

Minutes
Board of Directors Meeting
Asheville Paralegal Association
May 28, 2009

Offices of Pisgah Legal Services

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

Candice Blakeslee, V.P. and Programs Cmte Chair
Carol Rogers, Treas.
Aundry Freeman, Asst. Treas.
Beth Stallings, Sec.
Alice Hudson, Asst. Sec.
Jenny Iaquinto, Publicity Cmte Chair
Tory Townley, Fundraising Cmte Chair
Melanie Miller, Membership Cmte Chair
Kitty Brendell, Governance Cmte Chair
Erica Hartrick, Fundraising Cmte member

Membership Committee report was presented by Melanie Miller. The Association now has a total of 72 members.

Programs Committee report was presented by Candice Blakeslee. Speakers for the next few months meetings have been planned. A Roundtable discussion among members is planned for the September evening meeting. Jenny Iaquinto has asked attorney Jacqueline Grant to speak. Ms. Grant could potentially speak about handling of cold calls at the October meeting. Jenny will follow up on this.

Manna Food Bank contacted Candice about having our members participate in a session to organize and box food. Candice will obtain the dates upon which Manna is requesting help and send out a notice to the members.

No responses have been received to the request for suggested topics for the Fall Seminar.

The August monthly meeting will be held at Pisgah Legal Services (PLS). PLS has offered to sponsor the luncheon meeting. Candice questioned whether APA should offer to pay a portion of the cost of the meal.

Publicity Committee report was presented by Jenny Iaquinto. Jenny attended the 28th Judicial District Bar Association meeting this month and spoke briefly about APA. She distributed coupons for the attorneys to give their staff allowing attendance at a meeting for free.

She has received positive feedback about the new format of the e-news, but is still seeking for more input. The trial period for Constant Contact has passed and she would like approval from the Board to register for the service. A vote was taken and Kitty Brendell moved to approve a 12 month service contract with Constant Contact. The motion was seconded by Tory Townley and approved by all in attendance.

Jenny will be encouraging members to provide more information for the member portal section of the e-news, such as graduation announcements and notes about military service members. A Paralegal Spotlight feature will be included in the next e-news and will appear in each issue. The Paralegal Spotlight will feature a different member of the Association, and provide some personal information about that member so others can become acquainted with them. Officers of APA will be featured first, beginning with Lawrel Banks.

Sponsors will be added to the e-news mailing list so that they can see APA is publishing their names in each e-news issue. Friends of APA will remain on the mailing list to receive issues of the e-news, regardless of non-membership.

There was discussion of adding a Sponsor Spotlight to the e-news and what levels of sponsorship would qualify for this benefit and how often sponsors might be spotlighted.

APA will have a booth at the Paralegal CLE at the NCBA Annual Meeting at the Grove Park Inn on June 27. More volunteers are still needed to staff the booth. The APA pens are almost gone, so Jenny will order more to have available for the NCBA meeting.

Fundraising Committee report was presented by Tory Townley. Solicitations for renewal of sponsorship have been mailed to all current sponsors. Solicitations were also mailed to some new vendors, such as Staples, Richo, and private investigators.

Tory Townley proposed that the sponsor benefits be revised for the 2010-2011 sponsor year, and to specifically delete the provision of mailing labels with members address information. For the upcoming 2009-2010 sponsor year, Tory proposed that rather than allowing sponsors to select which meeting they wish to attend, that the Fundraising Committee assign each sponsor to a specific month and then the sponsors can bring materials to that meeting and pass out / distribute at each place setting.

She also proposed that APA provide honorary sponsorship status to certain non-profit associations. A potential non-profit that was discussed was Western Carolinians for Criminal Justice. The Fundraising Committee will consider this at its next meeting and get back to the Board with recommendations next month.

A discussion ensued about who has possession of various APA promotional materials, and it was noted that Tory has notepads and pens and Melanie has lunch coolers and drink cozies. It was decided that they will bring these materials to each meeting so that they will be available for new members.

Scholarship Committee report was submitted in writing by Carolyn Timmons and reviewed by the Board. An outstanding issue that the Scholarship Committee is dealing with is professional development

awards to members versus scholarship awards. This subject was deferred by President Laurel Banks for discussion at the next Board meeting.

Governance Committee report was presented by Kitty Brendell. Articles of Dissolution of Asheville Area Paralegal Association have been approved by attorney Brian Morrison and may be filed now.

A discussion began about creating a **Member Manual** as a general reference for members. The manual would be similar to the Orientation Manual for Board members. The manual would include "How To" information and "Who to Contact" information about various issues.

It was decided that when the manual is complete it will be posted to the APA website, along with a list of Frequently Asked Questions.

It was suggested that the manual should contain at a minimum, an Introduction, List of Officers, description of Committees and contact information for chairs. President Banks deferred further detailed discussion regarding the manual to the next months Board meeting and requested that Board members bring a list of suggested areas to be included in the manual with them to the next meeting.

Finally, it was mentioned that a member had requested to have Brother Wolf Canine Rescue added to the monthly charities if at all possible. The Board noted that the monthly charities have already been determined, but it was suggested that there may be other alternative means of supporting this charity. Discussion of those alternative means of support was deferred until the next months Board meeting.

There being no further business to be discussed the meeting was adjourned at about 2:10 p.m.

Respectfully submitted,

Beth Stallings, CLA, NCCP
Beth Stallings, Secretary