

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Meeting Date: Tuesday, November 8, 2011

Location : Emmanuel, Sheppard & Condon

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The Board of Directors meeting was called to order at 12:05 p.m. this date by the President, Dana Martinez-Jones.

OFFICERS PRESENT –Dana Martinez-Jones, April Williams, Elizabeth Crane, Caroline Peterson, and Jill Callihan. Absent: Debra Bass and Jo Green

I. Review and Adoption of Minutes. Approval of minutes tabled until receipt from Debra Bass, Secretary, who was not in attendance.

II. Treasurer's Report. Jo Green was absent, but the report was provided via April Williams. The treasury balance per the report is \$15,928.27. Caroline Peterson stated that she has several more checks to submit. The President inquired of April Williams, the Audit Committee Chair, whether the audit had been conducted. She advised that it has been conducted on November 1, 2011 and the books were found to be accurate and complete.

III. New Member Application Review. Caroline Peterson presented new membership applications for consideration by the Board via email. The following members were presented for membership via email:

Merry Beth Andrews	Remote Membership
Delores M. McCoy	Remote Membership
Joy L. Cady	Active Membership
Gina L. Milam	Active Membership

Caroline Peterson recommended all of these for membership for the 2011-2012 year. Elizabeth Crane moved that all applications be approved for membership and the motion was seconded by Jill Callihan. The motion passed unanimously.

Caroline Peterson went onto to report that she has a few more outstanding applications that are missing some elements. She has been in touch with the applicants and hopes to have all necessary documentation by next meeting.

IV. Old Business:

a. Update on Christmas Committee. Elizabeth Crane informed the Board that the PLSSA has agreed to co-host the luncheon. She needed to know if the Board agreed to keep the luncheon price the same as usual, at \$10.50. All agreed. The Committee has decided upon one big mystery raffle. She moved for the Board to approve matching whatever ever was received for the raffle, up to \$400. It was seconded by Caroline

Peterson and passed unanimously. Elizabeth also announced the deadline for donations was to be the end of this month. She further announced that we have been able to get a professional auctioneer for the event for free. She advised the Board there will be a joint meeting (NWFPA & PLSSA) at Apple Annie's on the 16th.

- b. **Update on Survey Monkey.** April Williams presented the Board with a draft of the membership survey to be sent to the membership. The President advised we should send it to the membership when we send the Meeting Notice and put out the word that we need all to complete it by Friday as it will only be open for four business days.
 - c. **Update on NALA approval for CLE for Mentor/Mentee Program.** April Williams advised that NALA is open to approving CLE based upon the curriculum provided. We will update NALA upon submission of the final program by the Student Liaison Committee (SLC).
 - d. **Language to be added to Policy Manual regarding "tie-breakers" during elections.** The President read Parliamentarian, Caroline Peterson's email regarding her research of Roberts' Rules. She moved that the language be included "verbatim". It was seconded by April Williams and passed unanimously. The President announced we can work on the Policy Manual in January.
 - e. **Status of flash drives for the officers.** April Williams advised the Board that she found the best prices on Amazon: 2 GB would be \$3.99 each or 4 GB for \$4.65 each. The President moved for the purchase of the 4 GB drives and was seconded by Jill Callihan. The motion passed unanimously.
- VI. New Business.** The President held items (a) and (b) to be discussed after other new business to allow time for Jill Callihan's presentation.
- a. **Discussion of NALA Convention Proposal.** The NALA Convention Committee Chair, Kris Hill, submitted the Committee's proposed theme of "NWFPA shines a light on ...", which will then highlight the Association's accomplishments. To go along with this theme, the Committee would like to purchase mini keychain flashlights with the NWFPA logo. Caroline Peterson moved that we accept the proposal. Jill Callihan seconded and the motion passed unanimously.
 - b. **Technology Committee Proposal.** April Williams presented a Website Conversion Proposal detailing what has been paid out over the past year for work accomplished. The total amounted to \$838.31. She then discussed the New Proposed Service the Committee would like to transfer to Darrel Dow. Over a year's time, the Committee anticipates at least a \$250 savings in hosting fees and per-hour updating fees. Elizabeth Crane moved that we accept the proposal. Caroline Peterson seconded and it passed unanimously.

April Williams also provided an update on the advertisement through Facebook. A copy of the statistical breakdown is attached.

- c. **December Board meeting.** The President reminded all that a decision was reached over email to forego the December meeting. It was acknowledged that any pressing matters that could not wait until the January meeting would be discussed via email, if necessary.
- d. **Mentor/Mentee Proposal and mini-presentation.** Before getting into the proposal, Jill Callihan announced that the SLC would like to move the Student Essay Contest to the spring to begin after the winter break, per the recommendation made by Professor Harrell. They believe it will generate more response. It was suggested that the contest be open only to student members. Discussion commenced regarding the pros and cons. It was decided to leave it open as is.

Jill Callihan proceeded to discuss the E-Mentoring Implementation Timeline, NWFPA Student Mentor Program Proposal, and the handbook proposed to be associated therewith. She announced that the SLC believes the program provided through PBWorks would generate more interest from members to participate in the mentoring process as it would allow most to be accomplished remotely. The program has a broad platform, but is not self-sufficient - it will require continued work and follow up. She advised that this system could be used by the Association's Board and committees due to its large storage capabilities and ease of use. The cost of the program could be allocated to the SLC, the Board, and the individual committees. Caroline Peterson added that she went in the program to see how it would work for the Summation Committee and believes it to be very "user-friendly". The cost for the program is a one-time yearly fee of \$799. Jill then provided us with a live demonstration of the program's abilities. Caroline Peterson moved we acquire the program with the costs to be divided as discussed. Elizabeth Crane seconded and the motion passed unanimously.

Adjournment

The meeting adjourned at 1:09 p.m. The next Board meeting is scheduled for January 10, 2012.

Respectfully Submitted,

Debra H. Bass, FRP
NWFPA Secretary

Attachments:

- **November Treasurer's Report**
- **Northwest Florida Paralegal Association 2011 Audit Committee Report**
- **Survey Monkey Questionnaire**
- **NALA Convention Committee Proposal**
- **Facebook advertisement statistics**
- **Website Conversion Proposal**
- **NWFPA Student Mentor Program Proposal and Timeline**