



Minutes
Board of Directors Meeting
Asheville Area Paralegal Association
July 30, 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:

Torey Townley, President-Elect
Candice Blakeslee, Vice President
Aundry Freeman, Treasurer
Tianna Kampka, Asst. Treasurer
Laura Champlin, Chair, Publicity Committee
Christine Wallace, Chair, Fundraising Committee
Carolyn Timmons, Chair, Scholarship Committee
Jenny Iaquinto, Chair, New Website Committee

President Banks began the meeting with an informal overview and discussion of the Association's participation in the Bele Chere event. The Association will receive \$1,500.00 for their participation in the event. It was estimated that the tip revenue would be approximately \$641.00 although there were still some tip funds to be collected.

The minutes of the June 25, 2010 BOD meeting had been transmitted to all the Board members prior to the meeting. Carolyn Timmons made a motion that the minutes be approved and Candice Blakeslee seconded the motion. All members present approved the minutes.

Treasurer's Report

The Treasurer's report for the month of June was reviewed and approved. Treasurer Aundry Freeman reminded those officers that have an Association credit/debit card to please let her know when the card has been used and the amount of that transaction and to forward the receipts to her.

Aundry will deposit the tip proceeds from Bele Chere into the checking account. It was decided that any amount over \$2,000.00 in the checking account will be transferred into the savings account, that amount being approximately \$2777.00 as of the date of the meeting.

Programs Committee

The Committee submitted a written report.

Committee Chair Blakeslee reminded the members of the August round table discussion which will be led by paralegals sharing helpful tips. Michael Miller will lead a round table discussion on estates at a time and date to be determined.

Torey Townley will lead the hike and berry picking excursion on the Blue Ridge Parkway on August 14th. Tory reported those participating in the day will meet at 9 a.m. at the Ryan's by the Asheville Mall. Tory will send an email to members with further details of the outing.

Chairman Blakeslee reported Association members may volunteer to work at the Manna Food Bank on August 28, 2010. There will be both morning and afternoon shifts to fill. An email will be sent to members asking for volunteers. The Board approved that lunch be provided for all those participating.

It was reported that Tory Townley, assisted by Barbara McDaniel-Bowker, will be in charge of the annual Fall Seminar. Tory reported she will need volunteers to help with set up, registration and greeting of participants, clean up, and other tasks necessary.

Publicity Committee

Committee Chair Laura Champlin submitted a written report.

The Enews was sent to members and friends twice in July. Jenny Iaquinto is maintaining, monitoring and updating the website and she reported five replies had been received regarding the updating of the website.

There has been a lot of activity on the Facebook page and AAPA's LinkedIn now has 21 members.

AAPA has received written permission to use the title "The Dollars and Sense of Effective Paralegal Utilization" as part of the panel discussion to be presented at the 28th Judicial District Bar meeting in November. Attorney Doug Tate has been in touch with Laura regarding the presentation and it was determined that the panel members will meet in the near future to discuss the details of the program. It was suggested and approved that the panel present their program at the monthly members meeting November 4th.

Erika Hartrick will continue to publicize our monthly meetings in the local newspapers.

Scholarship Committee

The Committee submitted a written report.

Committee Chair Carolyn Timmons reported that she and committee member President Banks had met to discuss the scholarship application and ideas to encourage students to apply. The Chair will contact the financial aid offices and the program directors of the educational institutions in the AAPA area to remind them of the scholarship and ask them to encourage their students to apply.

There was also discussion regarding the possibility of making additional scholarship funds available to AAPA members in their attempts to achieve additional professional certifications and credentials. The Committee recommended an member scholarship in the amount of \$500.00 be approved. If approved by the Board, Carolyn and President Banks will develop an application for the new scholarship to be presented to the Board at the next meeting for approval.

Tory Townley made a motion that a member scholarship be established. The motion was seconded by Candice Blakeslee and the motion was passed by the Board.

Fundraising Committee

Committee Chair Christine Wallace reported that AAPA had one new sponsor and that the AAPA letterhead needed to be updated to reflect the current sponsors.

AAPA has applied for funding from the 28th District Local Bar Association.

Membership Committee

Committee Chair Melanie Miller was not present at the meeting due to the death of her mother. She submitted a written report that AAPA had two new members.

Old Business

It was discussed that a better procedure needed to be in place for receiving and depositing sponsorship funds as well as other monies. It was suggested that Christine Wallace consult with Melanie Miller and they decide who will check the post office box and with what frequency it should be done. Christine Wallace will contact Treasurer Freeman when sponsorship funds are received as well as making certain the letterhead and website are updated to reflect the new sponsor/sponsors.

Treasurer Freeman will obtain a credit/debit card for Tory Townley and destroy the card issued to Linda Johnson.

Survey Committee

Committee Chair Tory Townley reported there had been 36 responses to the survey to date. They will send a reminder to members to please participate before the deadline. Once the deadline has passed, the Committee will meet and put together the data and do a correlation report.

New Business

Tory Townley made a motion that the responsibility and maintenance of the website be separated from the Publicity Committee and become a separate Website Committee with the appointment of Jenny Iaquinto as chair of the new committee and Laura Champlin remain as chair of the Publicity Committee. Carolyn Timmons seconded the motion and the motion was passed by the Board.

It was discussed that certain committees will be designated as ad hoc committees and will be required to submit reports to the Board as necessary. Those committees would include governance, salary, nomination and scholarship. Carolyn Timmons made a motion to designate the ad hoc committees. Jenny Iaquinto seconded the motion and the motion was passed by the Board.

Discussion on the Mentorship Committee was tabled.

The next meeting of the BOD will be held August 27, 2010 at 1:00 p.m. at the Law Office of David Gantt.

The meeting was adjourned by President Banks at approximately 2:00 p.m.

Respectfully submitted by:

Carolyn V. Timmons, NCCP