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

Board Requests Requiring Voting:

- **Approve Meeting Agenda**  
  (Motion: _Kemmily_ / 2nd _Connie_)

- **Approve Prior Month Meeting Minutes (Sept)**  
  (Motion: _Lynn_ / 2nd _Kemmily_)

- **Approve Treasurer Report (September 2018)**  
  (Motion: _Garth_ / 2nd _Kemmily_)

- **Approve New Members (see e-votes)**  
  (Motion: _Connie_ / 2nd _Garth_)

- **Approval for expenses at October 2018 GMM, if no Sponsor can be found:**  
  (Motion: _Lynn_ / 2nd _Connie_)

- **Approve $4,000 Budget for PR Committee – Paralegal Day 2019 (Awards will be extra):**  
  (Motion: _Kemmily_ / 2nd _Lynn_)

- **Motion for Brittany and Taylor (Elections Committee) to open / commission a Special Election, opening the floor for President-Elect, Vice President, and Treasurer nominations:**  
  (Motion: _Kemmily_ / 2nd _Garth_)

General Discussion Items:

- **NFPA Convention:**
  - Agenda Topics to be voted upon at Convention:
    - There are 15 Topics on agenda: Brittany suggests we review them, and get together on that subject. Brittany stated that issuing the Topics to the entire Membership would not be as effective as having the Board review them.
    - Callie will leave on October 24. We need to have our stance on the issues by Friday the 19th of October, or at least before they leave for Seattle. If not, they will use their discretion.
  - The Cleveland Association of Paralegals intends to submit a bid at the Convention to host the 2022 Convention in Cleveland; and they would like PACO to help.
    - Brittany noted that they discussed this in the Spring.
Revisions to PACO By-Laws:
- Approved by membership by over ninety percent on all points.
  - Only 44 members voted.
  - At least one member did not receive the electronic ballot (e-mail).
    - This has been addressed with the CBA.

Now that the By-Laws have been revised, we need to act:
- We should present the opportunity for nominations for President-Elect, Vice-President, and Treasurer:
  - Teresa recommended that we nominate now (in October GMM), vote in November, and install in December. Terms for Officers would start January 1st, 2019.
  - There are no provisions in the bylaws for Special Election. Teresa, as mentioned before, noted that it would be good for Lynn and Connie not to resign before the election.

PR Committee – Paralegal Day 2019:
- The Committee’s Budget Request of $4,000 that we tabled last month looks like the awards are not included in the budget. (See Motion Passed)
  - Callie emphasized that anything under $4000 for a venue, is not in the Columbus market.
  - Does the Board wish to designate Service Awards and specialty awards? If yes, how do we budget?
    - The Board agrees that we should let the PR Committee handle the awards, and all that is associated with them.
    - Kemmily will handle the Scholarship Awards.

General Membership Meetings
- September 18 GMM – all went well, according to the survey.
- October 16th GMM: Everyone must register by tomorrow. (Friday).

PACO-Boo social mixer at Ten Pin Alley in Hilliard – October 23, 2018
- Kemmily does not have a Sponsor yet, but Lynn recommended Andrew Keck, from Profile.

Has the issue regarding CBA not being timely in sending PACO’s portion of annual dues paid by new and renewing members been resolved?
- Lynn has not met with the CBA yet, regarding this issue.
- We need to know monthly and receive monthly, our cut of the dues from the CBA, per Teresa.
  - Lynn will discuss that w/h them.
  - Teresa asked Lynn to see if we could have them add a column at the end of the roster, so we could verify whether or not we have been paid for a particular new member.
    - Teresa has a list of names from which we may have been paid.

A writer is still needed for PACO’s column in CBA Lawyers Quarterly:
- Teresa will contact Casandra Casto, who is in the Education Law field.

Mentoring Committee:
- Becky still needs seasoned paralegals to step up as mentors,

Adjourn: 1:02pm
OCTOBER E-VOTES:

- **Expenditure:**
  - 10.22.18: $250.00 approved for Paralegal Day venue deposit.

- **Membership Application Approvals:**
  - 10.29.18: L. Lofton – Student.
PACO Board Meeting  
October 11, 2018  
Via Teleconference

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 Report (August 2018)  
     (Motion ____________ / 2nd ____________)  
   - Approve New Members  
     (Motion ____________ / 2nd ____________)  
   - Approve $4,000 Budget for PR Committee – Paralegal Day 2019  
     (Motion ____________ / 2nd ____________)  

4. General Discussion Items  
   - NFPA  
     - Agenda Topics to be voted upon at Convention – Brittany Hays  
     - Cleveland Association of Paralegals intends to submit a bid at Convention to host the 2022 Convention in Cleveland – and they would like PACO to help.  
   - Revisions to By-Laws  
     - Approved by membership >90% on all points  
       - Only 44 members voted  
       - At least one member did not receive the electronic ballot (e-mail). This has been addressed with the CBA.  
       - Have been uploaded to PACO’s web site  
   - Now that the By-Laws have been revised, we need to act:  
     - Present opportunity for nominations for President-Elect, Vice-President, and Treasurer  
     - Arrange for a special election in November, with intent to install new officers in December effective January 1, 2019  
   - PR Committee – Paralegal Day 2019  
     - Committee’s Budget Request of $4,000. We tabled this last month – see attached e-mail  
     - Does the Board wish to designate service awards and specialty awards?  
       - If yes, who / how to budget?  
   - General Membership Meetings  
     - September 18 – feedback  
       - Surveys issued by Kemmily  
     - October 16
- PACO-Boo social mixer at Ten Pin Alley in Hilliard – October 23, 2018
- Has the issue regarding CBA not being timely in sending PACO’s portion of annual dues paid by new and renewing members been resolved?
- PACO Contract with CBA (Lynn)
- Mentoring Committee
  - Becky still needs seasoned paralegals to step up as mentors

5. Adjourn (Teresa Scharf)