



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

Law Office of David Gantt

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

Tory Townley, President-Elect
Candice Blakeslee, Vice President
Barbara McDaniel-Bowker, Secretary
Sandy Carter, Asst Secretary
Tianna Kampka, Asst Treasurer
Melanie Miller, chair, Membership Committee
Jenny Iaquinto, Chair, Website Committee
Christine Wallace, Chair, Fundraising

President-Elect Townley moved that the minutes of the July Board meeting be approved. Chair Miller seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report:

President-Elect Tory Townley, questioned a debit for Wal-mart made that was posted in the Treasurer's report. President Banks noted it was for Bele Chere, however the receipts were just turned in. Treasurer's report was entered into the record.

Programs:

Chair Blakeslee reminded the Board of the Manna Food Drive, held on Saturday, August 28, 2010. Chair Blakeslee and President-Elect Townley made the decision to re-schedule the Hiking/Berry picking event, which was to be held on August 21st, due to weather conditions. Chair Blakeslee Reminded President-Elect Townley and Secretary Barbara McDaniel-Bowker that the Outlines for the September Seminar

need to be completed and the registration forms need to be prepared ASAP. Holiday Social event: Chair Blakeslee needs to be informed of the budget for this event. She suggests many options: 1. Someone could offer their home, 2. A place that will allow the AAPA to bring in food and beverages, etc. Also, how much is the Board allowing to be spent per member; spouses; or other guests? Fiore downstairs was suggested to Chair Blakeslee. President Banks offered \$25 per person (member), and any additional guests are to be paid by member attending. Program's report was entered into record. Other questions to the board by the Program Committee: Weekend or Weekday; Children or not. Chair Blakeslee with check availability at various places before the next Board meeting. The Programs Committee Report was entered into the record.

Publicity:

Chair Champlin did not submit a Publicity report before the scheduled Board Meeting. Publicity report submitted September 7, 2010.

Fundraising:

Chair Wallace has contacted Montreat College, and CBS & J(?) regarding possible sponsorship. Chair Wallace asked the Board if they would consider Pro-rating Sponsorships. Board decided it would be left to the Fundraising Committee's discretion to pro-rate sponsorship depending on case by case circumstances. Whether the Fund Raising Committee decides to Pro-rate Quarterly or monthly, will also be left to their discretion. The Fundraising Report was entered into the record.

Scholarship Committee:

The revised Application for Scholarship was proposed to the Board via e-mail. President-Elect Townley questioned what would happen if an applicant was not currently employed and did not leave their past employer on good terms, who else would qualify for professional recommendation? President Banks answered that it could not be another member of the AAPA. Members of the Board found many typographically errors in the application. This will be brought to the attention of Chair Timmons. The Scholarship committee report was entered into the record. Vice President Blakeslee submitted a few written recommendations. They were noted by President Banks. The scholarships will be up to \$500. The Scholarship Report was entered into the record.

Website:

Chair Iaquinto allowed President-Elect Townley to head the project of finding a new Web Designer. President-Elect Townley found Richtor Publishing Co. Richtors rate was approved (being much lower than our current rate with Christal). Chair Iaquinto will contact Beth Stallings and find out if Christal has an up-dated contract with the AAPA. Dreamweaver is a program for designing websites that Christal said she created ours in, therefore we will be transferring the IT services to Richtor. President Banks will notify Christal of the Board's decision to transfer our Web-site and IT services to Richtor Publishing Co. Now available on Google Docs is the AAPA letterhead, roster, etc. President Banks and Christine Wallace both currently use this program. The Website Report was entered into the record.

Side note**Be sure to add Jenny Iaquinto to the mail servers for all Board Reports and questions.

Membership:

Chair Miller announced we have one new Professional member, Michelle O'Brien. Chair Miller requests budget approved by Board for Member Holiday gifts. The previous year was budgeted at \$1500. Vice President Blakeslee has all newly ordered materials with Logo and will pass them on to Chair Miller. Travel mugs were suggested as a Holiday gift. The membership report was entered into the record.

President Banks requested that all Chairs who want the Board to approve a Budget amount for an event, to produce amounts spent last year for a similar event and a proposal for the up-coming event.

Old Business:

Vice President Blakeslee spoke about the "letter" to both Old and New Members. This will be tabled for the next Board meeting.

New Business:

Website Chair Iaquinto is looking into Dress for Success. When she has more info she will share it with the Board.

Membership Chair Miller reminded the Board of the Blood Drive on October 26, 2010.

Next meeting will be held September 23, 2010 at 1:00 pm at The Law office of David Gantt.

Meeting adjourned by President Banks at 2:00 pm.

Respectfully Submitted by:

Barbara McDaniel-Bowker, NCCP