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## Paralegal Association of Northern Virginia Meeting Minutes

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### Call to order

A meeting of PANV was held via Zoom web meetings on Saturday, October 17, 2020 at 9:05 AM. Attendees included the following:

President, NFPA Primary Delegate - Kathi Ingram  
Vice President, Treasurer - Karen Axell  
Secretary - Christina Pasquarelli  
Directors - Cindy Adams, Pamela Bass, Amy Stidham, Amy Thompson  
Members – Jennifer Hon, Suellen Honeychuck, Georgette Pecoraro, Cindy Zema

- September 12, 2020 meeting minutes were approved via email on September 14, 2020.
- Meeting Agenda from Kathi Ingram attached.
- Annual Meeting being recorded.

### President's Opening Remarks

- VADER Conference – Attendance by many attorneys
- VAPA Conference – 11 Courses total, 31 people signed up for the whole conference; Average Attendance per conference was 27-28 people
  - Due to COVID lost \$1,000 hotel deposit, but about \$5,000 revenue and continuing revenue for anyone who wants to view but did not pay to attend the conference
- Thank you to new board members. Amy Thompson, Amy Stidham, Pamela Bass, Christina Pasquarelli
- NFPA Conference – Virtual Conference this year including the Region and Policy Meetings
  - Pamela Bass is new delegate
  - Agendas are posted on the Conference website
    - Triple LT and Certification are the main talking points
    - Approve Amended Bylaws
      - Georgette has stated that any changes PANV wanted to bring up could be emailed directly to the NFPA Board so they could include in the meeting discussion
      - One change appreciated is adding President Elect position

### Treasurer's Report

- Attached report from Karen Axell
- Beginning Balance - \$9,848.29; Ending Balance - \$9,116.28
- Reimbursements – NFPA Attendance for Pamela Bass; Kathi Ingram's to be submitted and will reflect on November's Report
- Payments for NFPA Q3 2020 Dues and Post Office Box renewal
- Donations – Chipping In for \$250; ECHO and Operation Help A Hero received individual member donations totaling \$170 for each charity
- Karen Axell proposes PANV adds \$30 to each charity donation for a total of \$200 to each charity.
  - MOTION: Amy Stidham makes a motion to make a donation to each charity (ECHO and Operation Help A Hero) at \$200 per charity
    - ✓ Pamela Bass seconds the motion.
    - ✓ All in favor. Motion is approved.
- Charitable donation checks will be sent out directly to ECHO and Operation Help A Hero by Karen Axell with a note
- Yearly Budget Review – Karen Axell will be working on this for future review.
  - COVID Pandemic has allowed for more funds to be retained in the bank account because of Virtual.
  - Includes Charity Donations, PO Box Rental, VAPA Contribution (Every 2 Years), Convention Travel Reimbursements
  - To Be Submitted Separately for review by Board and Members
- NALS CLE credits are not recognized by NFPA, NALA, or VAPA unless they apply for the credits to be recognized (latest conference did not receive approvals)

- NALA and NFPA provided CLE credit approval for 2020 VAPA Virtual Conference

## Membership Committee

- 65 Active Members as of September 30, 2020
- Less membership than same time last year
- Discrepancy on a Corporate Member is being corrected on the Q4 2020 Membership List for PANV
- PANV is still waiting for leadership changes to allow access to specific areas of NFPA website

## Bylaws

- Posted to the Website in September for review by Members
- Agree to the Jennifer Hon's suggestions for Amended and Restated language and gender-neutral changes
- Agree to add language in Meetings for Members (Section IV) members can attend board meetings to reference Section V
  - All members can attend, only Active members can vote.
- Agree to change Quorum number to be less than proposal at 11
  - The majority agreed to change to 7
  - Suggestion to send out proxies for voting in the future
- MOTION: Amy Thompson makes a motion to approve proposed bylaws with verbal amendments in Annual Meeting.
  - ✓ Kathi Ingram seconds the motion.
  - ✓ All in favor. Motion is approved.

## Election Committee

- Nominating Committee formed late in the year with Amy Thompson and Joanne Randa
- Candidates are slated as unopposed
  - Amy Thompson suggests one motion for entire slate of nominees.
- Pamela Bass – Vice President; Christina Pasquarelli – Secretary; Cindy Adams, Joanne Randa, Amy Stidham, Amy Thompson - Directors
- One Director position opened up to the floor for nomination
  - Cindy Zema offers to take final Board position
  - MOTION: Amy Thompson makes a motion to add Cindy Zema to the nominee slate for Directors.
    - ✓ Kathi Ingram seconds the motion.
    - ✓ All in favor. Motion is approved.
- MOTION: Amy Thompson makes a motion to approve the entire slate of nominees for election.
  - ✓ Kathi Ingram seconds the motion.
  - ✓ All in favor. Motion is approved.
- Current elected officers will be an 18-month term.

## Old Business

- Charitable Donations
  - As noted above, Karen Axell will forward the donations
  - Any additional donations will be sent as received in the mail
  - Donations online will not be credited on behalf of an organization
- PANV Brochure
  - Changes would be done after Revised Bylaws are approved to reflect any Bylaw necessary changes
  - Review Mission Statement and make sure it is properly identified on the PANV website
- Brochure and Website Committee
  - Karen Axell and Pamela Bass
  - After review and changes of PANV Brochure and Mission Statement are approved:
    - We need to change the website accordingly
    - New brochures will need to be printed accordingly

## New Business

- Request for information on changes to certification regarding exams and study materials.

- Updates to PACE exam and study materials for different certifications.
- Believe PCCE exam is still working on the updates.
- FAST Track Certification, lowered cost for renewal
- Pro Bono Work Inquiry
  - What qualifies as NFPA Credits?
    - Has to be legal related
    - Some Community Service Activities or Notary Activities may qualify
    - Joanne Randa and Christine Flynn are the personnel to better answer

### Announcements

- Next Board Meeting to be held via Zoom web meetings on Saturday, November 14, 2020 at 9 AM.

### Adjournment

10:32 AM

### Post Meeting Motions

- MOTION: Kathi Ingram makes a motion to approve a \$200 donation sent to each organization on behalf of PANV.
  - ✓ Christina Pasquarelli seconds the motion.
  - ✓ All in favor. Motion is approved.

DocuSigned by:

*Christina Pasquarelli*

11/17/2020

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Secretary

Date of approval