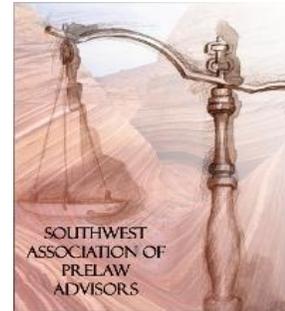


SWAPLA ANNUAL BUSINESS MEETING

October 8, 2011
Fort Worth, Texas



Members Present: President Frank Rohmer, Austin College; Vice President Gary Keith, University of the Incarnate Word; Treasurer Michelle Payne, Texas Wesleyan; Secretary Sandy Self, Hardin-Simmons University; Jeff Robb, Texas Women's University; Jerry Polinard, University of Texas Pan American; Mel Hailey, Abilene Christian University; Karen Severn, Texas A&M University; Pamela Waldron-Moore, Xavier University; Rhonda Cooper, Jackson (MS) State University; Raphael O. Lewis, Philander Smith College; Natasha Crawford, Texas A&M – Corpus Christi; Twyla Hough, Trinity University; Gretchen Choe, University of North Texas; Julie Lantrip, Tarrant County Junior College; Kristopher Tilker, Midwestern State University; Sherolyn Hurst, Texas Wesleyan Law; Monica Ingram, University of Texas Law; Paul Kubricht, Letourneau University; Jamie Dillon, University of Houston Law; Janet Hopkins, Southern Methodist University; Amanda Speir, Princeton Review; H. Ibrahim Salih, Texas Wesleyan University; Kimber Palmer, Texas A&M International University; Emily Almas, Northeastern University Law; Claudell Woods, Southern Arkansas University; Ruben L. Villalobos, El Paso Community College; Tony Alvarado, T.M. Cooley Law

I. Call to Order: The meeting was called to order at 11:45 a.m. by SWAPLA President Frank Rohmer.

Before the business was commenced, Jeff Robb asked to be heard so that he could praise Frank Rohmer for the outstanding job that he has done as SWAPLA President. The members all expressed their appreciation. Jeff, Frank and the members then acknowledged the excellent job that Gary Keith has done as Conference Director and thanked him for his service.

II. Approval of Minutes: Hard copies of the minutes from the 2010 Annual Business Meeting were unavailable for review. Frank summarized their contents. The Minutes will be delivered electronically to members for approval.

Frank noted that one of the primary decisions made at the New Orleans meeting was that SWAPLA would continue to move the Annual Conference around to different cities, and that the 2011 Annual Conference would be held in Fort Worth. The need for a new treasurer was discussed due to the resignation of Cindy Pressley because of a change of employment. Cindy's resignation also left a vacancy in the position of Caravan Director because she had been handling those duties as well. Members elected Michelle Payne to fill the position of treasurer, and Karen Severn agreed to serve as Caravan Director, as she had previously done in past years. However, after the meeting, Karen discovered that she would be unable to serve in this capacity due to the increased demands of her job at A&M. Therefore, at a

subsequent meeting the officers decided that it would be best to hire a Caravan Director for October 2011 Caravan.

III. Conference Report: Vice President and Conference Director Gary Keith presented his report. He noted that this was his second year directing the conference and his fifth year in SWAPLA. He requested input and suggestions from the members for the next director. He said that SWAPLA is really a team made up of advisors and law school representatives. Therefore, he made it a point to include the law school representatives in panels and activities.

Frank noted that the decision to extend the Caravan an extra stop and to end it at the same place as the conference seemed to work very well.

Gary said that some of the feedback from last year's conference indicated that the law school reps wanted more time to visit with the advisors, and that's why the luncheon with the representatives was planned at TCU where the final stop of the Caravan was being held. He believes that it is a good addition to the conference which we should continue. Frank complimented him on this idea and agreed that it was a positive addition to the conference.

IV. Treasurer's Report: Michelle Payne presented her written treasurer's report. A copy of the report is attached hereto and incorporated herein in its entirety.

A. Merrill Lynch Account

Michelle reported that when she took Cindy's place as treasurer she encountered numerous problems getting the paperwork processed through Merrill Lynch. It took an in-person visit by Michelle and Frank, and at least 4 months for the paperwork to go through.

Frank said the problem was apparently caused by the takeover of Merrill Lynch by Bank of America, and that the Merrill Lynch people didn't know what was happening with the paperwork. Michelle said that it has all been worked out and that she now has a person who she is dealing with personally.

B. Current Financial Report (see attached report for details)

Michelle called attention to the deposits that she has made from the Caravan and Conference fees. She also noted some of the itemized expenses. Michelle explained that there were increased costs for the bus transportation due to the increase in participation by the law school reps and pre-law advisors, and the additional Caravan stop. Michelle was worried that one bus would not be enough so she worked out an arrangement for a second bus. Also, the bus company was very helpful, and agreed to allow SWAPLA to use two of the larger busses for the same price as the smaller busses.

Michelle said that she decided to provide individual welcome packets/gifts for the law school reps, and her daughter agreed to follow the Caravan busses to the various stops and personally deliver them to each of the reps. Some problems had been caused by the 2011 Caravan Director that was hired by the SWAPLA officers. Apparently the director abruptly stopped working on the Caravan without any notice to the officers, and

neglected to return telephone calls and/or emails. Michelle stated that she hopes she has been able to mend the fences with reps that were unhappy.

Michelle reported that she was going to provide refunds to a few of the Caravan participants due to the various problems that occurred along the way. Michelle noted that there are still some outstanding expenses that are not reflected in the report including the Sheraton expenses and reimbursements to members attending the business meeting.

C. IRS issue

Michelle stated that she is not blaming anyone for causing the problems, but that when she took over as treasurer she received two letters from the IRS regarding SWAPLA. Michelle immediately contacted IRS officials and discovered that somehow SWAPLA had been assigned two tax ID numbers. Also, the IRS indicated that SWAPLA owed taxes for 2007, 2008, and 2009. Michelle discussed this with the board members and it was decided that SWAPLA should pay approximately \$2,130.00, but then file an appeal along with the appropriate proof of SWAPLA's nonprofit status. The appeal was successful for one of the years, and the refunded money was applied to the following year's assessment. Michelle has also appealed that assessment and this is still pending. Michelle stated that she has until January 15th to file the 2010 report with the IRS, and that she will take care of that after completing all of the Caravan paperwork.

Michelle stated that it was imperative that she take care of this matter immediately because the IRS letters indicated that they were going to seize SWAPLA accounts and freeze SWAPLA assets. That is why she decided that it would be best to go ahead and pay the IRS and then appeal for a refund. She has now managed to get everything straightened out and up-to-date.

Frank said this was huge issue and very difficult for Michelle, but that she handled a very daunting situation incredibly well. Frank and the members thanked Michelle for all of her hard work and diligence in taking care of not only the IRS problems, but in taking over as the Caravan Director when the original director fell by the wayside.

V. Caravan Director

A. Plan Adopted at 2010 Annual Meeting in New Orleans

As previously noted, Frank reported that finding a replacement for Cindy Pressley as Caravan Director was discussed at the New Orleans meeting. Karen Severn agreed to take over this position for the 2011 Caravan.

B. Plan as Modified at Executive Board Meeting in Fort Worth (April 29-30, 2010)

Frank reported that board members considered hiring a Caravan Director due to the fact that Karen could not serve in this capacity, as previously discussed. Board members had a choice of two candidates for the position. Frank stated that the board obviously made the wrong choice.

Frank opened the floor for a dialog on this matter. Gary said the PLANC board will be meeting next weekend and that he plans on talking to the other APLA's to get ideas on how to handle this in the future.

C. SWAPLA Website Issues

Frank reported that there are some issues and concerns regarding the SWAPLA website. He stated that he assumes that JD will continue serving as the SWAPLA webmaster. However, Karen Severn pointed out that JD is no longer a law school representative or a prelaw advisor due to a change in his employment status. Frank indicated that he would talk to JD regarding this issue.

VI. Old Business

A. Calendar

It was discussed that it would be beneficial to get the SWAPLA dates for upcoming events firmed up as soon as possible. Frank noted that SWAPLA will not host a conference next year because the Quadrennial PLANC Conference will take place in 2012. (See discussion below)

B. SWAPLA Banner

Frank pointed out that SWAPLA now has a new banner and thanked Jeff Robb. Jeff stated that his wife designed it and his mother sewed the banner.

VII. New Business

A. PLANC 2012 Quadrennial Conference

Mel reported that this scheduled for June 13 -16, 2012, in Washington D.C. It coincides with the D.C. law forum and there will be visits planned to many of the area law schools. This is where the SWAPLA Annual Business Meeting will be held in 2012. Mel Hailey encouraged everyone to attend the event. Jeff Robb is on the program planning committee for PLANC and asked members to submit any ideas or suggestions for conference sessions to him. Mel said there is always a gala at the conference and that PLANC has booked the "Capitol Steps" for the Gala which is a D.C. singing group which is very entertaining and humorous.

B. Houston Law Fair

Frank reported that this will take place on Nov. 19th. He asked for volunteers to assist with advising students attending the fair. Jerry, Mel, Gary, and Frank volunteered. SWAPLA will reimburse expenses, and also there are LSAC funds available to subsidize student attendance from qualifying schools.

C. Election of Officers

Frank reported that Vice President Gary Keith moves into the Presidency. He also reported that he will move into the Past-President's position. Frank said that Jeff Robb has agreed to serve as Vice President, and the following current officers have agreed to serve another term, Sandy Self, Secretary; Michelle Payne, Treasurer; Jamie West Dillon, Law School Representative.

Mel moved that the slate be approved by acclamation and after a second by Gretchen Choe, the slate of officers was unanimously approved.

VIII. Stipends and Adjournment

Mel suggested that the members again acknowledge the outstanding job that Frank has done as SWAPLA president. He also again congratulated Gary for the excellent job he did on the Conference. Frank thanked Gary, Sandy, Jamie, Jeff, Jerry, and Karen for their assistance and hard work, and again recognized Michelle's outstanding efforts on behalf of SWAPLA in taking over the Caravan as well as correcting the IRS problems. Frank again recognized Gary's first-rate work on a very successful conference and expressed his confidence in Gary's ability to lead SWAPLA as President.

Gary thanked everyone for the vote of confidence and said that he is looking forward to his tenure as president. He expressed his thanks on behalf of SWAPLA to the law school representatives. He also noted that one of his goals was to increase awareness of SWAPLA among the prelaw advisors, and to obtain their support throughout the year, not just at the conference. He stated that email is his preferred method of communications, complaints, and suggestions.

Meeting Adjourned: 12:45 p.m.