

**GENERAL SESSION MINUTES**  
**Idaho State Bar Board of Commissioners**  
**January 10, 2025**  
**Boise, Idaho**

President Jillian Caires called the business meeting of the Board of Commissioners of the Idaho State Bar to order at 8:40 a.m. MT at The Law Center in Boise, Idaho. Commissioners Kristin Bjorkman, Mary York, Judge Bob Jackson, and FJ Hahn; Bar Counsel Joe Pirtle, Executive Director Maureen Ryan Braley, Deputy Bar Counsel Julia Crossland, Legal Education Director Teresa Baker, Admissions and MCLE Director Abby Kostecka, and Communications Director Lindsey Welfley, who acted as secretary, were in attendance.

**GENERAL BUSINESS**

**Minutes** – Kristin Bjorkman moved to approve the meeting minutes for the December 6, 2024, Board of Commissioners meeting. Mary York seconded, there was no further discussion, and the motion passed unanimously.

**Resolution Process Update** – Maureen Braley provided an update on the 2024 Resolution Process. All three Resolutions passed the membership. There was a December 12<sup>th</sup> letter to the Idaho Supreme Court with the results. An oral conference was held on December 19<sup>th</sup> to approve and pass all changes. Regarding the license fee increase, the Court approved the membership vote and this change is now pending the legislative session. Upon the request of former Executive Director Diane Minnich, Senator Todd Lakey will sponsor the legislation. Maureen is scheduled to meet with him in January. Caralee Lambert drafted the bill provided in the materials.

There was discussion initiated by Mary York regarding amendments to the Statement of Purpose to add that the Idaho Supreme Court has reviewed and approved the changes. Additional information was provided by Teresa Baker on the legislative process and she will attend the meeting with Maureen and Senator Lakey.

**Meeting with the University of Idaho College of Law** – The Commissioners reviewed the proposed agenda for their meeting with the College of Law on Friday, February 21, 2025. There was discussion to consider shortening the reception so the Commissioners could begin their Board meeting earlier in the day and to meet with the Dean at the outset rather than at the end. There was a request from Judge Jackson to appear via Zoom for the meeting with the students.

**Administration of the Bar Exam in Moscow** – Maureen invited discussion about her initial proposal to administer the Bar Exam from one, unified location in Boise going forward. The Commissioners discussed issues and concerns with the dual location system, including having a two-person Admission team and upcoming changes with the new NextGen Bar Exam in July 2026. Maureen noted that there have been approximately only 30 test takers in Moscow each

year for the past several years. There was discussion about travel costs, regardless of where the exam is administered. The Commissioners agreed to discuss this at their February meeting, include it on the agenda for their meeting with the College of Law. Maureen with contact the Chief Justice to discuss the issue.

**Character & Fitness Committee Appointment** – To fill the vacancy on the Character & Fitness Committee created by Abby Kostecka’s hiring as Admissions and MCLE Director, a recommendation to appoint Meridian attorney Bryan Norton was brought to the Board. There was brief discussion of his unique background and fitness for the position. FJ moved to appoint Bryan Norton to the Character & Fitness Committee to finish Abby’s term. Kristin seconded the motion, there was no further discussion, and it was unanimously approved.

**NextGen Bar Exam Task Force Appointment** – To fill the vacancy on the NextGen Task Force created by Rebecca Fitz’s relocation, a recommendation to appoint Boise attorney Dawn Trivolis was brought to the Board. There was a brief discussion of her fitness for the position and current participation in the Idaho Academy of Leadership for Lawyers. Mary moved to appoint Dawn Trivolis to the NextGen Bar Exam Task Force. FJ seconded the motion, there was no further discussion, and it was unanimously approved.

**Transfer to Active Status** – Maureen brought the matter of Mary McDougal’s request to transfer from Inactive to Active status after having been Inactive for approximately nine years. There was discussion of the Rules governing this request as well as Board precedent for previous requests, and additional discussion about the pending Character and Fitness process, the applicant’s work experience, and CLE requirements. Commissioner Mary York made a motion to request that the applicant complete the Character and Fitness review process, complete 15 of the 30 required CLEs, and provide more detail regarding her employment history as an attorney prior to the Board’s reconsideration of this matter at their February meeting. Kristin seconded the motion, there was no further discussion, and it was unanimously approved.

**MCLE Task Force** – Maureen reported that she has begun discussions with Abby to assemble a task force to review the MCLE rules, including considerations to change the 30-hour requirement and allow pro bono work to qualify for CLE credit. She and Abby will work to put together a proposal for the February Board meeting.

**Licensing Update** – Maureen reported that 2025 licensing is almost complete with more and more members completing their licensing online.

*The Board adjourned for a break at 9:29 a.m. MT and reconvened at 9:39 a.m. MT.*

## **FINANCIAL REPORTS**

**2025 Budget and Capital Expenditures** – Idaho State Bar Controller Craig Kenyon and IT Manager Jon Wadley joined the meeting. Maureen reported that the 2024 financials ended with a \$27,000 loss, which was far less than the budgeted loss of \$224,000 due in part to increased

admissions applicants and increased in MCLE fees. The 2025 budget anticipates a \$170,000 loss, which is consistent with the loss rates for the past several years. The Board reviewed the budget, which Maureen noted includes a 5% staff salary increase, a 2% lease rate increase, and a predicted 1.32% increase in license fee revenue. There was discussion about historically low increases in bar membership as retirements offset new admittees, elimination of the Desk Book Directory, and changes to the Annual Meeting.

The Board reviewed the Capital Expenditure request provided in the Thursday Memo, which Maureen noted was consistent with previous years and includes the normal computer upgrade rotation, offsite backup through the State of Idaho, and upgrades for meeting rooms. There was discussion about a \$10,000 line item with question marks. Maureen noted that this is a placeholder for additional costs associated with the Member Portal project.

There was another question and subsequent discussion about the license fee increases and its impact on future budgeting. Maureen noted her concern that the pending license fee increase will only net an additional \$300,000-\$350,000 per year in revenue. There was discussion about the financial goals of the Bar given its structure and considerations for how to both save and make money in specific programs or departments. Additional discussion occurred concerning admissions fees associated with the NextGen Bar Exam and pro hac vice fees.

FJ moved to approve the 2025 Capital Expenditures as submitted. Mary seconded the motion, there was no further discussion, and it was unanimously approved.

Kristin moved to approve the 2025 Budget as proposed. Mary seconded the motion, there was no further discussion, and it was unanimously approved.

**Banking** – Maureen reported that Key Bank requested meeting minutes reflecting that Diane Minnich, former Executive Director, no longer has authority in signing or banking matters. Mary moved to remove Diane Minnich’s authority from Key Bank and any other bank/financial accounts. Judge Bob Jackson seconded the motion, there was no further discussion, and it was unanimously approved.

## **MEMBER SERVICES**

**2025 BOC Meetings/Schedule** – The Board reviewed the provided schedule and noted the addition of the March meeting with the Idaho Supreme Court. Maureen requested that each Commissioner notify her about conferences they plan to attend. There was an additional request to include the current schedule for column rotations in *The Advocate* in each Board Book.

**2025 Gala & Roadshow** – Teresa Baker prepared a memo regarding the proposed dates and tentative structure for the 2025 Gala (Annual Meeting) and Roadshow. She noted that the Anniversary Planning Committee will review the proposal as well at their next meeting on January 28, 2025. Teresa proposed an Anniversary Gala be held on Wednesday, July 16, 2025, at JUMP, during which the Distinguished Lawyer and Outstanding Young Lawyers Awards would

be presented. She proposed a historical CLE either at the Gala or beforehand with a CLE in the afternoon between lunchtime and the evening event. There was additional discussion about timing of the Board meeting, sponsorships, and ticket costs. FJ noted the importance of solidifying the date and getting the information out to the membership as soon as possible.

This year's Distinguished Jurist Award will be presented on the last night of the Judicial Conference on September 9, 2025, at the Riverside. Teresa also invited discussion about the future of the Roadshow meetings and an event with the judiciary in the fall. This year's Roadshow schedule will remain consistent with past years.

**Quarterly Communications Report** – Lindsey Welfley prepared a memo highlighting communications initiatives during the fourth quarter of 2024. She provided an update on the website and continued work with ITS to resolve outstanding issues. She also noted her assignment by Justice Moeller to the Media/Courts Committee Workgroup charged with updating both the “Media’s Guide to the Courts” and the “Judge’s Guide to the Media.” Her memo included email and social media analytics, and there was brief discussion about which social media platforms we currently use versus which may be best going forward.

**Audit Engagement Letter** – Maureen provided an updated engagement letter from Eide Bailly to perform the audit for 2024. Joe Pirtle noted that he has reviewed the letter and it is comparable to last year's with one minor change. Mary moved to authorize the Bar to approve the new engagement with Eide Bailly. Kristin seconded the motion, there was no further discussion, and it was unanimously approved.

The meeting adjourned to Executive Session at 11:04 a.m. MT.

Respectfully submitted,

Lindsey M. Welfley  
Communications Director