



Minutes  
Board of Directors Meeting  
Asheville Area Paralegal Association  
June 25, 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  
Aundry Freeman, Treasurer  
Tianna Kampka, Asst Treasurer  
Laura Champlin, Chair, Publicity Committee  
Melanie Miller, chair, Membership Committee  
Terrie Blackburn, Chair, Governance Committee

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

**Treasurer's Report:**

AAPA checking account is \$3692.88. Treasurer Freeman questioned a disbursement made to Wal-Mart in the amount of \$210.24 on 6/21/10. President Banks explained the debit was for school supplies for the United Way School Supply Drive. All matters were reviewed and considered valid debts. President Banks is working on the Quickbooks program for the AAPA. Publicity Chair Champlin questioned the \$269.25 Invoice from Push One-Button, Inc. The Invoice was emailed to Treasurer Freeman. It was later emailed to the Board members for review. The charges were for adding Facebook and LinkedIn icon links, updating the member roster and website/formatting. Treasurer's report was entered into the record.

**Programs:**

Chair Blakeslee asked the Board for assistance from the Treasurer or Asst Treasurer at the monthly meetings. To be more specific, that they collect money at the monthly meetings. Treasurer Freeman was in agreement with this as long as the Programs committee will be willing to stand-in if necessary. President Banks suggested Treasurer Freeman supply her, and/or others, with deposit slip in order to cut back on delays in the deposits for the monthly meetings. The Family Picnic has been re-scheduled for July 17, 2010. An E-vite was sent to members. We still need volunteers for Bele Chere. Discussions were made regarding the cake decorating Social. President-Elect Townley is trying to obtain a place for this event. If unable, Chair, Blakeslee knows of a place. The United Way Backpack for Burrito's has not been re-scheduled at this time. Program's report was entered into record.

**Publicity:**

Chair Champlin, spoke with Christal Burris about granting access to the AAPA website to additional members of the board. It will cost \$220 to purchase another license. President Banks inquired if this was a one-time fee or an annual fee. Chair Champlin was unsure; she will follow up. Chair Champlin would like to have archived issues of the e-newsletter available on the website. She also suggested a "subscribe to e-newsletter" option on the web-site. The Board agrees this is an appropriate request. Vice President Blakeslee stepped down from the Publicity Committee. She will be missed. Members of the board discussed the desire to update the website with flash media and a fresh look. Beth Stallings has agreed to assist with the planning and panel discussion on paralegal utilization in the fall. If permission is obtained from Dupont Legal, the title of the presentation will be "The Dollars and Sense of Effective Paralegal Utilization ". The Publicity report was entered into the record.

**Salary Survey:**

President-Elect Townley reported she will have the survey ready for the Boards review by next week (6/28/10). President Banks has requested a few changes before it goes Live. We will be able to specify different areas of law. Also, the survey will ask participants where they work and live (ex: do they commute). Vice-President Blakeslee questioned if the survey should be sent to only AAPA members or everyone on the E-News contact list. The Board decided to send the Salary Survey to everyone on the E-news contact list excluding sponsors and attorneys. The Salary Survey report was entered into the record.

**Membership:**

Chair Miller announced we have one new Associate member. The membership report was entered into the record.

**Fundraising:**

Did not submit report. Chair Wallace is on vacation.

**Scholarship Committee:**

The Scholarship committee is in need of volunteers. Current committee members are Chair Timmons and President Banks. The AAPA application is in the process of being revised. The Scholarship committee report was entered into the record.

**Governance Committee:**

No new matters.

**Old Business:**

President-Elect Townley will contact Leesa McKeon regarding adding color to the new logo.

**New Business:**

None

Next meeting will be held July 30th, 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