

Organization of Bar Investigators
DIRECTOR AT-LARGE
Position Duties
February 6, 2018
By: Jim Burton

This office is for a period of two (2) years.

The main duty of this office is to prepare and distribute the annual OBI Membership Invoice to our member states, providences and individual members.

Membership Invoice Process:

1. The OBI Treasurer (currently Randy Ross) will provide the Director at-Large an EXCEL spreadsheet, listing each jurisdiction or individual, their contact person's name and email address, along with the correct billing amount for current year's dues.
 - a. The current billing amounts (as set by our by-laws) are:
 - i. Large Agency - \$350.00
 - ii. Medium Agency - \$250.00
 - iii. Small Agency - \$150.00
 - iv. Individual Membership - \$25.00
2. We have form invoices that are used each year. The Director at-large will modify the 4 invoices, one for each type of membership, to reflect the current year and any other changes.
3. Using the latest version of the OBI official stationary, the four types of invoices are copied onto the official stationary and saved.
4. We also have a standard email message that is used when sending out the invoices. There are two types of outgoing email messages, one for states and providences, and another one for individual. Again these have to be updated for correct content.
5. We send out the first round of membership invoices on or about February 1st for the current year.
 - a. This is basically a cut & paste operation, using the contact information data from the EXCEL Spreadsheet.
 - b. 1st generate an email message to the contact person for each state, providence, or individual member.

- c. 2nd insert the updated email text for states and providences or the individual member.
 - d. 3rd attach the correct billing invoice based on the size of the state, providence or individual member.
 - e. Send the email.
 - f. Update your copy of the EXCEL Spreadsheet to indicate the date each invoice is sent.
6. At this point, the invoices are sent, but several things may occur that require extra work.
 - a. The email gets rejected.
 - i. Double check the email address with our current roster.
 - ii. May have to locate another member from that jurisdiction and reroute the email to them.
 - iii. Check with Vanessa Norman (Membership Chairperson) for additional contacts in that jurisdiction.
 - b. The receiver of the email has additional information.
 - i. These changes should be recorded on your EXCEL Spreadsheet.
 - ii. Forward a copy of the email to the Treasurer to update their records.
 - iii. Forward a copy of the email to the Membership Chairperson to update their records.
7. The Treasurer will send you updated EXCEL Spreadsheets on a regular and routine basis, sometimes weekly, to keep track of those who have paid their dues.
8. At some point, usually around March 15th, a second notice is sent out to the states, providences and individuals that have not yet paid their current year dues.
 - a. This is done at the direction of the Treasurer based on outstanding dues.
 - b. Use the same above process to send out the second notices, just update the dates on the outgoing material.
9. If the jurisdiction or individual has no changes that come to you, they just pay their membership invoice to the Treasurer, your job is done.

10. Be prepared to provide verbal reports at board meetings on status of jurisdictions and individuals paying the current year dues and those who have not yet paid.
 - a. You might be asked to send extra bills
 - b. You might be asked to make phone calls to the jurisdictions or individuals to ask for payment or other information.
11. Samples of Membership Invoices attached at end of this document.

Other Duties as Assigned

For time to time, the President or other board members may ask you for assistance in completing projects, assignments or other matters relating to the organization.

INDEX of ATTACHMENTS

A1- Sample of EXCEL Spreadsheet (2 pages)

A2 - Sample of Jurisdiction Email Message

A3 - Sample of Large Jurisdiction Membership Invoice (to be copied onto current OBI stationary)

A4 - Sample of Medium Jurisdiction Membership Invoice (to be copied onto current OBI stationary)

A5 - Sample of Small Jurisdiction Membership Invoice (to be copied onto current OBI stationary)

A6 - Sample of Individual Membership Invoice

A7 – Sample of Individual Email Message

State	Size	Contact Person	Contact Email Address
AK	Small	Deborah Nance	nanced@alaskabar.org
AL	Small	Doug McElvy	douglas.mcelvy@alabar.org
AZ	Medium	Kevin McBay	Kevin.McBay@staff.azbar.org
AR	Small	Michael Harmon	Michael.Harmon@arcourts.gov
CA	Large	Alma Cueto	Alma.Cueto@calbar.ca.gov
CO	Large	Carla McCoy	c.mccoy@csc.state.co.us
CT	Medium	Not Renewing 2013	
DC	Large	Chuck Anderson	andersonc@dcobc.org
Exec. Off. Immigration Review	Small	Jeannie Park	jeannie.park@usdoj.gov
FL	Large	Don Dunn	ddunn@floridabar.org
GA	Large	Lamar Jackson	LamarJ@gabar.org
HI	Small	Faye Hee	FayeH@odchawaii.com
ID	Small	Deanna Tollefson	dtollefson@isb.idaho.gov
IL	Large	Mike Hall	MHall@iardc.org
IN	Medium	Mark Carnell	mark.carnell@courts.in.gov
IA	Small	Erin Ross- Johnson	erin.ross-johnson@iowacourts.gov
KS	Small	Terry Morgan	morgant@kscourts.org
KY	Small	Cindy Wedding	cwedding@kybar.org
LA	Medium	Bob Harrison	Bharrison@LADB.org
MD	Medium	Marc Fiedler	marc.fiedler@agc.maryland.gov
MA	Large	Sabra Mitchell	s.mitchell@massbbo.org
MI	Large	Dina Dajani	dpdajani@agcmi.com
MO	Small	Kelly Dillon	Kelly.dillon@courts.mo.gov
MT	Small	Sheena Broadwater	sbroadwater@montanaodc.org
NV	Small	Dawn Meeks	DawnM@nvbar.org
NJ	Large	William Ruskowski	William.Ruskowski@judiciary.state.nj.gov
NC	Medium	Randy Ross	rross@ncbar.gov

ND	Small	Kara J. Erickson	kjerickson@nd.gov
NM	Small	William Slease	wds@nmdisboard.org
OH	Medium	Donald Holtz	don.holtz@sc.ohio.gov
OK	Small	Rhonda Langley	RhondaL@okbar.org
OR	Small	Lynn Bey-Roode	LRoode@osbar.org
PA	Large	Brian Kline	brian.kline@pacourts.us
RI	Small		
SC	Small	Wanda Vilches	wvilches@sccourts.org
TN	Medium	Dana Patrick	DPatrick@tbpr.org
TX	Large	Anne McKenna	amckenna@texasbar.com
USPTO	Medium	Ronald K. Jaicks	Ronald.jaicks@uspto.gov
UT	Medium	Cynthia Schut	cynthia.schut@utahbar.org
VA	Large	Cam Moffatt	moffatt@vsb.org
WA (Bar & BLE)	Large	Vanessa Norman	vanessan@wsba.org
WI	Small	Cathe Hahn	Cathe.Hahn@wicourts.gov
WI BLE	Small		
WY	Small	Shannon Howshar	showshar@wyobc.org
		Anne-Marie	
Ontario	Medium	Kearney	akearney@lsuc.on.ca
Alberta	Small	Irina Tjelum	Irina.Tjelum@lawsociety.ab.ca
Nova Scotia	Small	Elaine Cumming	ecumming@nsbs.org
Brunswick	Small	Not Renewing 2013	
Individual-Ret	N/A	Dolores Faile	dfaile2983@att.net
Individual-Ret	N/A	Michael DeLong	paladinmediation@juno.com
Individual	N/A	Ray Wood	lightmaple@gmail.com
Individual	N/A	Joseph Legnard	jlegnard@nycourts.gov
Individual	N/A	Scott O'Neal	oneala1@comcost.net
Individual	N/A	James DiGiovanni	James.DiGiovanni@coa.nccourts.or

A2 - Sample of Email Message

Dear ????:

February 1, 2018

You are listed as OBI's contact person for your jurisdiction. Attached is your jurisdiction's 2018 membership dues invoice. Please fill out the OBI Member Invoice and forward to Randy Ross, Treasurer, along with your payment ([Randy's address is listed in blue on the invoice](#)).

Since 2014, OBI is no longer requesting ***each*** member to submit an Employee Information document each year. Instead, the board is asking each contact person to submit a roster with their jurisdiction's members and details. Please submit your roster by email to Vanessa Norman, Membership Chair, at vanessan@wsba.org.

If you are no longer the contact person for your jurisdiction, please advise ***me***, **JBurton@IARDC.ORG** forward this email to the correct contact person for your jurisdiction. Thank you for taking the time to get this accomplished.

If you have any questions, do not hesitate to contact me.

Sincerely,

Jim Burton
At-Large Director
Organization of Bar Investigators

OBI MEMBER INVOICE

February 1, 2018

NAME OF EMPLOYING STATE OR PROVINCE:

(PLEASE PRINT LEGIBLY)			
MEMBER CONTACT INFORMATION			
Date:			
Name:			
Title:		Phone:	
Address:			
City:	St/Prov:	Zip Code:	Country:
E-mail:			
FACSIMILE:			
BUSINESS INFORMATION			
Agency Name:			
AGENCY WEBSITE ADDRESS:			
<u>DUES FOR ACTIVE MEMBERSHIP FOR YEAR ENDING 12/31/2018:</u>			
Your agency owes: \$350.00 (Large Organization)			
<u>IMPORTANT NOTICE:</u> Payments mailed after 90 (ninety) days of the invoice date will be assessed an additional \$25 service charge.			
[NOTE: PLEASE CONFIRM WITH YOUR ACCOUNTING PERSON/STAFF THAT THE BELOW ADDRESS IS THE ONE IN YOUR VENDOR FILE FOR OBI (and not the Chicago corporate address on this letterhead)]			
Please mail completed application and send payments payable to:			
Organization of Bar Investigators			
c/o Randy Ross, Treasurer			
North Carolina State Bar			
PO Box 25908			
Raleigh, NC 27611			

OBI MEMBER INVOICE

February 1, 2018

NAME OF EMPLOYING STATE OR PROVINCE:

(PLEASE PRINT LEGIBLY)			
MEMBER CONTACT INFORMATION			
Date:			
Name:			
Title:		Phone:	
Address:			
City:	St/Prov:	Zip Code:	Country:
E-mail:			
FACSIMILE:			
BUSINESS INFORMATION			
Agency Name:			
AGENCY WEBSITE ADDRESS:			
<u>DUES FOR ACTIVE MEMBERSHIP FOR YEAR ENDING 12/31/2018:</u>			
Your agency owes: \$250.00 (Medium Organization)			
<u>IMPORTANT NOTICE:</u> Payments mailed after 90 (ninety) days of the invoice date will be assessed an additional \$25 service charge.			
[NOTE: PLEASE CONFIRM WITH YOUR ACCOUNTING PERSON/STAFF THAT THE BELOW ADDRESS IS THE ONE IN YOUR VENDOR FILE FOR OBI (and not the Chicago corporate address on this letterhead)]			
Please mail completed application and send payments payable to:			
Organization of Bar Investigators			
c/o Randy Ross, Treasurer			
North Carolina State Bar			
PO Box 25908			
Raleigh, NC 27611			

OBI MEMBER INVOICE
February 1, 2018
NAME OF EMPLOYING STATE OR PROVINCE:

(PLEASE PRINT LEGIBLY)			
MEMBER CONTACT INFORMATION			
Date:			
Name:			
Title:		Phone:	
Address:			
City:	St/Prov:	Zip Code:	Country:
E-mail:			
FACSIMILE:			
BUSINESS INFORMATION			
Agency Name:			
AGENCY WEBSITE ADDRESS:			
<u>DUES FOR ACTIVE MEMBERSHIP FOR YEAR ENDING 12/31/2018:</u>			
Your agency owes: \$150.00 (Small Organization)			
<u>IMPORTANT NOTICE:</u> Payments mailed after 90 (ninety) days of the invoice date will be assessed an additional \$25 service charge.			
[NOTE: PLEASE CONFIRM WITH YOUR ACCOUNTING PERSON/STAFF THAT THE BELOW ADDRESS IS THE ONE IN YOUR VENDOR FILE FOR OBI (and not the Chicago corporate address on this letterhead)]			
Please mail completed application and send payments payable to:			
Organization of Bar Investigators			
c/o Randy Ross, Treasurer			
North Carolina State Bar			
PO Box 25908			
Raleigh, NC 27611			

INDIVIDUAL MEMBER INVOICE

February 1, 2018

(PLEASE PRINT LEGIBLY)			
CONTACT INFORMATION			
Date:			
Name:			
Title:		Phone:	
Address:			
City:	St/Prov:	Zip Code:	Country:
E-mail:			
FACSIMILE:			
<u>DUES FOR ACTIVE INDIVIDUAL MEMBERSHIP FOR YEAR ENDING 12/31/2018:</u>			
Your 2018 dues are: \$25.00 (Individual Membership)			
Please mail completed application and send payments payable to:			
Organization of Bar Investigators c/o Randy Ross, Treasurer North Carolina State Bar PO Box 25908 Raleigh, NC 27611			

A7- Copy of Individual Member email message

Dear ????:

February 2, 2018

Attached is your 2018 membership dues invoice for your individual membership. Please fill out the OBI Member Invoice and forward to Randy Ross, Treasurer, along with your payment (Randy's address is listed in blue on the invoice).

If you have any questions, do not hesitate to contact me.

Sincerely,

Jim Burton
At-Large Director
Organization of Bar Investigators