



The State Bar of California

**OPEN SESSION
AGENDA ITEM
54-181 SEPTEMBER 2020
AUDIT COMMITTEE II.A**

DATE: September 15, 2020

TO: Members, Audit Committee
Members, Board of Trustees

FROM: John Adams, Chief Financial Officer

SUBJECT: Second Quarter 2020 Board and Management Travel Expenses

EXECUTIVE SUMMARY

To increase transparency and to ensure public confidence in the operations of the State Bar at all levels, the Audit Committee is responsible for reviewing quarterly reports prepared by the Office of Finance on travel and business expenditures of senior management and members of the Board of Trustees. This item will be considered for approval by the Board of Trustees at its September 2020 meeting.

BACKGROUND

In 2015, the Audit Committee Charter was amended to provide oversight to monitor the travel and business expenses of senior executives and Board members. The attached reports are the expenses incurred from April through June 2020.

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES OF THE STATE BAR

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: 3. Improve the fiscal and operational management of the State Bar, emphasizing integrity, transparency, accountability, and excellence.

RECOMMENDATIONS

Should the Audit Committee concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Audit Committee recommends that the Board of Trustees approves the second quarter of 2020 Board and Management Travel Expenses in the form hereby presented for the three months ending June 30, 2020, as certified by the Chief Financial Officer and filed with the San Francisco office of the State Bar.

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that upon recommendation of the Audit Committee, the Board of Trustees approves the second quarter of 2020 Board and Management Travel Expenses in the form hereby presented for the three months ending June 30, 2020, as certified by the Chief Financial Officer and filed with the San Francisco office of the State Bar.

ATTACHMENT(S) LIST

- A.** 2020 Q2 Executive/Board of Trustees Travel Expenses

2020 Q2 Executive/Board of Trustees Travel Expenses

ATTACHMENT A

4/01/20 to 06/30/20, Posted. Travel Account Only

Report Date: 9/10/2020

GRP	Cardholder	Transaction	Trans Date	Post Date	Amount	Vendor	Description	MCC	Category	Account	Debit/Credit
SET	ROSENBERG, REBECCA	M792763669	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792763670	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792763671	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792763672	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792794933	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792794934	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792794935	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792794936	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	ROSENBERG, REBECCA	M792794937	21-Apr-20	23-Apr-20	\$ 100.00	HOTEL GRIFFON	To be applied to future bookings for a 50% discount on rates. Expires 12/2021	7011	Lodging Hotels Motels Resort	7130	40510 D
SET	CRAMTON, MICHELLE	M792481980	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792483026	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792483027	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792483028	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792483029	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792487260	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792487261	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792487262	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	CRAMTON, MICHELLE	M792487263	18-Apr-20	21-Apr-20	\$ 100.00	HOTEL GRIFFON	For future hotel rate discount of 50%, expires 12/2021	7011	Lodging Hotels Motels Resort	7110	40510 D
SET	JAGARD, CHRISTOPHER	M792258903	17-Apr-20	20-Apr-20	\$ 272.51	HOTEL GRIFFON	Hotel stay for employee to attend court appearance.	7011	Lodging Hotels Motels Resort	6110	40510 D