

**Pro Bono Partnership of Atlanta
Minutes for Board Meeting
August 21, 2012**

Members Present:

Jared Brandman
Briley Brisendine
Randy Cadenhead
Amy Dosik
Betsy Griswold
Brent Houk
Tricia Kinney
Frank Landgraff
Rick McMurtry
Faith Myers
Reggie O'Shields
Shannon Pierce
Tom Rawls (by phone)
Pat Roberts

Others Present:

Rachel Spears
Jerry Blanchard
Andrea Pendleton

Members Absent:

Kathleen Bardell
Ben Garren

I. Governance

1. Randy Cadenhead moved to approve minutes from May's meeting, Jared Brandman seconded. All unanimously approved.
2. Frank Landgraff and Rachel Spears reminded the Board to think of in-house attorneys who would be good Board members.

II. Finance

1. Treasurer's Report-A money market account was opened at SunTrust to ensure that funds over \$250,000 will be FDIC ensured.
2. Review quarterly financials-Quarterly financial statements were distributed to the Board. Income is on track with most donations expected to come in at the end of the year. Expenses are projected to meet the budget, with increases in insurance and other minor costs.
3. Ratify filing of Form 990-Reggie O'Shields moved to ratify Pro Bono Partnership of Atlanta's 2012 IRS Form 990, Shannon Pierce seconded. All unanimously approved.

III. Executive Director's Report

1. Strategic Plan Update-Rachel Spears reported that the Partnership is exceeding strategic plan goals for total number of volunteers and in-house volunteers.

2. New hire-Laura Moore was hired as the Partnership's paralegal in August.
3. Insurance review-Scott Burton of Sutherland reviewed the Partnership's insurance policies. He said that the coverage was good, but he and the Partnership's insurance broker suggested adding an umbrella liability policy. The Partnership has added an umbrella policy to its insurance coverage.

IV. Fundraising

1. Report from Sponsorship Committee-Betsy Griswold reported on behalf of the Sponsorship Committee. The committee suggested that the Partnership consider events that can be sponsored (ex. Nonprofit Legal Check-Up, webcasts and newsletters). The committee also suggested creating sponsorships at certain levels that have benefits associated with those levels.

Board members suggested limiting sponsorships to legal vendors, developing sponsorship levels and ways to recognize sponsors and donors.

- a. Reception Sponsorships-Rachel Spears stated that the Partnership is beginning to solicit sponsors for the 2013 Volunteer and Donor Appreciation Reception. Board members were encouraged to inform Rachel about potential sponsors.
 - b. Volunteer & Donor Appreciation Reception, Kilpatrick Townsend, Tuesday, January 29, 2013 from 5:30 pm to 7:30 pm-The Board was encouraged to save the date for the 2013 reception.
2. Update on Annual Contributions-Rachel reminded the Board to make contact with their law firm and corporate contacts and request a donation for 2012.
 - a. Strategy for King & Spalding and Alston & Bird-The Board discussed how to encourage these firms to increase their donations to the Partnership. Board members who are clients of or have a relationship with the firms will make additional contacts.
 3. Plan for individual contributions-The Partnership will solicit individual donations at the end of the year.

V. Executive Session

1. The Board discussed the executive compensation structure and agreed upon a new compensation structure.

Next Meeting: November 27, 2012 at 3:00 pm, Location: King & Spalding

Meeting Adjourned: 4:55 pm