

**Minutes from the Monthly
Board of Directors Meeting of the
Asheville Paralegal Association
Thursday, March 26, 2009**

Offices of Pisgah Legal Services

The meeting was called to order at 12:15 p.m. by president, Linda Johnson. Present were Aundry Freeman, Linda Johnson, Lawrel Banks, Katie Gates, Beth Stallings, Candice Blakeslee, Erica, Hartrick, Jenny Iaquinto, Tory Townley, Melanie Miller, Carol Rogers and Joan Vogt. A quorum was present.

Initially, there was discussion regarding Kevin Hodes, with this discussion resulting in the decision to include him by an e-mail invitation and offer to him what we will offer to all other current (and potentially new) sponsors--to renew his sponsorship.

President Linda asked if we had reviewed all reports submitted and if there were any questions regarding any of the reports. The question was raised as to why McGuire Wood is reviewing our non-profit status, with the answer being that we hired Brian Morrison, attorney with McGuire Wood, to do that.

Melanie raised the question regarding any objection to Nyle Melton's free membership being revoked if we do not receive her completed membership application by the Annual Meeting. It was suggested that this possibility be communicated to Nyle prior to the Annual Meeting.

The **Treasurer's reports** were reviewed: The AAPA Main Checking account shows a beginning balance as of March 1, 2009, of \$1,033.77; a single deposit of \$2,000.30, being a transfer of funds from AAPA Savings Account #2; total disbursements of \$2,296.18; and, an ending balance of \$737.89, as of March 25, 2009.

The AAPA Savings account shows a beginning balance as of March 1, 2009, of \$92.83; interest earned in the amount of \$.30; a disbursement of \$8.00 for a service charge; and, an ending balance of \$85.13, as of March 25, 2009. The question was raised regarding the \$8.00 service charge and Carol explained why that charge is being assessed: the savings accounts have the requirement of maintaining a balance equal to or greater than \$250.00. If the balance falls below \$250.00, the service charge is assessed.

The AAPA Bele Chere Savings Account #2 shows a beginning balance of \$2,500.00 as of March 1, 2009; a deposit of \$.30 interest; a disbursement of \$2,000.30 transferred to the AAPA main checking account; and, an ending balance of \$500.00, as of March 25, 2009.

The new Asheville Paralegal Association main checking account with BB&T shows a beginning balance as of March 1, 2009, of \$577.94; a deposit of \$1,655.00; no disbursements; and, an ending balance of \$2,232.94, as of March 25, 2009.

The question was raised about whether or not we should be transferring funds out of the Bele Chere Savings Account for use in paying Association general expenses. Beth had e-mailed Kitty earlier regarding the use of the Bele Chere Savings Account funds, but Kitty was not in attendance to answer that question at this time. Beth will forward to Carol any response she receives from Kitty on the matter, and Beth also suggested that Carol communicate with Kitty about the funds in that account.

Membership Committee report – as of March 25, we have received 61 applications, both new and renewals. New members are as follows:

Laura Champlin
Bonnie Daly
Barbara McDaniel-Bowker
Elizabeth Fensterer
Jessica Agren

Additionally, we extend a “welcome back” to Mary Wachob.

Programs Committee report – the written report submitted by chair, Lawrel Banks, states that the March 13, 2009, seminar was attended by approximately 27 people.

The **Publicity Committee report** was provided in writing by committee chair, Beth Stallings. Beth specifically addressed during this Board meeting the following two items:

Beth asked the Membership Committee to let Jenny know every month when new members have joined and who they are, so Jenny can include a welcome to them in the new e-mails she sends out to the membership.

The other matter Beth raised was the possibility of subscribing to “Constant Contact” for the posting of the Association’s newsletter and maintenance of the Association’s mailing lists. Jenny has done some research into this service and provided additional information:

- we can join for a 60-day free trial period, but thereafter, the charge is \$15/month;
- it can be subscribed to and unsubscribed from by any of the members;
- If e-mails are bounced, it will clean out those invalid e-mail addresses.

Jenny will try it out for that 60-day trial period, but only testing it by sending to Board members—to see how it works, and if we like it. If we get our non-profit status, the monthly fee will be less.

Nominating Committee report – Candice summarized and offered the official online survey for the record. Only six people went to the website and filled out the survey to make nominations. The committee will send bios of the candidates to Joan for dissemination of those, as well as an agenda and the proposed budget, to the membership prior to the election. No proxies have been received at this time.

All other reports were approved as submitted.

The **Annual Meeting** and the matter of the Professional Development Award was the next item on agenda. The possibility of offering more than one Professional Development Award was raised previously as a result of the Association not getting any scholarship applicants. Beth made the motion that we leave the Professional

Development Award at its current awarding of one a year in the amount of \$100, and the awarding of scholarships in the amount of \$500; the motion was seconded by Lawrel.

Name tags – Linda offered the suggestion of making pre-printed name tags, based upon the membership roster, available for pick-up and return at each meeting for members in attendance to wear. Candice will be responsible for providing those name tags at the meetings. After considerable discussion about the type of name tags to be used and what information to put on those tags, Katie offered that Broker and Hamrick will donate the tags.

Member feedback – Candice offered this item for discussion, based upon her experience with people in her own office who are not aware of the existence of APA, as well as from people who have attended past meetings and “didn’t get anything out of the meeting.” Another person she talked with suggested that we need to “get back to basics.” Linda offered that we need to concentrate more on meeting our mission. It was suggested that we offer a Suggestion/Comments box at the meetings for more feedback regarding the Association.

Candice also presented a “prototype” of a “goodie bag” we can hand out to legal staff in an effort to draw more members to the Association.

The **Orientation Manual** has been revised and Beth sent that revised version by e-mail this morning to all Board members.

There being no further business to be discussed, the meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Joan Vogt

Joan Vogt, Secretary