PACO Executive Board Meeting
Minutes
May 22, 2018
11:30am
Via Teleconference

This meeting was called to order by President Teresa Scharf, with the following in attendance: Teresa Scharf, Kemmily Kwok, Connie French, Lynn Cory, and Garth Rowbotham.

Board Requests Requiring Voting:

Approve Meeting Agenda:
(Motion: Kemmily / 2nd Lynn)

Approve Prior Month Meeting Minutes:
(Motion: Kemmily / 2nd Connie)

Approve Treasurer Reports Submitted:
(May 2018 Report)
(Motion: Kemmily / 2nd Garth)
(Monthly PNC statements were still being mailed to Athena’s old address. The address has been corrected.)

Approval to withdraw all funds from the Money Market account at Nationwide; and move the funds to PNC, due to the termination of the Nationwide’s Money Market accounts:
(Motion: Lynn / 2nd Garth)

We received a letter from The IRS, stating that PACO did not file a return last year. (Who is responsible for filing?) We will contact our Counsel, Paul LaFayette, as well as our CPA, Winterset, regarding the matter. We also need to discuss with our CPA, the need to have another audit performed, due to a new Treasurer being appointed.

Motion for President and Treasurer to contact our CPA and our attorney, regarding these matters:
(Motion: Lynn / 2nd Garth)

Motion to approve a $100.00 Payment to Capital University Law School (CULS) for PACO’s participation in its Paralegal Networking Day on June 22, 2018:
(Motion: Kemmily / 2nd Garth)

Approve New Members (see e-votes)
(Motion ______________________ / 2nd ______________________)

General Discussion Items:
- Welcome and thank you to Lynn and Connie for stepping into the Vice-President and Treasurer roles that were recently vacated. PACO’s web site has been updated with Lynn’s and Connie’s names inserted for their respective Offices.
  - Biographies are needed from each, for the website.
• Social Media and Public Relations: Mindi got the go-ahead from NFPA to take those positions.

• Committee Chair and Representative applications: They are due by Friday, May 25, 2018. The Board will e-vote to appoint the applicants.
  ▪ Brittany has applications to fill every Committee and Representative position. President Elect is the only PACO position that remains open.

• General Membership Meetings – Kemmily:
  ▪ We need to schedule dates with the CBA for meeting space. Better to have dates reserved and not need them, than scramble to get dates later and then have to settle for less desirable dates (like Mondays). That way, we can plan and promote sooner, and also apply for and obtain CLE credit.
  ▪ The Board agreed not to have summer General Membership Meetings.

• CULS Paralegal Program Networking Day – June 22, 2018:
  ▪ We priorly offered Capital a 6 month Sustaining Membership in lieu of our Bronze Sponsorship. Teresa reached out to Lisa Diem to additionally pay for a Bronze Sponsorship, as they graciously provided their facility to us free of charge for the 2017 BEW.

• CULS – Request from Judy McInturff: She teaches at Capital, and was inquiring about student memberships there. The Board discussed the cost and feasibility of issuing free memberships to students at Capital. Since PACO must pay a portion of the dues for each member to NFPA and the CBA, the cost to PACO would be significant. Any free memberships would have to be offered at CSCC as well.
  ▪ Teresa will send Donna a letter regarding the matter, who will communicate that to Judith McInterff.

• Treasurer:
  ▪ A future meeting is needed with Vicki Babbert, to assist new Treasurer.
  ▪ We need to investigate the IRS letter contained within previous Treasurer's Report.
  ▪ An audit will be needed, due to appointment of a new Treasurer.
  ▪ Reimbursement is needed to Callie Kessler for the snafu with the rental car used for the Joint Conference and Region III Spring Meeting.

• Paralegal Day Recap:
  ▪ It was agreed that the event went very well; and the Graystone venue had excellent food and service at a great price. The room, however, was very tight.
  ▪ Financial: We had a profit of $27.48 – we essentially broke even.
    ▪ Cost/Spent $4,973.20
    ▪ Board approved $2,000 expense on October 9, 2017.
• Committee obtained $2,000 in vendor support.
• Ticket sales added $1,000.68 in revenue.
  ▪ The figures don’t include expenses for scholarships and awards. The cost of the awards totaled $720. There were actually 16 awards, instead of the 23 that were anticipated.
  ▪ The Board thanks the CBA for paying half of the Award expense.
  ▪ Connie needs to write a $500 check to our student scholarship recipient.
  ▪ Callie Kessler’s Certification Scholarship will be a reimbursement to her at a future date, once the exam is taken.

• Summer Board Retreat & Planning Meeting:
  ▪ Will be held at a law office downtown on a Saturday, from about 10:00am – 2:00pm. The Board agreed on July 28th as the best of the two available dates for everyone from the Advisory Board.

  ▪ The Board should think about if and when we want to get together over the summer.

Adjourn: 12:32pm

Executive Board E-VOTES:

• Approval of New Member:
  5.11.18: M. Hester – Voting.

• Appointment of the following Committee Chairs and Representatives on 05.31.18:
  • Public Relations Rep.: Mindi Schaefer
  • Student Liaison Rep.: Rebecca Lewis
  • NFPA Primary Rep.: Brittany Hays
  • NFPA Secondary Rep.: Callie Kessler
  • Pro Bono Committee Chair: Teresa Scharf
  • Job Bank Committee Chair: Cassandra Struble
  • Programs Committee Chair: Kemmily Kwok
  • Mentoring Committee Chair: Rebecca Lewis
  • Elections Committee Chair: Brittany Hays
  • Bylaws Committee Chair: Brittany Hays
  • Pro. Devt. Committee Chair: Kemmily Kwok
  • PR (Web/Soc.) Cmte. Chair: Mindi Schaefer
PACO Executive Board Meeting
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Agenda:

1. Welcome (Teresa Scharf)

2. Roll Call (Garth Rowbotham)

3. Board Requests Requiring Voting (Teresa Scharf):
   
   Approve Meeting Agenda
   (Motion ____________ / 2nd ____________)
   
   Approve Prior Month Meeting Minutes
   (Motion ____________ / 2nd ____________)
   
   Approve Treasurer Reports Submitted:
   May 2018
   (Motion ____________ / 2nd ____________)
   
   Approve $100.00 Payment to Capital University Law School for PACO’s participation in its Paralegal Networking Day on June 22, 2018
   (Motion ____________ / 2nd ____________)
   
   Approve New Members
   (Motion ____________ / 2nd ____________)

4. General Discussion Items
   
   - Welcome and thank you to Lynn and Connie for stepping into the Vice-President and Treasurer roles!
   - PACO’s web site has been updated with Lynn’s and Connie’s names inserted for their respective offices
     - Need biographies from each
     - The insertion of Connie as Job Bank Chair was in error but I have advised the CBA to leave it alone until we approve the new person for that position
   - Social Media and Public Relations – filled
   - Committee Chairs and Representative applications due by Friday, May 25, 2018
   - General Membership Meetings – Kemmily
     - Need to schedule dates with CBA for meeting space. Better to have dates reserved and not need, than scramble to get dates later and then have to settle for less desirable dates (like Mondays). That way we can plan and promote sooner, and also apply for and obtain CLE credit.
     - Do we want to plan any events during summer months?
   - CSCC Career Readiness Event – April 21, 2018
   - CULS Paralegal Program Networking Day – June 22, 2018
- Gold Sponsor: $500+
- Silver Sponsor: $250 - $499
- Bronze Sponsor: $100 - $249
- CULS – request from Judy McInturff
- Treasurer – need to have accounts audited by Winterset
  - Future meeting with Vicki Babbert
  - Need to investigate IRS letter contained within previous Treasurer’s report
- Reimbursement to Callie Kessler for snafu with rental car for Joint Conference and Region III Spring Meeting
- Paralegal Day Recap
  - Comments
    - Financials – profit of $27.48 – essentially broke even
      - Cost/Spent $4,973.20
      - Board approved $2,000 expense on October 9, 2017
      - Committee obtained $2,000 in vendor support
      - Ticket sales added $1,000.68 in revenue
      - This doesn’t include expenses for scholarships and awards
- Summer Board Retreat & Planning Meeting
  - Will be held at a law office downtown on a Saturday
    - Available dates are: June 30 or July 28

5. Additional Discussion Items

6. Adjourn (Teresa Scharf)