

Minutes
Board of Directors Meeting
Asheville Area Paralegal Association
April 27, 2010

Conference Room at BB&T Building

The meeting was called to order by President Lawrel Banks at approximately 1:00 p.m. Those present in addition to President Banks were:

Candice Blakeslee, Vice President
Beth Stallings, Secretary
Barbara McDaniel-Bowker, Assistant Secretary
Sandy Carter, upcoming Assistant Secretary
Jenny Iaquinto, Chair, Publicity Committee
Laura Champlin, upcoming Chair, Publicity Committee
Tory Townley, Chair, Fundraising Committee
Melanie Miller, Chair, Membership Committee
Tianna Kampka, upcoming Assistant Treasurer
Kitty Brendell, Chair, Governance Committee
Terrie Blackburn, upcoming chair, Governance Committee

Jenny Iaquinto moved that the minutes of the March Board meeting be approved. Melanie Miller seconded the motion. A vote was taken and the motion was unanimously approved.

Jenny Iaquinto moved that the minutes from the Annual meeting be approved. Kitty Brendell seconded the motion. A vote was taken and the motion was unanimously approved.

Jenny Iaquinto moved the minutes from the Board Transition Retreat be approved. Melanie Miller seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report:

AAPA savings account has \$2,776.25. AAPA checking account has \$6,361.00. Tory Townley questioned a \$61.00 debit for: 1) Office Depot, 2) Green Sage, and 3) Reservation for AAPA Picnic Scheduled for May 22. All matters were reviewed and considered valid debts. Beth Stallings asked President Banks if monies were going to be transferred quarterly from the Savings account to the Checking account. Banks will get with Upcoming Asst. Treasurer Tianna and Upcoming Treasurer Aundry and discuss this action further and will report back to the board. Treasurer's report was entered into the record

Programs:

Chair Blakeslee stated that the April Roundtable meeting was the most successful yet. Also, she can tell this is quickly picking up. Next event is Paralegal Certification 101 with an estimated 20 attendees. Candice, Beth and Tory will be present at this meeting. The programs committee recently met Wednesday at The Wine Studio to discuss set up and preparation for the upcoming Spring into Wine Event. At this meeting they discussed prizes from area vendors to be raffled. After a great response from area businesses donating gift certificates, etc. the Programs committee asked the Board about holding raffles to benefit our quarterly charity. After discussion it was approved to sell raffle tickets on three separate occasions. One drawing to be held at the May monthly member meeting, three raffle drawings

at the Spring into Wine event, and the final drawing to be raffled off at the June monthly members meeting. Note: It was later discovered that as a non-profit organization, only two raffles may per year be held, and the schedule was adjusted accordingly.

Backpacks for Burrito's is scheduled for June 6, 2010 at Mo Daddy's. This event will be to assemble the backpacks with donations for the United Way Charity. Chair Blakeslee has arranged with Mamacita's to provide lunch at the price of \$5.00 per person to those members who donate and work. The board agreed to fund the meal for assembling the backpacks up to a maximum of 20 people. President Banks asked that Board members wait to sign up to allow more members to volunteer. Membership Committee Chair Miller stated she has yet to hear back from Women for Habitat regarding a team of buildings and setting a date. This event would take place on May 22 (which is also when we have a group picnic scheduled until further notice). We are not going to push for the date or the event due to the Picnic and no return confirmation from Habitat.

President Banks both thanked and congratulated Vice President/Chair Candice Blakeslee for all her work above and beyond the call of duty.

Publicity:

Chair Iaquinto announced Laura Champlin would be the new Chair as of June 1, 2010. Chair Iaquinto will remain on the committee and continue to help administer the website. Chair Iaquinto made a Motion to purchase a camera for AAPA use. This was originally a suggestion by Laura Champlin. Secretary Stallings suggested \$100 to \$150 be budgeted for this purchase. Chair Miller agreed and suggested closer to \$150. President Banks and Laura Champlin will get together and decided on the details of this purchase.

Salary Survey Chair Iaquinto requested an additional \$5 a month for additional Survey Component to newsletter. Membership Committee Chair Miller reminded the Board we voted on this topic in February. President Banks looked through the minutes and found approval by the Board for \$5 a month, now the fee is \$10 a month. Chair Townley motioned to approve and Chair Blakeslee seconded the motion. Motion carried.

Membership:

Chair Miller announced we now have 73 members. Chair Miller reviewed revisions to the application or asked for suggestions for revision.

Fundraising:

Chair Townley announced Christine Wallace will be taking her place as chair as of June 1, 2010. Six sponsors have renewed their sponsorships. Laura Champlin mentioned she will be speaking with The Van Winkle Law Firm regarding sponsorship.

Scholarship Committee:

No new matters.

Governance Committee:

Chair Brendell announced Terri Blackburn will be taking her place as chair as of June 2010. Chair Brendell reports the Bylaws for AAPA, Inc. have been finalized incorporating the recently approved revisions.

Old Business:

None

New Business:

Secretary Stallings ordered new name badges and they should be in soon.

Chair Miller will issue the Oath to all newly elected officers at the May monthly meeting.

Secretary Stallings suggested we purchase letterhead. Chair Townley volunteered to print the letterhead at her office, since they have a color printer, provided that the AAPA purchase bond paper, since her office uses gray letterhead. President Banks spoke of the use of AAPA letterhead. It was agreed we will use the newer-colored letterhead and only certain officials will use said letterhead. Vice President Blakeslee will inquire as to whether our new logo can be colorized or not.

Next meeting will be held May 27, 2010 at 1:00 pm @ David Gantts office.

Meeting adjourned by President Banks at 2:05 pm.

Respectfully Submitted by:

Barbara McDaniel-Bowker, NCCP