

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

Office of David Gantt Law Firm

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

Candice Blakeslee, Vice President
Beth Stallings, Secretary
Jenny Iaquinto, Chair, Publicity Committee
Tory Townley, Chair, Fundraising Committee
Melanie Miller, Chair, Membership Committee

Tory Townley moved that the minutes of the February Board meeting 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 noted that there is a large balance in the checking account. The Association does not have a policy that provides direction on transferring funds from the checking account to the savings account. Tory Townley moved that the Treasurer review the balance at least quarterly and any funds in excess of \$2,000 should be transferred to the savings account at that time. Jennifer Iaquinto seconded the motion. A vote was taken and the motion was unanimously approved.

Programs Committee – Chair Blakeslee stated that she would like to purchase a new AAPA sign for use at meetings and seminars. The purchase was approved by President Banks and several potential vendors were suggested.

The Wine Tasting event that was scheduled for April 15 has now been postponed until May 13. Tickets will be \$15 in advance and \$20 at the door.

A discussion about selecting someone from among the Board or committees to lead the Round Table discussions for April and May ensued. Julie Stanfield has agreed to lead the April Round Table and Lawrel Banks volunteered to lead the May Round Table.

Chair Blakeslee noted that Christine Wallace is organizing the summer picnic and asked for input from the Board about potential locations for the picnic. Some of the locations suggested were: Pink Beds, Lake Julian, Carrier Park, Lake Powhatan and Azalea Park. It was also suggested that Christine may contact the Asheville Parks and Recreation Department for a list of area parks. Chair Blakeslee further proposed that the Association contact the local Bar about collaborating with them to plan a picnic for all of our respective members. All of the Board members approved this idea.

Ribbons with the designation of Candidate, Committee Member, etc. have been purchased for the name badges for the Annual Meeting.

Some of the events that the Programs Committee has planned in upcoming months are a Berry Picking Hike, for which Tory Townley will be taking the lead and a cake decorating class led by Candice Blakeslee. A location for the cake decorating class is needed. The class will likely be scheduled on a Saturday during November.

Publicity Committee – Chair Iaquinto reported that she is resigning as Chair of the Committee. She asked for suggestions about possible members who could take over this position.

The Bylaws have been posted on the website and a discussion group on LinkedIn was recently initiated. This will be announced at the Annual Meeting.

Chair Iaquinto will bring AAPA notepads and pens to give away at the Annual Meeting.

Fundraising Committee – Chair Townley noted that letters soliciting sponsorships, both from previous sponsors and new sponsors were mailed. Letters and/or e-mail solicitations were sent to approximately 36+ businesses.

Membership Committee – Chair Miller reported that we have 67 members. A discussion began regarding how to handle the situation when a member has presented a check in payment for a meeting or seminar that subsequently bounced.

After thorough discussion about the problems this circumstance presents, Secretary Stallings moved that the Association establish a policy that provides AAPA will not accept payment in the form of a check from anyone (members, non-members, individuals or businesses) who has previously presented the Association with a bad check and that AAPA shall be entitled to recover all fees as allowed by the NC General Statutes in connection with recovery of the funds. Jennifer Iaquinto seconded the motion. A vote was taken and the motion was unanimously approved.

Upon implementation of the new policy, if this situation arises in the future, the Treasurer will notify any affected members, non-members or others that AAPA shall only accept payment from said persons in the form of cash or a firm check for any fees in connection with AAPA functions. The policy will be included in the member manual and it will be noted in the e-news.

Governance Committee – President Banks reported on the Governance Committee activities in the absence of Chair Brendell. Income tax returns and a request for a refund have been filed. President Banks will research whether AAPA is required to file Form 990.

Committee member Beth Stallings noted that an oversight in the proposed revisions to Bylaws was made; the title “President-Elect” should have been shown as an addition to Article IX. The Board discussed this and determined that the effect of this omission was minor and that the revision will be made and included in the proposed revisions to Bylaws to be submitted to the members at the Annual Meeting.

New Business

The draft Member Manual that was submitted to the Board prior to the meeting was reviewed. It was noted that there are some additional matters or topics that should be included in the

manual. Additional topics suggested to be included were: how to contact the Board about complaints/comments/suggestions and the check policy. Upon being finalized, the Member Manual will be distributed to the members at the Annual Meeting.

Discussion began about presenting awards to the previous year's officers, committee chairs and committee members at the Annual Meeting. It was noted that historically such awards were presented at the annual banquet, but that we no longer have a banquet so we need to decide when to present such awards. It was decided that the awards will be presented at the May meeting of the Association, when the new officers are introduced and sworn in.

The Secretary will prepare thank you letters addressed to the supervising attorney and/or administrators of Association officers, committee chairs and committee members who have served for the previous year. The letters will be prepared and transmitted soon after the Annual Meeting. Similar thank you letters will be prepared for the incoming officers for the 2010-2011 year. These letters will be prepared and transmitted during June or July.

The Board members' Orientation Manual (previously submitted to all Board members) was reviewed and there were no questions. The Orientation Manual was approved as drafted.

With regard to the Habitat for Humanity Women Build project, Melanie Miller will make an announcement at the Annual Meeting to determine whether there is enough interest among our members to support this project this year.

There being no further business the meeting was adjourned.

Respectfully submitted,

Beth Stallings, CEA, NCCP

Beth Stallings, Secretary