

## AGENDA ITEM

50-1 OCT 2016

October 2, 2016

### Financial Resolution

**RESOLVED**, that authority heretofore granted to persons to sign transfer orders and checks upon the various State Bar accounts and to have access to the State Bar safe deposit box is hereby revoked; and it is;

**FURTHER RESOLVED**, that each bank in which the State Bar maintains an account or safe deposit box shall be furnished a copy of this resolution and be notified that the Executive Director, Chief Operating Officer, Chief Financial Officer, Director of General Services and Director of Human Resources, who are now so authorized to purchase and sell securities, sign withdrawal orders, transfer orders and checks and authorize transfer of funds from one State Bar account to another State Bar account are as follows:

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Elizabeth Parker, Executive Director

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Leah Wilson, Chief Operating Officer

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Christine Wong, Chief Financial Officer

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Steven Mazer, Director of General Services

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Gilda Munoz, Director of Human Resources

Signatures required for various transactions are:

For checks drawn on a commercial account:

- (a) Any single check of \$75,000.00 or more requires the manual signatures of any two of the positions listed above.

(b) Any single check less than \$75,000.00 may be processed through a check signing machine utilizing a signature plate engraved with the name of the Executive Director.

Authority is hereby granted to any two of the above persons to open cash accounts for the State Bar of California at securities brokerage firms and to place orders in such account to purchase and sell securities.

Transfer of funds from one State Bar account to another State Bar account, whether requested by telephone, internet, fax, orally or in writing requires the signature of any two of the persons listed above.

In addition, for checks drawn on the Los Angeles commercial account:

(a) Any single check less than \$3,000.00 requires the signatures of one of the following:

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Steven Mazer, Director of General Services

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Gilda Munoz, Director of Human Resources

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Greg Shin, Director of Operations and Management, Admissions

(b) Any single check of \$3,000.00 or over requires the signatures of any two of the above listed persons.

I hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the Board of Trustees at its meeting held on October 2, 2016, in San Francisco, California.

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Elizabeth Parker, Executive Director

Date: October 2, 2016