

Minutes
Board of Directors Meeting
Asheville Area Paralegal Association
February 26, 2010

Office of David Gantt Law Firm

The meeting was called to order by President Lawrel Banks at 1:10 p.m. Those present in addition to President Banks were:

Candice Blakeslee, Vice President
Beth Stallings, Secretary
Barbara McDaniel-Bowker, Asst. Secretary
Jenny Iaquinto, Chair, Publicity Committee
Tory Townley, Chair, Fundraising Committee
Melanie Miller, Chair, Membership Committee

Tory Townley moved that the minutes of the Board Annual Retreat (previously distributed to Board members via e-mail), be approved. Melanie Miller seconded the motion. A vote was taken and the motion was unanimously approved.

The Treasurer's Report was reviewed and it was suggested that future reports contain an accounting of the amount expended to date for budgeted items. The Board members did not have any questions about the report.

Programs Committee – Chair Blakeslee reviewed portions of the written report. It was noted that a volunteer from the Board is needed to be present at the March round table meeting. Potential volunteers were suggested and arrangements were made to contact them. Discussion ensued about the Spring Seminar and necessary arrangements for set-up, registration, and introduction of speakers were finalized.

The Committee has planned a presentation on Professional Certification 101 to be held on April 30. A recommendation was made that the event should be made available to attendees free of charge, if at all possible. The Committee will review the budget to determine whether there are funds to allow for this. Gift cards will be purchased for the two speakers and AAPA will also offer to reimburse them for their mileage travel expenses at the standard rate approved by the Internal Revenue Service.

Publicity Committee – Chair Iaquinto inquired whether the Association Bylaws are published on the website as she has been unable to locate the same. Chair Iaquinto recommended that the website layout be revised to be more user friendly. She will consult with the Association's website designer and maintenance contractor, Christel Burris of Push One Button. It was also observed that the AAPA meeting times information published in the Carolina Paralegal News is incorrect and needs to be updated. Chair Iaquinto will notify Carolina Paralegal News of the same.

Membership Committee – Chair Miller reported that one new member joined the Association during February and that she had received several additional member renewal applications after her report was written.

Candice Blakeslee noted that the Programs Committee will need a current Membership Roster prior to the Annual Meeting.

Governance Committee – Chair Brendell was not present, however, the Board reviewed proposed revisions to the Bylaws that were submitted prior to the meeting by Kitty Brendell. All of the Board members expressed agreement with the proposed revisions to the Bylaws.

Fundraising Committee – Chair Townley requested the Board’s comments on a draft solicitation letter to potential sponsors and several revisions were suggested. Candice Blakeslee asked that the Fundraising Committee coordinate and notify the Programs Committee of the schedule for sponsors to speak at monthly Association meetings so that appropriate arrangements may be made for seating, provision of meals and name tags. Likewise, Jenny laquinto requested a copy of the schedule as well so that Publicity Committee may feature the sponsor whose representative will be speaking at a monthly meeting in the e-newsletter during the same month as the meeting at which the representative will be speaking.

Nominations Committee – presented a list of candidates for office for the 2010-2011 year. It was noted that candidates may not seek election for multiple offices at a time; they must choose one office for which they seek election.

New Business

The Association applied for and received approval to staff two satellite beverage stations at Bele Chere this summer. The schedule of volunteers needed to staff the beverage stations was discussed. Volunteers will be needed between the hours of 4:00 p.m. – 9:00 p.m. on Friday and 12:00 p.m. – 9:30 p.m. on Saturday. The satellite beverage stations will not be open on Sunday so no volunteers will be needed for that day.

There being no further business the meeting was adjourned.

Respectfully submitted,

Beth Stallings, CLA, NCCP
Beth Stallings, Secretary