

Minutes

Board of Director Meeting

Asheville Area Paralegal Association

November 20, 2009

Law Offices of David Gantt

The meeting called was 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

Barbara McDaniel-Bowker, Asst. Sec.

Jenny Iaquinto, Publicity Cmte Chair

Tory Townley, Fundraising Cmte Chair

Kitty Brendell, Governance Cmte Chair

Minutes of the October Board meetings were transmitted to all Board members via e-mail several days prior to this meeting. Tory Townley made a motion to approve the October minutes and Kitty Brendell seconded the motion. All members present approved the motion.

The Treasurer's report for the month of October was reviewed and approved. Laurel Banks helped install new software for treasurer reports, Quick Books. These reports print to Excel and will help save time for the Treasurer. There is not much activity in Savings or checking. Candice Blakeslee suggested at the annual retreat we will look at the proposed budget versus actual amount used. The Executive Board members present agreed.

Programs Committee

Chair Blakeslee reported that she and Barbara McDaniel-Bowker had attended the 28th Judicial Bar meeting on November 11, 2009. Chair Blakeslee spoke requesting speakers for the AAPA meetings. They had a positive response.

Tory Townley reported that Montreat College requested to speak at the February and June monthly meetings. Chair Blakeslee checked the sponsorship level for Montreat which does entitle them to two time spots per year. This matter was calendared for both months requested.

Chair Blakeslee suggested AAPA monthly meetings become more education orientated instead of the fun, feel good meetings. Her suggestion was one fun, feel good meeting per quarter. It's AAPA's goal to help make continuing education for Paralegals more cost savvy and accessible. Hopefully this will encourage non-members to attend our monthly meetings. AAPA will aim more toward meetings that qualify for Continuing Education Credits. Everyone present agreed. Also, the November meeting was a mix and mingles. Everyone present agreed it was enjoyable. It was discussed how imperative it is to start meetings on time. President Banks will call meetings to start no later than 12:05 pm. This will in turn allow the sponsor to speak for 10-15 minutes, and the Speaker 30 minutes.

Governance

Chair Brendell inquired if anyone has received a response from the Secretary of State or the NC Bar regarding the grievance filed at Octobers meeting regarding a member. There has been no response at this point. Chair Brendell will research AAPA bylaws and report to the Executive Board their options.

Publicity Committee

Charities for the 2010 year will be collected monthly but will be delivered quarterly. The charities are assigned as follows:

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|------------------------|----------------------------------|
| January thru March: | Western NC Rescue Mission |
| April thru June: | United Way's School Supply Drive |
| July thru September: | Manna Food Bank |
| October thru December: | Salvation Army |

There will be three persons responsible for each charity instead of one person per month. Jenny laquinto mentioned Santa Pal Christmas. There will be no Santa Pal this year. Everyone present agreed.

January agenda: Candice Blakeslee suggested to President Banks the protocol for late RSVP to meetings. Last minute people and changes make it hard and embarrassing for the AAPA.

President Banks stated \$989 is too much for retreat. This price includes sandwich plates. They have a room off to the side to hold group meetings. Candice Blakeslee mentioned Lapoz to Chair Townley. Townley stated she will keep looking and compare possible locations to hold AAPA Executive Board Retreat.

President Banks is half way finished with member manual. Said manual will be ready before the January Retreat date.

Candice Blakeslee suggested to Chair laquinto that the Sponsor to be speaking at the monthly meeting be coordinated with the Sponsor spotlighted in the e-news. It was agreed. Since there is no sponsor at the December meeting, it was decided to spotlight David Gantt.

Brief group discussion regarding Portfolio. A gift drawn for at our Boss's Day breakfast, donated by Montreat College. The gift was not present at the Bosses Day breakfast, but a name was drawn for this prize. We did not receive what we expected. Therefore, to reduce embarrassment of AAPA, the executive Board agreed to purchase a respectable portfolio. This portfolio will be delivered within the next few days. It was agreed to NEVER draw a name for a gift/door prize for an item that is not present at the time of the drawing.

Next meeting will be at The Law Office of David Gantt on December 18, 2009, at 1:00 pm.

Meeting Adjourned at 2:00 pm.