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Paralegal Association of Northern Virginia Meeting Minutes

Call to order

A meeting of PANV was held via Zoom web meetings on Saturday, November 14, 2020 at 9:02 AM. Attendees included the following:

President, NFPA Primary Delegate - Kathi Ingram
Vice President – Pamela Bass
Treasurer - Karen Axell
Secretary - Christina Pasquarelli
Directors - Joanne Randa, Amy Stidham, Amy Thompson, Cindy Zema
Members – Kathryn Schulin

- Annual meeting minutes from October 17, 2020 were approved via email on October 26, 2020.
- Director Cindy Adams absent.
- Meeting Agenda from Kathi Ingram attached.

Administrative

- Mail received was receipt for post office box rental payment.

Treasurer's Report

- Attached report from Karen Axell
- Beginning Balance - $9,193.66; Ending Balance - $9,064.34
- Reimbursements – $125 for Kathi Ingram for attendance of NFPA Conference
- MOTION: Joanne Randa makes a motion to approve $125 reimbursement to Kathi Ingram for attending the NFPA Conference.
    - ✓ Amy Stidham seconds the motion.
    - ✓ All in favor. Motion is approved.
- Budget – Not as much money on conference, will base budget on 2015 to 2019 because 2020 was an off year due to the pandemic
    - Consider doing more CLE seminars virtually or as a virtual and live event (for VADER)
    - Networking events should be in person
    - Conferences and Conventions are helpful to have in person

Website Updates

- Kathi Ingram will provide an introduction of the newly elected officers
- Update to Holiday Party information for the virtual
    - Zoom Games for Team Building

Membership

- NFPA did receive Kathi's email to update the Membership Chair information
    - Christina confirmed that the NFPA website was updated
- 2 New Members added to our membership – Anna Schwoerer (Student) and Laura Binczewski (Associate)

Old Business

Amended and Restated Bylaws have been signed and posted to the PANV website
    - Will send to NFPA for posting to their website
- PANV Brochure
    - Review for changes and send to Karen Axell and Pamela Bass
        - Amy Stidham to reach out to Keith Burke to get printed brochures
            - ➢ Add logo for KL Discovery advertising for printer
            - ➢ Estimate printing of about 250 brochures
            - ➢ Potential for KL Discovery membership renewal conversation

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New Business

- 2020 Annual NFPA Convention (Report to be submitted by Kathi Ingram)
    - 2021 Portland, OR
    - 2022 Cleveland, OH
    - 2023 Washington, DC
- 24 People attended regional meetings
    - Asked for membership volunteers
- Amended Bylaws were approved
    - Quorum
    - Gender Neutral
    - President Elect Position added
- 378 CLE Attendees
- Policy Meeting was short but went well
    - Moderator used for virtual meetings
    - Nominees were established before policy meeting
    - Lori Boris– New President
        - Prepare webinar for members
            - Does putting a webinar, like VADER, on the NFPA calendar count for this?
        - Maintain membership levels
    - Mianne Besser, Secretary and Director of Operations
        - Position title changed to Secretary and Director of Leadership Development
    - Maren Schroeder – Director of Positions and Issues
    - Lisa Vessels – Director of Paralegal Certifications
    - Don Bristol – Region IV Director
    - Adopted 2021 Budget
    - Working on an updated website that would be more user friendly
- Add approved meeting minutes to the PANV website for membership to see
- Discuss committees at December 2020 meeting.

Announcements

- Next Board Meeting to be held via Zoom web meetings on Saturday, December 12, 2020 at 9 AM.

Adjournment

10:11 AM

DocuSigned by:
Christina Pasquarelli
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11/25/2020

Secretary

Date of approval

Paralegal Association of Northern Virginia

Treasurer's Report

As of November 14, 2020

Balance on 10/17/2020			**$9,193.66**
Deposits:			
A.Schwoerer (New) 10/2	$40.00		
PayPal fee	($1.46)		
J.Bernal (Renew/Founding member)	$80.00		
PayPal fee	($2.62)		
K.LaFave (Renew)	$80.00		
PayPal fee	($2.62)		
J.Berghold (Renew)	$80.00		
PayPal fee	($2.62)		
		$270.68	
Disbursements:			
ECHO, Inc. (donation) #1189	$200.00		
Oper.HelpaHero (donation) #1190	$200.00		
		($400.00)	
Current Balance:			**$9,064.34**

K.Axell, RP, VARP, Treasurer
As of 11/13/2020