

Appendix A | Last Meeting Minutes



Idaho State Bar Diversity Practice Section Meeting
September 21, 2023 12:00 MDT/11:00 PST
Location: ISB Offices & Zoom Video Conference

SEPTEMBER MINUTES

Attendance: L. Samuels (Chair); R. James (Vice chair); A. Courtney (Secretary/Treasurer); W. Olson; B. Bauges; J. Ventrella, J. Roha, K. Mihara, K. Brasher

- 11. Welcome and Call to Order** – L. Samuels called meeting to order at 12:03 PM MT.
- 12. July 2023 Minutes Approved** (July 2023 (Appendix A to Agenda))
 - a. W. Olson moved to approve the July 2023 minutes, J. Ventrella second, motion carried without dissent.
- 13. Financial Report**—A. Courtney, Secretary/Treasurer (see Appendix B to Agenda) provided an update on financials, no questions or concerns were raised.
- 14. Discussion: Section Leadership Elections** – Leon Samuels, Chair
 - In 2022, elections took place in August.
 - Section discussed needs and goals of leadership, including continuity of leadership and knowledge coupled with new opportunities for interested individuals to get more involved.
 - Action: L. Samuels to send out email for nominations in October, ISB responsible for administering elections, goal is to have a new slate in November 2023. L. Samuels to solicit student engagement via email, invite them to November meeting, and we will hold election for that position following the meeting.
- 15. Discussion: Section Survey Questions & Next Steps re Implementation** –
 - a. L. Samuels and B. Bauges took the feedback from the July meeting to the questions for the diversity survey and have developed an overall approach using the federal diversity categories.

- b. L. Samuels and B. Bauges to circulate draft survey to the section for review and input.
- c. Section will then need to determine when the survey should go out. Section will utilize Qualtrics survey tool through University of Idaho.

16. Update & Discussion: ISB Diversity Initiatives

- a. L. Samuels and J. Dempsey met in August 2023 with Mary York to continue discussions on diversity initiatives within and with the ISB.
- b. The ISB has set a diversity related goal, but it does not appear on website. L. Samuels will follow up.
- c. Mary York will meet with L. Samuels and J. Dempsey again in late October to discuss implementation.

17. Reminders:

- a. Next Meeting: Thursday, November 16, 2023
- b. Diversity Section Advocate Issue is March/April 2024
 - i. Deadline for articles is January 3, 2024.
 - ii. Deadline for articles to W. Olson is second week of December.
 - iii. We need 6 articles total.
 - 1. J. Dempsey has committed to draft one on HB 71 litigation.

18. New Business:

- a. L. Samuels provided an update on an event:
 - i. November 8, 2023 from 12:30-3:00: University of Idaho is hosting a Bar Section event. L. Samuels is looking for volunteers to represent the Section at that event.
- b. There was Spring Love the Law event in Cor D'Alene that was privately funded. There is interest in a fall Love the Law event, K. Mihara requested Section support with moving forward for a fall Love the Law event in northern Idaho.
 - i. K. Mihara moved to fund the fall northern Idaho Love the Law event not to exceed \$250.00, in the event private funding is not available or insufficient; R. James second; the motion carried without dissent.

19. Meeting adjourned at 12:31 PM MT.

APPENDIX B

Financials

DIVERSITY SECTION of
IDAHO STATE BAR
As of December 31, 2021, 2022 & 7/31/2023

Year Ended 2021	Year Ended 2022		Actual Jul 2023	Budget 2023	Variance-- Favorable (Unfavorable)
INCOME STATEMENT					
		REVENUE (NON-CLE)			
1,675	1,745	Dues	1,600	0	1,600
500	35	Donations	0	0	0
0	0	Special event revenue	0	0	0
0	700	Grant revenue	0	0	0
45	0	Other income	0	0	0
<u>2,220</u>	<u>2,480</u>	TOTAL NON-CLE REVENUE	<u>1,600</u>	<u>0</u>	<u>1,600</u>
		EXPENSE (NON-CLE)			
1,391	1,028	Administrative fee to ISB	682	0	(682)
0	1	Postage	1	0	(1)
0	0	Copies	0	0	0
0	3	Supplies	0	0	0
0	21	Governing Board	258	0	(258)
34	6	Bank & credit card fees	0	0	0
0	4	Website	4	0	(4)
0	230	Special event expense	357	0	(357)
0	2,000	Donations	0	0	0
0	345	Grant expense	0	0	0
0	0	Other	0	0	0
<u>1,426</u>	<u>3,637</u>	TOTAL NON-CLE EXPENSE	<u>1,302</u>	<u>0</u>	<u>(1,302)</u>
CLE, RECORDED PROGRAMS & PUBLICATIONS:					
		<u>Revenue:</u>			
0	0	CLE registrations	0	0	0
0	0	Publications	0	0	0
0	0	Recorded programs	0	0	0
240	0	Royalties	0	0	0
<u>240</u>	<u>0</u>	CLE Revenue	<u>0</u>	<u>0</u>	<u>0</u>
		<u>Expense:</u>			
0	0	CLE seminar expense	0	0	0
0	0	CLE administrative fee paid to ISB	0	0	0
<u>0</u>	<u>0</u>	CLE Expense	<u>0</u>	<u>0</u>	<u>0</u>
240	0	NET CLE INCOME (LOSS)	0	0	0
<u>1,034</u>	<u>(1,157)</u>	NET INCOME (LOSS)	<u>298</u>	<u>0</u>	<u>298</u>

OF MEMBERS

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DIVERSITY SECTION of
IDAHO STATE BAR
As of December 31, 2021, 2022 & 7/31/2023

Year Ended 2021	Year Ended 2022		Actual Jul 2023	Budget 2023	Variance-- Favorable (Unfavorable)
<u>BALANCE SHEET</u>					
ASSETS					
4,411	2,596	Cash and cash equivalents	2,095		
0	0	Accounts receivable	0		
45	693	Due from (to) other funds	993		
0	0	Prepaid expenses	0		
4,456	3,289	TOTAL ASSETS	3,088		
LIABILITIES AND FUND BALANCE					
LIABILITIES					
0	0	Accounts payable	0		
510	500	Deferred revenue	0		
510	500	TOTAL LIABILITIES	0		
FUND BALANCE					
2,912	3,946	Beginning fund balance	2,789		
1,034	(1,157)	Current year income (loss)	298		
3,946	2,789	TOTAL FUND BALANCE	3,088		
4,456	3,289	TOTAL LIABILITIES & FUND BALANCE	3,088		

APPENDIX C



Fall 2023 LTL! Northern Idaho Event

October 30, 2023

EVENT SUMMARY

Event Title:	Kootenai County Courthouse Event and Court Observation	
Date & Time:	October 30, 2023	8:00 A.M. – 1:30 P.M.
Location:	Kootenai Co. Courthouse, 324 W. Garden Ave., Coeur d’Alene	
Number of Students:	28 Students and 1 Teacher/Chaperones attended.	
Participating Schools:	Lakeland HS, Rathdrum, Idaho	

Participating Judges, Attorneys, and Staff: Hon. Richard C. Tallman (9th Cir. Judge); Crystal Staaben (R. Tallman Clerk), Hon. Barry McHugh (District Judge) with Alena Clark (B. McHugh Clerk); Hon. Rich Christensen (District Judge); Kathy Booth (R. Christensen Clerk), Hon. Mayli Walsh (Magistrate); Wanda Butler (M. Walsh Clerk), Mr. Stan Mortensen (Kootenai County Prosecuting Attorney), Attorney Kinzo Mihara, and Mr. Rick Simonsen (Bailiff).

Summary of Events:

I arrived at the Kootenai Co. Courthouse at approximately 8:00am with pre-purchased sodas, plates, and trash bags. I then coordinated with the court security staff about how they’d like to move the students and chaperones through the courthouse. I then coordinated with the courtroom deputies about where they’d like the children to sit and if they had any other instructions for the participants.

The Lakeland HS students and chaperones arrived at approximately 8:15 am and were all passed through security. Bailiff Simonsen and I were able to give the students and teachers/chaperones a lesson in courtroom etiquette. Thereafter, the students were able to view the proceedings before Judges McHugh (civil/criminal), Walsh (criminal), and Christensen. Judge Tallman, a senior judge with the Ninth Circuit Court of Appeals joined the group to review the proceedings. The students and teacher were able to view and tour the court holding facility where the in-custody criminal defendants are held prior/after their court appearances when they are to and from their way to the Kootenai County jail. The students/chaperone heard from Judge Christensen as it was his courtroom Judge Walsh was holding proceedings in.

After the morning civil docket with Judge McHugh, there was a panel discussion with Judges McHugh and Tallman, their assistants/clerks, Alena Clark and Crystal Staaben, respectively; and,

County Prosecutor, Stanley Mortensen, Bailiff Rick Simonsen and myself. Each gave a talk about their personal and educational backgrounds, answering the students' questions as the program progressed.

After the discussions, the pizza arrived and the students were able to eat in Courtroom 9. The teacher-chaperone, Mr. Nick Haynes, and attorneys/judges/staff continued discussion of their various backgrounds.

The students and chaperones departed at approximately 12:30-1:00pm.

Participant Profiles: Participants were asked to (but not required to) fill out event review forms. Such forms are transmitted herewith and are provided to the LTL! Subcommittee Members.

Demographic Background Information. See forms received.

Student/Teacher Feedback: Feedback was overwhelmingly positive.

Event Evaluations. See attached.

Costs Associated with Event:

The ISB Diversity Section authorized \$300.00 on a not-to-exceed (NTE) basis. Mihara Law, PLLC as well as one of its clients (transmittal letter with check) advanced the following expenses:

Expense	Amount
Sodas, plates, paper towels, etc.	\$51.00 (receipt provided herewith)
Dominos Pizzas	\$205.22 (receipt provided herewith)
Misc. (Tip)	\$35.00 (receipt provided herewith)
Mileage	\$0.00 – N/A – no charge.
Total	\$291.11

The Idaho State Bar and Diversity Section (through donations as noted) allowed for the students and chaperones to attend the event and luncheon for free. As usual, excess food and beverages were donated to the Bailiff and Clerk's offices in appreciation for their support.

Judge Tallman has written a very nice 'thank-you' card to the undersigned (copy provided); and, Judge Patricco, Federal Magistrate, has expressed a sincere interest in taking part in future events. Judge Cynthia Meyer (Administrative District Judge) gave a very nice plug to our subsection at the recent federal bench/bar meeting. Several local (and from Boise) law firm partners expressed a sincere willingness to donate to the section after hearing the judges rave about the events.

An expense report with receipts is submitted herewith. It is respectfully requested that the expense report be approved for reimbursement.

Please let me know if there are any questions/concerns.

Kinzo H. Mihara