

Minutes
Board of Directors Meeting
Asheville Paralegal Association
December 29, 2009

Offices of David Gantt Law Firm

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.

Aundry Freeman, Asst. Treas.

Jenny Iaquinto, Publicity Cmte Chair

Melanie Miller, Membership Cmte Chair

Kitty Brendell, Governance Cmte Chair

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

The Treasurer's report for the month of September was reviewed and approved.

Programs Committee

Chair Blakeslee presented the Board for review and approval, with a copy of a survey that she prepared for distribution to the members at the next monthly meeting. The survey requests feedback on Association members and attendees satisfaction with Association educational opportunities, community projects, social events and involvement in the legal community. It was suggested that the survey be revised to include a question about the e-news and website and to add a place for attendees to state their name (on an optional basis).

The sponsor who will be speaking at the January meeting is BB&T.

Publicity Committee

It was noted that the AAPA personalized thank you cards purchased by President Banks look very nice. Chair Iaquinto reported that Gina Drew, former bar liaison for the 28th Judicial District Bar, contacted her about the recent e-news article concerning wasted time in District Court. Ms. Drew would like to coordinate with interested AAPA members and attorneys on this particular issue. She has some ideas and suggestions to improve the situation, but would like feedback from others within the community.

Member Lynda Hyduk asked Chair Iaquinto whether it might be possible to send a broadcast e-mail to the membership regarding her nephew's health situation and associated financial expenses. Her 15 year

old nephew recently underwent a heart transplant and his family has been staying in a motel in Charlotte during her nephew's surgery and recovery, which has incurred considerable expenses. Her firm has established the "William Bartlett Heart Fund" at BB&T and she would like permission to ask for donations from members.

After much discussion, it was decided that in keeping with established precedence involving matters of this nature (notably the recent situation with Erica Hartrick's fiancée') that it would be appropriate to include a notice of this in the next two (2) consecutive issues of the e-news.

Fundraising Committee

While Chair Townley was not present, in her report to the Board she requested the help of the Publicity Committee to survey our members for suggestions about potential new sponsors for the upcoming sponsorship year. One of our sponsors, Legal Copy, has requested ideas from our members about technology; ie: how it may expand its services to better meet Association members' needs.

President Banks tabled discussion on this topic until Chair Townley can be present.

Membership Committee

Chair Miller observed that 14 additional members have renewed their membership for the 2010 year. We now have a total of 39 members.

Governance

Chair Brendell reported that the member who was reprimanded in writing has not responded to the reprimand. As of the date of this meeting, a renewal notice of membership has not been mailed to that member.

Candice Blakeslee stated that the Secretary of State, Notary Public Division personnel are familiar with this particular member and were aware of his general activities in conjunction with notarizations, etc. Because no documents were submitted to the Division, their intent is to send a letter of reprimand to this individual.

Old Business

Annual Retreat – it was noted that plans for the location for the 2010 Board retreat need to be finalized. Candice Blakeslee suggested that we consider meeting at La Paz restaurant in Biltmore Village. Other potential locations mentioned were the Grove Park Inn and Crowne Plaza.

Aundry Freeman offered the use of Pisgah Legal Services conference room, provided the room has not already been reserved for use on the selected date and that she can obtain permission from her supervisors.

In order to simplify matters, it was observed that breakfast could be catered and that Board members could go out for lunch to one of the nearby restaurants.

President Banks requested that Candice Blakeslee and Jenny laquinto work with Tory Townley to finalize the necessary arrangements for the location, food, etc.

The following additional topics were requested to be added to the agenda: Nominating Committee and Association Brochure.

New Business

An application for participation in Bele Chere was recently received and it was noted that if we would like to participate that we must complete and return the application soon. After some discussion of the pros and cons, all members present agreed that AAPA should participate in Bele Chere this year.

Given all of the responsibility and demands of overseeing the booth and volunteers, it was suggested that the Association seek a minimum of 3 persons to be in charge of operations at the booth each day of the festival. President Banks noted the date of the City of Asheville informational meeting about the festival and requested that several other Board members attend that meeting with her. A detailed discussion of operational concerns was deferred until the Retreat.

President Banks mentioned that she suggested to new member Christine Wallace (former founding member of AAPA) that she join the Programs and Publicity Committee.

It was also observed that a Salary Survey Committee will need to be formed soon.

There will be no Board meeting during January due to the Annual Retreat on January 30.

There being no further business the meeting was adjourned.

Respectfully submitted,

Beth Stallings, CLA, NCCP

Beth Stallings, Secretary