
Paralegal Association of Northern Virginia Meeting Minutes

Call to order

A meeting of PANV was held via Zoom web meetings on Saturday, September 12, 2020 at 9:07 AM. Attendees included the following:

President, NFPA Primary Delegate - Kathi Ingram

Vice President, Treasurer - Karen Axell

Secretary - Christina Pasquarelli

Directors - Cindy Adams, Pamela Bass, Joanne Randa, Amy Stidham, Amy Thompson

Members – Cindy Zema

- August 8, 2020 meeting minutes were approved via email on August 27, 2020.
- Meeting Agenda from Kathi Ingram attached.

Treasurer's Report

- Attached report from Karen Axell
- Beginning Balance - \$9,309.10; Ending Balance - \$9,848.29
- Shannon Swartz – Accidentally double paid and we have refunded her one payment
- Reimbursements – Domain Renewal for Karen Axell

Website Updates

- All Events have been listed as Virtual
- Current Administrators – Karen Axell, Pamela Bass, Kathi Ingram, Christina Pasquarelli, Joanne Randa, Amy Stidham, Amy Thompson
- Only registered members will receive the Zoom Meeting Links when reminders are sent
- October Annual Meeting – We will need to include Voting for Officers and Proposed Amended Bylaws information

Membership

- 71 Members
- Reconciliation with NFPA listing will be done at the end of September
- Karen Axell and Christina Pasquarelli will coordinate to turn over paperwork and necessary files
- At least 3 Corporate Members are now expired Planet Depos, Pineland Investigations
 - Send reminder email outside of the website and follow up phone call
- Christina Morris is a new potential member
 - Email request for a copy of the Associates Degree
 - If Approved in the system, Christina Pasquarelli will let Karen Axell know via email
 - Add to NFPA listing

Old Business

- VAPA Conference – October 5-9, 2020
 - Finalizing Course Presentations
 - Live Sessions will be recorded for purchase by members later
 - Sensei Links will be sent out to the appropriate registered parties
- Holiday Giving – Amy Thompson
 - SurveyMonkey Results from Joanne Randa
 - A total of 10 people responded
 - 9 people agreed for both Thanksgiving and Christmas
 - 1 person would only give to Thanksgiving or Christmas
 - Thanksgiving Charity Results
 - Don't wish to donate – 4
 - Operation Help a Hero (Toy Drive) – 3

- ECHO (Baskets) – 2
- MOTION: Karen Axell motions for PANV to donate to ECHO for Thanksgiving with member contributions to be received no later than October 17, 2020.
 - ✓ Pamela Bass seconds the motion.
 - ✓ All in favor. Motion is approved.
- Christmas Charity Results
 - ECHO (Baskets) – 3
 - New Hope (Baskets) – 3
 - MOTION: Karen Axell motions for PANV to donate to Operation Help A Hero for Christmas with member contributions to be received no later than October 17, 2020.
 - ✓ Pamela Bass seconds the motion.
 - ✓ All in favor. Motion is approved.
- PANV will review the final member charity contributions and make up the difference for the full contribution.
 - How are we collecting the money? Checks sent to PANV but made out directly to charity. PANV will send all checks into the charitable organization at one time.
 - Amy Thompson will write descriptions for posting to the website regarding each charity including where to send the donation and the organization to make the check payable to.
- Amended Bylaws
 - Christina Pasquarelli to upload the proposed revision to the website for members to view
 - Kathi Ingram and Karen Axell to draft email with hyperlinks to the original and proposed revisions bylaws to send to members
- Candidates for Election
 - Qualifications and Written Interest Statements posted to the website

New Business

- Chipping In to End Domestic Violence Golf Tournament donation.
 - Previously a one-day in person event with opportunity for money making additions.
 - PANV has sponsored previously between \$250 and \$300.
 - Current year will be an event held between October 2-16, 2020 with golfers attending individually for play at The Bull Run Golf Course. Virtual Advertising will start next week.
 - Virtual Hole Sponsorship is \$500 for 2020.
 - MOTION: Kathi Ingram motions for PANV to donate \$250 to the event due to support from Cooper Ginsburg Gray PLLC in the past.
 - Pamela Bass and Karen Axell second the motion.
 - All in favor. Motion is approved.

Announcements

- Next Board Meeting to be held via Zoom web meetings on Saturday, October 17, 2020 at 9 AM.
- PANV Brochure has been distributed to board members for review. Changes may occur upon approval of Proposed Amended Bylaws after October 17.

Adjournment

10:25 AM

DocuSigned by:

Christina Pasquarelli

11/17/2020

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Secretary

Date of approval