

**The West Virginia State Bar
Young Lawyer Section – Young Lawyer Board Meeting
The West Virginia State Bar Center (Via Videoconference)
Charleston, West Virginia
April 5, 2020**

MINUTES

Members present: Chairperson Nicole Cofer, Chair-Elect Eric Hayhurst, Secretary Angela Brunicardi-Doss, Ashton Bias, Jordan Laird, Taylor Coplin, Lauren Estep, Laci Browning, Shana Thompson, Lori Counts, Matthew Bradford, Katie Marcum, Samantha Koreski, Robert Zak, Hillary Bright, Dane Henry, Lindsey McIntosh, Robin Cisco, Kassie Ball, Jessica Robey, Joseph Ford

1. **Call to Order** – The meeting was called to order at 12:06 p.m. by Chair-Elect Hayhurst.
2. **Ascertainment of Quorum** – Quorum was ascertained by Chair-Elect Hayhurst.
3. **Review/Approval of Minutes from January 12, 2019 Meeting**

Enclosed under Tab No. 1 are the minutes from the last YLS Executive Committee Meeting, which was held on January 18, 2020 in Charleston, West Virginia, as provided by Secretary Brunicardi-Doss.

ACTION TAKEN: Shana Thompson moved to approve the minutes from the aforementioned meeting. Ashton Bias seconded the motion. Motion carried.

4. Reports of Officers:

A. Chairperson Cofer – no report

B. Chair-Elect Hayhurst

1. Chair-Elect Hayhurst welcomed and introduced new members, all of whom were present:
 - i. Robin Paige Cisco – District Six (McDowell and Mingo)
 - ii. Kassie Nicole Ball – District Seven (Boone, Lincoln and Logan)
 - iii. Jessica Robey – District Eight (Kanawha)
 - iv. Joseph A. Ford – District Eight (Kanawha)
2. Chair-Elect Hayhurst gave an overview of YLS Board Member Duties and Responsibilities and Service Commitment. New bylaws and changes, including an increase in number of years on the Young Lawyer Board to four years was

discussed. Enclosed under Tab No. 2 of the agenda is the YLS Board Duties and Responsibilities and Service Commitment form.

ACTION TAKEN: Each member of the Young Lawyer Board reviewed and signed the Duties and Responsibilities and Service Commitment.

C. Secretary Brunicardi-Doss – no report

5. Update on Board of Governors’ Meeting – Chairperson Cofer

A. This update will occur at the next meeting as the Board of Governors’ meeting is being held concurrently with this meeting.

6. Report of WVU Law School Representative – Not present/no report

7. Committee Reports and Old Business

A. Young Lawyer Education and Mentoring

1. Practice Handbook – Mrs. Counts-Smith

The Practice Handbook is located on the Young Lawyer website and has different chapters with different subjects by various authors. The goal of the Practice Handbook is to help new attorneys understand a specific area of practice or provide a starting point so young lawyers feel more confident with new cases.

Jordan Laird volunteered to charge the Practice Handbook committee as Ms. Counts vacates the YLB. Ms. Counts will send an updated spreadsheet and information to Mr. Laird.

2. Bridge the Gap – Chair-Elect Hayhurst and Mrs. Counts-Smith

i. Extension from Supreme Court of Appeals – Those admitted July 1, 2018 to April 30, 2019 will have an extra year to complete the program.

The YLB is asking Supreme Court of Appeals to grant this extension due to cancellation of the April 6, 2020 BTG presentation due to COVID-19. Angie Volk was submitting our application for extension at the same time the BOG is asking for a waiver of the live requirement for CLE credits due to COVID-19. We anticipate the Supreme Court granting our request.

The April 11-12, 2021 annual meeting will be at the Greenbrier since we had to cancel the April 2020 annual meeting/BTG due to COVID-19.

ii. Fall 2020 Program Date and Location: November 13, 2020 at the Bridgeport Conference Center in Bridgeport, West Virginia.

Officers have decided NOT to schedule another BTG between now and November as we do not know when the COVID-19 crisis will be over and do not want to get into a situation where we have to cancel again. We are in a unique situation where we have another session set for November and do not want to burden our speakers and volunteers with another session too close to November.

ACTION TAKEN: Ashton Bias moved to indefinitely suspend the BTG scheduled for Spring 2020 and put all resources into the November 2020 session. Dane Henry seconded motion. Motion carries.

Bridge the Gap Budget –

The 2019/2020 budget as a BAR was over (in the red) by about \$80,000. Our plan was to use reserve money for that deficit. Since the April 2020 BTG was cancelled, we anticipate November 2020 to be a bit more expensive. We will use some of the April 2020 budget for November, but the majority of the unused April 2020 BTG money will likely go towards the deficit from 2019-2020. We anticipate using some of those funds for Bar Exam lunches.

iii. Committee Assignments

Enclosed under Tab No. 3 are the Bridge the Gap Committee Assignments. New members were added to committees and are expected to get with their fellow committee members to discuss and prepare for the November 2020 BTG.

iv. Agenda/Speakers

Tab No. 4 is a DRAFT agenda, which was sent to the YLB during the video meeting for review.

8:45am and 2:00pm panels/volunteers – still available.

Hillary and Buddy (hopefully – Hillary to confirm with him) will be available for November BTG.

Lindsey still available for November BTG.

Eric to reach out to Robert and Rachel from JLAP and ODC to confirm for November 2020

Blake to reach out to Judge Aboulhosn

Eric to reach out to Isaac Forman

Rob Zak to reach out to Judge James for pretrial litigation break-out session. If not, Judge Clawdges may be an option.

Joseph Ford suggested that the 1:00 o'clock time slot be broken up so people can attend both. YLB agreed will treat the break-out session time slots as fluid until we get closer to November (depending on speakers' schedules).

3. Admissions Ceremonies – Mrs. Bias

May 20, 2020 is the next admission ceremony.

Orientation for new Young Lawyer Board members is June 5, 2020 in Charleston. Officers will be sworn in by the WV Supreme Court that afternoon.

Nicole Cofer volunteered to be point person for Anita. Lauren Estep agrees to help Nicole.

B. Law Student Education and Mentoring

1. Lunchtime Lecture Series – Mr. Zak

No report. Members were encouraged to let Mr. Zak know if they have any ideas/suggestions for a lunchtime lecture series.

2. Bar Exam Box Lunches – Mrs. Bias

Ashton Bias has been in contact with Kirsha Trychta from WVU who does bar exam lunches with the YLB. Currently uncertain as to whether there will be a July bar exam due to COVID. Likely cancelled and set in September 2020.

We have historically gone in half with WVU in providing boxed lunches. If we do not, then WVU will only be providing boxed lunches to WVU grads. The YLB discussed that being too exclusive, and wanting to assist.

ACTION TAKEN:

Lauren Estep moved to use our funds to provide lunches for Bar exam (go in half with law school) Secretart Brunicardi-Doss seconded.
Motion carried.

Jessica Robey and Nicole Cofer volunteered to assume the responsibilities of bar exam lunches for 2020-2021.

C. Community Outreach

1. Special Projects/Public Service Committee – Secretary Brunicardi-Doss and Mrs. Counts-Smith

- i. Donation of oral, feminine hygiene and personal hygiene products

Lori Counts sent email earlier this week with donations. Amazon wish list was super helpful and utilized. Pleased we were able to get what we did.

Discussed that this should be a Fall project instead of a Spring project because of how school falls.

Chair-Elect charge to all YLB members is to utilize \$250 from our district funds to provide lunch or other assistance to essential workers in individual districts.

Samantha Koreski moves to use \$509.50 toward community outreach project/need in Berkeley county area suffering from COVID-19
Matthew Bradford seconded motion.
Motion carries.

Lindsey McIntosh to get hygiene supplies from Lori Counts and take them to Logan County to be distributed.

D. YLS Technology Committee – Mrs. Bias-Harrell

1. YLS Website

2. Social Media

Members encouraged to like/follow Facebook and Twitter.

Members encouraged to send photos of any district events or news to Ashton so she can share on social media.

Dane Henry volunteered to take over social media accounts. Dane Henry also updates and manages our website.

E. Budget Committee – Secretary Brunicardi-Doss/Ms. Koreski

Enclosed under Tab No. 4 is the current DRAFT 2020-2021 Budget and comparison documents.

Budget passed – page 5 of Tab 4 passed. Discussions and questions answered regarding budget.

F. JLAP Liaison – Mr. Zak

Mr. Zak made members aware of the Facebook page for JLAP.

Mr. Zak attended the February board meeting of JLAP. Most of their discussions were regarding the budget. The board discussed modeling JLAP officers/succession after BOG or YLB.

Retreat was set for April 14, 2020, but has been cancelled due to COVID.

G. Annual Meeting – Chair-Elect Hayhurst/Mrs. Counts-Smith

- 1. Young Lawyer of the Year – Taylor Norman**
- 2. Mentor of the Year – Larry Garrett**
- 3. Swearing-in Awards Ceremony – June 5, 2020 at Supreme Court of Appeals; reception/lunch TBD**
- 4. 2021 Annual Meeting – April 11-12 at The Greenbrier, White Sulphur Springs, West Virginia**

Chair-Elect Hayhurst will select a replacement to chair the Annual Meeting Committee after discussions with President-Elect Monica Haddad.

H. District Events for the Current Year – District Representatives

See above re: donations in respective districts.

I. Other Old Business

1. Attendance requirements

New members strongly encouraged to attend quarterly meetings. Members are required to attend all of them but can be excused once. If unable to attend a meeting, members must Chair-Elect Hayhurst to let him know. If members miss more than two meetings they do not get the annual meeting paid for and must pay their own way.

If a member requests room accommodations for a quarterly meeting and does not cancel in time or attend, then the member is responsible for payment of those accommodations.

8. New Business

A. Outgoing members

We love you and will miss you! Don't be a stranger!

B. Nomination and Election of Secretary

Nominees: Ashton Bias, Lauren Estep, Samantha Koreski

Floor opened to additional nominations.
Lauren Estep moved to close nominations.
Dane Henry seconded closing nominations.
Motion carries.

Mike Mellace generated an email for voting during this meeting.

After a tie and second round of voting, Ashton Bias elected new secretary.

9. Regional Officer Reports – No report

10. Next Young Lawyer Board Meeting – June 12 (dinner at 7:00 p.m.) and June 13, 2020 (meeting at 9:00 a.m.) – Snowshoe Resort in Snowshoe, WV

Additional upcoming meetings:

October 30-31, 2020 – Oglebay Resort, Wheeling, WV

January, 2021 – Morgantown, WV (exact date and venue TBD)

April 11-12, 2021 – The Greenbrier, White Sulphur Springs, WV

Regional meetings – Young Lawyer Board members are required to attend. Regional meetings will start September 17, 2020 and run through October. Chair-Elect Hayhurst to send those dates in subsequent email.

11. Announcements – None

12. Adjournment at 3:07 p.m.