

NATIONAL CONFERENCE OF BANKRUPTCY JUDGES
Proposed Agenda for Board of Governors Meeting

Wednesday, Sept. 18, 2024
Fifth Floor, Quinalt Room, Seattle Hyatt Regency Hotel, 808
Howell Street

AGENDA

- 7:15 a.m. Room Open for Breakfast**
- 8:00 a.m. Call to Order** by NCBJ President, Judge Cynthia Norton
Roll Call by Secretary, Judge Roberta Colton
- 8:05 a.m. Reports from Invited Guests**
- a. **8:05 a.m. Report from the Committee on the Administration of the Bankruptcy System**, Chair, U.S. District Court Judge William Osteen (M.D. N. C.)
 - b. **8:20 a.m. Report from the Federal Judges Association**, President-Elect, U.S. District Court Judge Karen Schreier (D. S.D.)
 - c. **8:30 a.m. Report from the Federal Magistrate Judges Association**, President, U.S. Magistrate Judge Shiva Hodges (D. S. C.)
 - d. **8:40 a.m. Report from the JCUS Bankruptcy Observer**, Judge Alan Trust (E.D.N.Y.)
 - e. **8:50 a.m. Report from the FJC Bankruptcy Education Advisory Committee**: Judge Ben Kahn (M.D.N.C.)/Stephanie Hemmert
 - f. **9:00 a.m. Report of AOUSC Economist**: Dr. Bill Rule
- 9:15 a.m. Guests thanked and excused**
- 9:15 a.m. President's Comments/Welcome**
- 9:25 a.m. Consent Agenda**

Consent Agenda: All Committees Chairs and Governors have been asked to submit written reports. Those that were submitted on or before July 24, 2024, are available on the Judges Page at NCBJ.org. The action items (minutes) and Circuit reports enumerated on the Consent Agenda attached as **Exhibit A** will be approved upon passage of an appropriate motion without further discussion unless a member of the Board of Governors requests that an item be moved to the Discussion Agenda. Such a request must be made to the President in writing no later than 7 days prior to the beginning of the Board meeting. Matters moved from the Consent Agenda to the Discussion Agenda will be considered at the end of the Discussion Agenda.

- a. Committee Reports: Available at this link: <https://ncbj.org/meeting-agendas-reports/>
NOTE: you must be logged in on the Judges' Only side of the website to view them.
- b. Approval of Minutes of August 14 meeting (**Exhibit B**)

9:30 a.m. Discussion Agenda

- a. **Executive Director's Report** – Kathy Van De Loo
- b. **Treasurer's Report** -- Judge Catherine Furay (W.D. Wis.)

9:40 a.m. Standing Committee Reports

- a. **Finance Committee**—Judges Kevin Huennekens (E.D. Va.) and Mark Houle (C.D. Cal.)
 - 1. **Action Item:** Approve 2025 Budget (**Exhibit C**)

10:00 a.m. 5-minute Break

10:05 a.m. Standing Committee Reports - Continued

- b. **Legislative Committee** – Judges Paul Black (W.D. Va.) & Greg Taddonio (W.D. Penn)

10:15 a.m. ABLJ Report – Judge Terry Michael (N.D. Okla.)

10:30 a.m. Special Committee Reports

- a. **10:30 a.m. New Members** – Judge Scott Grossman (S.D. Fla.) – introduction of new members
- b. **10:35 a.m. Committee on the Annual Meeting** – Judges Madeleine Wanslee (D. Ariz) & Judge Lee Morris (N.D. Tex.)
- c. **10:40 a.m. Ad Hoc Committee on Consolidation** – Judge Robert Nugent (D. Kan.) (Ret.)
- d. **10:45 a.m. to 11:00 a.m. Committee Reports TBD**

11:00 a.m. – Past-President Report – Judge Dan Collins (D. Ariz.)

11:05 a.m. – President-Elect Report – Judge Jan Baer (N.D. Ill.)

11:10 a.m. – Old Business

11:15 a.m. – New Business

11:20 a.m. – Announcement of President's Awards – Judge Cynthia Norton (W.D. Mo.)

11:30 a.m. – Adjournment

NOTE: Next meeting October 9, 1:00 p.m. (Eastern) via Zoom

EXHIBIT A
NCBJ SEPTEMBER CONSENT AGENDA
Sept. 18, 2024

*denotes Reports submitted and available on the NCBJ.org website, Judges' Only Side

- I. Approval of the Minutes of August 14, 2024 Board Meeting
- II. Standing Committee Reports
 - a. Finance *
 - b. Legislative
 - c. Academic Excellence*
 - d. Website and Social Media
 - e. Elections*
- III. ABLJ*
- IV. Special Committee Reports
 - a. By-laws*
 - b. Committee on the Annual Meeting*
 - c. Conference News*
 - d. Diversity*
 - e. Education
 - f. Ethics*
 - g. Federal Rules Advisory Committee*
 - h. Engaging Young Professionals
 - i. Trial Skills
 - j. Pay Raise Committee
 - k. Liaison Committee*
 - i. Hispanic Bar
 - ii. Consumer Practices Liaison
 - iii. NACTT Liaison
 - iv. NBA/ Blackshear
 - v. UST Liaison
 - l. Membership Services*
 - m. Next Generation*
 - n. Policies and Procedures*
 - o. Public Outreach*
 - p. Retired Judges*
 - q. Schwartz Roundtable*
 - r. Security*
- V. Circuit Reports
 - a. First*
 - b. Second*
 - c. Third
 - d. Fourth*
 - e. Fifth
 - f. Sixth
 - g. Seventh
 - h. Eighth
 - i. Ninth*
 - j. Tenth
 - k. Eleventh*

EXHIBIT B

(Approval of Aug. 14, 2024 Minutes)

National Conference of Bankruptcy Judges

[Proposed]

August 14, 2024, Meeting Minutes

The Board of Governors of the National Conference of Bankruptcy Judges (the “NCBJ”) and the NCBJ’s Executive Committee met on August 14, 2024. The following are the minutes of that meeting:

Judge Cynthia Norton, NCBJ President, called the meeting to order at 1:00 p.m. (ET).

Judge Roberta Colton, NCBJ Secretary, took a roll call, and declared that a quorum of the Board of Governors (the “BOG”) was present. The following members of the BOG were in attendance: Judge Cynthia Norton, Judge Janet S. Baer, Judge Catherine Furay, Judge Roberta A. Colton, Judge Daniel Collins, Judge Mary Jo Heston, Judge Chris Alston, Judge Laurie Selber Silverstein, Judge Mark Mullin, Judge Charles Merrill, Judge Mitchell Herren, Judge James Carr, Judge Shon Hastings, Judge Stacy Meisel, Judge Elizabeth Stong, Judge David Bisset, Judge Mary Grace Diehl, Judge Jeffrey Norman, and Judge Jennifer Henderson. Not in attendance were Judge Millie Caban and Judge Elaine Hammond. Other attendees were Ex Officio member Judge Terry Michael, Executive Director Kathy Van De Loo, and Karina House from ADG. Special guests in attendance were Judge Paul Black, incoming President Elect, Judge Sheri Bluebond, incoming Secretary, and Judge Elizabeth Gunn, Chair of the Ethics Committee.

A. Introductions

Judge Norton called on Kathy Van De Loo to introduce Karina House, a new employee of ADG, who will be serving as special projects director. Judge Norton also introduced guests Judge Paul Black, Judge Sheri Bluebond, and Judge Elizabeth Gunn.

B. Approval of the Minutes of the BOG Meeting on July 10, 2024

A motion was duly made, seconded, and passed by the BOG to approve the Proposed Minutes for the BOG/Executive Committee Meeting on July 10, 2024, with certain typographical corrections.

C. Treasurer’s Report

The Executive Committee held a special meeting to consider replacing Jeanne Sleeper with Kathy Van De Loo of ADG on the NCBJ Wells Fargo bank account, which receives royalties

from ABLJ. Judge Norton requested BOG approval of the meeting minutes of the Executive Committee, dated July 23, 2024, and ratification of the action to alter the signatories on the Wells Fargo bank account.

Action Item: Upon motions duly made and seconded, the BOG approved the meeting minutes of the Executive Committee, dated July 23, 2024, and ratified the action to remove former Executive Director, Jeanne Sleeper, as a signatory to the bank account and to replace Ms. Sleeper with NCBJ's current Executive Director Kathy Van De Loo of Association Development Group, Inc.

Next, Judge Furay reported on her work to diversify NCBJ's investments in equity funds maintained with Merrill Lynch. First, she sought a recommendation from NCBJ's investment advisors on how to better diversify the equity portfolio. Second, she sought consent of the Executive Committee, pursuant to a unanimous Action by Written Consent, effective August 2, 2024. This consent is required under the current Investment Policy of NCBJ. Judge Furay also noted that the change in the allocation will not result in any increased fees going forward. Finally, Judge Furay suggested that the BOG review and perhaps update the existing Investment Policy of NCBJ to provide more clarity to future Treasurers.

D. President's Report

Judge Norton first reported on the status of insurance claims and negotiation regarding the JW Marriott Hack. Unexpectedly, the insurance company denied coverage on grounds that ADG was not covered under the NCBJ policy. Information regarding the relationship between NCBJ and ADG has been provided to counsel to dispute the denial. The matter obviously will not be resolved before Judge Norton steps down as president, but she has agreed to stay on and work on the issue going forward. Judge Stong also volunteered to be part of the working group.

Judge Henderson requested a list of any potential adverse parties in connection with the JW Marriott Hack for conflicts purposes, and Judge Norton agreed to circulate the identities of those potential parties to members of the BOG.

Next, Judge Norton raised the issue of a Conflict of Interest Policy for members of the BOG. Nonprofits are required to have such a policy to preserve a tax exemption. Judge Norton drafted a proposed policy based primarily on the policy adopted by the Federal Magistrate Association. She then sought input from the Ethics Committee. Judge Gunn reported that the Ethics Committee carefully reviewed the proposed policy and supported its adoption with the following recommendations (in addition to a few typographical errors):

- 1) The Committee recommends modifying the first sentence of Article III, 1. to begin as follows: "In connection with any known conflict of interest, . . ."

- 2) The Committee suggests that in both Article I and the definition of Interested Person in Article II, 1, remove the listed item “NCBJ member.”
- 3) The Committee proposes the addition of a final clause substantially in the form of the following:

For those subject to the Code of Conduct for United States Judges (the “Code”), nothing herein shall be deemed to expand or otherwise modify the duties and obligations under the Code. In the event of a conflict between this document and the Code, the Code shall control.

Judge Silverstein added her concern that the proposed certification excludes “routine reimbursement of Judges” from the disclosure requirements.

Action Item: Upon a motion duly made and seconded, the BOG unanimously approved the proposed Conflict of Interest Policy, as modified by the recommendations of the Ethics Committee, and with a specific exclusion in the Certification of disclosures for “routine NCBJ reimbursement to Judges.” The approved Conflict of Interest Policy and the Annual Certification of Compliance are attached at **Exhibit A**.

Judge Norton also reminded the BOG to review the proposed budget circulated earlier this week by Judge Colton. It will be on for consideration at the Annual Meeting in September.

E. Past President’s Report

Judge Collins reported on his work to gain clarification on judicial immunity for settlement conferences. This was the subject of much discussion at the recent Ninth Circuit Conference meetings, and he expects to have for circulation shortly some prototype documents for orders directing a settlement conference, local rule additions, and an agreement to be signed by parties to a judicial settlement conference.

F. President Elect’s Report

Judge Baer reported that she is working diligently on her committee appointments and that the mandatory training session for new members of the BOG will take place on September 11, 2024, and will include a discussion of the new Conflict of Interest Policy just adopted. She also indicated that a bylaw amendment will be forthcoming to require every member of the BOG to serve on a committee.

G. Executive Director's Report

Kathy Van De Loo reported the following:

- NCBJ has 815 registrants for the Seattle Conference. She also noted that 410 registrants have signed up for the opening reception at the Mariners v. Yankees baseball game, 231 have registered for the Friday luncheon, and 74 have signed up for the International Program.
- Judge Norton and Ms. Van De Loo have been working on a Standard Operating Procedures Manual to assist in the production of future conferences.
- Web site updates occur in January and July.
- The next Behind the Bench Program is on August 20, 2024.
- The 100 Year Anniversary Committee is putting together exciting celebration for the San Diego Conference.

Finally, Ms Van De Loo gave as special shout out to Judge Terry Michael for his efforts in connection with the transition of ABLJ, from a paper circulation of 200 to 300, to its current electronic circulation of over 10,000. She thanked him for his service.

H. ABLJ Transition

Judge Norton further reported that Judge Michael will be retiring at the end of this year and has asked to be relieved of his duties as Editor in Chief of ABLJ at that time. She too thanked Judge Michael for his incredible work with ABLJ and reported that ABLJ has recommended that his successor be Judge Michelle Harner.

Action Item: Upon motions duly made and seconded, the BOG unanimously (albeit reluctantly) accepted Judge Michael's resignation as Editor in Chief of ABLJ, effective December 31, 2024, and approved the retention of his successor, Judge Michelle Harner, effective January 1, 2025.

Old Business – No old business was discussed.

New Business – The agenda for the Annual Meeting will be revised and sent out later this week. BOG members may propose new agenda topics in writing, directed to the President up to 20 days before the scheduled meeting. If any agenda items are added, they must be circulated to the BOG at least 10 days before the Annual Meeting.

Judge Diehl reported that retirement meeting will be held in Seattle after the Annual Members meeting. Judge Baer noted that there will be no meeting BOG meeting on September 11, 2024.

The Meeting adjourned at approximately 1:59 p.m. (ET).

Next Meeting of the BOG: In Person Breakfast and Annual Meeting on September 18, 2024, at 7:15 a.m. (PT).

APPROVED AT THE ANNUAL MEETING ON _____, 2024.

Respectfully submitted,

Hon. Roberta A. Colton, NCBJ Secretary

EXHIBIT A

National Conference of Bankruptcy Judges Conflict of Interest Policy

(Approved August 14, 2024)

Article I – Purpose

The purpose of this conflict of interest policy is to protect the interests of the National Association of Bankruptcy Judges (the “NCBJ”) when it is contemplating entering into a financial transaction or arrangement where (i) the **Financial Interest** (as defined below) of an officer, director, committee member, NCBJ executive director or his or her staff could diverge from the interests of the NCBJ; or (ii) the impartiality of the decisions of the NCBJ could otherwise reasonably be called into question. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit organizations and charitable organizations. This policy is not intended to be exhaustive, and any NCBJ officer, director, committee member, executive director, or staff member contemplating a financial transaction or arrangement who has reasons to believe that the interests of the NCBJ could be adversely impacted because of the personal interest of that person should bring the matter to the attention of the NCBJ President or chair of the applicable committee (who in turn shall promptly inform the NCBJ President).

Article II – Definitions

1. Interested Person

Any NCBJ officer, NCBJ committee member, the NCBJ executive director or his or her staff member who has a direct or indirect **Financial Interest**, as defined below, in a financial transaction or arrangement, is an “**Interested Person**” with respect to such transaction or arrangement.

2. Family Member

A person who is the **Interested Person’s** spouse, domestic partner, parent, grandparent, sibling, child, grandchild, or spouse of a sibling, child, or grandchild.

3. Financial Interest

A person has a **Financial Interest** in a financial transaction or arrangement if the person has, directly or indirectly including through a **Family Member**:

- a. An ownership or investment interest in any entity that is a party to such transaction or arrangement;
- b. A compensation arrangement with respect to such transaction or arrangement either with the NCBJ or with any entity or individual that is a party to such transaction or arrangement; or
- c. A position (whether compensated or not) as an officer, director, or control person of any entity that is a party to such transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial but excludes reimbursement for expenses occurred as a result of performing duties for the NCBJ.

A **Financial Interest** is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a **Financial Interest** may have a conflict of interest only if the NCBJ Executive Committee (“Executive Committee”) or the Board of Governors (the “Board”), after full disclosure, decides that a conflict of interest exists.

Article III – Procedures

1. Duty to Disclose

In connection with any known conflict of interest, an **Interested Person** must disclose the existence of his or her **Financial Interest** and be given the opportunity to disclose all material facts. This disclosure shall be made as soon as possible, and whenever feasible shall be made prior to any discussion or action on the proposed transaction or arrangement, to the NCBJ President or, if relevant, to the chair of the committee having authority to request the proposed transaction or arrangement. If such disclosure is made to the chair of a committee, such chair shall promptly report such disclosure to the NCBJ President. If the NCBJ President has the actual or possible conflict of interest, he or she must disclose that conflict to the NCBJ President-Elect.

2. Determining Whether a Conflict of Interest Exists

An **Interested Person** shall disclose his or her **Financial Interest** and all material facts at a meeting of the Board or Executive Committee, whichever is applicable. After disclosure, such **Interested Person** shall leave the meeting while the determination of whether such **Financial Interest** constitutes a conflict of interest is discussed and voted upon. In making such determination, the entity with the power to approve the transaction (whether it be the Executive Committee or the Board) may conclude that any **Financial Interest** of the **Interested Person** is so *de minimis* as not to constitute a conflict of interest. The applicable deciding body, excluding any such **Interested Person(s)** shall decide by a majority vote of those present in person or by written proxy if a conflict of interest exists.

3. Procedures for Addressing a Matter where a Conflict of Interest Has Been Found to Exist

- a. In accordance with paragraph III.2 above, with the consent of the President, an **Interested Person** may make a presentation to the applicable deciding body concerning the transaction or arrangement, but after the presentation, such individual shall leave the meeting and shall not participate during the discussion of, and the vote on, the transaction or arrangement involving the conflict of interest.
- b. The President may, if deemed appropriate due to the importance to the NCBJ of the transaction or arrangement, appoint a disinterested governor or committee to investigate and report on the alternatives to the proposed transaction or arrangement.

- i. The deciding body (whether the Executive Committee or the Board) shall determine, by majority vote of the disinterested members, whether the NCBJ can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not have a conflict of interest.
- ii. If the deciding body determines that the NCBJ cannot obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that will not give rise to a conflict of interest, it shall determine, by a majority vote of members present, whether the transaction or arrangement is in the NCBJ's best interests and its terms are fair and reasonable. In conformity with the above determination, the deciding body shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

- a. If the deciding body has reasonable cause to believe that a director, officer, committee member, executive director or staff member, as applicable, has failed to disclose an actual or possible conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the deciding body determines the person had failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and/or corrective action if within its authority under the NCBJ bylaws.

Article IV – Records of Proceedings

The minutes of the body with authority to act pursuant to this policy shall reflect disclosures made pursuant to this policy and action taken, including any resulting recusals.

Article V – Compensation

1. No Voting on Own Compensation by Members

An officer or governor who receives, or whose **Family Member** receives, compensation from the NCBJ for services shall abstain from voting on matters pertaining to that officer's, governor's or **Family Member's** compensation.

2. No Prohibition on Providing Information on Compensation

A member of the Board or any committee whose authority includes compensation and who receives compensation, directly or indirectly, from the NCBJ is not prohibited from providing information to the Board or any committee regarding compensation.

Article VI – Required Signed Statement

Upon taking office, each officer and governor shall sign a statement that affirms such person:

- a. Has received a copy of this conflict of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the NCBJ is tax-exempt and in order to maintain its federal tax exemption must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VII – Periodic Reviews

To ensure that the NCBJ operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board or a committee shall conduct periodic reviews of the matters below, among others:

- a. Whether compensation arrangements and benefits are (i) reasonable, based on, among other things, available applicable survey information, and the (ii) the result of arm’s length bargaining;
- b. Whether any partnerships, joint ventures, and significant arrangements with other organizations entered into by the NCBJ conform to the NCBJ’s written policies, are properly recorded, reflect reasonable investment or payments for goods or services, further charitable purposes and do not result in inurement, impermissible private benefit, or in excess benefit transaction (as each such term is defined in the Internal Revenue Code of 1986, as amended).

Article VIII – Use of Outside Advisors

When conducting the periodic reviews as provided for in Article VII, the NCBJ may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the Board or a committee of its responsibility for ensuring such periodic reviews are conducted.

Article IX– The Code of Conduct Controls

For those subject to the Code of Conduct for United States Judges (the “Code”), nothing herein shall be deemed to expand or otherwise modify the duties and obligations under the Code. In the event of a conflict between this document and the Code, the Code shall control.

CERTIFICATION OF ADOPTION

The foregoing Conflict of Interest Policy was adopted by the Board of Governors of the NCBJ on August 14, 2024.

**NATIONAL CONFERENCE OF BANKRUPTCY JUDGES
Annual Certification of Compliance with Conflict of Interest Policy**

Name

First Name

Last Name

NCBJ Officer or Board Position Held for Current Operational Year
(October-September)

Please describe below any employment relationship (employee, partner, etc.) or any other position you hold (paid or unpaid, volunteer or otherwise) in another entity (whether for profit or nonprofit), or circumstances or arrangements that could contribute to a conflict of interest between the National Conference of Bankruptcy Judges and your personal interests, financial or otherwise (e.g., as a vendor to or recipient of funds from NCBJ, with the exception of ordinary reimbursements) (attach additional page if needed); if none, please so state:

I hereby certify that:

- a. I have received, read and understand the NCBJ Conflict of Interest Policy at this link and understand my affirmative duty to disclose any potential conflict raised by a financial or other interest in or relationship to an entity other than the NCBJ.

- b. I further certify that the information set forth above is true and complete to the best of my knowledge.

- c. I understand that the NCBJ is tax-exempt and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

- d. I certify that I am presently in full compliance with and shall continue to comply with the letter and spirit of the NCBJ Conflict of Interest Policy.

I agree.

Signature

_____ Date: _____

EXHIBIT C

(Approval of 2025 Budget)

Summary Budget

Income			\$	1,696,000.00
	Total 600 · Administration	\$	203,600.00	
	Total 601.01 · Board of Governors	\$	26,005.00	
	Total 602 · President's Expense	\$	14,000.00	
	Total 603 · FJC	\$	5,000.00	
	Total 604 · ABLJ	\$	47,640.00	
	Total 605 · Committees	\$	215,138.00	
	Total 650 · Conference Expenses	\$	1,182,182.00	
Expense		\$	1,693,565.00	\$ 1,693,565.00
Projected Profit/Loss			\$	2,435.00

**National Conference of Bankruptcy Judges
2025 Proposed Budget**

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	Notes
Ordinary Income/Expense				
Income				
400 · Membership Dues	87,249.33	86,000.00	86,000.00	
410 · ABLJ Income				
410.02 · Royalties ABLJ	37,426.72	37,000.00	37,000.00	
Total 410 · ABLJ Income	37,426.72	37,000.00	37,000.00	see expense line 604 ABLJ
450 · Conference Income				
450.01 · Registration	1,319,835.00	1,000,000.00	1,350,000.00	Reduce Austin registration revenue by 2 nights hotel expense for judges. Increase registration fee for general attendee to 1500 (early) and attract 900 attendees
450.02 · Exhibit Booths	45,000.00	49,000.00	50,000.00	
450.04 · Trial Skills	11,300.00	11,000.00	14,000.00	20 participants at \$700 each - see expense line 605.06. This would provide a \$262 cushion.
450.05 · NCBJ Luncheon	18,430.00	18,500.00	20,000.00	
450.06 · Hotel Rebate/Comp Rooms	33,313.66	-	-	
450.07 · Public Outreach Donations	5,340.00	5,000.00	5,000.00	revenue netral pass-through event - see line 605.16
450.08 · Emerging Leaders Reception	9,000.00	9,000.00	10,000.00	
450.09 · Optional Activities	15,840.00	20,000.00	20,000.00	revenue netral pass-through expense - see line 650.03 pass-through expense at 560.101
450.10 · Prepaid Expenses	-	75,000.00	96,000.00	Affiliate events
Total 450 · Conference Income	1,458,058.66	1,187,500.00	1,565,000.00	
490 · Interest Income	136.71	6,000.00	8,000.00	
Total Income	1,582,871.42	1,316,500.00	1,696,000.00	
* Gross Profit	1,582,871.42	1,316,500.00	1,696,000.00	1,696,000.00
Expenses				
600 · Administration				
600.01 · Management Fee 40%	93,998.40	95,878.37	96,000.00	
600.02 · Supplies/Office Expense	2,783.56	2,800.00	3,000.00	
600.03 · Postage/Shipping	968.09	1,000.00	1,000.00	
600.04 · Telephone	812.05	900.00	1,000.00	
600.05 · Insurance - D&O and Crime	7,070.00	8,000.00	10,000.00	
600.07 · Gifts/Goodwill	3,140.39	3,500.00	3,500.00	
600.08 · Dues and Subscriptions	523.00	550.00	550.00	
600.09 · Professional Fees				
600.091 · Accounting	3,500.00	3,500.00	4,800.00	
600.092 · Legal Fees	2,769.50	10,000.00	10,000.00	
600.093 · Auditor			30,000.00	
Total 600.09 · Professional Fees	6,269.50	13,500.00	44,800.00	
600.10 · Storage	3,520.00	3,800.00	5,500.00	
600.13 · Communications				
600.132 · Social Media	507.00	750.00	1,000.00	
600.133 · Rebrand	8,100.00	3,000.00	2,000.00	
600.134 · Video Production	-	-	5,500.00	
600.135 · Surveys / Mail Chimp	257.58	300.00	4,500.00	
Total 600.13 · Communications	8,864.58	4,050.00	13,000.00	
600.14 · Digital				
600.142 · Your Membership	8,766.66	-	-	
600.143 · Email Platforms	179.97	179.97	650.00	
600.144 · Website & Database				
600.145 · Hosting & Maintenance	3,404.04	4,500.00	4,500.00	
600.146 · New Website & Database	30,475.00	-	-	
600.147 Maintenance			6,500.00	
Total 600.144 · Website	33,879.04	4,500.00	11,000.00	
600.14 · Digital Other	2,195.52	2,500.00	3,000.00	
Total 600.14 · Digital	45,021.19	7,179.97	14,650.00	
600.16 · Bank Charges	790.90	790.90	1,000.00	
600.17 · Behind the Bench/Webinars				
600.141 · Zoom	2,040.00	2,040.00	4,100.00	see committee request 605.29
600.17 · Behind the Bench/Webinars - Other	-	-	-	
Total 600.17 · Behind the Bench/Webinars	2,040.00	2,040.00	4,100.00	
600.99 · Transition/ADG/Presidents	24,580.46	5,500.00	5,500.00	
* Total 600 · Administration	200,382.12	149,489.24	203,600.00	203,600.00
601.01 · Board of Governors				
601.011 · Travel	57.70	-	2,500.00	
601.012 Conference Calls	-	-	5.00	
601.10 · Mid Year Meeting				
601.101 · Travel	5,777.47	-	6,000.00	This is for cost of ADG staff

	2023 Actual	2024 Budget	2025 Budget	Notes	
601.102 · Food & Beverage	8,860.51	-	5,000.00	This original estimate of \$10,000 has been reduced per JB	
601.104 · Supplies Mid Year	755.03	800.00	1,000.00		
601.105 · Hotel Other	24.83	100.00	100.00		
Total 601.10 · Mid Year Meeting	15,417.84	900.00	12,100.00		
601.20 · Annual Meeting					
				Includes BOG members & Officers - Moved from line 650.929	
601.201 · Travel	-	-	10,500.00		
601.202 · Food & Beverage	-	-	-		
601.203 · Audio/Tech	-	-	-		
601.204 · Supplies	-	800.00	800.00		
601.205 · Hotel	-	-	-		
601.206 · Other	-	100.00	100.00		
Total 601.20 · Annual Meeting	-	900.00	11,400.00		
* Total 601.01 · Board of Governors	15,475.54	1,800.00	26,005.00		26,005.00
602 · President's Expense					
602.01 · Periodic Officer Travel for Event Planning & Misc. Meetings	292.09	5,000.00	5,000.00		
602.03 · VIP Invitees to Annual Meeting per SOP			5,000.00		
602.04 · Gift President	838.08	838.08	838.08		
				discretionary spending fixed at \$4000, subject to adjustment. (\$838.08 + \$3161.92 = \$4000).	
602.06 · Other	-	3,161.92	3,161.92		
* Total 602 · President's Expense	1,130.17	9,000.00	14,000.00		14,000.00
603 · FJC					
603.01 · FJC Conferences	4,745.74	5,000.00	5,000.00	Estimate based on 2024 budget amount	
* Total 603 · FJC	4,745.74	5,000.00	5,000.00		5,000.00
604 · ABLJ					
604.01 · Payroll Tax Employer	4,421.25	-	-		
604.02 · Payments to Independent Contractors					
604.021 · Editor	17,000.00	18,000.00	18,000.00		
604.023 · Associate Editor	22,500.00	24,000.00	24,000.00		
604.024 · Clerical Support	3,000.00	-	-		
Total 604.02 · Payments Independent Contractors	42,500.00	42,000.00	42,000.00		
604.03 · Website Hosting	150.00	150.00	150.00		
604.04 · Supplies	130.82	-	-		
604.05 · Postage	320.97	-	-		
604.07 · Print/Typeset	5,232.26	-	-		
604.08 · Editor Prize	1,083.07	1,000.00	500.00		
609.09 · Copywrite Expense	-	190.00	190.00		
604.11 · Marketing	514.26	-	-		
604.15 · Legal/Consultants	2,018.10	1,000.00	-		
604.16 · Technology Services	2,300.00	2,300.00	2,300.00		
604.17 · Travel	-	-	2,500.00		
604.18 · Hotel	-	-	-	picked up at line 650.928	
604.19 · Conference Expense	-	400.00	-		
604 · ABLJ - Other	-	-	-		
* Total 604 · ABLJ	58,670.73	47,040.00	47,640.00	Note income at line 410 - Projecting \$10,640 deficit	47,640.00
605 · Committees					
605.03 · Conference News Committee					
605.031 · Conference Committee Meeting	-	50.00	50.00		
605.032 · Hotel	-	-	-	picked up at line 650.928	
605.033 · Travel	-	-	5,000.00	Moved from line 650.929	
605.036 · Typeset/Layout Editor	4,400.00	4,800.00	5,200.00		
605.037 · License	400.00	400.00	420.00		
605.038 · Conference News Committee - Other	-	200.00	200.00		
Total 605.03 · Conference News Committee	4,800.00	5,450.00	10,870.00		
605.05 · Education Committee					
605.051 · Hotel	-	-	-	judge members extra 1 night + academic 2 nights picked up at line 650.928	
605.051 · Travel	-	-	4,000.00	judge members + academic moved from line 650.929	
605.053 · Food & Beverage Conference	-	1,000.00	1,000.00		
Total 605.05 · Education Committee	-	1,000.00	5,000.00		
605.06 · Trial/Appellate Skills Workshop					
605.061 Hotel					
605.061.0611 · BCt Judges Hotel	-	-	3,588.00	one extra night for 13 Judges	
605.061.0612 · Other Judge Hotel	-	-	-	2 nights stay	
605.061.0613 · Other Hotel	-	-	-	2 nights stay	
Total 605.061 Hotel	-	-	3,588.00		
605.062 Travel					
605.062.0621 · BCt Judge Travel	-	7,000.00	6,500.00	\$500 for 13 judges	
605.062.0622 · Other Judge Travel	-	-	-	\$500 for 2 judges	
605.062.0623 · Support Travel	-	-	-	\$500 for 2 staff members	
Total 605.062 Travel	-	-	6,500.00		
605.063 Supplies					
605.063.0631 · SD Cards	-	-	100.00		
605.063.0632 · Elex Guide	-	-	250.00		
605.063.0633 · Other	-	-	250.00		
605.063.0634 · Gifts	-	-	700.00		
Total 605.063 Supplies	-	-	1,300.00		

	2023 Actual	2024 Budget	2025 Budget	Notes
605.065 · Food	-	-	-	
605.065.0651 Breakfast	-	-	555.00	
605.065.0652 Lunch	-	-	925.00	
605.065.0653 Coffee/Refreshments	-	-	370.00	
Total 605.065 Food	-	1,500.00	1,850.00	
605.070 · Transportation	-	500.00	500.00	
Total 605.06 · Trial/Appellate Skills Workshop	-	9,000.00	13,738.00	
605.07 · Academic Recognition Endowment	-	10,750.00	15,350.00	
605.08 · Bylaws	-	-	-	
605.11 · Finance Committee	-	-	-	
605.111 · Travel	-	-	2,500.00	Moved from line 650.929
605.112 · Hotel	-	-	-	picked up at line 650.928
605.113 · Food & Beverage/Conference	-	600.00	600.00	
Total 605.11 · Finance Committee	-	600.00	3,100.00	
605.14 · Legislative Committee	-	-	-	
605.141 · Travel	4,877.16	-	4,500.00	Moved from line 650.929
605.142 · Hotel	-	-	-	picked up at line 650.928
605.143 · Food & Beverage/Conference	1,028.87	400.00	400.00	
605.144 · Supplies	474.00	-	-	
605.146 · DC Hill Visits	-	15,680.00	15,680.00	
605.146 · Congressional Directory	-	1,950.00	1,950.00	
605.14 · Legislative Committee - Other	-	-	-	
Total 605.14 · Legislative Committee	6,380.03	18,030.00	22,530.00	
605.15 · Next Generation Committee	-	-	-	
605.151 · Conference Expense	-	600.00	750.00	Committee meeting at Conference Program funded through
605.155 · Scholarships	-	1,000.00	-	Committee fundraising
605.156 · Additional Hotel Night & Travel Reimbursement	-	500.00	1,000.00	Hotel included at line 650.928 - Travel Moved from line 650.929
605.157 · Judges' Roundtable Event	-	1,500.00	-	Program funded through
Total 605.15 · Next Generation Committee	-	3,600.00	1,750.00	Committee fundraising
605.16 · Public Outreach Committee	-	-	-	
605.163 · Projects	6,325.00	1,200.00	1,500.00	Committee meetings at Conference - Project funded through separate fundraising
Total 605.16 · Public Outreach Committee	6,325.00	1,200.00	1,500.00	
605.17 · Retired Judges Committee	-	350.00	350.00	
605.18 · Schwartz Roundtable	-	250.00	250.00	
605.19 · Elections	-	-	-	
605.20 · US Trustee Committee	-	-	-	
605.202 · Conference Calls	22.01	-	-	
605.20 · US Trustee Committee - Other	-	600.00	600.00	
Total 605.20 · US Trustee Committee	22.01	600.00	600.00	
605.21 · Ethics	-	-	-	
605.22 · ABJA Liaison	-	-	-	
605.224 · Projects	5,000.00	5,000.00	5,000.00	Contribution to JA Conference
Total 605.22 · ABJA Liaison	5,000.00	5,000.00	5,000.00	
605.23 · NCBC Liaison	-	-	-	
605.231 · Travel	1,121.64	2,000.00	3,000.00	
605.232 · NCBC Liaison - Other	5,000.00	2,000.00	2,000.00	Contribution to Clerk's Conference
Total 605.23 · NCBC Liaison	6,121.64	4,000.00	5,000.00	
605.24 · NACTT Liaison Committee	-	-	-	
605.241 · Travel	1,445.41	1,700.00	500.00	
605.242 · NACTT Liaison Committee - Other	-	-	1,500.00	
Total 605.24 · NACTT Liaison Committee	1,445.41	1,700.00	2,000.00	
605.25 · Blackshear	-	-	-	
605.251 · Blackshear Presidential Fellows	-	10,000.00	10,000.00	
605.252 · Reception for Law Students	-	2,500.00	2,500.00	
605.253 · Travel	-	-	1,000.00	
Total 605.25 · Blackshear	-	12,500.00	12,500.00	
605.26 · Fed Rules Advisory Committee	-	-	-	
605.27 · Future of the Conference Comm (CAM)	-	1,500.00	1,500.00	Java with Judges & Dine Around
605.28 · Member Services	-	-	-	
605.284 · Awards	1,442.82	1,350.00	1,350.00	
605.285 · Archives	214.81	5,100.00	5,100.00	
605.287 · Memorials	1,353.00	1,100.00	1,100.00	
605.28 · Member Services - Other	104.00	1,000.00	1,000.00	
Total 605.28 · Member Services	3,114.63	8,550.00	8,550.00	
605.29 · Online Learning Committee/Behind the Bench	-	-	-	Zoom License included as admin exp at line 600.17
605.30 · New Member Committee	-	-	-	
605.31 · Policies & Procedures Committee	-	100.00	-	
605.33 · NABT Committee	-	-	-	
605.34 · Diversity / DEI	-	-	-	
605.343 · Just the Beginning Fellowships	18,970.96	24,000.00	24,000.00	
605.344 · IDEA Consortium Webste Contribution	-	1,500.00	1,500.00	
605.345 · Leadership Award	-	250.00	250.00	
605.346 · Diversity / DEI - Other	-	-	-	
Total 605.34 · Diversity / DEI	18,970.96	25,750.00	25,750.00	

	2023 Actual	2024 Budget	2025 Budget	Notes
605.36 · Security Committee	-	450.00	500.00	
605.37 · Consumer Practice Committee	-	500.00	500.00	
605.38 · Engaging Young Professionals	-	-	-	
				Judge Stong is requesting travel reimbursement for 3 ABA meetings (\$500 X 3=\$1500) and 3 nights hotel reimbursement for 2 of the meetings (mid-year and annual meetings) and 2 nights at Business law section meeting (8 nights X \$250 = \$2000) for a total of \$3500
605.39 · Liaison ABA	-	2,000.00	2,500.00	
605.40 · Liaison ABI	-	2,000.00	-	
605.41 · Liaison ACB	-	-	-	
605.42 · Liaison BA	-	-	-	
605.43 · Liaison HBNA	-	2,000.00	2,200.00	
605.44 · Liaison IWIRC	-	-	-	
605.45 · Liaison TMA	-	1,500.00	-	
605.46 · Liaison NAWJ	-	-	-	
605.47 · Liaison CARE	-	-	-	
605.48 · Liaison CLLA	-	-	-	
605.49 · Liaison FBA	-	-	-	
605.55 · Ad Hoc Consolidation Committee	-	4,000.00	4,000.00	
605.56 · Ad Hoc Skinny Model	-	-	-	
605.57 · Ad Hoc 100th Year Anniversary	-	10,000.00	65,000.00	
605.58 · Ad Hoc Website/Social Media	-	-	-	
605.59 · International	-	4,200.00	5,100.00	
605.60 · Ad Hoc Pay Raise Study	-	-	-	
* Total 605 · Committees	52,179.68	136,580.00	215,138.00	
650 · Conference Expenses				
650.01 · Administration Conference				
650.011 · Management Fee Conference 60%	140,997.60	143,817.56	144,000.00	
650.012 · Phone/Supplies	4,193.69	4,500.00	4,500.00	
Total 650.01 · Administration Conference	145,191.29	148,317.56	148,500.00	
650.02 · Operations Conference				
650.021 · Staff Travel & Meals	21,708.45	16,500.00	16,500.00	
650.022 · Temp Staff	6,628.88	5,000.00	5,000.00	
650.023 · Music Rights Fee	190.00	200.00	200.00	
650.024 · Site Inspections	25,409.23	15,000.00	15,000.00	
650.025 · Shipping/Freight/Postage	23,109.36	24,000.00	24,000.00	
650.027 · Credit Card Merchant Fees	37,364.53	4,500.00	12,000.00	
650.028 · Judges Hotel	87,201.25	1,880.00	2,760.00	
650.029 · Judges Travel	-	30,500.00	-	red to committee & BOG expense
650.030 Travel Speaker	-	-	10,000.00	
Total 650.02 · Operations Conference	241,231.98	97,580.00	85,460.00	
650.03 · Optional Activities				
650.031 · Tours	14,386.12	20,000.00	25,000.00	
650.033 · VIP/Guest Reimbursements	2,027.10	2,500.00	3,000.00	
Total 650.03 · Optional Activities	16,413.22	22,500.00	28,000.00	
650.05 · Marketing/Communications Conf				
650.051 · Signage / Set Up	3,153.66	3,200.00	4,000.00	
650.052 · Graphic Design	15,047.50	15,500.00	17,000.00	
650.053 · Printing	20,491.98	10,000.00	20,000.00	
650.054 · Website NCBJmeeting.org	1,700.00	1,700.00	1,800.00	
650.055 · Promotional Giveaway	3,788.00	-	1,000.00	mugs included for the BOG
650.056 · Social Media	174.43	200.00	1,000.00	
Total 650.05 · Marketing/Communications Conf	44,355.57	30,600.00	44,800.00	
650.06 · Registration System				
650.061 · CVent Contract 1 Year	8,990.00	9,000.00	14,000.00	
650.062 · CVent App	31,486.16	32,000.00	33,000.00	
Total 650.06 · Registration System	40,476.16	41,000.00	47,000.00	
650.07 · Reg Supplies & Equipment				
650.071 · Badges/Env/Inserts/Tags	5,348.69	5,500.00	6,000.00	
650.072 · Tickets/Forms/Program Book	620.00	700.00	1,400.00	
650.074 · Registration Gifts	3,448.25	3,500.00	4,000.00	
650.075 · Registration Hospitality	532.52	550.00	600.00	
650.076 · Reg Supplies & Equipment - Other	-	-	-	
Total 650.07 · Reg Supplies & Equipment	9,949.46	10,250.00	12,000.00	
650.08 · Education Program Conference				
650.81 · Speaker Reimbursements	3,987.04	-	1,000.00	
650.082 · Bankruptcy Judge Speakers				
650.082.0821 · Hotel	-	1,410.00	4,968.00	
650.082.0822 · Travel	-	3,000.00	9,000.00	
Total 650.082 · Bankruptcy Judge Speakers	-	4,410.00	13,968.00	
650.083 · Non-profit, academic, & govt speakers				
650.083.0831 · Hotel	-	2,730.00	5,440.00	
650.083.0832 · Travel	-	1,750.00	4,000.00	
Total 650.083 · Non-profit, academic, & govt speakers	-	4,480.00	9,440.00	
650.084 · Other Judge Speakers				
650.084.0841 · Hotel	-	1,410.00	2,484.00	
650.084.0842 · Travel	-	1,500.00	1,500.00	
650.084.0843 · Attend Judges Dinner	-	750.00	750.00	
Total 650.084 · Other Judge Speakers	-	3,660.00	4,734.00	
650.085 · Keynote Speaker				
650.085.0851 · Hotel	-	780.00	780.00	
650.085.0852 · Travel	-	2,500.00	2,500.00	May be able to eliminate
650.085.0853 · Attend Judges Dinner	-	500.00	500.00	

	2023 Actual	2024 Budget	2025 Budget	Notes
650.0385.0855 · Speaker Fee	-	10,000.00	10,000.00	
Total 650.085 · Keynote Speaker	-	13,780.00	13,780.00	May be able to eliminate
650.086 · Next Gen Educ Conf	650.31	-	-	Committee Program Expense
650.087 · Trial Skills Workshop	4,588.30	-	-	Committee Program Expense
Total 650.08 · Education Program Conference	9,225.65	26,330.00	42,922.00	
650.09 · Audio Visual Conference				
650.091 · AV Equipment Labor and Services	165,180.90	118,000.00	225,000.00	
650.092 · AV Crew Travel Hotel	14,544.62	-	20,000.00	
650.093 · Video/Audio Production	-	-	-	
650.092 · Rigging	-	15,000.00	20,000.00	
650.093 · WIFI	-	17,000.00	19,000.00	
Total 650.09 · Audio Visual Conference	179,725.52	150,000.00	284,000.00	
650.10 · Programs & Events Conference				
650.101 · Affiliate Events				
650.101.1011 · AIRA Breakfast	3,675.00	4,000.00	6,000.00	
650.101.1012 · ABA Lunch	48,395.00	50,000.00	60,000.00	
650.101.1015 · CLLA Lunch	10,015.00	10,000.00	15,000.00	
650.101.1016 · Other	-	11,000.00	15,000.00	
Total 650.101 · Affiliate Events	62,085.00	75,000.00	96,000.00	
650.102 · Food & Beverage Conference				
650.102.1021 · Judges Dinner				
650.102.1021.10211 · Judges Dinner	38,911.26	40,000.00	55,000.00	
650.102.1021.10212 · Music & Entertainment	-	5,000.00	5,000.00	
Total 650.102.1021 · Judges Dinner	38,911.26	45,000.00	60,000.00	60,000.00
650.102.1022 · Food & Beverage Conference - Other	724.61	270,000.00	300,000.00	F&B contract minimum
Total 650.102 · Food & Beverage Conference	329,586.44	315,000.00	360,000.00	
Total 650.10 · Programs & Events Conference	391,671.44	390,000.00	456,000.00	
650.30 · Hotel				
650.301 · President Hospitality Suite	4,657.44	2,350.00	5,000.00	
650.302 · VIP Guest Rooms	5,009.12	4,125.00	5,000.00	
650.304 · Furniture Rental/Purchase	4,563.25	-	5,000.00	
Total 650.30 · Hotel	14,229.81	6,475.00	15,000.00	
650.31 · Non Committee Travel	749.96	800.00	1,500.00	
650.32 · Entertainment Conference	4,765.00	3,600.00	5,000.00	
650.33 Hotel Trolley			12,000.00	
* Total 650 · Conference Expenses	1,097,985.06	927,452.56	1,182,182.00	1,182,182.00
Total Expenses	1,430,569.04	1,276,361.80	1,693,565.00	1,693,565.00
Net Ordinary Income	152,302.38	40,138.20	2,435.00	\$ 2,435.00

Attendee type	Chicago Early	Chicago Regular	Chicago Walk-in
General	1500	1550	1650
Consumer Attorney	700	800	850
Business Attorney less than 5 years	800	900	950
Govt/Non-profit/Student/Professor	625	700	
Court Staff	300	400	
Attendee's Guest		400	
Trial/Appellate Skills	700	700	
Former Judge Back to Practice	1075	1175	1275
Judge/VIP Personal Guest		0	
Judge: Sitting, Recall or Retire	625	700	
NCBJ Speaker: Academic/Govt/Nonprofit	0	0	
NCBJ Speaker: Attorney, CPA Other	550	550	
NCBJ VIP	0	0	
NCBJ Staff	0	0	
NCBJ Fellows	0	0	
Blackshear Fellows	0	0	
NextGen	1400	1500	
One Day Attendee	800	850	900
Welcome Reception Only		200	250