

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Meeting Date: Tuesday, October 11, 2011

Location : Emmanuel, Sheppard & Condon

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The Board of Directors meeting was called to order at 12:08 p.m. this date by the President, Dana Martinez-Jones.

OFFICERS PRESENT –Dana Martinez-Jones, April Williams, Jo Green, Elizabeth Crane, Caroline Peterson, Debra Bass and Jill Callihan. All Board members were present.

I. Review and Adoption of Minutes. The September, 2011 Minutes of the Board of Directors. were previously approved via email .

II. Treasurer's Report. The President asked Jo Green, the Treasurer, if she had an opportunity to schedule an audit of the books. Jo Green indicated that she had just received the September statement and will have to the balance the statement and she remembered that last year the audit went on in October, so she will balance the books and then get them to the audit committee. Jo Green asked April Williams about where she should bring the books for audit and April Williams indicated that she would get in touch with the other committee members and set something up. The President indicated that we are starting off our new fiscal year very well. The Treasurer's Report, a copy of which is attached, shows a balance as of September 30, 2011 of \$13,204.69. Adding in October's receipts of approximately \$2,000, and the checks that Caroline Peterson, the Parliamentarian, gave to Jo totaled approximately \$1,000, which would bring our current balance up to approximately \$16,000.

III. Transition of Board Positions. The President indicated we did not have to worry about the transition because we only had one new board member and she welcomed her earlier in the meeting. The President gave Jill a package with the new Policy Manual and Bylaws in it and the one thing that was not in hers this year that was in our packages from last year and the President wanted to circulate it around the Board, is some notebooks about planning ahead about what we want to do for the coming months. The President then discussed the upcoming events that each committee takes on and passed it around for the Board to review and update if necessary. There were discussions about Manna Food drives and how the food pantries are very low this time of year.

IV. New Member Application Review. New Member Application Review. The President asked if everyone on the Board had reviewed the applications that Caroline Peterson had previously presented via email for membership:

Katrina Helton McDaniel
Renee Bradley

Active Membership
Student Membership

Caroline indicated that Renee Bradley signed up for several committees and is waiting someone to contact her for the committees she signed up for and she really wants to serve on the committees and be active in our Association. Caroline recommended both of them for membership in NWFPA and it was passed unanimously by the Board to approve the membership applications for these two new members to NWFPA.

Caroline then moved onto a discussion about our renewals. We are currently low on our renewal numbers, our membership level is only at about 112 members and we have two student members that have issues that they need to resolve before they can renew their membership. Caroline would like to send out another renewal reminder/dun letter and ask if they are going to renew. There was discussion about several firms that had not yet renewed. There was discussion about dun notices and send out notices to the members that have not paid yet rather than sending it out Association wide and put a positive spin on it and perhaps extend it to the end of October. Put it in the letter and let them explain it. Caroline will send the letter out to the people that did not renew. Caroline will send out the notices from her gmail account.

The President discussed the committees and how many people we needed on the committees and who we would need as the chair of the committees.

V. Old Business:

- a. Update on Mixer.** Caroline Peterson gave us a report on the mixer. We had 25 people attend, however, there were over almost 60 people that sent in an RSVP. The good thing was that a lot of the students that showed up signed up for the committees. A lot of people picked up the applications for NWPFA. Renee Bradley is the only person that has completed her application and one other person that a Board member talked to sent out an application to her because she would be a sustaining member. Caroline Peterson continued with her updated and advised that she was very disappointed with New World Landing. The staff was very uncooperative and did not come through with the promises that they made. Caroline is going to write them a letter when she calms down and the Board will approve it and the Board will send it to them. There was discussion about the low turnout and what could be done about it in the future and how the membership was polled about which night they wanted to have the social on and how we could learn from this social to enhance our socials in the future. We did have some remote members at our social.

- b. Update on Christmas meeting.** Elizabeth Crane reported that the committee is gathering items for the auction. Mitch, the auctioneer that we have had in the past, will not be able to be our auctioneer for the Christmas luncheon this year, but Elizabeth has recruited one of the ladies in her office, who is usually the auctioneer for the PLSSA, to be our auctioneer. She is not a professional auctioneer, so she cannot promise it will go as smoothly as it has in the past, but she thinks it will go well. We can still call Mitch

with any ideas and help, however. The committee is going to have lots more help. April Williams indicated that there will be another donor for the Christmas auction.

- c. **Survey Monkey.** The President discussed that we previously talked about actually getting a survey monkey account so we can try to send more in-depth surveys out to our members. The President put it out to the Board on how we wanted to design our survey. April Williams discussed that she thinks that it lets us rate questions, but she said she will have to look at it first and then let the Board know. The President gave April Williams the hard copy of what we needed from survey monkey and April Williams will get back to Board.

- d. **NALA Response regarding CLE credit for mentors.** The President asked April Williams if they had responded to her email asking if our members can receive CLE credit for mentoring students. April reported that she had not heard from them, and that she has sent a follow-up email to them and still no one has responded to her. If she receives a response later today, she will let the President know.

VI. **New Business.**

- a. **Location of future Board Meetings.** The President asked if we could still have our Board meetings at Emmanuel Sheppard and Condon to Jo Green and April Williams and they both responded affirmatively.

- b. **November Luncheon meeting confirmed.** The President asked Jo Green if the meeting date for November had been confirmed and she emailed the person at Portabella and she confirmed that yes, the date of November 15, 2011 has been confirmed for the November, 2011 meeting. The President reported that what we have done in the past is to give our contact at Portabella a calendar with our meeting dates to be sure that she gets us on their calendar and thinking ahead we want to go ahead and give her our dates for next year (2012) and get those dates confirmed for next year. Elizabeth Crane asked if the menus are going to stay the same and the President said that last year she repeated it from the previous year and Jo Green indicated that the person from Portabella changed the first two months and then went with the same menu for the rest of the months. We are good for the rest of the year.

- c. **Add language to Policy Manual regarding election ties.** The President indicated that the language regarding ties may have to go in the Bylaws instead of the Policy Manual and that we can make the change possibly under Article I of the Bylaws, Eligibility to Vote. Caroline Peterson indicated that we have to follow Roberts Rules of Order, we can put it in the article regarding Election of Officers. When we had the tie, Caroline Peterson looked up Roberts Rules of Order and our Bylaws under Election of Officers - Revote. April Williams suggested that we put it in both places in the bylaws. Discussion

ensued about where to put the language for the tiebreaker and it was decided that it should go under Election of Officers. The President asked Caroline Peterson, the Parliamentarian, to email her the language out of Roberts Rules of Order to insert into the Bylaws for a tie breaker for election of officers. Debra Bass noted that we will have to get a vote of the membership taken at one of our meetings, and that we should wait until after the first of the year.

- d. **Request from Florida Bar FRP Committee.** The President discussed the email (which was not presented to the meeting) which was about NWFPA being one of the sponsors of the paralegal reception. Since no one brought the email, the request was tabled for the next Board meeting or to be discussed via email.

- e. **Converting documents to electronic form.** Caroline Peterson had a special request to scan her voluminous documents that she has and put it on a disk and Jo Green indicated she has a huge amount of treasurer material and Debra Bass indicated that she has a huge amount of Secretary material and that everyone else also has bags and information that was left over from the seminars and membership socials, etc. Debra Bass asked if can we keep all of these hard copies in a storage place or a storage locker that NWFPA can rent. Debra Bass is to look into a small storage locker to keep it all together in a storage locker for everyone. There was discussion about whether those board members could send it to Pro-Legal to have it scanned; whether they could gather up all of our stuff to one place and have it scanned or we could ask Mike from Pro-Legal to come to a conference room at one person's law firm to give us an estimate to scan all of the documents. There was discussion about having Mike give us an estimate for each board member position so it can be kept in electronic format from this year forward. We can also ask if Mike can store it on Terra instead of putting it on individual CD's or jump drive. The President asked if April Williams can find each officer a new jump drive. Jill Callihan suggested that each officer also dump everything to Terra on a quarterly basis in case each member loses their jump drive. April Williams will see what she can come up with for jump drives for each officer. Elizabeth Crane suggested that we all use Google docs for free. The Board was not quite ready to go with this idea because of it could be easily hacked and because of the sensitive nature of what we have on our documents. The Board reviewed how long documents had to be retained by the officers and it was for seven years, but it was not clear whether they had to be retained in paper form or electronic form for seven years. We will need to clarify that it can be retained in electronic form for seven years. Jill Callihan has worked with the State's records retention laws and they have a records destruction log and that we should keep one when we destroy our records after seven years.

- f. **Miscellaneous.** There was discussion about how we can release the speakers from our seminar on the cloud and be able to offer their speeches for a price in order for our members to get CLE credit when they really did not give us specific permission to do

that. It was agreed that in the future that we should get them to give us specific permission to allow us to release their speaking engagement onto the cloud and authorize us to sell it to our members for CLE credit that we do it with a confirmation email.

There was general discussion about the email from Lydia Brackett about SeeEvent.com and that we all agreed it was spam. Elizabeth Crane asked April Williams where the IT committee was about setting up a new web page because she could not get the George, the IT person to respond to her again. Elizabeth and April discussed where the technology committee was on the new web page and whether they were tied to a contract and need to see the invoices from the past year and whether they were itemized and to ask George who owns our domain name. April Williams indicated once she knows those three items, she can make a presentation from the IT committee.

Adjournment

The meeting adjourned at 1:08 p.m. The next Board meeting is scheduled for November 9, 2011.

Respectfully Submitted,

Debra H. Bass, FRP
NWFPA Secretary