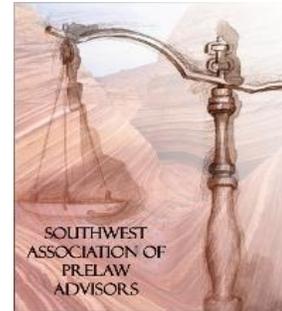


**Southwest Association of Prelaw
Advisors
Executive Board Meeting Minutes
Saturday, February 11, 2017
Memphis, Tennessee**



Members Present in Person: Sandy Self, Hardin-Simmons University; Anne Dutia, University of Texas at Dallas; Michelle Payne, Texas Wesleyan University; Jill Nikirk, Southern Methodist University, and Ana Alvarez, University of Texas at San Antonio.

Members Present via Conference Call: Lori DeKalb, University of Oklahoma; Gary Keith, University of the Incarnate Word; Karen Severn, Texas A. & M., and Jerry Polinard, University of Texas Rio Grande Valley.

Welcome

Sandy Self thanked everyone for attending the meeting. She called meeting to order at 9:34 a.m.

Approval of Minutes

Electronic copies of minutes from the 2016 SWAPLA Executive Board Meeting at PLANC had been submitted to board members for review on December 2016. Sandy Self moved to approve minutes. Board members voted. Approved.

Reports

2016 Caravan – Michelle Payne noted that not having the shuttles and blocking hotel rooms were the best decisions made. Jill Nikirk agreed and said that law school representatives enjoyed to ride their own cars. She also mentioned that law school representatives also loved the locations of the caravan. Lori DeKalb expressed her concerns about parking, but at the end, she said, everybody enjoyed the fair at Norman, OK. Karen Severn declared that overall there was positive feedback on the law school fair.

2016 PLANC Conference – Chicago

Gary Keith stated that the conference expenses had been split among APLAS. He mentioned that the attendance to PLANC had not been high but it had been fine.

Treasurer's Report

Treasurer's handouts were passed down. Michelle Payne mentioned that the current total assets is \$94,650.59, and she detailed each report line. She noted that the expenses had been between \$17,000 and \$18,000 and that the income from the law school caravan had been doubled because \$20,000 was saved by not having buses or blocking the hotel rooms.

Michelle Payne also acknowledged that we are currently paying quite a bit in PayPal fees. Anne Dutia asserted the need to know if other APLAS accept payments with credit cards. Jill Nikirk agreed to investigate how law school representatives pay to attend other APLAS' law school caravans. Sandy Self moved to approve the report. Members voted and approved.

Unfinished Business

None

New Business

Gary Keith stated that the PLANC/LSAC Board Meeting would be in Philadelphia, March 5-6, 2017. He expressed that the PLANC President would be elected in this upcoming March meeting. He also informed that the Annual LSAC meeting is the week after Memorial Day, and the PLANC Annual meeting is right after the LSAC Annual meeting.

SWAPLA/SAPLA Joint Conference: September 13-15, 2017

Sandy Self confirmed that the SAPLA/SWAPLA Fall conference would be September 13 to 15, 2017.

Volunteers

Sandy Self recognized the need to have more SWAPLA prelaw advisors involved in SWAPLA and particularly for the logistics of this annual conference. Anne Dutia agreed to ask Wendy Watson, from UNT, to get involved in SWAPLA. Gary Keith declared that the new prelaw advisor at UIW would be involved as well. Jill Nikirk said she would invite Adria Kimbrough. Attendees of this meeting mentioned the following names of members who may potentially be involved in the upcoming SAPLA/SWAPLA conference: Casey Hall, University of Louisiana at Lafayette; Rhonda Copper, from Jackson State University and Pamela Waldron-Moore, from Xavier University, Louisiana; LadyStacie Rimes-Boyd, from Trinity University; Lisa Buentello, from the University of Texas at San Antonio; Milo Colton, from St. Mary's University; Bianca Vasquez, from Northwest Vista Community College; Rene LeBlanc and Carol Dochen, from Texas State University; Kimber Palmer, from Texas A&M International University; Craig Tahaney, from Lamar University; and others.

Scholarships and Subsidies

Sandy Self noted that for the conference in Chicago last year, SWAPLA awarded \$400.00 conference scholarships for first time SWAPLA and PLANC conference attendees, whose institutions or LSAC did not provide full funding for conference expenses. In addition, she observed that SWAPLA also awarded \$500 conference subsidies to members who attended the entire conference and stayed at the conference hotel, provided that their institutions or the LSAC did not provide full funding for conference expenses.

Michelle Payne suggested that SWAPLA should continue with the subsidy of \$100.00 for HACU and HBU colleges for the annual conference. Jill Nikirk recommended a subsidy from law schools to prelaw advisors who attend the annual conference. Sandy Self recognized that this opportunity would allow more prelaw advisors to attend. Michelle Payne mentioned that a travel grant could be implemented so that prelaw advisors could claim this grant for their merit report.

Sandy Self asked if this year we could continue providing \$100.00 for HACU and HBCU Institutions' prelaw advisors who attend the conference. She also suggested to increase the subsidy to \$600.00 and keep the \$500.00 scholarships not restricted to new members and limited to 4. Sandy Self moved to approve these suggestions. Members voted. None opposed.

Houston Forum, Saturday, October 28, 2017 – (Hyatt Regency Houston, 1200 Louisiana St.?) / Staffing the prelaw advising table / LSAC reimbursement to SWAPLA / Should SWAPLA provide a travel subsidy for advisors staffing the prelaw advising table?

Sandy Self declared this year the Law School Forum in Houston would be in the Omni Hotel rather than the Hyatt Regency. She questioned if SWAPLA should give any kind of subsidy for

the prelaw advising table. Gary brought up the history of staffing the prelaw advising table at the Houston Law School Forum. He mentioned that in the past SWAPLA would have the fall conference and board meeting in Houston, so the SWAPLA board would stay for prelaw advising. But for the last few years SWAPLA has not had the fall conference. Sandy Self mentioned that when prelaw advisors sign for the law school forum, they are asked if they wish to volunteer. LSAC pays \$300.00, which is split among all of the prelaw advisors. Gary Keith explained there is an LSAC \$300.00 subsidy for prelaw advisors if they are bringing students to the forum to help reimburse for travel expenditures, and they are asked if they want to staff the prelaw advising table. The board had a consensus to say that SWAPLA would not engage in paying if there is a good number of prelaw advisors. Gary also informed that there was an incentive of \$150.00 for our SWAPLA members to take students to the forum, but it had nothing to do with staffing the prelaw advising table. Sandy Self asserted the need to get SWAPLA members to volunteer; otherwise, we would have to pay board members. Anne Dutia suggested to pay a token of \$50.00, and Michelle Payne stated the token would not be for board members. Karen Severn asserted the need to inquire SWAPLA board members if they wish to volunteer to staff the table. Ana Alvarez volunteered.

2017 Caravan

Karen Severn said that she would attempt to get Lubbock for Monday, October 23 for the 2017 Law School Fair Caravan. However, she expressed she would first poll law schools' representatives to know if they have preferred locations for the caravan to stop. Tentative places would be:

Stillwater or Norman, OK
Dallas or Lubbock, TX
Austin –San Marcos, TX
College Station, TX
San Antonio, TX

Jill Nikirk asserted that transport to Norman would be easier than Stillwater; therefore, law school representatives would prefer Norman. Additionally, Jill Nikirk volunteered her school, South Methodist University, to be one of the caravan stops. Jerry Polinard questioned if there would be the possibility to bring the caravan to South Texas. Karen Severn asserted we could have the law school fair caravan more than one week. Jill Nikirk agreed but stated that WAPLA has their caravan on the week of Halloween. There was a discussion on having it in South Texas also in early September, but Karen Severn said that at that time students would be getting ready for the LSAT, especially those first generation and minority students. Karen Severn also suggested to have it done in January and Jill Nikirk agreed. Jerry Polinard mentioned it would work and suggested Corpus Christi would be more suitable than Laredo. Sandy Self expressed that it would be better to have it at the end of January. Michelle Payne stated that for marketing purposes, we could announce the event as the *SWAPLA Spring Minivan*.

Sandy Self declared that based on Karen's research, we would vote on email on the 2017 law school fair caravan stops.

SWAPLA Website

Sandy Self noted the need for the Executive Board Members to have access to the SWAPLA website. Anne Dutia agreed and emphasized that Officers need to have access *and* get information on how to change information on the website. Karen Severn informed that anyone from the SWAPLA Board could access and make changes; hence, she requested to be sent an

email on who will have access to the SWAPLA website. Karen also mentioned her retirement would be February 2019. Michelle Payne declared her assistant is interested in coordinating the caravan when needed.

SWAPLA record-keeping repository, including membership records and tracking

Sandy Self also stressed the need to keep repository SWAPLA records- board meeting notes, membership records, tracking, and others. Anne Dutia suggested Google and other Internet-based storage sites. Karen Severn noted that she could upload Excel spreadsheets on the SWAPLA website to know who have paid their dues and their term. Michelle said that SWAPLA prelaw advisor's dues are due on September 1st (fall semester) until August 31st, according to the SWAPLA bylaws.

Nomination Committee for SWAPLA Officers and Board Members

Sandy Self indicated this fall, we will elect SWAPLA Officers and Board Members. She also mentioned that the nomination committee chair appoints the committee, and the Chair is Anne Dutia, so we will hear from her soon.

SWAPLA Bylaws and Constitution – drafting committee members to consider the need for updates and/or revisions

Sandy noted that Gary Keith and she had done the revisions of the bylaws and constitution, and they were amended in 2011. Sandy suggested that any revisions should be addressed by a group. She encouraged the Executive Board to send an email on any feedback to Michelle Payne who volunteered to do that.

Adjournment

Sandy Self thanked all SWAPLA Board members who attended the meeting. Sandy Self moved to adjourn the meeting. Members voted. None opposed. Meeting adjourned at 11:27 am.

Ana Alvarez, Ed.D.

SWAPLA Secretary and Membership Chair