

FINANCE & AUDIT COMMITTEE (F&AC)

State Bar of Arizona
4201 N. 24th Street, Suite 100
Phoenix, Arizona 85016

August 4, 2021
3:00 p.m.
Telephonic Meeting

Minutes (Approved (TBD))

MEMBER ATTENDANCE:

P = present in person; T = present telephonically; A= absent.

T – David Rosenbaum, Chair

T – Kelsi Taylor Lane, Vice Chair

T – Dave Byers

T – Mignonne Hollis

T – Eric Ruchensky

A – Sandra Etherton (Client Protection Fund Board Liaison/Non-voting F&AC member)

OTHER ATTENDEES:

State Bar Staff:

T - Joel England

A - Maret Vessella

T - Kathy Gerhart

A - Joe Hengemuehler

T – Deanna Commack

T - Lori Maxwell

T - Lisa Panahi

A – Lisa Deane

A – Carrie Sherman

T – Rachel Williams

T – Jessica Iennarella

Minutes taken by: Jessica Iennarella

I. CALL TO ORDER:

Called to Order by: David Rosenbaum

Time: 3:02 p.m.

II. CALL TO THE PUBLIC:

Individuals addressing the Committee: None

Discussion: None

III. Action/Vote – Banking and Treasury Request for Proposal – Bank Review/Recommendation

Individual(s) addressing the Committee: Kathy Gerhart & Jessica Iennarella

Discussion: Kathy G. and Jessica I. presented the information gathered from the three banks considered in the RFP process – Wells Fargo, Chase and National Bank of Arizona. Included discussion of fees charged for banking relationship and merchant processing, as well as services provided.

Motion/moved by: Kelsi L. motioned to approve continuation of relationship with Wells Fargo contingent on successful negotiation of merchant processing fees.

Seconded by: Eric R.

Motion: Passed unanimously

IV. Action/Vote – Banking and Treasury Request for Proposal – Line of Credit Review/Recommendation

Individual(s) addressing the Committee: Kathy Gerhart & Jessica Iennarella

Discussion: Kathy G. and Jessica I. presented information regarding historical use of credit line and terms offered by three banks – Wells Fargo, Chase and National Bank of Arizona.

Motion/moved by: Mignonne H. motioned to approve no re-establishment of line of credit with understanding that situation will be re-evaluated if reserves are ever needed in the future to cover cash flow.

Seconded by: Eric R.

Motion: Passed unanimously

V. Action/Vote – Capital Expenditure – Approval – 4% Budget Variance

Individual(s) addressing the Committee: Kathy Gerhart

Discussion: Kathy G. discussed need to replace fire panel & control system which is at least 17 years old. Current bid exceeds approved budget by 10%. Additional cost can be absorbed by excess generated from other capital projects coming under budget. Explained consequences of not completing project.

Motion/moved by: Dave B. motioned to approve SBA upgrading the fire panel system at the updated cost.

Seconded by: Kelsi L.

Motion: Passed unanimously

VI. Discussion – Finance & Audit Committee Orientation

Individual(s) addressing the Committee: Kathy Gerhart

Discussion: Kathy G. presented orientation to Committee including overview of financial roles in the organization, key roles & responsibilities, recurring reporting, annual items, special projects and an introduction to SBA financials.

Meeting adjourned by: David Rosenbaum at 4:01 p.m.