

**TCDLEI
Board
Meeting
Date**

Texas Criminal Defense Lawyers Educational Institute Board Motions

- 9/7/16 **Adjourn Meeting**
MOTION: Adjourn meeting at 4:21 pm made by Shirley Baccus-Lobel, seconded by Joseph Cordova – motion carries.
- 9/7/16 **MOTION – June 17, 2016, Minutes**
Motion to approve minutes from June 17, 2016, TCDLEI Board Meeting held in San Antonio made by Clay Steadman, seconded by Shirley Baccus-Lobel – motion carries.
- 6/17/16 **MOTION: Adjourn meeting at 9:37 am made by David Guinn, seconded by Shirley Baccus-Lobel – motion carries.**
- 6/17/16 **MOTION: Clay Steadman as a Signature Signor**
Motion to add Clay Steadman as a signature signor made by Lance Evans, seconded by Frank Suhr – motion passes.
- 6/17/16 **MOTION: Reappointments FY2017**
Motion to reappoint Shirley Baccus-Lobel, Frank Suhr and Kameron Johnson for another term made by Lance Evans, seconded by David Guinn – motion carries.
- 6/17/16 **MOTION: To approve 2017 Slate**
Chair Lance Evans
Vice Chair Clay Steadman
Secretary Jimmy Gonzalez
Past Chair David Guinn

Motion made by Lance Evans, seconded by David Guinn – motion carries.
- 6/17/16 **MOTION: Grant Applications**
Frank authorizes that TCDLEI and TCDLA move forward to apply for grants made by Frank Suhr, seconded by Clay Steadman – motion carries.
- 6/17/16 **MOTION: FY17 Budget**

Motion to approve the FY17 Budget made by Lance Evans, seconded by Michael Gibson - motion carries.

- 6/17/16 **MOTION: April 6, 2016, Minutes**
Motion to approve minutes from April 6, 2016, TCDLEI Conference Call Board Meeting made by William House, seconded by Michael Gibson – motion carries.
- 4/6/16 **MOTION: Adjourn meeting at 4:18pm made by David Guinn, seconded by Shirley Baccus-Lobel – motion carries.**
- 4/6/16 **MOTION: December 5, 2015, Minutes**
Motion to approve minutes from December 5, 2015, TCDLEI Board Meeting made by William House, seconded by Lance Evans – motion carries.
- 12/5/15 **MOTION: Adjourn meeting at 8:02 am made by Lydia Clay-Jackson, seconded by William House – motion carries.**
- 12/5/15 **MOTION: TCDLEI Banner**
The TCDLEI banner should be replaced due to wear and tear. Cost is approximately \$179.
Motion to purchase a new banner made by Lydia Clay-Jackson, seconded by Lance Evans – motion carries.
- 12/5/15 **MOTION: September 9, 2015, Minutes**
Motion to approve minutes from September 9, 2015, TCDLEI Board Meeting made by Kameron Johnson, seconded by Michael Gibson – motion carries.
- 9/9/15 **MOTION: Adjourn meeting at 4:42 pm made by Frank Suhr, seconded by Michael Gibson – motion carries.**
- 9/9/15 **MOTION: To have TCDLEI Board Meeting in Austin, December 5, 2015 made by Lance Evans, seconded by Michael Gibson – motion carries.**
- 9/9/15 **MOTION: FY 2015-16 TCDLEI Budget**
To approve the FY 2015-16 Budget by Kameron Johnson seconded by Michael Gibson – motion carries.
- 9/9/15 **MOTION: June 19, 2015, Minutes**
Approve minutes from June 19, 2015, TCDLEI Board Meeting made by Lance Evans

seconded by William House – motion carries.

- 9/9/15 **MOTION: New Board Members To nominate and approve Lydia Clay-Jackson and Clay Steadman made by Katherine Kase – motion passed.**
- 6/19/15 **MOTION: Adjourn meeting at 9:55 am made by Michael Gibson, seconded by Kameron Johnson – motion carries.**
- 6/19/15 **MOTION: Motion to approve Lance Evans as Vice Chair for 2016 and Shirley Baccus-Lobel as Secretary/Treasurer made by David Guinn, seconded by Frank Suhr – motion carries.**
- 6/19/15 **MOTION: Motion to have David Guinn as chair for 2016 made by Kameron Johnson, seconded by Lance Evans – motion carries.**
- 6/19/15 **MOTION: March 4, 2015 Minutes
Approve minutes from March 4, 2015, TCDLEI Conference Call Board Meeting made by William House seconded by Lance Evans – motion carries.**
- 3/4/15 **MOTION: Adjourn meeting at 4:47 pm made by Frank Suhr, seconded by David Guinn – motion carries.**
- 3/4/15 **MOTION; Electronic Vote switch to Allman and Associates
Approve electronic vote to go with Allman and Associates to move from Montemayor and Associates from last 7 years. Budget committee made the recommendation.
Motion made by Frank Suhr, seconded by Shirley Baccus-Lobel – motion carries.**
- 3/4/15 **MOTION; September 3, 2014 and December 6, 2014 Minutes
Approve minutes from September 3, 2014, and December 6, 2014, TCDLEI Conference Call Board Meeting made by Lance Evans Michael Gibson – motion carries.**
- 12/3/14 **MOTION: Adjourn meeting at 4:43 pm made by Frank Suhr, seconded by Kathryn Kase – motion carries.**
- 12/3/14 **MOTION: September 3, 2014 Minutes
Approve minutes from September 3, 2014 TCDLEI Conference Call Board Meeting.**
- 9/13/14 **MOTION: Adjourn meeting at 4:43 pm made by Frank Suhr, seconded by Kathryn**

Kase – motion carries.

9/13/14

MOTION:
To adopt FY2015 budget as presented made by Frank Suhr, seconded by Kathryn Kase – motion Carries

9/13/14

MOTION: June 13, 2014 Minutes
Approve minutes from June 13, 2014 TCDLEI Conference Call Board Meeting.
Motion made by Kathryn Kase, seconded by William House – motion carries.

6/13/14

MOTION: Adjourn meeting at 10:19 am made by Randy Wilson, seconded by William House – motion carries.

6/13/14

MOTION to approve 2014-2015 TCDLEI slate made by Randy Wilson, seconded by Lance Evans – motions carries.

6/13/14

MOTION: If someone has made a pledge and not made a payment in the last three years, they are removed from the list made by Shirley Bacchus-Loebel, seconded by Kathryn Kase – motion carries.

6/13/14

MOTION: to approve all motions passed April 2, 2014 on investment conference call made by Randy Wilson, seconded by William House – motion carries.

MOTION: Motion to move the principal payment to the building fund account made by Kameron Johnson, seconded by David Guinn – 2-for, motion carries.

MOTION: Each month put principal payment to investment account made by Randy Wilson – motion withdrawn.

MOTION: Deposit building fund account 6709 to Wells Fargo investment made by Kameron Johnson, seconded by Randy Wilson – motion carries.

MOTION: Once investment account is opened at Wells Fargo move building fund balance and principal payments to investment account made by Randy Wilson, seconded by Frank Suhr – motion carries

MOTION: Upon maturity date, do not renew Eastland CD made by Randy Wilson, seconded by Billy McNabb.

6/13/14

MOTION: March 4, 2014 Minutes
Approve minutes from March 4, 2014 TCDLEI Conference Call Board Meeting. Motion

made by Randy Wilson, seconded by David Guinn – motion carries.

- 3/4/14 **MOTION: Adjourn**
Meeting to adjourn at 5:52 pm made by David Guinn, seconded by Randy Wilson – motion carries.
- 3/4/14 **MOTION: Gerry Goldstein Fellow**
Frank Suhr made a motion to consider Gerry Goldstein’s fellow pledge fulfilled. A letter to be written for numerous years of service and let Gerry know. Motion made by Randy Wilson, seconded by David Guinn - motion carries
- 3/4/14 **MOTION: December 3, 2013 Minutes**
Approve minutes from December 3, 2013 TCDLEI Conference Call Board Meeting.
Motion made by Randy Wilson, seconded by Lance Evans – motion carries.
- 9/24/13 **MOTION: Adjourn**
Meeting to adjourn at 5:47 pm made by Randy Wilson, seconded by Frank Suhr – motion carries.
- 9/24/13 **MOTION: FY14 Budget**
Motion to approve the FY14 budget as recommended by the TCDLEI budget committee.
Motion made by Randy Wilson, second by Billy McNabb – motion carries.
- 9/24/13 **MOTION: June 14, 2013 Minutes**
Approve minutes from June 14, 2013 TCDLEI Board Meeting in San Antonio. Motion made by Randy Wilson, seconded by Frank Suhr – motion carries.
- 6/14/13 **MOTION: Adjourn**
Meeting to adjourn at 11:44 am made by Frank Suhr, seconded by Lance Evan – motion carries.
- 6/14/13 **MOTION: Slate of Officers and Vacancies**
Motion to approve slate made by Frank Suhr, seconded by David Guinn – motion carries.
- 6/14/13 **MOTION: Board Member Reimbursement Rate**
Motion to authorize reimbursement for annual board meeting at current CDLP limits (\$85 plus tax for hotel, \$36 for meals per day, \$.45 mileage or coach airfare made at least two weeks out) made by Shirley Baccus-Loebel, seconded by David Guinn – motion carries.
- 6/14/13 **MOTION: No Board Travel Reimbursement**
Motion to have no reimbursement for travel for board members made by Frank Suhr,

seconded by Randy Wilson – votes: 1 – for, 12 - opposed - motion fails.

- 6/14/13 **MOTION: Annual Meeting**
Motion made to have one in person meeting per year at Rusty Duncan and remaining meetings to be called by chairperson as needed. Motion made by Randy Wilson, seconded by Michael Gibson – motion carries.
- 6/14/13 **MOTION: March 9, 2013 Minutes**
Approve minutes from March 9, 2013 TCDLEI Board Meeting in Dallas excluding last motion without vote. (The principle and interest payments received from TCDLA should be kept in separate booking entries. The principle is not to be spent until the end of the fiscal year of 2013 without a vote of the TCDLEI BOD. The interest can be used in the operation of TCDLEI.) Motion made by Randy Wilson, seconded by Teana Watson – motion carries.
- 3/9/13 **MOTION: Adjourn**
Meeting to adjourn at approximately 9:00 am made by Phoebe Smith
- 3/9/13 **MOTION: Invest combined fund in something that will earn decent interest like CD into a safe account.** Motion made by Randy Wilson, Tabled, committee to go to an investor.
- 3/9/13 **MOTION: The Fellows/Superfellows fund, Building Fund, and Eastland CD be combined into one investment account.** Motion made by Randy Wilson, seconded by William House– motion carries. Discussion continued on how and where we should invest the money. Kameron suggested committee talk to an investor first.
- 3/9/13 **MOTION: December 8, 2012 Minutes**
Approve minutes from December 8, 2012 TCDLEI Board Meeting in Houston. Motion made by Randy, seconded by Teana – motion carries.
- 12/8/12 **MOTION: Adjourn**
Meeting to adjourn at 8:10 am made by Randy Wilson, seconded by John Young – motion carries.
- 12/8/12 **MOTION: Approval to Transfer \$6,476.46 from the Building Fund to the TCDLEI Operating Account**

Accept recommendation from Budget committee to approve transfer \$6,476.46 from the Building Fund to the TCDLEI Operating Account. Motion made by Kameron Johnson, seconded by John Young– motion carries.

- 12/8/12 **MOTION: Change Chart of Accounts, Add #4180 Trial College Alumni**
Accept recommendation from Budget Committee to approve new line item #4180 Trial College Alumni. Motion made by Kameron Johnson, seconded by David Guinn– motion carries.
- 12/8/12 **MOTION: Electronic Vote - Montemayor, Hill & Company as the auditor for 2012 TCDLEI Audit**
Approve electronic vote November 14, 2012 –Montemayor, Hill & Company as the auditor for 2012 TCDLEI Audit. Motion passes – 10-yes, 0-no, 1-abstention
- 12/8/12 **MOTION: September 15, 2012 Minutes**
Approve minutes from September 15, 2012 TCDLEI Board Meeting in Galveston. Motion made by Kathryn Kase, seconded by David Guinn – motion carries.
- 9/15/12 **Adjourn**
Meeting to adjourn at 8:10 am made by Kathryn Kase, seconded by William House – motion carries.
- 9/15/12 **August 21, 2012 Minutes**
Approve minutes from August 21, 2012 Conference Call meeting. Motion made by Kameron Johnson, seconded by Frank Suhr – motion carries.
- 9/15/12 **Approve Electronic Votes**
- Vote: \$7500 Scholarships for Galveston Seminars**
Approve electronic vote July 20, 2012 – Approval of \$7500 for Scholarships for Galveston seminars – Juvenile, Drug and Appellate.
- Vote: \$1850 Scholarships for Top Gun DWI**
Approve electronic vote August 7, 2012 – Approval of \$1850 from \$7500 for Scholarships for Top Gun DWI.

Motion made by Kathryn Kase, seconded by Frank Suhr – motion carries.
- 9/15/12 **June 8, 2012 Minutes**
Approve minutes from June 8, 2012 TCDLEI Annual Board Meeting in San Antonio. Motion made by Kathryn Kase, seconded by William McNabb – motion carries.
- 6/8/12 **February 2012 Minutes**
➤ Approve minutes from February 25, 2012 TCDLEI Board Meeting in Austin.
Motion made by Randy Wilson

- Motion seconded by William House
- motion carries.

6/8/12

Stop Building Repayment

- To stop posting repayments for building since TCDLEI no longer owns a building.
- Motion made by David Guinn
- Motion seconded by Teana Watson
- motion carries.

6/8/12

Dedicated Psychodrama Funds

- Any funds designated to psychodrama and deposited are designated funds for psychodrama programs.
- Motion made by Randy Wilson
- Motion seconded by Pheobe Smith
- motion carries.

6/8/12

Dedicate Superfellows and Fellows Funds (#1)

- Superfellows and Fellows are considered funds for general scholarships purposes from TCDLEI motion made by Tim Evans
- Motion seconded by Ron Goranson
- motion fails.

6/8/12

Dedicate Superfellows and Fellows Funds (#2)

- Superfellows and Fellow (accounts – 1018 and 1020.9) be considered funds permitted for any legitimate TCDLEI purpose except for board travel expenses.
- Motion made by Ron Goranson
- Motion seconded by Ed Mallett – 8-for, 4-oppose, 1-abstain
- motion carries.

6/8/12

Close Chase Bank Open Wells Fargo Cash Account

- Motion to close Chase Bank Account due to distance from new office and open an account at Wellsfargo, which is closer to the home office for cash received at seminars.
- Motion made by Shirley Baccus-Lobel
- Motion seconded by William House
- motion carries.

6/8/12

Vote on Nomination Recommendations, John Young

- Nomination slate for FY 2012-2013: Pheobe Smith as Chair, Frank Suhr as Vice Chair, Kameron Johnson as Treasurer/Secretary, John Young as Immediate Past Chair. Members renewed for another term are Joseph Cordova, Tim Evans and Billy McNabb.
- Motion made by John Young
- Motion seconded by David Guinn
- motion carries.

6/8/12

Adjourn

- Meeting to adjourn at 2:50 pm made by Randy Wilson
 - Motion seconded by John Young
- motion carries.
- 2/25/12 **December 2011 Minutes**
- Amend minutes regarding Psychodrama Program, remove last sentence on page 2.
 - Motion made by David Guinn
 - Motion seconded by Frank Suhr.
 - Motion carries.
- 2/25/12 **Draft of Future Minutes**
- Move to have the draft of the future minutes sent to all of the board members as quickly as possible for review and edits prior to next board meeting.
 - Motion made by Randy Wilson
 - Motion seconded by John Young.
 - Motion carries.
- 2/25/12 **MOTION: Fundraising Presentation to TCDLA**
- David Guinn or John Young will go to the TCDLA board meeting March 10, 2012 to present the fundraising proposal presented by Pat Ryan.
 - Motion made by Randy Wilson
 - Motion seconded by Lance Evans.
 - Motion carries.
- 2/25/12 **Set Up Psychodrama Account**
- TCDLA staff is approved to set up a Psychodrama account dedicated for Psychodrama programs.
 - Check requests for future events should be submitted 60 days in advance of the program.
 - Motion made by Randy Wilson
 - Motion seconded by David Guinn.
 - Motion carries.
- 2/25/12 **Psychodrama Educational Grant**
- Approve to cut a check for \$7,775, from pledges collected as of today 2/25/12 from the January 2012 Psychodrama Program to cover expenses.
 - Additional requests need to be submitted to TCDLEI.
 - Motion made by Randy Wilson
 - Motion seconded by Frank Suhr.
 - Motion carries.
- 2/25/12 **Move to Executive Session**
- Motion made to go into executive session.
 - Motion made by Randy Wilson
 - Motion seconded by Brent Cahill.
 - Motion carries.
- 2/25/12 **Educational Grants**
- Authorize \$7,500 payment to TCDLA for an education grant for 2012 Psychodrama

Expenses.

- An additional \$7,500 for scholarships will be awarded in March in dependant on TCDLA staff has provided TCDLEI Board with current proper financials by March 31st.
- Also included is written verification from the Texas Court of Criminal Appeals staff of items that will or will not be reimbursed regarding building expenses and rent. A copy of all communications with the court will be provided. Send a final copy of the budget and a budget verses actual on a monthly basis.
- Motion made by Randy Wilson
- Motion seconded Teana Watson.
- Motion carries.

2/25/12

Adjourn at 1:45 pm.

- Motion made by David Guinn
- Motion seconded by Brent Cahill.

Motion carries.

12/3/11

Minutes

- Motion to adopt the minutes from the TCDLEI Board Meeting on September 24, 2011, in Austin made by Randy Wilson
- Motion seconded by Phoebe Smith.
- Motion carries.

12/3/11

Building Expense Definition Vote

- Official vote
- 14 for; 2 opposed.
- Motion carries.

12/3/11

Close Bank Account

- Close current bank account with improper tax ID and open a new cash account at Compass Bank.
- New Signatures are to include John S. Young, Frank Suhr and Kameron Johnson.
- Motion to adopt made by Randy Wilson
- Motion seconded by Teana Watson.
- Motion carries.

12/3/11

Amendment to the Budget for Two Voice Ads

- Proposed amendment to the prior budget for advertising in the *Voice for the In Memoriam* and Fellows/SuperFellows ad for a total of \$800.
- Motion to adopt made by Shirley Baccus-Lobel
- Motion seconded by Pheobe Smith.
- Motion carries.

12/3/11

Amendment to Budget for Building Repayment Plan, Scholarships, Reserve Account

- Building repayment of \$28,175.11 divided into 36 monthly payments of \$782.64 leaving a balance of \$30,012.95 for scholarships and an LEI reserve account with \$7,500.

- Motion to adopt made by Lance Evans
- Motion seconded by Kathryn Kase
- Motion carries.

12/3/11

Non-recurring Expenses

- Shirley Baccus-Lobel suggested limiting non-recurring expenses to \$1500; anything in excess of \$1,500 would need board approval.
- Motion to adopt made by Shirley Baccus-Lobel
- Motion seconded by Kathryn Kase.
- Motion carries.

12/3/11

To repeal the MOTION to ask the staff to submit printing costs to the Court of Criminal Appeals to pay for the *Voice*.

- Motion to adopt made by Pheobe Smith
- Motion seconded by Lance Evans.
- Motion carries.

12/3/11

Adjourn at 9:05 am.

- Motion made by Randy Wilson.
- Motion carries.

9/24/11

Minutes

- Brent Cahill’s amendments to the June 10, 2011 minutes are as follows:
 1. On page 2, under financials, replace the word for with the word from;
 2. Move \$7500 from general fund to building fund sentence to right before the sentence beginning with “Discussions”;
 3. Change “rename” to “renamed”;
 4. Under changing TCDLEI chart of accounts, change “rename” to “renamed”;
 5. TCDLEI, reimbursement to building account will be noted at bottom of financials;
 6. Under sublease, page 3, add “approve by TCDLA”, and “extra unused office space to any private individual approved by TCDLA”;
 7. Under Old and New Business, delete the last sentence “This request would come out of the Judicial Training Grant.”
- Motion made by Brent Cahill
- Motion seconded by Randy Wilson.
- Motion carries.

9/24/11

Fy 2012 Budget

- Motion to adopt FY 2012 budget with above amendments made by Frank Suhr
- Motion seconded by Lance Evans.
- 15 for; 2 opposed.
- Motion carries.

9/24/11

Meet In Houston For December 3, 2011 Board Meeting

- Motion made by Lance Evans
- Motion seconded by Kathryn Kase.
- Motion carries.

- 9/24/11 **Adjourn At 8:20 Am.**
- Motion made by Shirley Baccus-Lobel.
 - Motion carries.
- 06/10/11 **Approval of Minutes**
- Motion by John Young to approve February 2011 minutes
 - One amendment under Home Office Rent – remove “and the CCA considers rent as profit since there is no note on building.” From the second paragraph
 - Motion seconded by Teana Watson
 - Motion Carries
- 06/10/11 **Submission of IRS 990/990T**
- Motion by Randy Wilson
 - Motion seconded by William House
 - Motion Carries
- 06/10/11 **Changing TCDLEI Chart of Accounts**
- Motion by Teana Watson to make following changes to the chart of accounts:
 - Money Market rename as Money Market/Building Fund
 - Inactive: 4080 publication sales, 5020 mortgage interest
 - Add: Elevator contract
 - Motion seconded by John Young
 - Motion Carries
- 06/10/11 **Outstanding Trial College Hospitality Expenses - \$294.36**
- Motion by William House to pay non-alcohol Trial College Hospitality expenses.
 - Motion seconded by John Young
 - Motion Carries
- 06/10/11 **Starbucks Coffee Expense - \$54.88**
- Motion by David Guinn to approve motion made by Brent Cahill not approving payment of Starbucks Coffee for February 2011 Board Meeting in Austin
 - Motion seconded by Lance Evans
 - Motion Carries
- 06/10/11 **Travel Expense to Austin on 04/09/11 for non-TCDLEI Meeting - \$398.41**
- Motion by Randy Wilson to approve travel expenses for TCDLEI board member for non-TCDLEI Meeting in Austin on 04/09/11
 - Motion seconded by Lance Evans
 - Motion Carries
- 06/10/11 **Mileage Rate \$0.45**
- Motion by John to change mileage rate from \$0.50 to \$0.45 effective today
 - Motion seconded by Frank Suhr
 - Motion Carries
- 06/10/11 **Building Update – Sublease**
- Motion by Randy Wilson to approve TCDLA to sublet to any private individual’s

office space

- TCDLA continues to pay the full amount of \$6,167 of rent. Ongoing efforts to provide CCA with documentation to meet state auditors needs.

- Motion seconded by John Young
- Motion Carries

06/10/11

Forgive CDLP FY2011 AV Rental

- Motion by Randy Wilson to forgive CDLP for AV rental for FY2011 to date. No free rental from this point forward
 - TCDLA/CDLP may purchase AV equipment. Currently CDLP is using TCDLEI AV for no charge
- Motion seconded by Lance Evans
- Motion Carries

06/10/11

Lubbock Land

- Motion by Frank Suhr to have David Guinn investigate Lubbock property donated by Charles and Shirley Butts in order to have it sold
 - Joseph will send a letter to Charles Butts with tax appraisal amounts
- Motion seconded by Randy Wilson
- Motion Carries

06/10/11

Nomination Slate

- Motion by Randy Wilson to approve Nomination Committee's recommendation of slate of officers
- Motion seconded by Lance Evans
- Motion Carries

06/10/11

Adjourn

- Motion by David Guinn to adjourn meeting at 10:50 a.m.
- Motion seconded by Lance Evans
- Motion Carries

02/26/11

Approval of Minutes

- Motion by Randy Wilson to approve December 2010 minutes
- Motion seconded by William House, Jr.
- Motion Carries

02/26/11

Home Office Rent

- Motion by Shirley Baccus-Lobel for the Chair to appoint a committee to review the standard business structure for non-profits.
- Motion seconded by Pheobe Smith.
- Question to call by Randy Wilson.
- Motion fails by 9 to 5 vote.

02/26/11

AV Rental Fees (Effective September 1, 2010)

- Motion by Randy Wilson to approve the AV rental rates.

- Motion seconded by John Young.
 - Motion Carries.
 - Motion by Randy Wilson, TCDLEI AV equipment cannot be used by an entity without charge unless approved by the Board.
 - Motion seconded by Shirley Baccus-Lobel. Motion carries.
- 02/26/11 **Elevator Contract**
- Motion by David Guinn, Jr. to adopt service contract with Schindler Elevator for 2 years.
 - Motion seconded by John Young.
 - Question by Randy Wilson. No opposition.
 - Motion carries.
- 02/26/11 **Late Rent Payment**
- Motion by John Young to waive late rent fees.
 - Motion seconded by David Guinn, Jr.
 - Motion carries
- 02/26/11 **Date and Time of Future Board Meetings**
- Motion by Randy Wilson, next LEI board meeting be held in San Antonio, TX, June 10, 2011.
 - Motion seconded by David Guinn, Jr.
 - Motion carries.
- 12/04/10 **Approval of Minutes**
- Motion (Randy Wilson) to approve September 2010 minutes
 - Motion seconded (William House, Jr.)
 - Motion carries
- 12/04/10 **New Building Remediation**
- Motion (Randy Wilson) to approve the remediation work of the new building
 - Motion seconded (John Young)
 - Motion carries
- 12/04/10 **O'Quinn Foundation Submission**
- Motion (Randy Wilson) to approve electronic vote
 - Motion seconded (John Young)
 - Motion carries
- 12/04/10 **FY 2011 Budget**
- Motion to approve budget
 - Motion carries
- 9/4/10 No Motions
- 6/4/10 **Grant Submissions: Private Grants for Forensics**
 State Bar Foundation – \$10,000 awarded
 Dallas Bar Foundation -- \$2500 awarded

Both the above are to fund non-lawyers for the innocence track at Forensics.

Vaughn Grant (submitted June 2, 2010, for award in FY 2011)

- Motion to approve vote of the board via telephone and email
- Motion carries.

6/4/10

Randy suggests placing a 6 week cap on all future grant applications to give the board adequate time for examination and approval. After discussion the following motion is made and approved:

- Motion (Shirley) for the executive director to write guidelines and submit them to the board
- Second (John Young)
- Motion Carries

6/4/10

The following members are at the end of their terms and are renominated:

- Jaime Gonzales
- Kameron Johnson
- Shirley Baccus-Loebel
- David Guinn

The following officers are nominated:

- Brent Cahill, Chair
- John Young, Vice-Chair
- Pheobe Smith, Sec/Treas
 - Motion to Accept the report of the Nominations Committee
 - Motion Carries

6/4/10

Election of Board and Officers

- Motion to elect the officers and board members nominated in the report of the Nominations Committee
- Motion Carries

6/4/10

Joseph recommends a change in lighting (\$2600) that will enable LEI to receive a \$1700 rebate from the City of Austin, as well as savings over the long-term.

- Motion to change lighting
- Motion Carries

6/4/10

At the last meeting, Michelle Esparza volunteered to call former tenant Carlos Garcia and find out why he wanted to be reimbursed.

- Motion to pay \$2799 in moving and wiring expenses by end of 2010
- Motion Carries

6/4/10

TCDLEI By Law Amendments by Ron Goranson

Article III - Members

Section 1. Qualifications The members of the Institute shall consist of duly licensed attorneys and citizens interested in the education of attorneys in criminal defense techniques.

Suggested Change:

Section 1. Qualifications, Charter Members, Voting Members

a. Qualifications. A duly licensed attorney or a citizen interested in the education of attorneys in the practice of criminal defense law is eligible for membership in the Institute. To become a member, a person must apply as described in Sec. 7 below.

b. Charter Members. Charter members of the Institute shall consist of those members who have contributed more than \$250.00 to the Institute prior to June 15, 2010, or who have been elected Fellows prior to June 15, 2010, as described in Section 3 below.

c. Voting Members. The only members who shall have the right to vote on any Institute issues, business matters, or bylaws are those members who qualify as Charter Members described above, or who become Fellows, as described in section 3 below.

Section 2. Title. The *voting* members of the Institute shall be referred to collectively as the Membership.

Section 5. Voting.

a. Each *Voting Member* of the Institute shall be entitled to one vote on all matters voted upon by the Membership. NO PROXY VOTING SHALL BE PERMITTED.

b. Except as otherwise provided, action by the Membership shall be require the affirmative vote of a majority of the *Voting Members* present at a meeting attended by a quorum.

Section 7. Application for Membership.

a. Each application for membership must be endorsed by one Voting Member of the Institute.

b. All applications shall be subject to approval by the Board of Directors.

c. An initial payment of \$250.00 must accompany the application for membership.

d. If the applicant is an attorney, he/she must be in good standing with the bar association or state which has licensed said attorney.

e. If the applicant is not an attorney, then she/he shall meet such standards as may be set by the Board of Directors, with the primary consideration being the applicant's interest in the education of criminal defense lawyers.

➤ Motion to approve above by-law changes

➤ Motion Carries

Discussion of monies owed TCDLA

2/26/10

➤ Motion (David Guinn) to reimburse \$8779 to TCDLA for purchase of equipment

➤ Second (Teana)

➤ Motion Carries

Discussion of Crisis Relief Fund:

2/26/10

It is decided to contact the donors, explain why the funds (\$700) were not sent, and ask what should be done with the money.

➤ Motion (David Guinn) to call people on 911 donations and ask how they want TCDLEI to spend the money. Amended by Randy's suggestion to ask them to donate to the building fund.

➤ Second

- Motion Carries
- 2/26/10 Garcia & True request for reimbursement.
Former tenant Carlos Garcia wants moving expenses (about \$2700) for vacating 600 W. 13th St. Lease had expired and tenant was month-to-month at the time notice to vacate was given.
- Motion for Michelle to call Carlos and report back at the next meeting.
 - Second
 - Motion Carries.
- 2/26/10 Compensation for Leasing Agent, John Crismond:
- Motion to pay \$500 to pay Crismond for gathering comps in area of 6808 Hill Meadow
 - Second
 - Motion Carries
- 2/26/10 Note Payments:
- Motion (Brent) to authorize Chair and/or co-chair to make payments from the building fund to make payments over note (\$3700/month) against principal.
 - Second
 - Motion carries
- 12/5/09 Adoption of Formal Check Signing Approval Limits:
- Motion by Bill House to establish limits as follows
 - \$0-\$25,000 requires 2 signatories
 - \$25,001-\$100,000 requires approval of executive committee
 - \$100,001+ requires board approval
 - Seconded by John Young
 - Motion Carries
- 12/5/09 Resolution authorizing Joseph Martinez to execute all necessary documents to close the purchase of 6808 Hill Meadow, to deposit funds into TCDLEI accounts, and transfer any and all funds to banking institutions which provide maximum FDIC protection.
- Motion to adopt above resolution: John Young
 - Second: Bill Price
 - Motion Carries
- 9/26/09 Randy reports on the TCDLEI audit. There were no issues.
- Motion to accept the audit
 - Motion Carries
- 9/26/09 Randy wants to move publications to TCDLA so they can be kept up-to-date.
- Motion to transfer publications to TCDLA
 - Motion Carries (6 Ayes-2 Nays)

- 9/26/09 Joseph reports on Hill Meadow property.
- Motion: Ron moves to purchase the property
 - Amendment: Phoebe proposed to say purchase subject to appraisal
- Motion withdrawn – Randy says Joseph is already authorized to “pull the trigger” so no motion is needed.

- 9/26/09 During Executive Session the following motions were passed:
- Resolved to give TCDLA the publications (3). Goranson moved Cahill seconded
 - Resolved to move the money and close the accounts and buy the CD’s. Goranson moved and Cahill seconded
 - Resolved to convert Fellows all but \$100 to a CD. Goranson moved and Cahill seconded.
 - Resolved to furnish all board members with copies of contract we send to sellers and to furnish board members contract if accepted. Lobel moved and Goranson seconded

- 6/4/09
- Motion to have a contract between LEI and LA for administrative fees.
 - Motion to table until Brent and LA can negotiate
 - Motion carries (tabled)

- 6/4/09
- Motion to change Chart of Accounts to have details as set out on budget sheet
 - Motion carries

- 6/4/09 Discussion with Kirby (of Sweetwater Bank) via conference phone of possible short-term investments for building proceeds. There is \$981,000 total with Fellows funds.
- Motion for 6-12 month interest-bearing account as determined by the Chair, ED, etc., in Sweetwater Bank.
 - Discussion.
 - Motion for Amendments
 - ❖ CDs at SW Bank for 6 months and then examine other banks
 - ❖ CDs (¼ at 6 mo, ¼ at 9 mo, ½ at 12 mo) to get the benefit of rising interest rates, if any.
 - Amendments fail (not accepted)
 - Motion carries (w/o amendments)

Bylaw Amendment: 1-yr terms for officers have been proposed by Nominations Committee.

- Motion to Amend the following Articles of the bylaws:
 - ❖ Art. V § 1(b) of the bylaws concerning qualifications, to add at end of sentence, “and shall have completed at least one 3-year term on the LEI Board of Directors.”

- ❖ Art. V § 2(a), “at the annual meeting of the Board and each annual meeting thereafter, a chair of the Institute shall be elected by the Board for a period of one year, or until the qualified successor Chair is elected.” (same corrections for Vice-Chair and Sec/Treas.)
- Motion Carries

Nominations Committee Report (Phoebe Smith, Chair):

Slate: Officers

- Chair: Randy Wilson
- Vice-Chair: Brent Cahill
- Sec/Treas: John Young

Board: Directors nominated to subsequent terms

- Michele Esparza – District 8
- Phoebe Smith – District 14

Nominees for Vacant Director Positions:

Expiring in 2009:	Nominee:
District 5	Lance Evans (Ft Worth)
District 11	Frank Suhr (New Braunfels)

Expiring in 2010:	
District 12	Jaime Gonzalez (Hidalgo)

Expiring in 2011:	
District 7	Bill House (Henderson)
District 10	Angela Moore (Bexar)
District 13	Teana Watson (Sugarland)

Brent reports on result of the Bylaw amendment and calls for nominations from the floor. As there are none:

- Motion to accept the slate of candidates as presented
- **Motion Carries**

Pending Sale of Nueces Property:

- Motion for realtor to take backup contracts
- **Motion Carries**

- Motion for a Board Resolution authorizing Joseph and Randy to transfer funds to another bank
- **Motion Carries**

Sale of Nueces:

- Motion to Close on 1707 Nueces on May 15, 2009

3/7/09

- **Motion Carries**
- Motion to use all proceeds and income from both properties for a future home for TCDLEI to purchase for TCDLA and the funds may not be expended for any other purpose except by 2/3 majority vote of the LEI Board
- **Motion Carries**

Scholarships/Sponsorship of Rusty:

LEI previously committed 42 scholarships for Rusty. Joseph requests LEI to make up for the at-cost (\$208) for \$17,174 (for judge and PD scholarships provided by CCA). Randy wants:

1. LEI designated as the sponsor of Rusty if they give the above funds
 2. LEI “propaganda” letter on letterhead signed by Randy in judges’ packets
- So Moved (scholarships contingent on LA’s agreement to 1 & 2 above)
 - Motion Carries

Further, board wants a letter of acceptance for scholarship recipients stating that LEI is the sponsor

- So Moved
- Motion Carries

12/13/2008

Building Update: TCDLEI will be closing on the old home office Feb 13, 2009. Everything is going according to plan. Randy suggests that because of the tax implications LEI should look into reinvesting in a new building, or in our current one, and seek advice from real estate lawyer, R. Keister.

- Motion to have lawyer look at our real estate tax situation and possibilities of reinvesting the money from the sale
- **Motion carries**

In response to inquiry regarding giving 30 days notice to TCDLEI prior moving, Rick declines, as TCDLA has already given the 60 days required at the last board meeting. TCDLA cannot postpone moving any longer.

- Motion to table this topic until after the by-law discussion
- **Motion carries**

12/13/2008

By Law Amendments

Ron goes over the amendments that were prepared based on Joe Boggins’ recommendation.

- Motion to adopt by-law amendments
- **Motion carries**
- Motion that by-law amendments take effect immediately
- **Motion carries**

12/13/2008

Resignations from TCDLEI

- ★ Lydia Clay-Jackson
- ★ Bobby Mims
- ★ Emmett Harris

- ★ John Convery
- ★ Rick Hagen (as far as he represents Dist. 4)

Resignations from TCDLA

- ★ Ron Goranson*
- ★ Randy Wilson*
- ★ Brent Cahill
- ★ Phoebe Smith

*so long as they are on TCDLEI Board

Randy ascends to Chair.

12/13/2008

Motion to Re-adopt By-laws

- Motion to re-adopt by-law amendments; Roll call vote – 10 ayes, 0 nays
- **Motion carries**

10/18/2008

Transfer of funds.

- Motion to transfer \$20,000 to TCDLA for scholarships
- **Motion carries**

10/18/2008

Budget.

We expect \$32,000 profit by the end of the year

2009 Budget – 2 options, 1st without a new building, 2nd with

- Motion to adopt the 1st budget (without the new building)
- **Motion carries**

6/27/2008

Nominations Committee Report.

The following are nominated or re-nominated for new terms:

- Michael R. Gibson – Dist. 1
- Joseph Cordova – Dist. 2
- John Young – Dist. 4
- Bobby Mims – Dist. 7
- John Convery – Dist. 10
- Haden Cribbs – Dist. 13

Motion to accept the above slate. Motion carries.

6/27/2008

Insurance proceeds.

We have proceeds from a claim we made when a tree fell onto the roof of the home office during a storm. We need to decide whether to hold onto the funds or make repairs.

- **Motion to hold the funds. Motion carries.**

6/27/2008

Budget.

We expect \$32,000 profit by the end of the year. 2009 Budget – 2 options, 1st without a new building, 2nd without

Motion to adopt the 1st budget (without the new building). Motion carries.

- 6/27/2008 Discussion re: designating new F/SF pledges to the building fund.
- **Motion (Randy) with two options:**
 1. Ask for building donations and if the person gives \$1500 or more, s/he will be designated a Fellow. If under \$1500, s/he will not be a Fellow; or
 2. Ask for building donations without any attachment to F/SF designation
 - **Motion (Op. #2) carries.**
- 6/27/2008 Fellows/Superfellows Fund.
- Lydia asks Randy to ask for fulfilled pledges at the board meeting. We are still attempting to collect these. Payments from two persons who we know have paid have not showed up in our records because of some things that happened in our past.
- **Motion to take \$1500 to pay for each of these two persons. Motion carries.**
- 3/8/2008 Rusty Scholarships.
- **Motion to provide \$45,000 in scholarships/reimbursements to cover the new lawyers' tuition. Motion carries.**
- 3/8/2008 Alex Stalcup, speaker stipend for Forensics.
- **Motion to approve \$1000 stipend. Motion carries.**
- 12/8/2007 We are getting great service from Sweetwater Bank. We are putting our money into one account so we get a better rate of interest; however, we are able to keep track of individual funds. We can't "accidentally" spend money for the wrong thing.
- **Motion make "earmark funds" visible on balance sheet.**
- Motion carries**
- 12/8/2007 Request to solicit bids for new auditor.
- **Motion to seek a new CPA (minimum of 3 bids; Lydia & Joseph will make the decision).**
 - **Motion carries**
- 12/8/2007 Chart of Accounts.
- We need to expand our chart of accounts.
- **Motion to approve changes to chart of account.**
- Motion carries**
- 9/8/2007 Vacancies filled. Lydia Clay-Jackson
- **Motion to appoint Bobby Lerma and Kameron Johnson to fill vacancies on LEI Board (replacing Dexter Gilford and Robert Yzaguirre)**
 - **Motion carries**
- 9/8/2007 Audit.
- New Auditor: We need to get bids for a new one.

- **Motion to seek bids for new auditor for LEI**
- 9/8/2007 **Motion carries**
Chart of Accounts.
 - **Motion to create a new chart of accounts**
- 9/8/2007 **Motion Carries**
Budget.
The current budget reflects our rent from TCDLA. We will ask for a 5% increase on rent for the 1707 building.
 - **Motion to approve budget**
- 9/8/2007 *Motion carries*
New Business. Scholarship Request
Randy asks for 20 scholarships for Voir Dire. (10 have already been approved.)
 - **Motion to approve 20 scholarships for Voir Dire**
- 6/8/2007 *Motion carries*
No Motions were made at this meeting
- 3/10/2007 Bank Change.
Tiffany reports on the three banks we have considered: Frost, Compass, and Sweetwater. Tiffany recommends Sweetwater because of the outstanding service they offer.
 - **Motion to move LEI funds to Sweetwater Bank**
- 3/10/2007 **Motion carries**
Rusty Scholarships.
As we are marketing specifically to baby lawyers and veterans, we should have more scholarships available.
 - **Motion to increase scholarships to 80**
 - **Motion carries**
- 3/10/2007 Immigration Manual.
Joseph recommends giving a \$1000 donation to the Texas Tech Law Foundation (Brendan Murray scholarship fund) in Professor Calvin Lewis' name because of the fantastic job he did updating the manual for us.
 - **Motion to donate \$1000 to Tech Law Foundation**
 - **Motion carries**
- 9/9/2006 Appointment of New Board Members.
Motion to appoint Michele Esparza and Dexter Gilford to fill vacancies.
 - **Motion carries**
- 9/9/2006 Directors and Officers Liability Insurance.
 - **Motion to expend no more than \$3,000 per year per person.**
 - **Motion carries**
- 9/9/2006 We currently have \$50,000 bond. As we now handle checks in excess of that amount, we need to increase.
 - **Motion to double coverage for bonding of staff.**
 - **Motion carries**
- 9/9/2006 Joseph attended CLE for Non Profit Organizations 501(c)(3)'s sponsored by the State Bar. Members expressed interest in obtaining video of CLE.
 - **Motion to purchase video for use by members.**
 - **Motion carries**

- 9/9/2006 Update on Shirley and Charles Butts' Donation of Property. Philip Wischkaemper
Philip showed slides of property. Property is not tax exempt.
- **Motion was presented to accept donation of property.**
 - **Motion carries**
 - **Motion for Joseph to write letter of acknowledgement to the Butts' accepting donation.**
 - **Motion carries**
- 9/9/2006 • Motion carries to accept budget for 2007.
- 9/9/2006 Rusty Scholarships. Scholarship number should be raised from 10 to 20. Attorneys licensed less than 5 years should be targeted for the extra 20, which will be \$200 a piece. Bill Harris suggests giving those attorneys licensed less than 5 years a scholarship when they join TCDLA. We will still provide the usual 10 at the regular fee.
- **Motion to restructure Rusty registration fees and provide 20 additional scholarships, as discussed above.**
- Motion carries**
- 9/9/2006 Friends. Christi Snodgrass reports on the plan to dissolve Friends and give its assets (\$16,000) and existing inventory to TCDLEI. Friends will still exist as an informal association without the responsibilities of a business. Randy suggests setting up a separate account reflecting the transfer of funds and another for the sale of merchandise. Suggestion made to engage Bertha Martinez to sell association's merchandise with Bertha receiving a percentage of the proceeds.
- **Motion made to accept merchandise and money from Friends.**
 - **Motion carries**
 - **Motion made giving Lydia Clay-Jackson and Randy Wilson authority to negotiate with Bertha Martinez regarding sale of merchandise.**
 - **Motion carries**
- 9/9/2006 El Paso Criminal Lawyers annual Ruidoso seminar. Everyone's dissatisfaction with the El Paso Criminal Lawyers was discussed. We have been giving them money for two years now to help finance their seminar. This year we have already paid \$2000 for their brochures. They have made no effort to recruit members for us or keep the ones we have. They want nothing to do with TCDLA except its money.
- **Motion to expend only \$1,000 on the El Paso group.**
 - **Motion carried with 2 opposing**
- 6/16/2006 2006 Budget Items.
Discussion of purchase of new computers for seminars @ \$1800 a piece.
- John Young moves to purchase the computers (laptops) up to \$4000
 - **Motion carries**
- 6/16/2006 Scholarships.
Ron reports that 20 scholarships were awarded for Rusty. Ten were from LEI and ten were from Friends. However, Friends made only enough money to cover four. Therefore, we need to cover six more, which is about \$3000.
- **Randy moves to approve the six additional scholarships.**
- Motion carries**
- 6/16/2006 LEI Audit.
Tiffany is finishing them. She wants to take bids for the 2006 audit. Joseph and Randy explain why Michelle Heyman was not retained for 2003-04.

- **Randy moves to accept the 2007 budget as proposed.**
 - **Motion carries**
- 6/16/2006 Randy suggests getting affiliate organizations to be Fellows.
- **Motion to table**
 - **Motion carries**
- 6/16/2006 El Paso Criminal Lawyers' Annual Ruidoso seminar.
Michael Gibson was supposed to appear and talk about this item. Randy feels we should not be funding this again. El Paso wants our money and they don't want us to take part. They don't care about getting new members. Randy moves to continue the discussion at the next meeting. Joseph says we need to continue to invest as a way to a better relationship with this group.
- **Motion to table discussion until next meeting**
 - **Motion carries**
- 6/16/2006 Nominations for Officers. Ron presents the following slate:
Chair: Lydia Clay-Jackson
Vice Chair: Randy Wilson
Secretary/Treasurer: Brent John Cahill
Directors:
District 2: John S. Young, Sweetwater
District 5: Greg Westfall, Fort Worth
District 8: Vacant
District 11: Emmett Harris, Uvalde
District 14: Phoebe Smith, Houston
Ex-officio members:
Bobby Lerma, TCDLA President
Ron Goranson, Immediate Past Chair, TCDLEI
Rick Hagen CDLP Chair
Joseph Martinez, TCDLA Executive Director
- **Motion to adopt the above slate**
 - **Motion carries**
- 3/4/2006 Budget for FY 2006.
Scholarships: For the September federal seminar we want to have 10, @\$375 max per person.
- **Motion: Randy moves to provide 10 scholarships @\$375 max per person.**
- Motion carries.**
- 3/4/2006 Ron: We need to determine how many scholarships were not used and do something with those. Randy wants to roll them back into the scholarship fund.
- **Motion: Randy moves to fund fifteen scholarships for Rusty Duncan @\$400 each.**
 - **Motion carries.**
- 12/10/2005 Ron has reviewed the financials provided by staff. He wants an itemization of miscellaneous expenses in the amount of \$9000. Motion by Randy:
- **Motion that Accounting will provide LEI officers with the following:**
 1. Monthly bank reconciliations;
 2. Monthly activity of expenditures and deposits;
 3. A complete set of financials based on reconciliation of bank statements to be provided every month to Joseph by the accounting department no later than the

10th of the month. Joseph will provide copies to the Chair, Vice-Chair and Secretary by the 15th of each month.

- **Motion carries**

12/10/2005 Philip wants to send three people to Monterrey, California for the annual capital murder seminar there. He wants one to be a mitigation specialist or investigator.

- **Motion to provide \$3000 for funds to be spent as designated by Philip.**
- **Motion carries.**

12/10/2005 Scholarships and other funds.

Randy makes the following motions:

- **Motion to provide 10 scholarships for the March Seminar @ \$225 apiece.**
- **Motion carries.**

- **Motion to provide 10 scholarships for Rusty Duncan @ \$400 apiece.**
- **Motion carries.**

- **Motion to provide \$750 maximum funds for party at the next TCTC.**
- **Motion carries.**

12/10/2005 Capital Equipment.

- **Motion to spend \$2000 apiece for two new laptops to be used exclusively for seminars.**
- **Motion carries.**

12/10/2005 Dr. Stalcup, speaker for forensics.

- **Motion to pay him \$ 1000 honorarium for \$2006.**
- **Motion carries.**

Request for funds for the Dallas Law Magnet School, which is made up predominately of minorities. Presenting are Deborah McAllister and Dr. Harold Gill-King. They are asking for \$2500 by May to help fund the school, which will lose its support from the school district. 50% of the graduates go on to law school. 94% graduate from college. Craig Jett and Dr. Gill-King speak in favor. **Motion to fund \$5000.**

Discussion: Randy says this is a dangerous precedent. He wants to appoint a committee to examine the request and determine whether it falls within our corporate purpose.

Amended Motion:

- **Motion to fund the school after study, and contingent on our ability to do it.**
- **Motion carries.**
- Ron appoints a committee of Greg Westfall, Rick Hagen and John Young

9/10/2005 Capital. Philip gives his report. Asks for \$1000 honorarium for Dr. Alex Stalcup to present at Forensics.

- **Motion to pay \$1000 honorarium to Dr. Alex Stalcup for forensics.**
- **Motion carries.**

9/10/2005 Financial Report. Joseph reports on the budget for FY 2006.

The old office is being leased for \$2000.

AV rental: every time we lease our equipment to TCDLA or CDLP, the money goes to LEI.

Publications: over \$10,000 in sales since September.

Scholarships: 5 for federal, 10 for other seminars.

We should have at least \$25,000 (subtracting the \$14,000 loan repayment from TCDLA) at the end of the year.

- **Motion is made to approve budget. Amendment to provide for 10 scholarships.**
 - **Motion carries.**
- 9/10/2005 VOICE Proposal. Randy reports on the proposal to mail the VOICE to every criminal judge in Texas. This would cost \$800 to \$1000 per month, and would be underwritten by LEI.
- **Motion to underwrite VOICE and provide to judges.**
 - **Motion carries.**
- 9/10/2005 Katrina Disaster Relief. Randy. We want to contribute money to this effort. Ron suggests making a donation through NACDL, which has set up a fund for this purpose. Lydia proposes \$5000 contribution.
- **Motion to contribute \$5000 to NACDL's Katrina relief fund.**
 - **Motion carries.**
- 6/17/2005 There is a search for a new Home Office. Options such as splitting up staff into the Old and New Home Office are not recommended.
- **Motion to form a Building Search Committee with members from TCDLEI, CDLP, TCDLA Membership to investigate buying new building. Motion carries.**
 - **Motion to establish Long-range Planning for TCDLEI properties. Motion carries.**
 - **Motion to approve 7 scholarships at \$285, for a total of \$1,995 for New Orleans Federal LAW seminar. Motion carries.**
- 6/17/2005 Board Openings.
- **Motion made to nominate:** Bobby Mims, John Convery and C. Haden Cribbs to the Board.
 - **Motion carries**
- 3/5/2005 2004 Audit.
Joseph informs the Board there is a real need to do an audit, review, or compilation by an outside auditor for TCDLEI's transactions. Annual audits should be conducted beginning with 2004. It was noted that 90% of TCDLEI's transactions are with TCDLA, so these transactions are audited during the process of TCDLA's annual audits. We should do several audits, with a full audit every 5 years. Randy moves to 2004 audit. Amendment by Lydia: the same firm that does the TCDLA audit will do the LEI audit. John Young seconds the motion.
- **Motion to conduct full audits every 5 years as stated above. Motion carries.**
 - **Motion to approve and accept budget. Motion carries.**
- 3/3/2005 Loan to TCDLA.
TCDLEI is owed \$14,000 by TCDLA for expenses related to initial publication of code books and CD's. Randy suggests paying extending the note until after Rusty Duncan when we have more cash on hand. John Young moves to extend the loan until Sept. 1, 2005 and Lydia second.
- **Motion to extend note until September 10, 2005. Motion carries**
- 3/3/2005 Grant Request from El Paso Criminal Law Group.
Mike Gibson presents on behalf of the El Paso Criminal Law Group, which is a non-profit organization whose proceeds go to underprivileged children whose parents are in jail. Each year the group has put on a seminar in Ruidoso. This year it will be held at the Inn of the Mountain Gods. Last year TCDLA contributed \$3500 and picked up several new members. This year the request is again for \$3500. We hope to bring in a "star speaker," but that

would need to be approved by the El Paso group, particularly one recalcitrant judge who doesn't want speakers from "outside."

Randy wants TCDLA or LEI to have greater participation. He wants our speakers to present. We provide the speakers, get a little publicity, and assure the judge that we will be reimbursing our own speakers.

Ron is not in favor of making Randy's suggestion a written request, but wants Mike to take the idea back to the judge. Mike has been trying to get "star speakers" and convince the judge that outside ideas are good.

Dan says the casino would attract a lot of attendees

Randy moves to table request for \$3500 until Rusty. He wants to see what Mike can do to assure more participation by TCDLA and LEI. Motion fails.

Motion is made to award the \$3500.

- **Motion to award \$3500 to the El Paso Criminal Law Group for next year's seminar. Motion carries. (Randy votes nay.)**

3/3/2005

Grant Request from Carol Powell.

Mike Gibson of El Paso introduces Carol Powell, who is with the El Paso public defender's office. Carol wants to develop a forensic unit in El Paso and invites TCDLA or LEI to assist in broadening the scope of scholarships in exchange for a couple things. We would fund Carol to attend a forensic seminar and in return she would share her expertise with our membership. She is asking for a grant of \$1700 for training this year El Paso Criminal Law Group funded her last year. The total request by El Paso Group is for \$2200. In return, she will write a Voice article or column.

- **Randy moves to table until we have something firm. Motion fails.**

Lydia moves to grant the \$2200 request for reimbursement for travel to seminars and seminar registration fees, which will include an exchange of expert advice and encouraging membership for TCDLA for those using their services

A motion was made to award Carol Powell's request, as stated above. Motion passed to provide \$2200 via reimbursement

3/3/2005

Reimbursement Requests. Randy moves that all LEI Board reimbursement expense requests be submitted within 60 days to be considered. John Young seconds.

- **Motion to reimburse expenses within 60 days. Motion carries**
- **A motion was made to accept Rick Hagen and Ron Goranson as super fellows. Motion passed.**

12/11/2004

12/11/2004

TCDLA Note.

TCDLA will finish paying the note (\$14,000) due to TCDLEI in October. TCDLA has already paid the interest on the note

- **A motion was made to extend the TCDLA note due to TCDLEI until the 1st of March 2005. TCDLA will pay the additional interest through March 1st, 2005. Motion passed.**

12/11/2004

Scholarships for CDLP Seminars.

There has been a change in the way CDLP does their business, anytime we grant money to CDLP, that money goes back to the Court of Criminal Appeals. Joseph Martinez, Executive Director asked that TCDLEI no longer pay funds to CDLP and Ron Goranson approved that. From now on we'll offer free registrations to those seminars.

- **A motion was made to ratify the above decision that Ron Goranson made in an emergency situation as the board and to make that policy of TCDLEI. Motion passed**

- 12/11/2004 Travel Reimbursements.
Barney Sawyer has produced an official travel expense policy for TCDLEI. Three amendments: daily food reimbursement will be \$30 and we will use the state rate for mileage and the hotel reimbursement at the actual hotel rate if it is less.
- **A motion was made to adopt the TCDLEI Travel Expense Policy with the three amendments. Motion passed.**
- 12/11/2004 Scholarships.
CDLP's Criminal Trial Advocacy Institute has changed it's name to the Texas Criminal Trial College (Huntsville). In 2004 it shows \$3,800 in scholarships which is what we authorized in 2004. We have rescinded that.
- **A motion was made to grant \$3,800 worth of scholarships to Rusty Duncan, a TCDLA event, to the participants at the Texas Criminal Trial College (Huntsville). Motion passed.**
- 12/11/2004 Federal Law Seminar (TCDLA). TCDLEI normally gives 4 scholarships. That comes to \$1,100.
- **A motion was made to give 4 scholarships totaling \$1,100 to the 2005 Federal Law Seminar. Motion passed**
- 12/11/2004 El Paso Public Defender's Office. Philip Wischkaemper got a call from Bill Cox. They had applied to the Indigent Defense Task Force for the grant to establish a forensics unit in their Public Defender's office to serve the entire El Paso area. The task force turned them down because they don't pay for CLE. They have a lawyer in their office who has 20+ years of service as an RN before she became a lawyer. She's become the "forensics expert" in that office for analyzing medical records. What they'd like to do is turn her into an all purpose forensics consultant and send her to 4 programs that are listed in the proposal to enhance their forensic capabilities. What they propose is to send her to the 4 seminars totaling \$3,600.
- **A motion was made to table this consideration until we get more information. Motion passed.**
- 12/11/2004 It was discussed to fund the El Paso attorney's attendance at the first seminar in the amount until we can work out the details. She would have to agree to write an article for the VOICE or something similar to share the information with all of our Association.
- **A motion was made to fund the third seminar in Monterrey up to \$1,240. Seconded. Discussion. Motion fails.**
 -
- 9/11/2004 Resignation on the Board of Directors from San Antonio representative and we have reappointed a new member from San Antonio, Diana Hoermann.
- **A motion was made to make Diana Hoermann a temporary board member to fill the resignation spot until we can see whether or not we have to have a called meeting specifically for the board.**
 - **Motion passed, unanimous vote.**
 -
- 9/11/2004 Fellows/Super Fellows Committee Report. Ron Goranson
- **Motion to accept/recognize fellows listed on pg 22 of the 2003-2004 directory accepted as fellows. Motion passed.**
 - **A motion was made to table the above motion until the next board meeting. Motion passed, unanimous vote.**
 - **Motion to accept the following Fellows/Super Fellows: Greg Westfall, Fellow;**

- John S. Young, Super Fellow; Bob Hinton, Super Fellow; Sam Bassett, Fellow; David Botsford, Super Fellow; Sheldon Weisfeld, Super Fellow . Motion passed, unanimous vote.**
- 9/11/2004 Building Update - 1707 Nueces. We believe we've gotten approval from the court. TCDLA's rent will be increased. The taxes will no longer be paid separate by TCDLA, but rolled into the rent, so the rent went up by about 19%. We would like to get TCDLEI's approval to sign the lease with TCDLA that will increase the rent. The increase will be about \$18,000 - \$19,000 per year with an increase each year.
- **Randy Wilson moved that TCDLEI sign the lease with TCDLA and start collecting rent.**
 - **Motion passed.**
- 9/11/2004 Karen Mitchell, Controller. TCDLEI does have an obligation for scholarships that have been approved to go to TCDLA in the amount of \$21,500 for the FY 2002 and 2003. That does not include this past year. I don't believe that you're going to be comfortable being able to transfer that money from your real estate account. My suggestion is to move it from your Money Market account. The \$50,000 that you have in the Money Market account and the \$50,000 that you have in the CD at Sweetwater used to all be a part of a \$100,000 CD that you had in Sweetwater. We moved half of that into the Money Market account so that you would have a choice of transferring money if that's what you needed to do.
- **A motion was made to move \$21,500 from the 1015 account into the 1000 account, which is our normal operating account.**
 - **Motion passed, unanimous vote.**
- 9/11/2004 Approval for Receptions/Scholarships.
- **A motion was made to give CDLP \$750 to cover the cost of the CTAI reception room.**
 - **Motion passed, unanimous vote.**
 - **A motion was made to approve 10 scholarships for the 2005 Rusty Duncan seminar at \$400 totaling \$4000.**
 - **Motion passed, unanimous vote.**
- 6/18/2004 By Law Changes. Lydia Clay-Jackson
- Board of Directors – The board shall be composed of the Chairman, the Vice-Chair, Secretary/Treasurer and 14 members, one from each membership area as defined by the by-laws in Texas Criminal Defense Lawyers Association who shall be elected for a term of three years, the current President of TCDLA, the Chairman of CDLP, the Immediate Past-Chair of TCDLEI and the Executive Director of TCDLA.
 - Secretary/Treasurer duties shall extend to 8 parts instead of just 7. The 8th part being Secretary/Treasurer shall maintain the records concerning the membership areas of each elected board member, the term of each elected board member, and when each elected board members term is complete or scheduled for re-election.
 - Officers – Under Section 1a, the number in title, there should be a Chair, Vice-Chair and Secretary/Treasurer. We excluded an Executive Director as an officer.
 - **A motion was made by Randy Wilson to adopt these changes to the by-laws.**
 - **Ron Goranson moved to amend this motion by including the whole document to be submitted as a total revision of the by-laws.**
 - **Motion passed, unanimous vote**
- 6/18/2004 New Board.
District 1 – Mike Gibson; District 2 – John Young; District 3 – Ron Spriggs; District 4 –

Rick Hagen; District 5 – Greg Westfall; District 6 – Shirley Baccus-Lobel; District 7 – Jeff Harrelson; District 8 – Brent Cahill; District 9 – Betty Blackwell; District 10 – Julie Hestor; District 11 – David Guinn; District 12 – Roberto Yzaguirre; District 13 – C. Haden Cribbs; District 14 – Pheobe Smith

- **A motion was made by Randy Wilson to accept the board of the Nominating Committee. Motion passed; unanimous vote.**

Randy Wilson asked if there were any nominations from the floor. There were none.

- **A motion was made by Randy Wilson to go forward with the election and accept the officers and directors as set forth in the Nominating Committee Report.**

- **Motion passed, unanimous vote.**

6/18/2004

- **A motion is made to adopt the budget; fellows amended to \$1,500.**

- **Motion passed, unanimous vote.**

6/18/2004

A motion was made to adopt the following scholarships:

- TCDLA Fall Seminar 2004 in Houston – 10 @ \$285
- TCDLA Winter Seminar 2004 in Austin – 10 @ \$285
- TCDLA DWI 2005 in Arlington – 10 @ \$275
- CDLP CTAI 2005 in Huntsville – 20 @ \$250
- TCDLA 18th Rusty Duncan 2005 in San Antonio – 10 @ \$400
- **Motion passed, unanimous vote.**

6/18/2004

A motion was made to approve scholarships from the following 2001-2002 seminars:

- Federal Law September 13, 2001 in Kerrville, Texas – 6 scholarships @ \$325 each
- DWI April 11, 2002 in Arlington, Texas – 11 scholarships @ \$275 each
- Rusty Duncan 2002 in San Antonio, Texas – 14 @ \$350 each
- CTAI March 2002 in Huntsville Texas – scholarships totaling \$3,800

Motion passed, unanimous vote.

6/18/2004

Resolutions.

Signatories on the bank account need to change. We need to add Sam Bassett as a signatory. Betty Blackwell will no longer be the primary signature, rather a back-up. Two signatures are required for each check.

A motion was made to add Samuel Bassett as a signatory to all financial accounts.

Motion passed, unanimous vote.

6/18/2004

Mike Gibson requested \$3500 to fund the El Paso Law Group Inc. seminar in Ruidoso, NM.

- **A motion was made to fund the El Paso Law Group Inc.'s seminar in Ruidoso in the amount of \$3500 with the stipulation that TCDLEI will be listed as a co-sponsor of the seminar. Motion passed, unanimous vote.**

6/18/2004

Forensics in August. Mike Charlton

August 26- 27 – Requesting 30 scholarships at \$325 each to public defenders and non-profit; unused scholarships will either be unused or used for other TCDLA seminars

- **A motion was made to give 30 scholarships to the TCDLA Forensics Seminar on August 26-27 at the discounted rate of \$200 each. Motion passed, unanimous vote**

2/20/2004

Approval of Scholarships. – Randy Wilson

CTAI – 20 at reduced rate (voted on last mtg) – if we do not use all the CTAI scholarships we can use them for Rusty Duncan. We will use all CDLP scholarships before using

TCDLEI scholarships.

Proposed Scholarships (tuition only):

Rusty Duncan – 15 (at reduced rate)

Top Gun DWI – 10

Federal Law – 10

Mental Health Seminar –TCDLEI has not sponsored a seminar yet this year so I suggest we sponsor/underwrite the mental health seminar. The cost will be around \$285. If we pay up to \$15,000, \$28,000 goes into TCDLA’s pocket. Projected cost is \$18,000. Lawyers and Mental Health professionals will be attending this seminar.

- **A motion was made to add five more scholarships for the Rusty Duncan seminar (15 total); 10 for top gun; 10 for federal law – tuition only and to underwrite the Mental Health Seminar up to \$20,000 – motion passed.**

2/20/2004

Signatories.

At this time, Joseph Martinez is the only person allowed to change signatories on the financial accounts.

- **A motion was made that two signatures be required to make changes to the signatories on any account.**
- **Motion passed, unanimous vote.**

12/6/2003

TCDLA Computer Network Project. Joseph Martinez

At the last board meeting I asked for a grant of \$4,000 to purchase a broadcasting fax machine. As it turns out it would take more than \$4,000 to get the kind of fax machine that we need, so we have not used that money. Instead, I’m here to ask for approximately \$8,000 to upgrade our network. This is a major project that would give us the capability of web hosting our own website and others. In addition to that it would give us the capability to do the web cast at any of our seminars. The hardware is about \$8,000.

Randy Wilson – TCDLEI will own the network and we will charge the Grant and TCDLA monthly usage fee. We will make our money back on the server in about a year or a year-and-a-half.

- **A motion was made not to purchase the \$4,000 fax, but to buy the \$8,000 server and rent it out to TCDLA and the Project.**
- **Motion passes.**

9/13/2003

Capital Assistance Program Report. Philip Wischkaemper

- **A motion was made to continue Philip Wischkaemper’s report at the TCDLA Board Meeting.**
- **Motion passes.**

9/13/2003

We want to look at reasonably what it is costing TCDLA to keep the lights on, pay the bills, be the rental manager for the other property and we believe that in a 12 month period of time, FY 2004, \$5,000 would cover basically the expenses that TCDLA incurs to basically oversee the administrative portion of TCDLEI. We would like to do it in a way so that TCDLEI would make a payment to TCDLA six months into the year (March 1, 2004) would be \$2,500 and then the remaining \$2,500 would be paid at the end of the year (August 1, 2004).

- **A motion is made to empower Randy Wilson to enter into a contract with TCDLA in paying for administrative support in the amount of \$5,000 per year under terms for Randy Wilson to work out.**
- **Motion passes, unanimous vote.**

9/13/2003

Cynthia Orr. I asked TCDLA to purchase a fax machine so that we can do it in our home office and then Randy Wilson during the Budget Committee conference call said why don’t

you ask for a grant from TCDLEI to purchase the equipment because it notifies our membership of the training opportunities, that's the whole purpose of it and he thought it fit your mission statement, so we're applying for a grant from TCDLEI to purchase the fax machine. The fax machine cost is \$3,000. It will almost pay for itself during the first seminar promotion.

- **A motion was made for TCDLEI to loan TCDLA up to \$3,000 to purchase a fax machine.**

Motion passes, unanimous vote.

9/13/2003 Ruidoso, New Mexico w/the El Paso Criminal Group on October 3 & 4, 2003 – they've asked for 10 scholarships at \$200 each. Mr. Wilkins in Abilene recommends that we authorize 5 scholarships at \$200 each for this seminar.

- **A motion was made to give 5 scholarships at \$200 each for the El Paso Criminal Group seminar in Ruidoso, New Mexico on October 3 & 4, 2003.**

Motion passes, unanimous vote.

9/13/2003 NACDL/TCDLA Winter Conference in San Antonio, Texas in February 2004. There will be three seminars going on at the same time in San Antonio. One is a substantial white-collar crime seminar; the second seminar is put on by the Habeas Assistance Training out of the administrative office of the U.S. Courts; and, the third seminar is a trial lawyer death penalty domestic violence seminar. The scholarships will be given to lawyers attending the death penalty domestic violence seminar.

- **A motion was made to give 10 scholarships at \$400 each for the TCDLA Winter Conference.**

- **Motion passes, unanimous vote.**

6/6/2003 • A motion is made by Randy Wilson to give Joseph Martinez a one-time bonus as an independent contractor in the amount of \$10,000. Motion passed, unanimous vote.

6/6/2003 Discussion of Manuals. Randy Wilson
"Texas Penal Code" and "Code of Criminal Procedures" will both be published on CD Rom and will be provided free of charge to all TCDLA members. If a member of TCDLA wants a printed copy, TCDLA will sell him/her one at cost plus shipping and handling. If a non-member would like to buy one it will be potentially higher. Randy Wilson discusses TCDLEI loaning TCDLA, in the form of a year-long promissory note, \$14,000 with 3.5% interest to produce the above mentioned manuals. TCDLA will pay back TCDLEI from program seminar income. This will be a TCDLA project. It will not have TCDLEI on it because it is a membership benefit. If for some reason TCDLA cannot pay the money, TCDLEI can extend the note, forgive the note or give TCDLA a grant until it is paid off.

- **A motion is made to loan TCDLA \$14,000 with 3.5% interest in the form of a year-long promissory note to produce the "Texas Penal Laws" manual and the "Code of Criminal Procedures" manual.**

- **Motion passes, unanimous vote.**

6/6/2003 TCDLEI Budget for FY 2004.

Net income will be between \$25,000 and \$35,000 for FY 2004.

- **A motion is made to approve the FY 2004 budget.**
- **Motion passes, unanimous vote.**

6/6/2003 TCDLEI Scholarships.

TCDLA Federal Law – Albuquerque, NM – September 2003

- **A motion is made to approve five scholarships (tuition only) for the TCDLA Federal Seminar.**

- **Motion passes, unanimous vote.**
- TCDLA Criminal Defense Advocacy –Dallas, TX – December 2003
- **A motion is made to approve ten scholarships at \$137.50 or five scholarships at \$275.00.**
 - **Motion passes, unanimous vote.**
- TCDLA/NACDL Winter Conference – San Antonio, TX – February 2004
This was not listed on the budget. A seminar fee has not yet been established.
- **A motion is made to table the matter of scholarships for the Winter Conference until the next board meeting.**
 - **Motion passes, unanimous vote.**
- 6/6/2003 Cynthia Orr discusses the need for scholarships for the Court Appointed Lawyers Seminar in San Antonio, which takes place every two years.
- **A motion is made to provide ten scholarships totaling \$750 for the Court Appointed Lawyers Seminar in San Antonio.**
 - **Motion passes, unanimous vote.**
- 4/12/2003 Joseph gave a brief report on the publication of manuals (Charles Tessmer and Professor Merle Larkin) that their families would turn over the rights to have them printed. He suggested that LEI take over the rights along with the printing of the manuals and it would be LEI's decision to sell to TCDLA or sell it to the public, in which LEI would get benefits of the profits. He stated that we would like to have these manuals ready for Rusty Duncan and be able to promote both manuals. He stated that Mr. Tessmer would be attending the Rusty Duncan and we could have a book signing at that time. He asked the committee for approval for LEI to fund the production of the manuals. Randy Wilson asked the committee for a motion to approve the production of the manuals. Rick Hagen asked for more discussion and Joseph stated that the manuals would be produced on CD also.
- **A motion was made to approve the production of the manuals.**
 - **Motion approved and passed.**
- 4/12/2003 Cathy Bennett Dedication Plaque.
Rose gave a brief update on purchasing a plaque in memory of Cathy Bennett and that there were two kinds of plaques. She stated that one was a casting plaque (metal plaque) and the other is a stone plaque (which would be sand-blasted). The price for both was \$375. She stated that the casting plaque would take about 6-8 wks and the stone would be about 2-3 wks.
- **A motion was entered to purchase the metal plaque.**
 - **Motion approved and passed.**
- 4/12/2003 TCDLEI Strategic Use of Video Equipment.
Joseph gave a brief report on the video equipment and stated that Dan Hurley, while preparing for the upcoming Rusty Duncan was looking into video casting the seminar through our website and sending it out to whoever would subscribe. He stated that this would be a very complicated process and that it would not be available for this year's Rusty Duncan but stated that LEI could purchase the equipment and video cast on all the seminars.
- **Randy Wilson made a motion for further discussion to review the purchase of the video equipment.**
 - **Motion passed and approved.**
- 4/12/2003 Friends of TCDLA.

Lois Wischkaemper informed the committee that Friends was not dissolving. She stated that Friends does not have the funds and that sales of merchandise in the last few years has not been very good and could not help with scholarships on its limited funds. Randy Wilson suggested that TCDLEI give \$2,000-3,000 to help friends through Rusty. Lois recommended that the money be used for scholarships and also requested a banner for Friends.

- **Randy made a motion that for the year 2003 that TCDLEI underwrite 6 scholarships for Rusty Duncan in the name of Friends of TCDLA and to also purchase a banner.**
- **Motion passed and approved.**

4/12/2003

New Business.

Joseph gave a brief report on the potential new building sites for the future of TCDLA and that TCDLEI would build on E. 11th St. He stated that TCDLEI would occupy the upper floors while the bottom first floor would be retail. He stated that the developer could build the building for \$500,000.00 - \$600,000.00 for a total of 5600 square feet.

- **Randy made a motion to enter into a contract with developer on building. Lydia moved that TCDLEI enter negotiations and buying property and construction of the building.**
- **Motion passed and approved.**

- **Paul Looney moved that Randy be in the position to make the executive decision to make an offer on the property.**
- **Motion approved and passed.**

3/9/2002

Rusty Duncan.

Randy does not believe there is discussion from the last minutes on any agreement for Rusty Duncan. This is open for discussion. Rick Hagen inquires how many applicants request scholarship. Randy McClammy informs the board that the requests usually balance out. We always have more scholarships to give except for Rusty Duncan. Paul Looney comments that Rusty Duncan is such a good thing for the association. Randy McClammy informs the board that last year the scholarships that were not used would roll over to the next seminar.

Paul Looney makes a motion that we make sure that we have enough scholarships available for all applicants even if we have 15 scholarships. The motion is seconded and adopted.

Lydia Clay-Jackson inquires if we have moved money from other seminars that were not used. Randy McClammy answers that on CTAI there was at least one scholarship left over and there may be at least two additional.

The motion is clarified as: *the motion is that we approve 10 scholarships but we make sure if we need to have 15 applicants, they will also be approved.*

The motion is seconded and adopted.

3/9/2002

Randy Wilson thanks Mr. Marcus and John Niland for providing a report to the board.

Randy reports to the board that we approved five scholarships for their seminar. What TDS is proposing is \$10,000.00. Paul Looney comments that we have \$29,000.00 - we are promised out \$15,000.00 for the next three or four months. That would put us back at \$15,000.00. We have \$5,000.00 coming in from rent. Lydia Clay Jackson comments after

we have promised out \$20,000.00. Paul Looney says that would leave us at \$15,000.00 and then would leave us at \$5,000.00. Greg Westfall comments if we could get 10 members at \$500.00, perhaps TCDLEI would match. Randy Wilson comments that we have a lot of money going out and not a lot of money coming in, and is concerned about distributing large amount of funds out because we never have done this before. Cynthia Orr comments that we would request that this funding be confidential so we do not become a magnet for funding seminars oppose to putting on seminars. Randy Wilson continues addressing the board. Randy comments that he likes Greg's idea of matching funds, in other words, if we could give them \$5,000.00 if TDS could match. We will match what they can raise up to \$5,000.00. This allows TDS to receive their \$10,000.00. (A legal pad is passed around to members that want to contribute to TDS funding.)

Paul Looney makes a motion that we approve up to \$5,000.00 and if TDS would match the funds. Randy Wilson comments that we will match up to \$5,000.00 matching funds.

- **The motion was seconded and adopted.**

12/15/2001

Randy Wilson addresses first order of business to the board. Before we initiate our Report from the Chair we need to appoint a new executive director for TCDLEI.

- **Motion made: A motion to appoint Joseph A. Martinez as the new executive director for TCDLEI was seconded and adopted.**

The next item out of order on the agenda is we need to replace a member that recently resigned.

- **Motion made: A motion to nominate Greg Westfall as a new member to replace our vacant seat for TCDLEI was seconded and adopted.**

Capital Training.

Gerry Morris also inquires if TCDLEI can provide scholarships for the Capital Training Seminar that Mike Tigar is going to be holding. Randy Wilson comments that we want to stay within our corporate purpose to assist in training of lawyers when we provide funding outside of TCDLA. Gerry Morris comments that this particular seminar is in line with our corporate purpose. Betty Blackwell reports that this seminar will be held for a weeklong and their goal is to train for capital defense. Betty proposes that TCDLEI provide some type of funding. Gerry Morris recommends that TCDLEI fund 5 scholarships at \$895.00 for the Capital Trial Advocacy Seminar provided by American and International Law Institute.

- **Motion made: A motion was made by Randy Wilson to provide 5 scholarships at \$895.00 per attendee for the Capital Trial Advocacy Institute.**
- **The motion was seconded and adopted.**

Gerry Morris makes a suggestion that Philip Wischkaemper cast the scholarships. Philip reports that CDLP approached Bill Hill, Court of Criminal Appeals, and received tentative approval for 10 scholarships. Keith Hampton received one of these scholarships. Philip will cast around and see who will need a scholarship. Gerry Morris inquires if CDLP has distributed all of the 10 scholarships. Philip is not sure but will check on how many scholarships have been provided. Mark Smith of Southwest Institute is trying to distribute these scholarships at this time. Gerry recommends that we exhaust all of these scholarships prior to distributing additional scholarships. At this time, Randy Wilson inquires if Gerry would like to provide an amendment to the motion.

- **Amendment to Motion: Gerry Morris amends the motion to read as follows, that we exhaust scholarships from CDLP prior to handing out the 5 additional**

scholarships at \$895.00 per attendee.

- **The amendment was seconded and adopted.**

CTAI Seminar.

Randy Wilson continues conducting business regarding scholarships. The CTAI seminar in Huntsville will be held on March 25th.

- **Motion Made: A motion to provide 10 scholarships at \$475.00 per attendee for the Huntsville seminar was approved and adopted.**

Texas Defender Service.

- **Motion made: Gerry Morris makes a motion that we solicit a proposal from TDS and that the Chair and a committee approve the funding.**
- **The motion was approved and second.**

Gerry Morris, Greg Westfall, and Cynthia Orr are appointed on the Committee to approve the proposal and advise the Chair on the decision that is made. Mike Charlton will provide a proposal within two weeks and submit it to Gerry Morris for approval.

Building Search Committee.

Randy Wilson appoints a Building Search Committee. The Building Search Committee will comprise of TCDLA President, TCDLEI Chair, CDLP Chair, and the Executive Director. Betty would like the board to consider all the possibilities of long situations occurring such as looking for a new office immediately when or if we decide to make a counter offer. Gerry Morris comments that if we accept a counter offer now then we will have to search faster for a new building. Betty also comments that the next size up for a building is harder to find.

- **Motion Made: A motion was made by Lydia Clay-Jackson not to accept the offers for the building and to reject the offers.**
- **The motion was seconded and adopted to reject the offers for the building.**

Seminar.

The next TCDLA seminar will be held in Austin. Randy McClammy reports that we used about six scholarships at the Federal Seminar. Randy Wilson recommends that TCDLEI provide ten scholarships at the next TCDLA seminar, Cross Examination.

- **A motion was made by Ron Goranson to allocate 10 scholarships for tuition only for the Cross Examination seminar.**
- **The motion was seconded and adopted.**

TCDLEI Board.

A member of TCDLEI, David Almarez is going to resign. Randy will appoint a new board member. David basically does not have the time to commit. Randy Wilson recommends that a motion for the removal of D'Ann Johnson as Executive Director from TCDLEI.

- **A motion is made to remove D'Ann Johnson as TCDLEI's Executive Director.**
- **The motion passed and adopted.**

Resolution – Building.

“Whereas, the Texas Criminal Defense Lawyers Educational Institute will sell the home office property located at 600 W. 13th Street, Austin, Texas 78701 and purchase a new building, THEREFORE BE IT RESOLVED that D'Ann Johnson, Executive Director, is granted authority to act as Signer on any legal documentation, including loan documents, notes, deeds of trust, and any other necessary documents to purchase a new office building and sell the existing office building”.

- **A motion was made to adopt the resolution.**

6/7/2001

- **The motion seconded and was adopted.**

Bylaws.

By laws for TCDLEI were adopted. A copy was provided to board members. There will be an election every three years for officers unless you have more than three consecutive unapproved absences. All officers shall have served a minimum of three years as a Director prior to becoming eligible for election to one of the vacant offices.

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4/7/2001

Scholarships.

D'Ann reports that she has been trying to provide scholarships to local bars. D'Ann telephones local bars to encourage communication. Discussion regarding scholarships continues.

- **A motion was made to leave the scholarships as is with no additions or deletions.**
- **The motion was approved and adopted**

4/7/2001

Projector.

The board discusses the approval of a grant for a new projector. We purchased a projector about a year and half ago but it has been in repair most of the time. The LCD projector cost about \$7,000. Randy informed the board that it was used in Huntsville and it was excellent. We will try to sell the old projector.

- **A motion was made to purchase the new projector with the net cost of the sale of the old projector.**
- **The motion was seconded and approved.**

4/7/2001

Commercial Lease Agreement.

The lease expires in June 1, 2001. The rent is going up considerably from \$1,000 to \$2,500 a month. CDLP pays half of the lease. TCDLEI will be responsible for the repair, maintenance, exterior of the building, including the roof, lighting, and burglar alarm. The taxes are paid by TCDLA. The new lease will be for a three-year term.

- **A motion was made to renew the lease for \$2,500 a month.**
- **The motion was seconded and was adopted.**

4/7/2001

Bylaw Amendments.

Randy Wilson begins discussion of the Nominating Committee. Nominations were made in conjunction with the Bylaws. The nomination will be for a three-year period. Every third year we will elect a Director. As a Board of Director, every third year everyone will move up one spot. Randy recommends this type of procedure for continuity to TCDLEI.

Randy Wilson reviewed the Bylaws and found them to be adequate. Randy has streamlined the Bylaws and reports the following amendments. There were modifications for all board members to be fellows. The Bylaws reflect that "A fellow is a member of the Institute by (A) making an outstanding contribution to the Institute; or (B) by making a contribution of \$1,500 to the Institute; or (C) a person who has the opinion of the Board of the Texas Criminal Defense Lawyers Educational Institute made a contribution of time and effort furtherance to the education and training of defense lawyers in the State of Texas." (C) was added to the Bylaws. Section 4 was also amended, "where the Institute Chairman may call or schedule a meeting of membership by giving at least ten days notice" was added. Discussion continues on Section 2. Section 2 references Friends. It was decided that President of Friends will be part of an Ex-Officio member under Article 4 Section 2 (F).

Discussion continues on the amendments to the Bylaws. Each member of the Board shall have one vote. Under Article 5, Deputy Directors was deleted because we have never used Deputy Directors in the past. Under qualifications amendments were made to read as follows: "Shall be granted such status upon his/her time...." At the annual meeting of the board and each third annual meeting of the board Chairman of the Institute shall be elected by the Board for a period of three years. This was amended from one year to three years.

Executive Director under Section 5 was amended to, "The term of the Executive Director shall be determined by the Board." A provision was added that the Executive Director shall be allowed to bring his/her staff to the meetings. The Executive Director shall be removed At Will was added. Section 5 Sub Paragraph A motion was made to have the removal of the Executive Director by 2/3 vote or quorum present.

Page 8, Standing Committee, was changed from 9 members to 3 members of the membership. Each Chairman of each committee will serve a term of three years. Standing Committee, Continuing Education Committee, Funding Committee, Nominating Committee, and an Executive Committee. The Executive Committee provision was added to the Bylaws. The Executive Committee shall be composed of Chairman, Vice Chairman, Secretary Treasurer, Immediate Past President, Current President of TCDLA, Executive Director, Chairman of the Institute, and one Director, Chairman of the Criminal Defense Lawyers Project. The purpose of the function of the meeting shall be as follows: 1) There will be regularly scheduled meetings three times annually in conjunction with the quarterly meetings. 2) There will be an annual membership meeting in June.

The Directors shall be reimbursed for attending their meetings per diem. Page 9 Section 4 reflects reimbursement for attending meeting. Section 7 B, Page 8 is also regarding compensation for officers. Discussion continues on the amendments.

- **A motion was made to amend the Bylaws to 9 Directors.**
- **The motion was seconded and adopted.**

- **A motion was made to elect six more directors to TCDLEI.**
- **The motion was seconded and adopted. The nominating committee will be: Chairman - Randy Wilson, Vice Chair - Ron Goranson, Secretary Treasurer - Lydia Clay-Jackson, Directors - David Guinn Jr., Barney Sawyer, Jeanette Kinard, Paul Looney, Phoebe Smith, Michael P. Heiskell, David Almaraz, Rick Hagen, and Ron Spriggs.**

12/9/2000

Scholarships.

Randy Wilson opens discussion to provide additional scholarships. CTAI has ten scholarships, Friends provide five scholarships, three scholarships are provided by CJS, and the specialists gives two. The scholarship that is currently available does not provide travel reimbursement. D'Ann informs the board that we are trying to make scholarship recipients put a little of their money and energy into the program. This is to discourage last minute cancellations when it is too late to find another person to take their place. Randy states that it may take approximately two years for CJS to respond to our future request for scholarship funding. TCDLEI previously allocated five scholarships for the DWI and Arlington seminars. D'Ann reports that we currently have \$44,000 plus \$10,000 more in the money market account available for additional scholarships if needed. Randy Wilson

comments that TCDLEI usually provides ten scholarships for Rusty. He recommends that any scholarships that are not used for Arlington roll over to Rusty. The consensus is that any scholarship not used should be provided at the next seminar.

- **A motion was made that there be five additional scholarships for Austin (10), CTAI (15), Arlington (10), and Rusty (15). If there are any scholarships left from the prior seminar they will be available for the next seminar.**
- **The motion was second and approved.**

12/9/2000

Discussion of sales of ads for the 30th Anniversary.

- D'Ann has been having informal discussions on the anniversary program. Perhaps we can sell ads for our program. Ads similar to Congratulations to TCDLA or favorite charter members are encouraged. TCDLEI could help provide a keepsake for TCDLA. D'Ann recommends that board members sell ads for the anniversary party. A motion was made that TCDLEI provide a program for the 30th anniversary party, sell ads, and to pay for the premium of the program. D'Ann and Randy Wilson will provide the types of ads that each board member will sell. The motion was second and passed.

9/9/2000

Building.

A motion was made to establish a task force to oversee a feasibility study for the future of the building and to allow an amount of \$1,500 for expenditure. Betty Blackwell and Gerry Morris will be on this task force and would meet with a real estate expert. Discussion continued on whether the building would be sold or renovated. Parking space was another consideration if the building was going to be renovated.

12/9/1989

1989 Fellow Payments – Mortgage.

All of the 1989 Fellow payments should go to the reduction of the mortgage note. The Chair entered a **motion** that any monies received by a Fellow, or contributions to the Educational Institute, should be sent to the bank upon receipt, and the financial officer at the bank should be notified that these payments are to reduce the mortgage. Member Holcomb directed the motion to the staff as follows: "All Fellowship payments that are brought in and received by the home office be forthwith deposited as a payment for the principle only on the outstanding note."

John Boston requested that the staff be allowed to make this payment monthly. The chairman objected because of the interest rate, but the motion was put forth to the Board as follows: All Fellowship payments that are went or brought to the home office be directed for payment on the principal of the outstanding note on a monthly basis.

- **The motion was presented to the members, it was seconded and all members present were in favor.**
- **The motion passed.**

A motion was put to the members present that the long range plan is to have the mortgage paid off by 1993, and a burning of the mortgage party, and turning the building over to TCDLA and the dissolution of the TCDLEI Board.

- **The motion was seconded, no one opposed.**
The motion carried. (This is to be put into a resolution.)

12/9/1989

Seminar Cancellation.

- Motion was put to the committee members present by Member Bires to cancel the seminar planned for November 16-17, 1989, in Houston because the co-sponsor has backed out and left the entire financial burden to TCDLEI. The motion was

seconded, and opposed by none. The motion carried to cancel the seminar for November 16-17, 1989.

12/3/1988

TCDLEI Bylaws.

Mr. McDonald requested that a book be put together for TCDLEI with the organization information back in November, but was told as of this date it had not been completed.

Mr. Mallett stated that the bylaws (as he understands them) state that the board of directors must be elected for unspecified terms, but as he notes, we have not had any elections since 1986. He also stated that at this upcoming annual meeting, the terms of the members should be announced, and if there are any members who do not want to serve, then new appointments should be made, and this should be done as the TCDLA Board of Directors are done.

- **A motion was made that TCDLEI reelect the officer and directors currently serving as of this meeting (December 3, 1988) for a term of one year, and let the nominating committee research the terms.**
- **The motion was seconded and carried.**

- **A motion was put forth to the board that the Institute should meet each time TCDLA has a Board Meeting. The Institute should meet at 9:00 a.m.**
- **The motion was seconded and carried.**
- **An amendment was made to remove the stricture of time.**

The motion carried with the amendment.

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