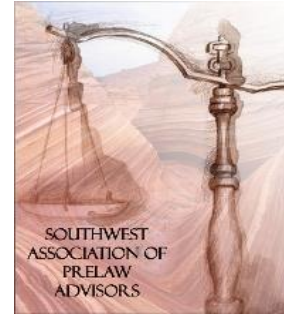


**Southwest Association of Prelaw
Advisors
Executive Board Meeting Minutes
Friday, June 14, 2019
San Antonio, Texas**



Members in Attendance: Michelle Payne, Texas Wesleyan University; Barbara Kirby, The University of Texas at Dallas; Hong Tran Escobar, The University of Texas at Austin; Matthew Kerns, The University of Arkansas Little Rock William H. Bowen School of Law; Sandy Self, Hardin-Simmons University; Lori Williams-DeKalb, The University of Oklahoma; and Ana Alvarez, The University of Texas at San Antonio.

Welcome: Michelle Payne welcomed and thanked everyone for attending the meeting. She called the meeting to order at 10:11 a.m.

Approval of Minutes: Electronic copies of minutes from the SWAPLA Executive Board Meeting at Oklahoma, OK on April 5, 2019, had been submitted to board members for review on June 13, 2019. Barbara Kirby moved to approve minutes. Matthew Kerns seconded. Board officers voted and unanimously approved the minutes.

Reports

PLANC 2020: Sandy Self expressed that the save the date message for the PLANC Conference in New Orleans, Monday, June 8 - Thursday, June 11, 2020, had been sent out this week to all members. Sandy stressed that if anyone was interested in volunteering for the conference they should contact her. She also said there is a PLANC Board fall meeting in New Orleans on Saturday, October 19, beginning at 9:00 am, and Michelle Payne and Ana Alvarez will attend this meeting. The meeting will be held at the Intercontinental New Orleans Hotel, and a Friday night dinner is also scheduled so she suggested Michelle and Ana to arrive on Friday. She mentioned that committees will not meet. Sandy Self pointed out that PLANC fall meetings are usually tied to an APLA conference but not this time. She also suggested to mention the PLANC Conference in the SWAPLA website.

Treasurer's Report: Barbara Kirby mentioned that she has not yet completed the total reconciliation for conference, but she is working on it. She mentioned, however, that overall, the conference expenses and income broke even. Lori DeKalb moved to approve the treasurer's report, Matthew Kerns seconded, all board members approved, and report passed as accepted.

Barbara raised the question about income for SWAPLA from the PLANC Conference. She said that members register to attend the PLANC conference, and each APLA gets the registration fees back. Sandy replied that while this is true, there is also a formula that PLANC implements for this outcome. Sandy said that the problem stems from the

fact that SWAPLA charges a different fee, and there is a need to identify SWAPLA members and tell them that they need to choose what APLA they belong to so that registration fees will get back to SWAPLA. Michelle suggested that since Lori DeKalb and Barbara Kirby will attend the NAPLA conference from June 16 to 21, they could meet to discuss and figure out the most efficient way to track memberships. Barbara also said that there are conferences where forms are being filled out so she and Lori would also discuss that option as well.

Caravan Report. Hong Tran Escobar gave the following caravan update.

Part I (Sept 16-20)

Sept 16, from 11 am – 1 pm (cafeteria style) - Hendrix College, Conway, AK

Sept 17, from 11 am – 2 pm (taco buffet) – Texas Tech, Lubbock, TX

Sept 18, from 11 am – 2 pm (fajitas) – University of Oklahoma, Norman, OK

Sept 19 (Mediterranean theme) – University of Texas at Dallas, TX

Sept 20, from 11 am – 2 pm (BBQ) – Baylor University, Waco, TX

Part II

Sept 30 from 11 am – 2 pm (chicken and veggies) – Texas A & M, College Station, TX

Oct 1, from 3:30 pm – 7:30 pm (BBQ) – Texas State, San Marcos, TX

Oct 2, – University of Texas, San Antonio, TX

Oct 3, from 11 am – 2 pm (fajitas) – University of Texas, Austin, TX

Oct 5, from 11 am – 4 pm – LSAC Forum, Houston, TX

Hong Tran Escobar mentioned that registration opened at the end of May, and there were already 35 law schools registered for the caravan. Hong raised several questions regarding the caravan. She asked Barbara what time the fair at UT Dallas would start. Barbara replied it would be from 12:00pm to 3:00 pm. Ana Alvarez was also asked the same question, and she responded it would start at 10:00 am and end at 1:00 pm.

Hong Escobar also mentioned that Barbara Kirby and Ana Alvarez should not choose fajitas or BBQ because other schools hosting law school fairs had chosen those meals, so Barbara Kirby said she would choose Mediterranean. Ana Alvarez said she would choose later.

Hong Escobar also asked if SWAPLA was going to allow vendors to attend the law school fairs. She asked what the registration fee would be if vendors are allowed. Barbara Kirby replied that SWAPLA should make this option available to each of the schools hosting law fairs and added that there was no need to charge more. Lori DeKalb mentioned that she would admit vendors after law schools would have already registered for the fair because she would not want any vendors to take the spot of law schools. Barbara Kirby suggested that vendors should register after law schools do, so priority would be law schools' registration. Hong responded that it might be too late because the registration ends at the end of August, and the first law fair is September 16. Barbara asked if it would be possible to put the announcement on the website or send it by email, and Hong Escobar said that it is possible to do it by creating a link in the form, post it, and send all information to all caravan coordinators.

Hong mentioned that last year, OU, UT Arlington, TAMU, and UTSA agreed to have law related vendors at their fairs, so she would reach out to schools to confirm and update them on the refund and cancellation policy. Hong raised a question in regards to the registration fee for non-profit organizations such as AccessLex and LSAC. Barbara Kirby suggested to have a flat rate of \$300 for vendors per school.

Hong also raised a concern on those law school representatives who would register and not be able to attend and asked if there would be refunds for them. Barbara suggested to establish a deadline, August 15, for providing refunds, so no refunds after August 15. Hong mentioned that this information should be put in the SWAPLA website.

Additionally, Lori noted that many law schools representatives do not show up at the law fairs, and this is a frustrating situation for students who want to meet with them. Matthew noted that he would talk about this issue with law school representatives, reinforcing their due professionalism to let law school fair coordinators know with anticipation about their absence. This information would be included at the SWAPLA website and in correspondence to law schools, strongly encouraging them to notify on-site coordinators about not attending the fair so that coordinators accurately publicize this information to aspiring law school students.

Barbara mentioned that Amanda had asked if legal aid/legal career/volunteers could also have room in law school fairs, and Matthew Kerns suggested to keep it to law fairs so that law fairs continue their purpose.

Hong Escobar mentioned that during the PCAPLA conference she attended, she learned that LSAC ambassadors Colby Carter and Isabelle Ramos would be traveling to present about the digital LSAT and could bring a writing sample to show students. Hong noted that Colby Carter would visit the University of Texas at Austin on September 9, and asked if we would be interested in inviting them as well. Hong Escobar also briefed about the PCAPLA conference she attended.

Unfinished Businesses

Conference 2019 Wrap up (Ana)

Ana Alvarez mentioned that 64 prelaw advisors, 13 law school sponsors, and 4 vendor sponsors attended the conference. According to the evaluation results, the overall 2019 Oklahoma Conference was very good, which was the highest rating of the survey.

Out of 100% participants who responded the survey, 75% were prelaw advisors, 16.6% law school representatives, and 8.3% non-profit representatives. 41.6% of participants learned about the conference through a referral. Additionally, 50% of participants expressed that the reason for attending the conference was for content, and 91.6% mentioned that the purpose for attending the conference was absolutely fulfilled. Overall, 83.3% rated as very good their overall satisfaction with the conference as a whole.

As for their overall satisfaction with the conference format (concurrent sessions, breaks, plenary sessions), 75% rated their satisfaction as very good. Also 75% considered their total satisfaction with conference sessions and presenters as very

good. The same percentage regarded as very good their overall satisfaction with facilities and events as well as for their overall satisfaction with conference meetings and locations (3 law schools).

The most beneficial panel, speaker, and or topic was the LSAT digital although the mock admissions and the experienced prelaw advisors sessions were also considered beneficial as well. Out of all participants, 83% are extremely likely to attend SWAPLA 2021 Conference.

Feedback for Teri Adamson, Helms-Briscoe

Michelle Payne expressed that SWAPLA was extremely happy with Teri Adamson's efforts and work at facilitating the conference facilities. Ana Alvarez said that Teri Adamson's work as a liaison with the Colcord Hotel and Oklahoma Convention was excellent, and Michelle Payne reiterated their expectation to continue working with her for the 2021 SWAPLA conference.

What went well, what not-so well, what to do differently, sites, proposals, and open process for the 2021 SWAPLA Conference

Participants regarded the 2019 Oklahoma Conference as very good, with one participant stating dissatisfaction with visiting law schools. A conference site suggested by several SWAPLA members is Dallas, Texas, as it is a hub for several law schools, namely, Texas A & M, Southern Methodist University Dedman School of Law, University of Texas Dallas, and nearby, Baylor University Law School.

Michelle Payne mentioned that MAPLA would like to join SWAPLA for the conference in 2021 but suggested to have other SWAPLA at-large members to develop a plan. Matthew Kerns suggested that the first or second week of April would be fine. He also said that the conference could be held in April but not during the last week of May as this is the time law schools have the LSAT meeting. Barbara stated that she could contact law schools and put together an informal proposal. Michelle noted that once we have a plan, we could contact MAPLA. She added that WAPLA could also be interested in joining us for the 2021 conference, and that she, Ana, or Sandy could serve as the liaison to have the conference with another APLA.

Proposal for honorarium for Frank Guilluzza (Mel Hailey)

Michelle Payne expressed that Mel Hailey suggested that as a member of PLANC, SWAPLA might want to ask PLANC to create an honorarium for Frank Guilluzza.

New Business

A. Announcements:

1. Wilson Award for Outstanding Contributions to prelaw advising: Letters for Jeff Robb's nomination (Parker Hevron).

Michelle Payne noted that although 2 APLAS had nominated Jeff Robb for the Wilson Award, Wendy Vonnegut won the award this year. Michelle Payne suggested to re-nominate Jeff as he greatly contributed to prelaw advising and added that Parker Hevron had already volunteered to write a letter for Jeff.

2. LSAC Forum, Houston; Saturday, October 5- Subsidy, announcement on website

Michelle Payne mentioned that the Houston law forum would be held on Saturday, October 5, and that SWAPLA members should volunteer at the prelaw advising table and attend the meeting.

To motivate SWAPLA members to bring students to, serve as advisor during, and attend the SWAPLA general meeting at the Houston Forum, Michelle Payne suggested subsidies for eligible SWAPLA members who have paid their \$25.00 membership fee. In addition to staffing the prelaw advising table and attend the SWAPLA general meeting, prelaw advisors who bring 3 students, will receive a \$250.00 subsidy. Furthermore, they will be granted \$25.00 per additional student.

Those prelaw advisors who bring students to the forum and receive LSAC subsidy to are not eligible to receive the SWAPLA subsidy. Prewlaw advisors who serve in a HACU or HBCU institution and wish to bring students to the forum must contact the LSAC to obtain the LSAC subsidy. If an LSAC forum is held at the prelaw advisors' university/college location, they are not eligible to receive the SWAPLA subsidy.

3. Elections for Offices June 2020. See Committee charges below for further discussion

4. Check the website for conference pictures and SWAPLA. PLA News (reports for conferences, et cetera).

Michelle Payne said that the website maintained by Matthew Kerns is updated, and we can send Matthew our reports for other APLA's conferences, so that everybody has access and learn from conference reports.

B. Discussion on Committee "directions"/initiatives, progress, plans:

1. Budget Committee- Barbara Kirby, Chair

Purpose: To review and make recommendation concerning treasury funds.

2. Constitution/Bylaw Review – Karen Severn, Chair

Purpose: To review and make recommendations as to Association governing documents

Reminder - need offices updated from Constitutions Committee prior to posting (extension of terms, etc.) and approved – or vote at 2020 conference on changes and then have elections during Fall Houston meeting/2021 Conference; ideas? (Karen) Michelle Payne stated it is a challenge to have offices updated at the constitution prior to posting (such as extension of terms, and others), so that that elections could be done in the 2020 PLANC conference. We could also have these updates voted during the PLANC 2020 conference, and then have the elections during the Fall Houston meeting.

3. Membership Committee- Lori DeKalb, Chair

Purpose: To review membership rolls and make recommendations for efficiency of tracking membership data.

Michelle Payne noted that there is a need to track memberships for efficiency purposes and suggested that Lori DeKalb and Barbara Kirby discuss and plan how to figure out who the members are, while attending the NAPLA conference in Boston.

4. Communications Committee- Ana Alvarez, Chair, (newsletter?)

Purpose: To develop communication conduits between SWAPLA and other APLAS, PLANC, PLA's and Law School Personnel

Michelle Payne asked Ana Alvarez if she would be interested in creating and running the SWAPLA Newsletter, which would include conference reports of those SWAPLA Board Members who attend other APLA's conferences. Ana Alvarez agreed. The SWAPLA Newsletter would resemble the PLANC Points. So a plan needs to be developed that describes how often it would be published and how to coordinate for publishing the newsletter contents. Matthew Kerns volunteered to work with Ana Alvarez on the SWAPLA Newsletter.

Michelle also stated that there needs to be a process to communicate committee chairs. Instructions would be: 1) Know the members, 2) tell them about the starting committee, and the steps. For instance, description of the committee, the goals, ask if they want to volunteer, and ask about the experience they have. 3) Ask committee chairs to submit a report with a list of action items.

5. Community College Outreach – Julie Lantrip, Chair

Purpose: To identify community college PLA's and make recommendations for cultivating inclusion and support from SWAPLA.

6. Diversity Outreach – (added at 2019 SWAPLA Conference). Add specifications.

Michelle Payne mentioned that this committee was added to the previous committees at the conference in Oklahoma. Hong Escobar mentioned that the chair would be Adria Kimbrough, who suggested its creation. Ana Alvarez noted that she wanted to be included in this committee as she serves as a HACU prelaw advisor. Ana Alvarez mentioned that the purpose of this committee would be to reach out HACU, HBCU, and TBCU prelaw advisors to better serve their students. Ana Alvarez also mentioned that one of the actions she would like implemented is a SWAPLA Diversity Conference, in support of those HACU's and HBCU's prelaw advisors. Michelle Payne and other members welcomed the idea.

Additionally, Michelle mentioned that we should remind all committee chairs the following information:

*All committee reports will be posted to website 2 weeks prior to June 2020 PLANC general business meeting, or any time prior via website as determined by designated Committee Chair.

*All committee recommendations will be considered for further action during the 2020 general meeting June 2020 (PLANC Conference).

*Reasonable committee expenses will be reimbursed by Association Treasurer (*All approved at general business meeting)

C. PCAPLA Report (Hong)

Hong Escobar reported that the PCAPLA conference was great. LSAC updates were the following:

Mission statement – quality, access and equity
Masters in Legal Studies is fastest growing segment
Written portion of LSAT is secured by remote proctoring (webcam on applicant as they type essay)
28K registered for July LSAT July 2019 LSAT score will be released on Aug. 28 and students will have five business days (Sep. 4 at midnight) to decide whether to cancel/accept their score
Default is accept unless they cancel
More applicants overall, but applications are down
3 times is the limit on taking LSAT
If students have already taken the writing section, they may retake it for \$15.00

Matthew Kerns expressed that the LSAC is trying to keep prices down, but there is a lot of expense on the digital LSAT, and the LSAC is taking money from its reserve. He added that for the July 19 LSAT, scores will be released on August 28, and students have 5 business days, until September 4 midnight, to cancel. If students don't cancel, the score is accepted.

Hong Escobar also mentioned that at the PCAPLA conference everybody would do the hikes before the sessions, and they had a great job planning the conference. As an additional note, Hong mentioned that the board had their meeting at noon.

Hong Escobar suggested a scholarship to attend different APLAs' conferences and law schools and talk to other admission professionals. The purpose would be to learn other things. Michelle suggested that what they learned should appear in a SWAPLA newsletter.

D. State of PLA affairs (general discussion, number of students, student demographic changes, etc.)/general PLA announcements for website (Michelle).

Michelle Payne said that prelaw advisors can share their affairs such as number of students, demographic changes and others through the SWAPLA newsletter and website. Upcoming events can also be shared in the SWAPLA website and newsletter.

E. Upcoming events/conferences/website additions

Michelle noted that all events such as law fairs, fall meeting in Houston, LSAC Forum, and others should be entered in our SWAPLA website.

Ana Alvarez also mentioned that for incentivizing attendance to the Fall Houston meeting, SWAPLA could raffle tablets among all participants, so prelaw advisors could lend them to students for the LSAT digital practice. Although the idea was well received among participants, Hong Escobar stated that there is no way to know if prelaw advisors would have it for personal use or take the tablet with them if they leave work at their institution. She added that she was content with telling students to practice with the digital LSAT practices provided at the LSAC website.

Michelle mentioned that we could ask Kimberly Siwarski, of AccessLex, if AccessLex has scheduled some fall presentations. She also asked if we would like to provide some subsidies to SWAPLA participants.

As for the Houston Forum, Michelle Payne said that, at least, committees' chairs need to be present. Ideally, each committee would have some time to discuss with their committee participants. Matthew Kern volunteered to contact the LSAC to ask if a room could be reserved for our SWAPLA meeting, or see if the room can be blocked at the same rate.

Michelle said that the general meeting would be from 9:00 am to 10:00 am and then from 10:00 am to 11:00 am the committees would hold their meeting (until 12:00 pm if needed).

F. Open comments/questions/Discussion

Michelle Payne asked if there were any questions or comments. Board members replied that they had no further questions and or comments. Motion to adjourn by Barbara Kirby. Meeting adjourned at 2:30 pm.

Ana Alvarez, Ed. D.

Vice President

Acting Secretary