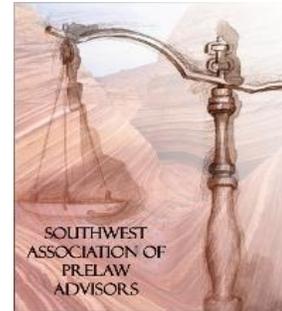


**Southwest Association of Prelaw  
Advisors  
Executive Board Meeting Minutes  
Thursday, June 9, 2016  
PLANC Conference, Chicago, Illinois**



**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; Terence Cook, Texas A&M University School of Law, 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 8:10 a.m.

### **II. Approval of Minutes**

Electronic copies of minutes from the 2016 Spring SWAPLA Business Meeting had been submitted on June 1<sup>st</sup> to board members for review. Sandy Self moved to approve minutes. Board members voted. Approved.

### **III. Reports**

#### ***2016 Caravan Dates and Sites (Karen)***

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, 2016. (Hyatt Regency Houston, 1200 Louisiana St.)

Karen Severn noted the SWAPLA Law School Fair Caravan Itinerary:

Monday, October 17 - Texas A & M

Tuesday, October 18- UT Dallas

Wednesday, October 19 – University of Oklahoma

Thursday, October 20 - UT Austin

Friday, October 21 - UT San Antonio

Karen Severn noted that no shuttles or hotel accommodations would be provided, and no lowering the price of the caravan fee either, which would generate more income.

Mel noted that a good way to spend money is to offer a \$1,000 - \$1,500 grant to colleges to help them bring law schools from the SWAPLA region –similar to the caravan law school fair, - to their colleges so that students would be able speak with law school representatives. The grant would be provided to those colleges whose students cannot attend law school fairs or the LSAC Houston forum because they are far from those events.

Karen Severn also noted that the SWAPLA website had been updated.

***Treasurer (Michelle Payne)***

Michelle Payne provided the treasurer's report. There were handouts passed down. Treasure is as follows.

Previous balance: \$56,078.45 in Merryll Lynch and \$9,759.04 in PayPal, totaling \$ 65, 837.49 as of the Board Executive meeting in April, 2016.

As of June, 2016: \$53, 318.95 in Merryll Lynch, and \$9,806.98 in PayPal, totaling \$63,125.03.

Pending: (\$6,428.29). Total Assets (6/1/2016): Adjusted \$56,696.74.

**IV. Unfinished Business**

State Comptroller Issues/PayPal Issues (Michelle) Michelle Payne stated that the SWAPLA account had been fixed, everything filed, and she was still waiting for the compliance certificate. Michelle also said that PayPal is costly. Mel Hailey asked if there was any alternative to PayPal. Karen Severn said that if other bank services were used, the charge would be higher than what actually is paid for PayPal, and the accounting would be more difficult as well. Karen Severn also stated that the charge for card readers is approximately 4% while the Paypal charge is lower than that amount. Sandy Self noted that if the PayPal account were closed, all data would be lost. Additionally, re-opening the Paypal account would be more costly.

**V. New Business**

***SWAPLA Mini-Conference – Spring 2017 – Oklahoma***

Sandy Self mentioned that we are having a mini-conference in Oklahoma in the spring of 2017. Anne Dutia noted that participants might not be able to attend the mini-conference in the spring and then the full conference in the fall of 2017. Sandy Self moved to vote for not having the mini-conference in the spring. Members voted. Approved.

***Collaboration with SAPLA – 2017 Conference***

The SWAPLA Board is having a first meeting with the SAPLA Board in Memphis, TN, in the spring of 2017. SWAPLA and SAPLA are collaborating for the conference that will be held on September 13, 14, and 15, 2017. SAPLA is looking for the hotel, and we need to provide a date for the meeting. Sandy Self suggested the second week of February 2017, specifically February 10-11th. Board members voted and agreed. Sandy Self also proposed that SWAPLA should limit travel just to SWAPLA Officers (President, Vice President, Treasurer, Secretary, and one law school representative). Board members voted. Approved.

**Adjournment**

Adjournment: Motion to adjourn by Sandy Self. Approved. Meeting adjourned at 8:52 am.

**Ana Alvarez, Ed. D.**  
**SWAPLA Secretary**