Asheville Area Paralegal Association
Transition Retreat
April 10, 2010

Office of Roberts & Stevens, P.A.

The meeting was called to order at approximately 9:15 a.m. by President Lawrel Banks. Those present in addition to President Banks were:

Candice Blakeslee, Vice President
Beth Stallings, Secretary
Jenny Iaquinto, Chair, Publicity Committee
Tory Townley, Chair, Fundraising Committee (via telephone)
Melanie Miller, Chair, Membership Committee
Carolyn Timmons, Chair, Scholarship Committee
Sandy Carter, Assistant Secretary-Elect
Tianna Kampka, Assistant Treasurer-Elect
Laura Champlin, Incoming Chair, Publicity Committee

President Banks announced that the following persons are outgoing officers and/or committee chairs and will no longer be on the Board effective May 1: Beth Stallings, Kitty Brendell, Carol Rogers and Jenny Iaquinto.

New Board members were announced as follows:

Terrie Blackburn, Chair, Governance Committee
Sandy Carter, Assistant Secretary
Laura Champlin, Chair, Publicity Committee
Tianna Kampka, Assistant Treasurer
Tory Townley, President-Elect
Aundry Freeman, Treasurer
Barbara McDaniel-Bowker, Secretary

The next meeting of the Board will be held on April 29 at 1:00 p.m. at the office of David Gantt; all Board members (outgoing and incoming) should plan to attend.

Old Business

Women Build

Melanie Miller reported that the Habitat for Humanity Women Build project has been fully booked and inquired whether AAPA should participate in a "regular" Habitat for Humanity house. Several members have expressed interest in participating in the project. A question arose as to whether children may participate and it was noted that anyone 16 years of age may do so. Melanie will follow up with the Habitat for Humanity contact and inquire about available dates.

Involvement in the Legal Community

Secretary Stallings began discussion of this topic and observed that AAPA could be more involved by participating in the 28th Judicial District Bar meetings, through attendance at and/or giving presentations at meetings. Other Board members suggested that the topic of "Paralegal Utilization" would be appropriate and timely, and that the recovery of paralegal fees could be included in a discussion of that topic. Board members decided that a panel discussion of this topic might be best. Board members, Lawrel Banks, Carolyn Timmons, Candice Blakeslee and Laura Champlin volunteered to participate in such a panel; Laura Champlin also volunteered to assist with organizing the project. The panelists may also wish to consider preparing a PowerPoint presentation.

Further potential for more involvement could include *pro bono* opportunities, possibly in conjunction with Pisgah Legal Services. A suggestion was to organize an event similar to the Wills for Heroes event sponsored by the NCBA, but to do such an event in the local area/region. It was observed that NCPA offers opportunities for its members to participate in *pro bono* work through an established program of the Association. Sandy Carter volunteered to obtain information about NCPA's program for the Board's review and consideration as to how AAPA might implement such a program. Tory Townley agreed to join a Pro Bono Committee. Finally, it was suggested that any presentation to the 28th Judicial District Bar could include mention of AAPA's willingness to partner with the Bar on *pro bono* opportunities.

Another idea was to partner with the NC Association of Women Attorneys and/or YWCA or Helpmate to hold a "Dress for Success" type of event to benefit underprivileged local women who are entering the workforce. The concept is to donate lightly used business attire for these women. It was suggested that rather than having a general event, that the event could be personalized to specific women served through the YWCA, Helpmate or other organizations so that participants would know specifically what each woman needs, i.e.: size of clothing and the target profession. Laura Champlin suggested that donations could be solicited from department stores such as Marshall's or Ross. Jenny Iaquinto volunteered to help with this project.

Additionally, in conjunction with the Dress for Success event, a mock interview session could be presented through the use of members playing the role of the interviewer, interviewee, etc. Tory Townley, Tianna Kampka, Jenny Iaquinto and Beth Stallings all volunteered to assist with such a presentation.

Bele Chere

President Banks stated that the Association will be staffing 2 satellite booths at Bele Chere this year and Board members are needed to sign up to act as supervisors for each booth. A sign-up sheet for shifts was passed amongst the Board members. Candice Blakeslee noted that she has tip jars, aprons and can openers. We will need to obtain the hand truck (for transporting ice) from Linda Johnson. For the benefit of new Board members, President Banks noted that Bele Chere is an important fundraiser for the Association; the Association can earn as much as $1500, plus tips. There will be a training class that all supervisors and volunteers must attend on July 13

at 6:00 p.m. If anyone is not able to attend the training class on that date, they will be required to complete an online course. No one under the age of 21 may volunteer at the booths.

New Business

Hospice Festival of Trees

President Banks informed the Board that the Hospice Festival of Trees will be on display in the lobby of the Doubletree Hotel in Biltmore from November 21 through November 28. She inquired whether the Board would be interested in participating in this project by decorating a tree for display. Other Board members noted that individuals can purchase ornaments in memory or honor of someone; additionally the members questioned how the process works, whether or not AAPA must purchase a tree or simply bring ornaments to decorate the tree. President Banks will obtain more information about the project.

Salary Survey

The salary survey committee has not met and the project has been postponed to begin in May.

Summer Picnic

President Banks reported that Christine Wallace and Julie Stanfield are working on arrangements for a summer picnic; they have proposed to coordinate with the local Bar to have a joint event for all of our members. They contacted the Bar and the Bar informed them that they had just begun discussions of planning a picnic, but theirs will be held later in the year. A decision was made to postpone the picnic (originally scheduled for May 22) in order to coordinate with the Bar. Members will need to be notified that the picnic has been postponed, as the date was included on a list of upcoming events that was distributed at the Annual Meeting.

Christine Wallace contacted either the NC Advocates for Justice or the NC Bar Association about sponsoring our organization and/or an event. She understands that one of these organizations provides a $1,000 sponsorship, but details of the sponsorship are not clear.

Member Manuals

It was observed that Member Manuals were distributed to all in attendance at the Annual Meeting, however, copies of the manuals need to be distributed to the entire remainder of the membership. Because some members rarely attend meetings, the manuals will be distributed to all via e-mail. The manuals will also be included with all new member packages.

Professional Development Award

President Banks informed the Board that the drawing for the Professional Development award that normally takes place at the Annual Meeting was overlooked. President Banks and Vice President Blakeslee had decided to randomly pick a number between 1 and 42 (42 being the total number of attendees at the meeting) at then give the award to the person whose rsvp number

(order of rsvps received) coordinated with the chosen number. However, Secretary Stallings suggested that it might be better to conduct the drawing (from the names of those who were present at the Annual Meeting) at a meeting before all present and President Banks agreed. So the drawing for the award will be held at the May meeting.

Scholarship

Scholarship Chair Timmons reported that the committee is not having very much success in obtaining applications for the scholarship funds and therefore, not having success in giving away the funds. She suggested that the Board may consider adding at least a portion of the scholarship funds to be used for professional development, such as for the CLA/CP or NCCP exam. President Banks will meet with Scholarship Committee members to discuss a plan and then will report back to the Board.

It was suggested that an announcement about the scholarship should be made at the upcoming Professional Certification 101 presentation on April 30 since it is anticipated that many students will be present for that seminar.

Miscellaneous

Carolina Paralegal News has interviewed Tianna Kampka for an article about virtual paralegals.

It was brought to the Board's attention that some confusion exists about whether or how long persons may continue to attend Association meetings if they do not become a member after attending their first or second meeting. It seems some persons thought they could not continue to attend meetings if they did not become a member. The policy about this needs to be clarified.

A discussion began about membership categories and whether persons employed at a physician's office could be members of the Association. Specifically, a member has changed employment and is now working in a physician's office as opposed to his/her former employment at a law office and questioned whether he/she could remain a member. It was noted that Professional member category on the Application for Membership states that the applicant must be employed within the judicial system or other closely related profession. President Banks referred this question as to categories of membership and whether an individual qualifies for membership back to the Membership Committee for consideration. It was also noted that the Membership Committee may wish to revisit the Application and consider revisions to the categories.

It was clarified that membership in the Association is not a requirement for attendance at any of the Round Table meetings; non-members are welcome to attend. The first notices that were published about the Round Table meetings noted the purpose of the meetings and that all were welcome to attend.

President Banks observed that the Treasurer will need to obtain new signature cards for the bank accounts so that the new officers may sign.

Name badges for new officers will need to be ordered. Beth Stallings volunteered to order the badges.

It was observed that the thank you letters to employers of Board members who have served for the previous year will be sent out very soon and that similar thank you letters to employers of new Board members will be sent out during May. Only one letter will be sent for each Board member, regardless of whether such member holds more than one office or position; the letter will simply note all offices/positions such member holds or held.

Secretary Stallings needs to provide the AAPA embossed Thank You cards to incoming Assistant Secretary Sandy Carter.

A discussion began regarding the general duties of Board members and reference was made to the Orientation Manual. President Banks requested that all Board members use the "reply all" function when replying to e-mails regarding Board business, as opposed to replying solely to the sender of the e-mail. Board members may expect to receive a lot of e-mails, however, they are not every day. Any decisions that are made and approved via e-mail discussion during the month are included in the monthly minutes of the Board meeting.

A new contact list that contains the contact information for all Board members will be prepared and distributed to all Board members soon. President-Elect Townley noted that Committee reports are due and should be distributed to all 2 days before each Board meeting, so everyone has an opportunity to review the reports prior to the meeting. The reports generally should summarize each committee's activities and report when the next committee meeting will be held.

AAPA letterhead is available and Secretary Stallings will e-mail it to all Board members. Fundraising Chair Townley will be updating the sponsors listed on the letterhead as new sponsors are obtained. Tianna Kampka will inquire about whether her firm, Siemens Law Office will agree to sponsor the AAPA. June 1 is the cutoff date for accepting sponsorships for the year.

Any outgoing Board members who have debit cards in their possession will need to turn them in. President Banks, the Treasurer, the Assistant Treasurer, and the Programs Committee Chair should each have an Association debit card for use. Melanie Miller, President Banks and Vice President Blakeslee each have a key to the Association's post office box.

There is an expense form that should be used and completed whenever a Board member requires reimbursement for Association expenses. The form and receipts should be submitted to the Treasurer. Most small expenses for seminars or other expenses incurred by Board members do not require pre-approval. Each Committee does have a budget.

President Banks noted that the Chairs of the Governance and Publicity Committees are stepping down and the new Chairs are Terrie Blackburn, Governance and Laura Champlin, Publicity. Tory Townley is seeking a member to take her place as Chair of the Fundraising Committee since she is now serving as President-Elect. President Banks will assist her in finding a replacement.

President Banks inquired whether any of the new Board members had questions. None of the new members (or others) had any questions.

There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Beth Stallings, CLA, NCCP
Beth Stallings, Secretary