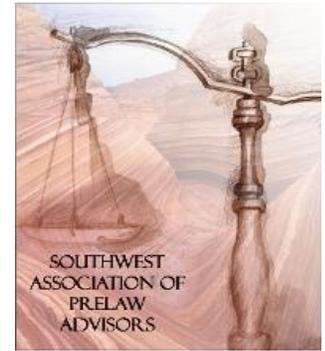


# SWAPLA Annual Business Meeting

June 16, 2012

Washington D.C. – PLANC Quadrennial Conference



**Members Present:** Gary Keith, University of the Incarnate Word; Michelle Payne, Texas Wesleyan University; Karen Severn, Texas A&M; Mel Hailey, Abilene Christian University; Claudell Woods, Southern Arkansas University; Jamie West Dillon, University of Houston School of Law; Jeff Robb, Texas Women's University; Sandy Self, Hardin-Simmons University; Jim Calvi, West Texas A&M University; Jerry Polinard, University of Texas Pan American; Joshua Barron, Texas Tech University; Courtney Bray, Texas Tech University; Pamela Waldron-Moore, Xavier University; Rhonda Cooper, Jackson (MS) State University; Bernard Cotton, Alcorn State University; Robert Franklin, Collin College; Brad Lucas, Texas Christian University; Brent Burgess, Concordia University; Julie King, Baylor University; René LeBlanc, Texas State University; and Carol Dochen, Texas State University

**I. Call to Order:** The meeting was called to order at 9:30 a.m. by SWAPLA President Gary Keith.

Gary asked each person present to introduce themselves. After this was completed, Gary noted that some members were unable to attend the meeting because of necessary travel arrangements. Members were saddened when Gary noted that one of our members, Lawrence Okeré, from the University of Arkansas at Pine Bluff, recently passed away. Gary will send condolences on behalf of SWAPLA.

## II. Approval of Minutes

Hard copies of minutes from the 2011 Annual SWAPLA Business Meeting and the 2011 SWAPLA Executive Committee Meeting were submitted to members for review. The minutes had also been previously provided to members via email. Pamela Waldron-Moore noted that her name was misspelled, and that her University designation was incorrect. Rhonda Cooper noted that her name was also incorrect in the minutes. Sandy responded that both of these errors would be corrected and the minutes would be amended to reflect the corrections. Karen indicated that she would post the amended minutes on the SWAPLA website upon completion. After a motion by Jim that the minutes, as corrected, be approved, and a second by Mel, the amended minutes were unanimously approved.

Joshua thanked Gary for all of the information that he provided to the members prior to the conference via emails.

## III. PLANC Conference Wrap-up

Gary noted that several SWAPLA members are currently serving on the PLANC Board, Gary, Mel, Karen, Jerry and Jeff. There will be a PLANC board meeting in November to discuss the conference, so he requested feedback and suggestions from the members. Regarding the location of the next quadrennial conference in 2016, members proposed

several suggestions. Carol suggested Chicago. One of the members asked about holding the meeting in California. Karen responded that PLANC would probably not do this because the conference has been held there previously. PLANC has held the quadrennial conference since 1992. Joshua said that the location needs to have several law schools close by that attendees will be able to visit. Mel suggested Minneapolis and noted that there are numerous law schools in the vicinity, and that the cost of having a conference there would be reasonable. Gary stated that he had attended a PLANC board meeting in Minneapolis and both he and Karen highly recommended it. Several members noted that Chicago also has several law schools in the vicinity.

Regarding the 2012 conference, members noted that there were some problems when popular programs were held in rooms which were not big enough to accommodate all of the attendees wishing to attend. Members suggested larger rooms for particular programs and/or repeating these programs at additional times.

Carol asked if PLANC has ever considered “stranding” topics in a more organized manner, for example, putting session on similar topics such as admissions, diversity, etc. at different times so that more people can attend them. There seem to be at least two or three strands or categories of topics (i.e., minority student recruitment & retention, general admissions issues, etc.) that multiple presenters addressed, and having those programs spread throughout the conference program in a more organized manner would allow people an opportunity to attend all of the sessions on a particular topic if they wanted to.

Mel said that this was the best PLANC conference that he has attended. He did, however, state that he would have liked a little more break time and networking time in the schedule. Several members noted that Tuesday was a difficult day due to the fact that there were so many law school tours scheduled. However, it was noted that it would have been difficult, politically, for PLANC to leave out any of the particular schools. Pamela and Claudell suggested that some sort of tour of the city be added to the schedule.

Joshua complimented the conference app for mobile devices as being an excellent feature. Karen was the person who provided this service, and she reported that the cost (\$1400.00) was reasonable considering the benefit. Joshua suggested the addition of descriptions of the programs and bios of presenters to the app. Karen responded that these were included. Members stated that they enjoyed the performance of the “Capitol Steps” comedy troupe and complimented Mel for booking them.

#### **IV. Treasurer’s Report**

Michelle Payne presented her report. A written copy of the report was presented to the members for their review. Michelle stated that in June of 2011, the SWAPLA account balance was \$30,805.56. On the report she listed the amount of money received and paid monthly. Michelle noted that some expenses (e.g. Caravan) are very high; however, a lot of income is generated as well. Michelle reminded members from HACU and/or HBCU subsidized schools that they should pay SWAPLA membership dues because they

weren't required to pay a conference fee so LSAC will not cover that for them. Karen stated that she will be adding PayPal to the new SWAPLA.org website.

Michelle stated that the current balance in the SWAPLA account is pretty consistent with last year's balance; however, it doesn't include the expenses from the PLANC conference. Karen said if the PLANC conference turns a profit, it will be proportionately divided among the APLAS. After the 2008 conference, SWAPLA received approximately \$7,000.00 minus reimbursed membership dues.

Michelle reported that she has changed to an interest bearing checking account at Merrill Lynch as opposed to the previous investment account because it wasn't earning any money. She also stated that as per federal regulations, SWAPLA will be required to publicly disclose our accounting documentation. She will be providing this to Karen who will post it on the website. Gary noted that SWAPLA's income is derived primarily from our Caravan and the bus tour from site to site. He stated that we will not have any 2012 annual conference expenses because the PLANC conference is serving as our annual conference this year.

Michelle informed members about her efforts in rectifying the problems that SWAPLA had with the IRS and some of the previous tax returns. She reported that all of the problems have been resolved, and she has obtained refunds from the IRS. Apparently, the 2008 and 2009 tax returns were in fact filed, however, they were misdated. Sandy noted that this was a significant problem and complimented Michelle on her success in resolving the issues. If Michelle had not done so, the IRS could have revoked SWAPLA's nonprofit status.

Michelle asked members to please use the SWAPLA post office box that she has obtained when sending her their reimbursement forms. Members can also use this box for any other type of SWAPLA correspondence as well. The correspondence should be sent in care of Michelle Payne, P.O. Box 137063, Ft. Worth TX, 76136. She also suggested that members utilize email rather than calling her office if they have any questions because that is the better way to reach her.

After a motion by Mel and a second by Jerry, the Treasurer's Report was unanimously approved.

## **V. Old Business**

**SWAPLA Website:** Karen reported that she has utilized students to assist in the computer aspects of the new website, SWAPLA.org. She said that hopefully, within the next two weeks, the information for the 2012 Caravan will be online for the law schools. This will include a list of each Caravan site coordinators and will have an important feature that will limit registration for each site and prevent them from being overbooked. Karen is going to contact the SWAPLA law schools first to let them know they need to register as soon as possible so they will be able to obtain their desired stops. The website has a membership function with a members-only forum which members can use as a

resource for information from fellow members. Karen reported that maintaining the website will cost \$540.00 annually, which is very reasonable.

Gary noted the SWAPLA listserv contains email addresses for all prelaw advisors in the SWAPLA region, not just SWAPLA members. The new website will allow members to send out emails targeted directly to SWAPLA members. Joshua said there is a way to import all of the listserv advisors as contacts and the system will send them automatic reminder emails to join SWAPLA if they have not done so.

Mel suggested a prelaw advising tip of the week. This would be something that might draw advisors and others to the website. Gary agreed and noted this would elevate SWAPLA's internet presence.

## **VI. New Business**

**A. PLANC 2012 Caravan:** Karen reported that the schedule will be posted on the website soon. The Caravan will begin on Monday morning, October 1<sup>st</sup> at UTD. The next stop will be at SMU that afternoon. Attendees will then travel either by bus or plane to Austin, where they will stay at the Courtyard Hotel. Attendees will travel on Tuesday to College Station via bus for a stop at A&M, and then return to Austin that evening. On Wednesday busses will transport attendees to San Antonio where they will visit UT San Antonio. Karen is considering providing an optional stop at the Outlet Mall in San Marcus when attendees travel to visit Texas State on Wednesday. Attendees will then return to Austin for the night. On Thursday attendees will visit UT Austin which will end the Caravan. Attendees will have the opportunity to visit six schools in four days.

Julie asked if the Caravan could make a stop in Waco. Joshua asked about a stop in Lubbock, and Mel observed that every stop on the 2012 Caravan is on I35 or East of I35. Karen responded that it is the law schools that drive the sites, and they are concerned about the number of students in a particular area who will attend. Joshua noted that there were over 300 students the last time the Caravan stopped in Lubbock. Karen responded that the problem with the Lubbock stop that year was that the attendees traveled by bus to Lubbock which made the trip extremely long. If Lubbock is added back into the Caravan in the future, attendees should fly, not travel by bus. It was noted that it cannot be changed this year, however additional stops will definitely be considered in the future. Joshua suggested that Lubbock be included in future Caravans at either at the beginning of the Caravan or the end. Gary suggested that Oklahoma City be considered as a stop as well. Karen responded that in the past they have included a visit to Oklahoma State in Norman.

**B. Houston Law Forum:** The forum is scheduled to take place on September 29, 2012. Gary noted that, as usual, SWAPLA members are invited to participate by advising students at the forum. Karen added that each law school forum is open to all students, and they are not limited to students from any specific schools. She stated that we all need to encourage students from other schools to attend the various law forums around the state and the Caravan forums.

**C. 2013 SWAPLA Annual Conference:** Gary stated that organizing the annual conference is one of the duties of the SWAPLA vice president/chair elect. Jeff asked members to think about the panels that they would like to attend and/or participate in at the conference and to let him know. He will use this input to build the agenda. The location for the conference is also under consideration. Jeff stated that San Antonio and New Orleans have the largest attendance, but no firm decision has been made as of yet. Joshua noted that Texas Tech would be happy to host the conference in Lubbock.

**D. Election of Officers:** Gary reported that all of the current officers have agreed to serve another year in their existing positions. There were no additional nominations from the floor. After a motion by Jim and second by Joshua, the following officers and board members were elected:

- Gary Keith, Current Chair
- Jeff Robb, Chair-Elect
- Sandy Self, Secretary
- Michelle Payne, Treasurer
- Susan Krinsky, Law School Representative
- Jamie Dillon, Law School Representative
- Ana Alvarez, Membership Chair
- Claudell Woods, At-Large Member
- Mel Haley, At-Large Member
- Jerry Polinard, At-Large Member (and Institutional Memory)
- Karen Severn, Caravan Coordinator and Web Master

Gary stated if anyone is interested in serving on the board in 2014, they should let him know. Jerry pointed out that he is now the last remaining SWAPLA Charter Member.

**VII. Stipends and Adjournment:** Michelle distributed the \$400.00 subsidy checks to the eligible members. The meeting was then **adjourned at 10:42 a.m.**

Sandy Self, J.D.  
SWAPLA Secretary