June at Convention, has been cancelled. Because this meeting is required under the bylaws, we will do it virtually, likely via Zoom. Date TBD. It is open to all YLD members. We will see if Melissa Blackwell will set up the Zoom call for us.

4. Legal Food Frenzy. LFF Campaign was extended due to COVID-19. By the end of our normal fundraising period, we had barely over \$16K in funds collected. The officers and LFF Committee decided to extend the campaign by three weeks to help fight coronavirus, as there has been increased demand on the food banks. We ended up raising over \$40,000 by the end of the expanded campaign, plus the food donated (which has not been tabulated yet). Mr. Horn thinks this was a very good result given the circumstances, since times are very uncertain given the health pandemic.

Winners of the campaign have not yet been announced. The Attorney General is doing a video announcement for the winners on April 17. Mr. Horn feels that presentation of awards should be pushed out until September. They can be presented during the dinner that the Bar Association is planning for that month, for all awards that would otherwise have been presented at convention.

III. District Representative Reports – No reports.

IV. Committee Reports

A. CLE Committee: Matthew Barszcz and Zack VanVactor.

1. Legal Aid University in Louisville – Cancelled.
2. Legal Aid University in Lexington – supposed to be March 30, 2020, but cancelled.

B. Communications: Teresa McMahan and William H. Brammell – Mr. Brammell advises that photos have been sent to KBA so that the website can be updated.

C. Community Outreach: Jack Phillips and Laura Salzman

1. Legal Disaster Relief – Mr. Phillips advised that most of his attention has been focused on Tennessee since March because of their tornados. ABA's Disaster Relief Services in Tennessee has been activated and Mr. Phillips has

been coordinating that. A hotline was established and Mr. Phillips has been hosting weekly conference calls with partners in that area to match up volunteers with needs. His experience in this area will be helpful if we need to mobilize with any sort of COVID-19 responses. We have not yet implemented ABA Disaster Relief Services in Kentucky, because there are certain actions that need to be taken on a federal level first.

- D. Convention: Sarah McKenna and Christine Stanley. Ms. McKenna reports the convention, previously scheduled for June 24-26, has been cancelled.
- E. Diversity: Brandon Sword and Katee E. Neltner. No report.
- F. Education Outreach: Olivia Amlung and Katee E. Neltner. No report.
- G. Law Student Outreach: Kelly Ridings and Aaron Fallahi. Ms. Ridings sent out emails calling for applications for the \$500 bar study scholarships, but received only one application. Law schools also sent out email reminders to students, but that is not as effective as announcing it in classes while school is in session. YLD typically gives one scholarship to a student from each state law school, plus one additional scholarship. Mr. Horn suggested extending the deadline to May 5, which is one week prior to the next YLD EC monthly call.
- H. Legal Food Frenzy: Elizabeth Combs and Christopher Groeschen. Ms. Combs will find out how much was donated by the public at large vs. the legal community.
- I. Membership: Megan Keane and John Weber. Ms. Keane advised of how very few nominations have been received for Outstanding Young Lawyer Award, Service to the Community Award, Service to Young Lawyers Award, and Nathaniel R. Harper Award. Mr. Horn suggested extending the deadline to May 5, 2020. Motion by Mr. Horn to extend the deadline; second by Ms. Keane. Motion unanimously carries.

J. ABA YLD Representatives Reports – Jack Phillips and Seth Fawns

1. Mr. Fawns reports that the ABA at the Capitol event is being moved to a virtual meeting in late April.
2. Mr. Fawns spoke to Mr. Sword and Ms. Neltner about the Why Choose Law Event. There has been difficulty in approaching the UofL Dean because of the fact that classes have gone to being exclusively online. The event may need to be cancelled.

V. Old Business – None

VI. New Business - None

VII. Next Meetings

- A. May 12, 2020 telephonic meeting
- B. June 25, 2020 telephonic annual meeting

VIII. Adjournment

Motion to adjourn by Mr. Horn at 10:04 a.m. Second by Ms. Scheumann. Motion unanimously carries.



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KENTUCKY BAR ASSOCIATION

EXECUTIVE COMMITTEE TELEPHONE CONFERENCE MEETING MINUTES

May 12, 2020 at 2:00pm EST

(877) 746-4263; Participant Code: 0256259#; Leader Code: 0220180#

I. Call to Order by Mr. Horn. Roll call by Mr. Metzger.

Present: Chair Zachary Horn, Chair-Elect Miranda Click, Vice Chair Megan Keane, Secretary/Treasurer Lee Metzger, Immediate Past Chair Jennifer Overmann, Kelly Ridings, Aaron Fallahi, Laura Salzman, Katee Neltner, Chris Groeschen, Matt Barszcz, Sarah McKenna, Seth Fawns, Jack Phillips, Bill Brammell, Elizabeth Combs, Christine Stanley, Olivia Amlung

Absent: Dominik Mikulcik, Brandon Sword, Michelle Fox, Theresa McMahan, Chapin Scheumann, Zack VanVactor, John Weber

II. Officer Reports

A. Chair-Elect: Miranda Click

1. Next Year Planning – She has almost finalized committee positions for next year. She needs a way to contact UK and Chase to confirm who their affiliate reps will be. UofL rep has already reached out to her. She asked law student outreach committee to send that information to her. Ms. Ridings agreed to provide that information.
2. Annual meeting is going to be by WebEx rather than in person on June 9. You must register beforehand if you want to attend. You should have gotten an email asking for registration. If you didn't receive it, reach out to Miranda and she will put you in touch with the appropriate people at the KBA.
3. We are still going to try to do summer meeting July 17-18, tentatively scheduled for Holiday Inn University Plaza in Bowling Green. Ms. Click should know more by Friday, May 15.

B. Vice Chair: Megan Keane

1. Awards and Subgrants Vote – Voting conducted by email immediately following meeting. Votes to be sent to Ms. Keane.
 - a. Nathaniel Harper Award – 3 nominations
 - b. Service to Community Award – 3 nominations
 - c. Service to Young Lawyers Award
2. Fall Awards Ceremony for these awards

C. Secretary/Treasurer: Lee Metzger

1. Financial Report. April was a light month. \$1020 in dues, \$25.28 in expenses for our Spring meeting phone call.
YTD total revenue is \$52,560.00

YTD total expenses are \$28,622.54
Fund balance through April: \$49,342.86

2. Approve Minutes – deferred to next in-person meeting

- E. Chair: Zachary A. Horn. Mr. Horn's last meeting as YLD Chair. Board of Governors meeting will be 5/15/2020 by phone. Ms. Click will take over for Mr. Horn thereafter.

III. Committee Reports

A. Community Outreach: Jack Phillips and Laura Salzman

1. Legal Disaster Relief Update – Mr. Phillips working two disasters in Tennessee – March tornadoes, and then heavy storms came through in April. There has also been a federal disaster declaration in Eastern Kentucky due to storms as well. The difference is FEMA has not requested disaster legal services from ABA YLD in Kentucky. He does not anticipate FEMA will request Disaster Legal Services in KY. If they do, he'll put together a help line. We have good partners in Eastern Kentucky to assist, such as AppalRed.

B. Law Student Outreach: Kelly Ridings and Aaron Fallahi

1. Bar Study Scholarships Vote – Vote to be conducted by email following the call. We had seven applicants. Historically, we have given a scholarship to someone from each of the three law schools, and the fourth is reserved for an out of state student who is coming back to Kentucky to practice. Applicants were discussed by EC during the meeting.

C. Legal Food Frenzy: Elizabeth Combs and Christopher Groeschel

1. Awards to be presented at KBA's fall awards banquet. We are trying to work with AG's office in the hopes that he can attend.

D. ABA YLD Representatives Reports

1. Jack Phillips and Seth Fawns – The upcoming ABA meeting in Chicago is going to be virtual.

V. Old Business – None

VI. Next Meetings

-YLD Annual Meeting (Telephonic) June 9th at 2pm via WebEx. Must pre-register.

VII. Adjournment – Adjourned at 2:45 p.m.

KBA Young Lawyers Division Annual Meeting

Conducted via WebEx 6/9/2020 at 2:00 p.m.

Meeting Minutes

In attendance: Incoming YLD Chair Miranda Click, Chair-Elect Megan Keane, Vice Chair Lee Metzger, Immediate Past Chair Zachary Horn, Kyle Bunnell, Elizabeth Combs, Don Combs, Chase Cunningham, Patricia Estes, Seth Fams, Cathleen Gross, Jason Halligan, Andrew Hout, Bobby Murray, Jennifer Overmann, Jack Phillips, Evan Ryland, Christine Stanley, Irina Strelkova, Erin Vogel, Lori Reed

Ms. Click called the meeting to order shortly after 2 p.m.

1. YLD Annual Report – Mr. Horn has already submitted our Annual Report to the KBA Board of Governors.
2. YLD Bylaws – These were last revised in October 2019. None of the membership present had any requested changes to the bylaws.
3. Dues – YLD Dues are presently \$20. Mr. Metzger, who served as Secretary/Treasurer last year, advised that in his opinion the dues are adequate, as we have sufficient funds to cover all of our budgeted projects and expenses each year. We also should have some carryover due to so many events and projects being cancelled in 2020 as a result of COVID-19.
4. New projects – Ms. Click proposed three new initiatives for 2020
 - a. YLD Committee on Attorney Wellness
 - b. Expansion of Disaster Response Committee to include resources to help young lawyers
 - c. Use of Social Media Platforms to provide a weekly spotlight of members
5. Discussion of Scavenger Hunt at New Lawyer Program and upcoming Virtual New Lawyer Program
6. YLD Awards – Will not be given at convention this year due to the cancellation of the convention. An alternate date will be selected to present the awards.
7. Summer Meeting – KBA Board of Governors is still planning on holding the summer meeting in person in Bowling Green July 17-18. The KBA will be reaching out to YLD Executive Committee members to see how many would be willing to attend an in-person meeting.
8. Thank you and Farewell – 2018-2019 YLD Chair Jennifer Overmann thanked all of the YLD members she has gotten to work with over the last several years, and encouraged all YLD members to get more involved in the division.

Meeting adjourned at 2:27 p.m.

		Budget	Actual	Over/Under	Expected Revenue	July	August	September	October	November	December	January	February	March	April	May	June
REVENUE																	
Dues	1,150 at \$20.00 each	23,000.00	22,140.00		23,000.00	4,880.00	8,380.00	5,660.00	1,920.00	40.00	40.00	40.00	-	80.00	1,020.00	40.00	40.00
Dues Contributions (Total)																	
	LMICK	10,000.00	25,000.00		10,000.00		10,000.00	5,000.00						\$10,000			
	National Insurance	10,000.00	5,000.00		10,000.00							5,000.00					
ABA YLD Division			500.00							\$500.00							
Seminars			0.00										38.64	57.96	(96.60)		
Transfer from GF		5,000.00	5,000.00		5,000.00												5,000.00
	TOTAL REVENUE	48,000.00	57,640.00		48,000.00	4,880.00	18,380.00	10,660.00	1,920.00	540.00	40.00	5,040.00	38.64	10,137.96	923.40	40.00	5,040.00
EXPENSES																	
Travel		20,000.00	6,828.52	13,171.48		1,244.63	2,031.30	196.56	991.13	99.12	-	341.28	1,924.50	-	-	-	-
	July 2018 EC (West Baden)	3,500.00	1,342.49	2,157.51		1,244.63	28.14		69.72								
	October 2018 EC (Lexington)	1,500.00	667.98	832.02					568.86	99.12							
	January 2018 EC	1,500.00	341.28	1,158.72								341.28					
	April 2018 EC	1,500.00	0.00	1,500.00													
	Executive Committee Travel	2,000.00	264.37	1,735.63				196.56					67.81				
	ABA Annual Meeting (August)	2,000.00	2,003.16	(3.16)			2,003.16										
	ABA Fall Conference (October)	3,000.00	352.55	2,647.45					352.55								
	ABA Midyear meeting (February)	2,500.00	1,856.69	643.31									1,856.69				
	ABA Spring Conference (May)	2,500.00	0.00	2,500.00													
Lodging	Summer Meeting	8,400.00	4,891.05	3,508.95		4,576.50			314.55								
Meals & Entertainment		13,700.00	7,912.05	5,787.95		4,203.16	-	40.21	609.73	-	-	386.75	2,672.20	-	-	-	-
	Summer Meeting Meals/EC Social/Meals	5,200.00	5,239.85	(39.85)		4,203.16		40.21	609.73			386.75					
	Supreme Court Dinner	1,500.00	0.00	1,500.00													
	Swearing In Ceremony	1,500.00	0.00	1,500.00													
	New Lawyers Reception	2,000.00	2,672.20	(672.20)									2,672.20				
	District Social Events	3,500.00	0.00	3,500.00													
	First	500.00	0.00	500.00													
	Second	500.00	0.00	500.00													
	Third	500.00	0.00	500.00													
	Fourth	500.00	0.00	500.00													
	Fifth	500.00	0.00	500.00													
	Sixth	500.00	0.00	500.00													
	Seventh	500.00	0.00	500.00													
Programming		11,750.00	2,161.94	9,588.06		-	-	52.07	600.00	-	-	639.75	818.87	51.25	-	-	-
	Skills Based CLE	2,000.00	51.25	1,948.75										51.25			
	Legal Food Frenzy	1,500.00	1,093.02	406.98				52.07				639.75	401.20				
	Law Student Outreach	2,000.00	617.67	1,382.33					200.00				417.67				
	Membership Committee	750.00	0.00	750.00													
	Education Programs	500.00	0.00	500.00													
	Diversity	3,500.00	0.00	3,500.00													
	Disaster Legal Services	0.00	0.00	0.00													
	Public Service	500.00	400.00	100.00					400.00								
	Professional Development	500.00	0.00	500.00													
	Attorney Wellness	500.00	0.00	500.00													
Annual Convention		8,000.00	1,000.00	7,000.00		-	-	-	-	1,000.00	-	-	300.00	-	-	(300.00)	-
	Reception	1,000.00	0.00	1,000.00													
	CLE Sponsorship	3,000.00	0.00	3,000.00									300.00			(\$300)	
	Exhibit Table	2,000.00	1,000.00	1,000.00						1,000.00							
	Luncheon	2,000.00	0.00	2,000.00													

[illegible]

			Budget
REVENUE			
Dues	1,150 at \$20.00 each		23,000.00
Dues Contributions (Total)			
	LMICK		10,000.00
	National Insurance		10,000.00
Seminars			
Transfer from GF			5,000.00
	TOTAL REVENUE		48,000.00
EXPENSES			
Travel			19,000.00
	July 2020 EC (Bowling Green)	3,500.00	
	October 2020 EC (Lexington)	1,500.00	
	January 2020 EC	1,500.00	
	April 2020 EC	1,500.00	
	Executive Committee Travel	2,000.00	
	ABA Annual Meeting (August) (Virtual)	0.00	
	ABA Fall Conference (October)(Columbus)	3,000.00	
	ABA Midyear meeting (February)(Chicago)	3,000.00	
	ABA Spring Conference (April) Pittsburgh	3,000.00	
Lodging			3,000.00
	Summer Meeting	3,000.00	
Meals & Entertainment			11,500.00
	Summer Meeting Meals/EC Social/Meals	3,000.00	
	Supreme Court Dinner	1,500.00	
	Swearing In Ceremony	1,500.00	
	New Lawyers Reception	2,000.00	
	District Social Events	3,500.00	
	First	500.00	
	Second	500.00	
	Third	500.00	

	Fourth	500.00	
	Fifth	500.00	
	Sixth	500.00	
	Seventh	500.00	
Programming			11,750.00
	Skills Based CLE	2,000.00	
	Legal Food Frenzy	1,500.00	
	Law Student Outreach	2,000.00	
	Membership Committee	750.00	
	Education Programs	500.00	
	Diversity	3,500.00	
	Disaster Legal Services	0.00	
	Public Service	500.00	
	Professional Development	500.00	
	Attorney Wellness	500.00	
Annual Convention			8,000.00
	Reception	1,000.00	
	CLE Sponsorship	3,000.00	
	Exhibit Table	2,000.00	
	Luncheon	2,000.00	
Communications			500.00
	Website, Content	500.00	
Grants/Scholarships/Awards			4,000.00
	Bar Study Scholarships (4)	2,000.00	
	Leadership KY/Elevate KY Scholarship	1,000.00	
	Awards	1,000.00	
Postage			50
Printing			50

Telephone			300
Supplies			500
Transfer to CLE	25% of dues		5750
Computer Maintenance			200
	EXPENSES		64,600.00
Actual Beginning Balance	July 1, 2020		\$52,348.82
	2018-2019 Revenue		\$55,000.00
	2018-2019 Expenses		(\$64,600.00)
	2018-2019 Operating Income/Loss		(\$9,600.00)
Ending Balance (Current)			