



Minutes  
Board of Directors Meeting  
Asheville Area Paralegal Association  
May 27, 2010

Conference Room at BB&T Building

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  
Sandy Carter, Assistant Secretary  
Laura Champlin, Chair, Publicity Committee  
Terrie Blackburn, chair, Governance Committee

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

**Treasurer's Report:**

AAPA checking account has \$3,106.29. President-Elect Townley questioned a disbursement made to Chair Blakeslee in the amount of \$441.71, check # 141 written on 5/20/10. Blakeslee explained it was reimbursement for both food and The Wine Studio reservation. Although we were told of a discount, Jessica still charged \$10 a person and did not discount the purchases as we were previously told. Lesson learned, get it in writing. All matters were reviewed and considered valid debts. Treasurer's report was entered into the record

**Programs:**

Chair Blakeslee asked the Board for assistance from the Treasurer or Ast Treasurer at the monthly meetings. To be more specific, that they collect money at the monthly meetings. This will eliminate the middle man. Currently a Program committee Host collects the money and holds on to it until it can be handed over to the Treasurer, Aundry Freeman. President Banks agreed it could be tabled until a future

meeting that either Freeman or Tianna Kampka is present. The Family Picnic that was recently canceled due to poor weather will be rescheduled. Julie Stanfield has stepped down from her position on the Programs Committee. Programs committee report was entered into the record.

**Publicity:**

Chair Champlin, with President Banks, purchased a camera for AAPA use. This was originally budgeted for \$150, but ended up costing approximately \$185.00. Chair Champlin took pictures at the Paralegal Certification 101 event with her personal camera. The new camera purchase will allow her to send pictures by email to herself, facebook, etc. Chair Champlin purchased a PowerPoint template for a presentation. President Banks moved to reimburse Chair Champlin. President Elect Townley seconded the motion. Publicity report was entered into record. Chair Champlin emphasizes she has read her job description and is doing her best to establish a repertoire with the local Bar Association. Chair Champlin has attended a meeting, and is now on the e-mail list for the Bar Association. Chair Blackburn request Link with that information be placed on the AAPA e-news.

Salary Survey Chair Iaquinto stepped down and President-Elect Townley has stepped up to take her position.

**Membership:**

Membership Report stated we now have 75 members.

**Fundraising:**

Chair Wallace stated she will meet with Treasurer Freeman and Chair Miller regarding collection of sponsor payments The Van Winkle Law Firm became a sponsor. The NC Bar has \$1,000.00 available for non-profits sponsorship. The AAPA is going to apply for their sponsorship. Chair Wallace needs a list of charities and the amount donated from the AAPA and CLE's for the application. Chair Blakeslee will supply her with this information.

AAPA has decided to make Kitty Brendell an Honorary lifetime member.

**Scholarship Committee:**

No new matters.

**Governance Committee:**

Chair Blackburn filed a Form 990N on or around May 15<sup>th</sup>, 2010. Chair Blackburn states we are within the guidelines to file this form every year at the end of our Fiscal year.

AAPA still needs Belle Chere volunteers. Marty Bowker and Chair Wallace were added to the volunteer list. President-Elect Townley volunteered to approach attendees of the monthly meeting for this event.

**Old Business:**

None

**New Business:**

Chair Wallace suggests the AAPA creates a g-mail account to help with keeping track of documents and events. G-mail will allow the Board to share calendars. If there are documents for the Board Members

only they can be password protected. Chair Champlin suggested placing documents and a calendar on the AAPA web-site. President-Elect Townley said that may be a problem to get set-up. Chair Champlin will meet with Christel to weigh the pros and cons of having a calendar and pdf documents on the AAPA website vs G-mail.

Next meeting will be held June 25, 2010 at 1:00 pm.

Meeting adjourned by President Banks at 2:00 pm.

*Respectfully Submitted by:*

Barbara McDaniel-Bowker, NCCP