

| MEMBER | TASK | DUE DATE |
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| Linda Johnson | Speak to Allen Gerson of South College to request that he become a liaison between APA and the South College Students, and possibly consider becoming a Board member | |
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| Melanie Miller | | |
| | Check on availability of Starnes Conference Room for Fall Seminar – either Friday, September 18 or 25 | Week of February 2 |
| | Inform Candice to provide Melanie with a list of attendees at each monthly membership meeting (in order to recruit those members not attending) | Before or by February meeting |
| | Melanie to provide copy of new membership application to Joan | Week of February 2 |
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| Mary Burnette | | |
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| Carol Rogers | | |
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| Aundry Freeman | | |
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| Joan Vogt | | |
| and/or Assistant Secretary | Letters of appreciation to employers of officers and committee chairs | Following officer elections in April |
| | Send out 2009 membership renewal notices with copy of new application | Week of February 2 |
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| Beth Stallings | | |
| | Add to membership meeting announcements that each month throughout 2009 we will be collecting items at the meeting for a specific charity | February meeting reminder |
| | E-mail out to membership requesting nominations for offices for 2009 election | Early March? |
| | Publicity Comm. to prepare "Visitor Cards" to be filled out by guests at monthly membership meetings | By February or March meeting? |
| | Publicity Comm. to discuss further set-up of member group through Yahoo Groups, Google Groups or Facebook to provide member forum | Report to Board by February Board meeting (?) |
| | Prepare rough draft of orientation manual | February Board meeting |
| | Publicity Comm. given approval to distribute promotional products to non-member paralegals; may require ordering additional items? | Ongoing |
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| Tory Townley | | |
| | Check with her CPA friend to inquire about free tax return preparation for 2008 taxes | By next Board meeting |
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| Lawrel Banks | | |
| | Help Carol set-up financial reports in QuickBooks | |
| | Programs Comm. to discuss at its next meeting possible topics for Fall Seminar | Report to the Board by next Board meeting |
| | Programs Comm. to offer as a possible monthly membership meeting topic a discussion by several firm administrators of what they look for when hiring a paralegal | |
| | Programs Comm. to edit lunch menu to a limited number of selections in order to cut the costs of meals at the monthly membership meetings | By third week of February, in time for March meeting notice |

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| Kitty Brendell | | |
| | Order name badges for new officers (and possibly for new committee chairs) | Following Officer Election in April, 2009 |
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| All members | | |
| | Submit to Beth a description of the duties and responsibilities of your particular office or chairmanship/committee | By February 10 |
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| Month | Charity/Organization | Responsible Member |
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| February | MANNA Food Bank | Joan |
| March | MANNA Food Bank | Joan |
| April | HelpMate | Carol |
| May | Western Carolina Rescue Mission and A Hope | Lawrel and Aundry |
| June | ABCCM | Melanie |
| July | Support our Troops | Mary |
| August | Backpack project | Beth |
| September | Meals on Wheels | Linda |
| October | WCCJ | Tory |
| November | Salvation Army | Lawrel |
| December | Santa Pal | Mary |