

Minutes
Board of Directors Meeting
Asheville Paralegal Association
October 30, 2009

Offices of Miller Marshall Roth, P.C.

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

Beth Stallings, Secretary

Barbara McDaniel-Bowker, Asst. Sec.

Jenny Iaquinto, Publicity Cmte Chair

Tory Townley, Fundraising Cmte Chair

Melanie Miller, Membership Cmte Chair

Kitty Brendell, Governance Cmte Chair

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

President Banks announced that she is an ad hoc member of each committee and as such will be making plans to attend at least one meeting of each committee in the coming months.

The Treasurer's report for the month of September was reviewed and approved. It was noted that the expenses in connection with the Fall Seminar and Boss's Day events both came in well under budget. *Earlier in the month, Candice Blakeslee had proposed that the approximately \$150 in excess funds allocated for expenses of the Fall Seminar be transferred and added to the Boss's Day budget. A vote of Board members was taken via e-mail and this adjustment was approved by a majority.

Programs Committee

Chair Blakeslee reported that several members have responded to her request to recommend speakers for upcoming meetings and observed that Barbara McDaniel-Bowker had personally referred 2 speakers. Jenny Iaquinto mentioned that she and Chair Blakeslee could arrange to attend a meeting of the 28th Judicial District Bar and make a brief announcement that AAPA is seeking speakers.

Plans for the holiday social in December were reviewed; members will be provided with a menu and must select an entrée choice (either chicken or fish) and send it with their rsvp. The meal cost will include non-alcoholic beverages. As with past holiday socials, members shall be allowed to attend for free, but must pay for any guest who attends with them. It was decided to specifically limit the social to only members and their guests. However, sponsors will be invited to attend as well. One person

associated with each sponsor may attend at no charge, but any additional persons from the same sponsor must pay for their meal.

Publicity Committee

Chair Iaquinto reminded the Board that a decision had not been made as to whether AAPA should become an affiliate of NALA. A brief discussion of the advantages of affiliation ensued. It was also noted that AAPA's Bylaws would need to be in conformity with NALA requirements in order to be an approved affiliate. A vote was taken among the Board members as to whether to approve affiliation. The majority voted against becoming an affiliate of NALA.

Membership Committee

Chair Miller observed that a new member recently joined the Association, bringing the total membership to 84. There was a brief discussion about whether membership was tracking how new members learned about AAPA, and specifically whether the promotional efforts distributing goody bags several months earlier have been effective. As a result of this discussion, it was decided that Membership Cmte will revise the Membership Application to add a question asking applicants how they heard about AAPA.

Finally, Kitty Brendell reminded everyone of the Membership Committee's request that when Board members communicate with members via e-mail to use the bcc for the members' e-mail addresses.

Governance

Chair Brendell reported that at this time there is no further activity required of the Governance Committee and for that reason, the committee shall be in a "hibernated" state. However, members of the committee shall remain available to answer questions regarding the Bylaws or other governance matters.

Fundraising Committee

Chair Townley reported that several sponsors donated prizes for the Boss's Day event. It was suggested that AAPA send thank you cards to each of the sponsors who donated prizes. President Banks inquired whether the Association had any thank you cards with its logo on them. Because the Association does not have any such cards, President Banks, suggested that AAPA purchase thank you cards containing its logo. The Board approved this suggestion and President Banks will make the necessary arrangements.

Scholarship Committee

Scholarship Chair Timmons was not present; however, her written report was reviewed. She requested that the Board allocate time during its Annual Retreat in January to review and potentially revise the Scholarship Application. President Banks observed that she had become aware that the most recent recipient of the scholarship listed the AAPA scholarship award on her resume under accomplishments.

Old Business

E-mail Lists

Melanie Miller will provide Chair Iaquinto with the contact information for a member of NC Advocates for Justice so that she may follow through on requesting a copy of their list of members located in this region. Chair Iaquinto noted that she has twice requested the same information from the District Director of NCPA, but has not received any reply to her requests to date. She will attempt to contact another representative of that organization to request this information.

New Business

Alice Hudson resigned from her position as Assistant Secretary because she moved to Charlotte. President Banks appointed Barbara McDaniel-Bowker as the new Assistant Secretary, and Board members voted via e-mail prior to this Board meeting to approve the appointment. Publicity Chair Iaquinto has updated the website to reflect this change. A new photo of Board members will need to be taken and it was suggested that this be done at the holiday social.

President Banks requested that Jenny Iaquinto begin keeping a list of topics to be discussed at the Annual Retreat to be held on January 30.

A discussion began about changing the date of the Annual Retreat from January of each year to April, after the members have elected new officers. All of the Board members agreed that this would be a good idea, but not to implement the change this year. However, in order to facilitate the passing of knowledge and goals for the year on to the new officers a half-day meeting of outgoing and incoming Board members will be held on April 10. This meeting will be an orientation session for the new Board members as well as a follow up to or summary of the Annual Retreat held in January.

A contact list containing the telephone numbers (office and cell) of each Board member will be created.

A member brought to the Board's attention certain actions taken by an AAPA member to which she was witness that she found disturbing and potentially unethical. The member who is the subject of consideration was observed to have given advice concerning completion of legal documents during the process of notarizing said documents and also failed to administer the proper oath contained within the documents. After serious consideration by the Board members, it was recommended that the reporting member report these actions to the Secretary of State's office, as the Secretary of State is the agency that has authority to govern activities of notaries public. The Board decided to delay taking any action towards the member relative to potential violations of AAPA's Code of Conduct until the Secretary of State makes a finding in this matter.

Beth Stallings requested approval for AAPA to pay the CLE charges to the NC State Bar in conjunction with granting CLE credit to Fall Seminar speakers Rendi Mann-Stadt and Curt Euler. The charges are equal to \$2.25 per CLE credit hour. The request was approved by the Board.

The next Board meeting will be November 20 at 1:00 p.m. at the Offices of David Gantt Law Firm.

There being no further business the meeting was adjourned.

Respectfully submitted,

Beth Stallings, CEA, NCEP

Beth Stallings, Secretary