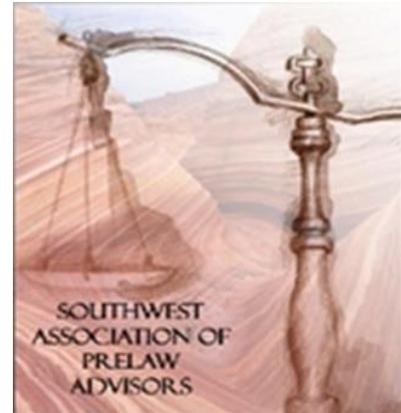


# SWAPLA Board Meeting Minutes

Friday, April 9, 2016  
University of Texas at Dallas  
Richardson, TX



**Members Present:** Sandy Self, Hardin-Simmons University; Gary Keith, University of the Incarnate Word; Michelle Payne, Texas Wesleyan University; Karen Severn, Texas A&M; Mel Hailey, Abilene Christian University; Anne Dutia, University of Texas at Dallas; Lori DeKalb, University of Oklahoma; and Ana Alvarez, University of Texas at San Antonio.

## I. Welcome

Sandy Self thanked everyone for attending the meeting. She called meeting to order at 2:07 pm.

## II. Approval of Minutes

Hard copies of minutes from the 2015 Annual SWAPLA Business Meeting were submitted to members for review. Sandy Self moved to approve minutes. Board members voted. Approved.

## III. Reports

**Caravan Dates and Sites:** Karen Severn gave overview of the 2016 SWAPLA Law School Fair caravan. This year, the Caravan will start on October 17 and run through October 21; the LSAC Houston Law Forum will be on Saturday, October 22.

Sites to include in the caravan according to the number of applicants provided by LSAC in the most recent year 2014-2015:

- The University of Texas at Austin (487 applicants)
- Texas A & M University – College Station (355)
- The University of Texas at San Antonio – 129, St. Mary's 65, and Texas State University (128).
- University of Oklahoma and Oklahoma State University – around 370 applicants
- Metroplex area: TCU(121), SMU (100), Arlington (97), UNT (136), Baylor (168)
- Lubbock: TTU (177)
- University of Houston (193). Karen Severn noted that U. of H. has the Law School Forum in Houston.
- LSU (248), but they are not part of SWAPLA.

Karen Severn mentioned the issue with having the caravan stop at Lubbock is that flights are cancelled and TTU has football during the caravan timeframe. When Karen inquired about having one stop to either Lubbock or Oklahoma, Mel Hailey said it should be Oklahoma. There

is a big push to get TX resident students to apply to OU law school because more TX students are being accepted. SWAPLA Board Members were called to vote if OU would be a stop in the caravan rather than Lubbock. They voted. None opposed.

Lori Dekalb asked about the law school caravan. Karen Severn explained the main features of the fair (rooms, catering service, and advertisement). Lori Dekalb accepted to host the law school fair in OU on Wednesday, October 19. Ana Alvarez offered help with advising on logistics for the event.

Karen Severn noted the SWAPLA Law School Fair Caravan Itinerary:

Monday, October 17 - Texas A & M,

Tuesday, October 18- UT Dallas as Anne Dutia offered to host it. She mentioned that if some other school wanted it, she would give it.

Wednesday, October 19 – University of Oklahoma

Thursday, October 20 - UT Austin

Friday, October 21 - UT San Antonio

Karen Severn also pointed out the issue with the shuttles used for the law school fair caravan. She noted that less than half of the law school representatives ride it. The ones who tend to drive the bus are the seasonal recruiters, not deans or directors of admissions, and the bus cost is high. Karen also stated that other APLAS do not provide shuttle service and asked if it would be okay to plan the caravan without buses. Karen Severn also stated that there is also an issue with hotel accommodations. Law school reps may stay at any hotel they please, oftentimes it is because of the points they get if they stay in a specific hotel chain, not necessarily the hotel rooms that were blocked. Therefore, it is harder to meet the required rooms reserved in the hotel. Karen also said that other APLAS do not block hotel rooms, but suggest a hotel and price range. Karen asked if we could do as other APLAS and just suggest the hotel and price. We would let all representatives select the hotel they wanted since we would not provide any shuttles. SWAPLA Board members voted about planning the caravan without the shuttles and not blocking rooms in any specific hotel, just suggesting hotel and price. Board members voted. They approved.

**Treasurer's Report:** Michelle Payne provided the treasurer report. There were handouts passed down. Treasure is as follows. \$56,078.45 in Merry Lynch and \$9,759.04 in PayPal, totaling \$ 65, 837.49 as of 2/24/2016. There is a pending charge of \$995.97, so adjusted total is \$64,841.52.

Sandy Self moved to approve Treasurer's report. Approved by Board.

#### **IV. Unfinished Business**

IRS Issues/PayPal Issues: Michelle explained the reinstatement of SWAPLA with the IRS. Cindy Pressley had opened up an account with her SSN and the address of her house as part of her passwords. When Michelle Payne took her place, she had to change the name, but did not change anything else. Cindy ended up with a duplicate number and received an email from the IRS that she had not reported \$100,000. But all has been cleared retroactively. Michelle received the letter on 11/15 and fixed the filing number. At this time, Michelle is waiting for the IRS compliance certificate from 2004 up to now. This certificate should be in the. These forms will be given to Karen Severn to post on the SWAPLA website. Michelle Payne also said that she has already submitted forms for unclaimed money.

Michelle Payne also noted that PayPal Constant Contact charges \$47.97 monthly. SWAPLA voted to make it a dormant account. Approved.

She also said that we were going to change banks, from Merrill Lynch to Frost to pay less.

## **V. New Business**

**PLANC Conference:** Gary Keith said that for the PLANC Conference, every APLA will be billed for their members' breakfast. Karen Severn suggested Gary to send each APLA their membership dues; then, charge them for any expenses. Finally, the APLA proceeds should be kept separately.

Gary Keith raised the question on how to boost SWAPLA members to attend PLANC. Karen Severn suggested that SWAPLA could pay the PLANC registration fee or talk to Kent Lollis from LSAC to pay the hotel accommodations. Mel Hailey said that it was too late for that option as the PLANC Conference would be two months away. He suggested to table the questions now and present them for discussion in the SWAPLA/SAPLA conference. He said we needed to discuss how to spend resources to get people into the conferences, especially those who are attending for the first time.

**Disbursement of Scholarships Update for the PLANC Conference:** Sandy Self announced that there had been 13 subsidies gone to SWAPLA members who participated in Las Vegas conference. She also said that \$400.00 had gone to LadyStacie Rimes, from Trinity University, and \$400 for Craig Tahaney, from Lamar University, for attending PLANC.

**SWAPLA Awards – Nominations:** Sandy Self asked if anyone had ideas for the SWAPLA awards. Anne Dutia referred to the email Jeff Robb had sent with recommending award criteria:

- (1) The Above and Beyond Award - for Exceptional Contributions and Dedication to SWAPLA;
- (2) The Prelaw Innovator and Motivator Award - for the Outstanding Prelaw Program (recognizing an event, summer program, etc.)- (may be awarded to a particular person, school or other group); and
- (3) The Award for Excellence in Prelaw Advising.

Sandy Self asked Ana Alvarez to send letter inviting SWAPLA members to submit their nominations for SWAPLA Awards.

**Gerald Wilson Award:** It will go to Karen Severn.

**Volunteers:** Sandy Self noted that volunteers were needed for the PLANC Conference.

**SWAPLA Mini-Conference – Fall 2016:** Lori DeKalb asked if the mini-conference was doable. Sandy Self replied that it was doable. Mel Hailey said he had second thoughts on the mini-conference. He mentioned that we needed to have a really strong base of SWAPLA members showing in the mini-conference. Otherwise, it would be counterproductive.

Karen suggested to have Oklahoma Law Schools/SWAPLA Workshop Day.

Anne Dutia suggested we have the executive meeting and mini-conference in Oklahoma or have it with SAPLA as well. She also suggested to have a designated member for the site. Mel Hailey's idea of not having the mini-conference in the fall but in the spring was put to vote. Members voted. Approved. Tentative days are February 10 – 13, 2017.

**Houston Forum, Monday, October 22, 2016 (Hyatt Regency Houston, 1200 Louisiana St.):**  
Karen Severn noted that it would be a Saturday as well.

**Collaboration with SAPLA – 2017 Conference.** Michelle Payne said we needed to speak with SAPLA about PAYPAL as SAPLA board members control the account, and we need to control it as well.

Others: Anne Dutia raised questions about the law school representatives' current SWAPLA board membership. Gary said there is a formal process to nominate law school reps according to the by-laws. The President creates a nominating committee. The past president of SWAPLA would be the president of the new committee, bringing 2 or more members. The next election will be in 2017.

**VI. Adjournment:** Motion to adjourn by Sandy Self. Meeting adjourned at 4:03 pm.

Ana Alvarez, Ed. D.  
SWAPLA Secretary