1. **Welcome and Introductions:** Mr. McKinney called the meeting to order, welcomed everyone, and introduced new staff.
   a. Cristy Park was introduced as the new Program Coordinator for the Arkansas Access to Justice Commission.

2. **Minutes of November 2020 Meeting** (for approval) - After a brief review of the previous minutes, Mr. Light made a motion to approve as presented, motion seconded by Ms. Pectol, motion passed unanimously.

3. **Presentation by Bill Waddell on Potential Ed Wade Art Donation** (https://bit.ly/3s08KHQ): Mr. Waddell provided a brief explanation of who Mr. Wade is and showcased a couple of his works of art. Mr. Waddell is offering to arrange for a donor to commission an original work of art to commemorate Scipio Africanus Jones’ role in the fight for racial justice in Arkansas. The plan is for the donor to either donate the work of art to be used in fundraising by the Foundation or to retain the original and authorize the Foundation to be able to use prints as thank you gifts for major donations. After questions there was a closed discussion, the Board decided to pursue this partnership with Mr. Waddell and Mr. Wade.

4. **Executive Director’s Report- Mr. Bates-Rogers**
   a. **NAIP Letter to Federal Reserve** (https://bit.ly/36WFFVA): Mr. Bates-Rogers explained that he has agreed to sign the referenced letter which was drafted by the National Association of IOLTA Programs. The letter
requests that the Federal Reserve take into consideration the community development impact when banks participate in Preferred IOLTA Bank programs, in which banks voluntarily pay above market rates to support legal aid for the indigent. If banks are assured that they will receive Community Reinvestment Act credit for participating in the Preferred IOLTA Bank Program, more banks are likely to participate. The Foundation has signed on to a similar letter to another Community Reinvestment Act regulator in the past.

b. New Donor Management System-Little Green Light: The Foundation switched donor management softwares, because it saves money, it is more user friendly, provides more functionality, tracks volunteer hours and is just overall more modern.

c. Campaign for Legal Aid: Mr. Bates-Rogers provided a brief review of donations that were received during the campaign for legal aid by county. Three new counties were added to the county campaign this year.

4. IOLTA Program Report-Ms. Walker: Ms. Walker provided a brief update on the IOLTA trends report. The Preferred banks generated $335,330.30 as of January 2021. We have a total of 2,433 active IOLTA accounts. Preferred bank rates have dropped to 0.50% due to the pandemic and we have only lost 4 preferred banks.

5. Finance Committee Report-Ms. Schild
   a. Oct. Financial Report (https://bit.ly/3dD6lis): Total assets are $2,543,825 including Endowment funds at AR Community Foundation. Revenue was $48,994. All expenses were standard. Budget versus actual amounts were reviewed. The decline in IOLTA revenue was anticipated, based on the Federal Reserve’s actions to reduce interest rates.

   b. Nov. Financial Report (https://bit.ly/3unRn5J): Total assets are $2,576,613 including Endowment funds at AR Community Foundation. All expenses were standard. Total income was $49,430. IOLTA revenue was $34,705. Budget versus actual was reviewed. After review, Ms. Smith made a motion to approve the financials for Oct. and Nov. as presented, motion seconded by Mr. Clary, motion passed unanimously.

   c. Dec. Financial Report (https://bit.ly/3pEgJsw): We have received draft financials for Dec. and Jan. We are waiting to receive the 1099 from Stephens before we go into further discussion and approval. We had $106,000 in income for Dec., $32,000 in unclaimed funds and donations
contributed to this. Expenses remain low and standard. We will approve the Dec. financials at the next meeting.

d. Endowment Statement: The Endowment went up, although the statement does not match because we are on a modified-cash basis of accounting and the gains are still unrealized.

e. Stephens Statement: Investments did well last year. The Finance Committee will be meeting with our investment manager, Marion Fulk, at its next meeting.

f. Reserve Calculation: We want to have $401,173.87 in our reserve. We currently have $296,606. Ms. Schild reviewed the formula used to calculate the target reserve. The Finance Committee sets the target reserve according to the formula at the beginning of each year. Mr. Light made a motion to authorize Mr. Bates-Rogers to fully fund the reserve and move funds from available accounts to fund the Reserve, motion seconded by Mr. Brooks. Ms. Nye asked for clarification on how the reserve amount is calculated. Ms. Schild reviewed the calculation and clarified that the reserve amount can change each year, depending on the amounts budgeted for grants, last year's grants, and budgeted overhead. Motion passed unanimously.

g. Investment Allocation Analysis: We are currently out of compliance with the investment policy for the moderate-risk portfolio. This is a result of a cycle of investments being converted to cash, but then being paid out as grants. The Finance Committee decided to proceed by meeting with our investment advisor to determine whether to accelerate the liquidation of equities or to change the investment policy.

h. Preferred Banks Rate: The preferred banks rate is at 0.50%. We will maintain and watch that rate and if we need to do something different, we can call an executive meeting and make changes accordingly.

6. Governance Committee Report- Mr. McKinney
a. Audit RFP Issued: A request for proposals for Audit Services has gone out and will close at the end of this month. The Governance Committee will meet to select the auditor.
b. Selection of Board Member Pending: If anyone has thoughts on potential members please let us know. We would like to reflect the diversity of Arkansas.

7. Project and Partner Organization Updates (for information)
   a. Access to Justice Commission Report (https://bit.ly/3dG2bpV) – Mr. Mayfield received late notice of the Foundation meeting and was unavailable. Mr. Bates-Rogers provided an update on Commission business. Kara Butler recently completed a survey of technological resources available at courthouses throughout Arkansas. Her recommendation was that courts point public access terminals at courthouses to a webpage on the Supreme Court’s website with self-help resources. The report will be available on our website shortly. Mr. Bates-Rogers also explained that an updated justice index will be released this year. The Justice Index is compiled by Fordham Law School and ranks states based on various factors that impact the accessibility of courts. The Commission will be reviewing the new Justice Index and working to implement its recommendations for Arkansas.

b. Legal Aid Program Updates: Ginger Risner provided a brief update. Ginger’s position as grants coordinator was funded by the Foundation. Legal Aid of Arkansas is transitioning their grants management system from a spreadsheet to Salesforce. This will also enhance capacity for tracking individual donations. They closed almost 7,000 cases in 2020, 95% were handled by staff. Almost 23% of cases have had a COVID nexus. CALS and LAA have started their Beyond Opioid Program. 500 cases have been opened through this program since it launched in September.

c. Center for AR Legal Services: Kendall Lewellen provided a brief update. CALS has been able to get the equipment necessary to work remotely during the COVID-19 pandemic. This includes a phone system upgrade that allows all offices to be on the same phone system, providing a better experience for clients when they need to be transferred between offices. They have created a new website and hired a communications specialist. Social media has been a useful tool to reach potential clients during social distancing. Ms. Lewellen also reviewed upcoming clinics sponsored by CALS.

8. Resolution to Change Authorized Persons on Accounts (for approval): Mr. Clary made a motion to approve the Resolution changes to the authorized signer accounts, motion seconded by Mr. Warren, motion passed unanimously.
9. Adjourn: Mr. Clary made a motion to adjourn, seconded by Ms. Sonko, motion passed unanimously.

11. Next Meeting Date: June 4th, 9 a.m. (Joint Meeting with Access to Justice Commission)
Executive Committee:
Action Taken By Electronic Vote
Hi all,

We need to reduce the balance in our Centennial checking account below the FDIC insurance limit. This is the account that holds our unclaimed and unidentifiable funds. These funds are restricted for two years and need to be held in cash for that period.

After reviewing our options, I believe the best option is to convert the existing checking account at Centennial to an insured cash sweep account. This product will automatically sweep out funds in excess of $250,000 to other FDIC-insured institutions without changing our account number or requiring staff to make manual transfers between accounts each time additional funds are deposited.

See the attached for more info. I have removed the signer pages because they contain social security numbers, but the signers will remain Hillis, Desirae', and myself. I will also add all of our existing banks to the exclusion list.

I'd like to get this change made before our next board meeting and, therefore, am asking for Executive Committee approval. Please respond with your vote or to let me know if you'd like to schedule a call to discuss this.

Thanks!

--
Jordan Bates-Rogers, J.D.
Executive Director
Arkansas Access to Justice Commission & Foundation
1111 West 6th Street, Suite D
Little Rock, Arkansas 72201
501.492.7174
www.arkansasjustice.org
I vote to approve.

J. Cliff McKinney, II | Quattlebaum, Grooms & Tull PLLC | [Redacted]

Yes vote for me as well.

Hillis Schild

I approve

Hillis Schild

On Apr 9, 2021, at 5:12 PM, Sainabou Sonko <[Redacted]> wrote:

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Katherine Stephens
To: Hillis Schild, Sainabou Sonko, Cliff McKinney, Brian Clary, Jordan Bates-Rogers
<jrogers@arkansasjustice.org>

I vote to approve

Sent from my iPhone

On Apr 9, 2021, at 10:18 PM, Hillis Schild wrote:

I approve

[Quoted text hidden]

Brian Clary
To: Katherine Stephens
Cc: Hillis Schild, Sainabou Sonko, Cliff McKinney, Jordan Bates-Rogers
<jrogers@arkansasjustice.org>

Good morning. I approve as well.

Y'all have a good week!

[Quoted text hidden]

--
Brian Clary
Deputy Prosecuting Attorney
22nd Judicial District
102 S. Main Street
Benton, Arkansas 72015

Jordan Bates-Rogers
To: Brian Clary
Cc: Katherine Stephens, Hillis Schild, Sainabou Sonko, Cliff McKinney
<jrogers@arkansasjustice.org>

Thanks, everyone! We'll get this taken care of this week.

[Quoted text hidden]
Governance Committee:
Action Taken By Electronic Vote
Hi all,

I have some sad news and some good news. The sad news is that one of our current board members, Tyler Ginn, who I had planned to have reappointed by the Bar Association has let me know that he has other commitments and can no longer serve.

While we are sad to lose Tyler, the good news is that we can now add both of the two board candidates we had discussed as final possibilities (Gwen Rucker and Tabitha Lee). Gwen Rucker has let me know that she is willing to serve. Because our other final candidate, Tabitha Lee, is not a member of the Bar Association, we will need to do some shuffling of board slots to get both of them added.

Please reply to let me know if:

A) you would like to have another meeting to discuss options; or

B) you are okay with Gwen Rucker being recommended for appointment by the Bar Association and Tabitha Lee being recommended by the Governance Committee for election to an at-large position.

Thanks!

P.S. For those of you who had conflicts, the Governance Committee selected HCJ as our new auditor at its last meeting. They’ve let me know that they expect to be able to have an audit report ready for your review in June.

--
Jordan Bates-Rogers, J.D.
Executive Director
Arkansas Access to Justice Commission & Foundation
1111 West 6th Street, Suite D
Little Rock, Arkansas 72201
501.492.7174
www.arkansasjustice.org
I am fine with moving forward with Gwen and Tabitha.

J. Cliff McKinney, II | Quattlebaum, Grooms & Tull PLLC |

[Quoted text hidden]

Debby Thetford Nye <[email protected]>
To: Cliff McKinney <[email protected]>
Cc: Jordan Bates-Rogers <rogers@arkansasjustice.org>, Aaron Brooks <[email protected]>, Sainabou Sonko <[email protected]>, Tameka Parker <tparker@arkansasjustice.org>

Thu, Mar 18, 2021 at 12:16 PM

Sorry to have missed the meeting, but it seems all is falling into place nicely. I agree with Cliff, let's go with both candidates and adjust the slots. They both are great nominees.
Debby Thetford Nye
Attorney at Law

[Quoted text hidden]

Stacey D. Pectol <[email protected]>
To: Debby Thetford Nye <[email protected]>, Cliff McKinney <[email protected]>
Cc: Jordan Bates-Rogers <rogers@arkansasjustice.org>, Aaron Brooks <[email protected]>, Sainabou Sonko <[email protected]>, Tameka Parker <tparker@arkansasjustice.org>

Thu, Mar 18, 2021 at 12:23 PM

I like the idea of moving forward with Gwen and Tabitha as well. Thank you.
Stacey

[Quoted text hidden]
I also agree on adding Gwen and Tabitha.

On Mar 18, 2021, at 12:23 PM, Stacey D. Pectol wrote:

[Quoted text hidden]

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Hi Jordan - option B works for me but happy to hop on a call with the group if needed. Thanks!

[Quoted text hidden]
Hi all,

I'm finalizing the agenda for our board meeting on June 4th and just needed to confirm a couple of items from the Governance Committee.

First, our current officers have let me know that they are willing to serve another term. Cliff McKinney-President, Sainabou Sonko-Vice President, Hillis Schild-Treasurer, and Brian Clary-Secretary. Second, Jonathan Warren is interested in being re-elected to his at-large position.

Would you all like to nominate these folks for re-election via email or have a quick meeting to discuss?

Also, our audit is wrapping up, but the auditors have let me know that the final audit report will not be ready until after the June 4th meeting. I think this is understandable, give the timeline of when they were selected for the audit. I'll let you all know when the audit report is ready so we can schedule a Zoom to discuss with the auditors.

Thanks! Looking forward to seeing you all virtually next week!

---
Jordan Bates-Rogers, J.D.
Executive Director
Arkansas Access to Justice Commission & Foundation
1111 West 6th Street, Suite D
Little Rock, Arkansas 72201
501.492.7174
www.arkansasjustice.org

Sainabou Sonko
Thu, May 27, 2021 at 12:25 PM
Hi Jordan - I think email would be fine but happy to defer to the larger group consensus.

Cliff McKinney
Thu, May 27, 2021 at 12:26 PM
I agree with Sainabou.

J. Cliff McKinney, II | Quattlebaum, Grooms & Tull PLLC |
I agree and make a motion to nominate each of our current officers to serve another term in the same respective capacities.

FROM: Cliff McKinney <clare McKinney@arkansasjustice.org>
Sent: Thursday, May 27, 2021 12:26 PM
To: Sainabou Sonko <sainabou sonko@arkansasjustice.org>; Jordan Bates-Rogers <jrogers@arkansasjustice.org>
Cc: Aaron Brooks <aaron brooks@arkansasjustice.org>; Debbny Nye <debbny nye@arkansasjustice.org>; Stacey Pectol
Subject: RE: Nominations for Re-election & Audit Update

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[Quoted text hidden]

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Stacey D. Pectol <stacey d. pectol@arkansasjustice.org>
To: Aaron Brooks <aaron brooks@arkansasjustice.org>; Cliff McKinney <clare McKinney@arkansasjustice.org>; Sainabou Sonko
Cc: Debbny Nye <debbny nye@arkansasjustice.org>
Thu, May 27, 2021 at 12:53 PM

I agree and second Aaron’s motion.
Stacey Pectol
Clerk of the Courts | Arkansas Supreme Court | Arkansas Court of Appeals
The Justice Building | 625 Marshall Street | Little Rock, AR 72201

[Quoted text hidden]
June 4th Meeting of Access to Justice Commission & Foundation--Agenda & Materials

Debby Thetford Nye <[redacted]>
To: Jordan Bates-Rogers <jrogers@arkansasjustice.org>

Tue, Jun 1, 2021 at 5:12 PM

Thanks for this reply. We are off to Tulsa to ride bikes and eat great food.
Sorry to not reply to the motion on nominations. I did not appreciate there was a call to vote. So, i do vote yes on the motion. Perfect solution. Thanks always for your great work and hopefully you two can get away soon. Take care.

Debby Thetford Nye
Attorney at Law

[Quoted text hidden]