

**MINUTES OF THE WORKERS' COMPENSATION SECTION
EXECUTIVE COMMITTEE
November 14, 2016**

I. CALL TO ORDER

Chair Tom Harrell called the Executive Committee (EC) to order at 12:05 p.m.

Committee members attending or absent were:

Exec Board Member	Present in Person	Present by Phone	Absent	Comments
Bohy, Ronald	x			
Caldwell, Katherine			x	
Chen, Bin	x			
Conratt, Linda	x			
DiCicco, Alana			x	
DiBartolomeo, Joe			x	
Frost, Christine		x		
Garrow, Phil		x		
Harrell, Tom	x			
Lesh, Allison		x		
Ogawa, Jenny	x			
Olney, Kathryn		x		
Oswald, John	x			
Schoenfeld, Steve		x		
Semple, Keith		x		
Smith, Bruce			x	
Wren, Geoffrey		x		
TOTAL				

II. MINUTES

A motion passed to approve the EC Minutes of the October 21, 2016 meeting.

Matthew Shields (Public Affairs Department staff attorney from the Bar) was in attendance at the EC meeting. He is contacting all sections of the Bar to touch base before the next legislative session. The Public Affairs Department wants to try to

accommodate sections of the Bar that want to be involved in the legislative session. In late January the Public Affairs Department goes through all of the proposed bills and farms them out to various appropriate sections that may be interested (Keith Semple is the contact for our Workers' Compensation Section). Usually there are not a large amount of bills involving workers' compensation. The Public Affairs Department offers bill tracking services (but the section needs to send an email asking for the tracking services). There is a link that can be accessed to track a bill. If the section is interested in weighing in on a bill, the section can contact the Public Affairs Department and they will facilitate/accommodate the section's involvement.

III. Chair Report

Tom Harrell talked to Holly Somers about the WCB website. Holly said website users need to be patient; the WCB does not have an IT department, so work on the website has to be farmed out. In talking with Greig Lowell, the newest update to the website was scheduled to begin 11/14/16. The newest update contained a better search component: searches bring in recent 2-3 years of cases which lessens lag time. If the EC has questions or concerns, Greig Lowell is willing to come to the EC meeting or attend by phone.

IV. Treasurer Report

Ron Bohy reported that as of October 31, 2016, the workers' compensation section had a balance of \$25,175. The bills for 2016 Bench/Bar had been paid. The section reached its budgeted 349 members for 2016. In October, 2016, the section picked up 8 complimentary members. A question was raised whether the Going Forward committee could get the names of the complimentary members and make contact for outreach.

Ron Bohy outlined the budget: The proposed 2017 budget is based on 349 members. The section dues for 2017 will remain \$25. The section's projected balance is in line with what the Bar wants to see for its sections. For 2017 Salishan, there is no proposed increase in attendance fees (but costs for the CLE may increase for speakers). The 2017 Bench/Bar will remain free of charge for section members (expenses are accounted for in the proposed budget). As for the section website, the treasurer is not sure how to budget for 2017. It was estimated 5 hours at \$40/hour would be required in 2017 for website maintenance. The treasurer recommended the same contributions for Campaign for Equal Justice and the Oregon Minority Lawyers Association. As for any projected deficit, the section has enough money for any potential deficit.

Ron Bohy further outlined the budget proposals in an email before the EC meeting:

First, the recommendation is that the WC section membership dues of \$25 be the same for 2017. There is no benefit for raising the dues. The OSB recommends a reserve of two times the amount of the annual membership fees. For 2017, two times the annual membership fees would be \$16,550, and the projected end balance is \$20,154 so we are close to that recommended reserve.

Second, the recommendation is that there be no increase in registration fees for the 2017 annual meeting/Salishan CLE. I have talked to Sally Curey and this is the recommendation of the Salishan CLE committee. I have also discussed the proposed budget with Sally, and she agrees with it.

For your information, the registration fees for 2017 would be:

- \$225 for attorneys
- \$175 for new members (i.e., after January 1, 2016)
- \$175 for WCB/WCD employees
- \$175 for paralegals
- \$25 for late registration

For 2016, we had 167 people attend the annual meeting/Salishan CLE. The official revenue was \$30,452 (budgeted was \$30,500), the sponsorships were \$1,850 (budgeted \$2,075), and the expenses were \$28,758 (budgeted \$33,000). The recommendation is to leave the revenue and the sponsorships the same as this year. For your information, the sponsorships were \$1,950 in 2014 and \$2,075 in 2015. There is no expectation the sponsorships will be greater than this year. The recommendation is to increase the expenses from this year by about \$3,000 to help offset any speakers the Salishan CLE committee decides to pay. The expense budget includes the \$2,000 deposit for the 2018 Salishan CLE/Annual Meeting. Sally does not anticipate any additional costs for the new OSB program on section CLEs.

Third, after talking with Kevin Barrett, the recommendation is to not charge for the Bench Bar Forum for 2017 for section members. We have ample reserves to cover any additional costs. The further recommendation is to increase the costs for the Bench Bar Forum to \$7,000 in case of any additional costs. For your information, I just got the Salem Convention Center invoice (\$5,846.90). I am waiting for any additional expenses.

Fourth, we are converting to the OSB WordPress website platform as of December 31, 2016. There is no charge for the set up and hosting of the WC section basic website on the platform. There is also no charge for training on content maintenance. If there is site and content maintenance by the OSB the charge is \$40 per hour. Since we have a web master we probably will not have any charges. However, I am estimating 5 hours at \$40 per hour for 2017. I do not know the status of the WC section conversion. We can add additional money to the budget if there is an expectation of more expenses.

Fifth, the recommendation is to keep the same contributions for Campaign for Equal Justice and the Oregon Minority Lawyers Assoc.”

The treasurer moved to approve the budget and the long-range plan budget (attached). The motion was seconded and approved.

V. Committee Reports

A. Salishan

No report.

B. Professionalism Award

The nomination process needs to get open and rolling. The nomination criteria needs to be typed up with new changes (discussed in April meeting).

C. Access to Justice

There are no formal proposals in the works. There will be a committee leadership change in 2017: Bin Chen will be the new chair and Jovanna Patrick will be the secretary of the Access to Justice committee. The committee will approach the WCD for rules. The Public Affairs Department will put proposals before the Board of Governors.

D. Bench/Bar

No report.

E. Going Forward

No report. There is a meeting scheduled December 12, 2016.

F. Legislative and Rules

MLAC was meeting on November 14, 2016. The WCD is proposing a number of rules (nothing groundbreaking).

G. New Technologies/Communications

Julie Masters is the section's webmaster. The website is up and running.

H. Nominations

No report.

VI. Old Business

None.

VII. New Business

None.

VIII. Adjournment and Next Meeting

The Executive Committee Meeting adjourned at approximately 12:27 p.m.

The next meeting will be at 12:00 p.m. on Friday, December 9, 2016 at the offices of the Oregon State Bar.

OREGON STATE BAR
Workers' Compensation - 830
2016 Section Budget Worksheet

G/L#	Description	8/31/2016			Projected	2017
		2014 Actuals	2015 Actuals	2016 YTD	2016 Budget	Year End 12/31/2016
830-U002-000	Dues Rate				\$25	\$25
830-U001-000	Member Count - Paid Memberships	0	335	327	336	332
830-U004-000	Member Count - Comp Memberships	0	15	6	13	17
	Member Count - Total Memberships	0	350	333	349	349
	OSB Support Assessment per member	\$6.50	\$8.00	\$8.00	\$8.00	\$8.00
	REVENUES					
830-4025-000	Annual Event	26,846	30,106	30,227	30,500	30,500
830-4405-000	Membership Fee Revenue	8,475	8,375	8,175	8,400	8,275
830-4550-000	Sponsorship Fee Revenue	1,950	2,075	1,850	2,075	1,850
830-4565-000	Registrations - Conferences/Seminars	3,667	170	(109)	100	-178
	Total Revenue	40,938	40,726	40,143	41,075	40,399
	EXPENSES					
830-7040-000	Annual Meeting	25,118	27,609	28,758	33,000	32,000
830-7195-000	Committee - Executive	560	1,082	256	1,800	1,300
830-7205-015	Computer - Internet / Web	0	1,743	146	500	200
830-7245-000	Conferences / Seminars Expense	9,937	7,566	457	6,800	7,000
830-7270-000	Contributions	150	0	0	150	150
830-7270-055	Contributions - Campaign for Equal Justice	0	1,000	500	500	500
830-7270-056	Contributions - OR Minority Lawyers Assoc.	500	500	500	500	500
830-7395-000	Gifts & Awards	161	161	161	200	200
830-7885-000	Telephone - Conference Calling	397	463	278	420	420
830-7745-000	OSB Support Services Assessment	2,784	2,744	2,656	2,792	2,720
	Total Expense	39,607	42,868	33,712	46,662	44,990
	Net Revenue (Expense)	1,331	(2,142)	6,431	(5,587)	(862)
830-3100-000	Beginning Fund Balance			18,850	25,281	24,419
	Ending Fund Balance			25,281	24,419	20,154

Section Long-Range Plan Budget Report

Section Name WORKERS' COMPENSATION

Budget Year 2017

General Information:

Sections are required to complete this form, identifying any accumulation of funds needed and detailing the programs or activities for which the funds will be used. If no accumulation is necessary please state so. Please complete this form and submit this with your budget worksheet.

Section I - Describe programs/activities which require an accumulation of funds. If no accumulation is necessary please state so.

The Workers' Compensation Section has a projected fund balance to help offset any additional expenses from the 2017 Salisahn CLE/Annual Meeting, the 2017 Bench Bar Forum, and educational endeavors sponsored in 2017, and any additional contributions authorized during 2017. Expenses for our annual meeting have increased, registrants at the annual meeting will remain the same or will be slightly decreased, and it is anticipated that we could incur additional speaker fees for our Salishan CLE. We traditionally offer the Bench Bar Forum free to section members and the costs for this program are absorbed by the section budget.

Section II - Enter target reserve balance: \$ \$20,154.00

Prepared By: Ronald L. Bohy Date: 11/14/2016