

**The West Virginia State Bar  
Young Lawyer Section Executive Committee Meeting  
Elkins, West Virginia  
July 26, 2019**

**MINUTES**

**Members present:** Chairperson Cofer, Secretary Angela Brunicardi-Doss, Jordan Laird, Rachel Cornell, Taylor Coplin, Lauren Estep, Laci Browning, Ashton Bias, Blake Belcher, Joni Nichols, Lindsey McIntosh, Tyler Gordon, Lori Counts, Shana Thompson, William Duty, Hillary Bright, Katheryn Marcum, Matthew Bradford.

**Members not present:** Vice Chairperson Hayhurst, Dane Henry, Robert Zak, Samantha Koreski.

1. **Call to Order** – The meeting was called to Order at 9:03 a.m. by Secretary Brunicardi-Doss.
2. **Ascertainment of Quorum** – A quorum was present.
3. **Review/Approval of Minutes from April 7, 2019 Meeting in Charleston, WV**

Secretary Brunicardi-Doss disseminated the minutes from the April 7, 2019 YLS Executive Committee meeting, which was held in Charleston, West Virginia.

**ACTION TAKEN:** Ms. Nichols moved to approve the minutes from the aforementioned meeting. Ms. Bias seconded the Motion. There was unanimous approval of the motion by the members present.

**4. Reports of Officers:**

- A. Chairperson Cofer gave a brief update to the members of the YLS Executive Committee. She spoke to the conference she attended recently, the state bar annual meeting sponsors, etc.
- B. Vice-Chairperson Hayhurst was not present.
- C. Secretary Brunicardi-Doss gave a brief update to the members of the YLS Executive Committee regarding some of the upcoming items on the agenda, including the Bar exam lunches and the Bar admissions ceremonies.

**5. Update on Board of Governors' Meeting – Chairperson Cofer**

- A. Chairperson Cofer spoke to some highlighted items covered at the BOG meeting, specifically the recent changes to the budget, and more specifically to the changes in the budget that directly affect the YLS Executive Committee.

**6. Report of WVU Law School Representative – Mr. Gordon**

- A. Mr. Gordon, on behalf of the Student Bar Association, asked the YLSEC to sponsor a hole at their fundraising golf tournament on September 28, 2019.

**Action Taken:** Ms. Counts made a motion for the YLSEC to donate \$150 for the purchase of a hole at said golf tournament, using the “community outreach” line item from the budget. Ms. Nichols seconded said motion. Said motion carried.

- B. Mr. Gordon touched briefly on the WV Revitalization Association, and mentioned that this group may be contacting members regarding their specific districts.
- C. Mr. Gordon spoke to the appointment of an additional/new law school representative.

**7. Committee Reports and Old Business**

**A. Young Lawyer Education and Mentoring**

**1. Practice Handbook – Mrs. Counts**

- i. Ms. Counts disseminated the latest handbook updates and assigned topics to new members.

**2. Bridge the Gap – Chairperson Cofer, Secretary Brunicardi-Doss, and Ms. Counts**

- i. New committee assignments for November 15, 2019 Bridge the Gap were made.
- ii. The Bridge the Gap agenda was reviewed and changes and modifications were discussed.
- iii. Committees were advised to hold a meeting in the next 30 days.
- iv. Speakers must be confirmed and reminded of location by August 31, 2019.
- v. Updated materials should be submitted to Chairperson Cofer as soon as possible.
- vi. Inquiries of speakers for BTG April 2020 need to be made.

**3. Admissions Ceremonies – Ms. Bias**

- i. Ms. Bias volunteered to be the chairperson, or point/contact person for all future Admissions Ceremonies. Ms. McIntosh volunteered to be co-chair. The roles of these positions will be to communicate with Anita Casey and the Board of Law Examiners to insure that a YLSEC member is present for admissions ceremonies; to prepare and update any materials that will be submitted to new admittees either via email or in-person; to follow up with new admittees, via email, regarding the requirement to register within 24 hours with the WV State Bar; and to

coordinate any breakfasts or lunches that may be provided by YLSEC.

- ii. **Action taken:** Ms. Nichols made a motion to allocate \$100.00 from the YLSEC budget for breakfast at the next admissions ceremony. Ms. Thompson seconded said motion. Said motion carried.

## **B. Law Student Education and Mentoring**

- 1. **Lunchtime Lecture Series** – No report.
- 2. **Bar Exam Box Lunches** – Ms. Bias
  - i. The 2019 Bar Exam is scheduled for July 30 and 31, 2019 at the new civic center and convention center.
  - ii. The YLSEC agreed to co-sponsor these lunches with the WVUCOL, as well as to provide volunteers.

## **C. Community Outreach**

- 1. **Special Projects/Public Service Committee** – Mrs. Brunicardi-Doss and Ms. Counts-Smith
  - i. The new budget for Community Outreach for the YLSEC was discussed.
  - ii. Several ideas were suggested as a way to raise money for community outreach projects. Mr. Belcher suggested making Bridge the Gap a money-maker by allowing older members of the WV State Bar to attend for a cost. Chairperson Cofer agreed to pitch this idea to Anita Casey and the BOG.
  - iii. Secretary Brunicardi-Doss made a motion to establish a finance/fundraising committee. Ms. Bias seconded said motion. Said motion carried. Ms. Nichols, Mr. Belcher, and Ms. Koreski volunteered to be on said committee.
  - iv. Ms. Coplin volunteered to organize a Habitat for Humanity event for the YLSEC.
  - v. The Christmas project was tabled until October 2019.

## **D. YLS Technology Committee** – Ms. Bias and Mr. Henry – no report.

## **E. Budget Committee** –Secretary Brunicardi-Doss

- 1. Secretary Brunicardi-Doss was recently asked by President Ann Haight to be on the Budget Committee. Secretary Brunicardi-Doss has not attended any meetings. The YLSEC reviewed the Profit and Loss Budget Overview of the West Virginia State Bar, specifically the changes to the YLSEC budget.

## **F. JLAP Liaison** – Mr. Zak was not present. His attendance at the conference as well as the JLAP budget will be tabled for discussion at the October 2019 meeting.

**G. Annual Meeting – Ms. Counts.**

1. Young Lawyer of the Year for 2019 was Monica Holliday.
2. Mentor of the Year for 2019 was Richard Walker.

**H. District Events for the Current Year – No new events.**

**I. Other Old Business**

**a. Attendance requirements:**

1. Attendance requirements – Meetings are mandatory, and if you do not attend regularly, the annual meeting will not be paid for by the WV State Bar.
2. If you have to cancel attendance after initially committing, you must cancel before the deadline or pay for the hotel and meal out of your own pocket.

**b. Lawyer Leadership Institute: Ms. Bias**

- a. Ms. Bias and Mr. Duty attended the May 2019 Lawyer Leadership Institute and spoke to the same.

**8. New Business**

**A. Law School Orientation – Secretary Brunicardi-Doss**

- i. The YLSEC and the BOG volunteered to provide coffee and send volunteers to be present at the WVU College of Law orientation on August 15, 2019. Vice-Chairperson Hayhurst volunteered to attend. Secretary Brunicardi-Doss volunteered to prepare written materials to be handed out to students with more information about what the YLSEC does, as well as to inform them of their law school representative, Mr. Gordon.

**B. WV Bar Association Young Lawyer Division Executive Council** asked that the WV State Bar Association YLSEC chairperson be an ex-officio member of their organization.

**C. ABA Law Day with Legal Aid**

- i. Ms. Marcum, Mr. Henry, and Ms. Koreski volunteered with legal aid at their local ABA Law Day events.

**9. Regional Officer Reports**

- A. There is a new judge in Monongalia County, Raleigh County, Barber County, and Taylor County.

**10. Next Executive Committee Meeting – October 18-19, 2019 – the Canaan Valley Resort at 9:00 am.**

Additional upcoming meetings:

January 17-18, 2020 at the State Bar Conference Center.

April 5-6, 2020 at the Greenbrier.

**11. Announcements – No announcements.**

**12. Adjournment.**