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**Board Meeting
February 21, 2012**

Governance

1. Approve minutes from last meeting

Finance

1. Treasurer's Report
2. Financial Statements
3. Budget
4. Accountant Engagement

Executive Director's Report

1. Strategic Plan Update
2. Staffing Subcommittee
3. Volunteer Appreciation Event

Fundraising

1. Year end donations
2. ACC-GA Event

Executive Session

Good of the Order

Next Board Meeting, Tuesday, May 15, 3:30pm, location TBD

**Pro Bono Partnership of Atlanta
Minutes for Board Meeting
November 15, 2011**

Members Present:

Frank Landgraff
Rick McMurtry
Betsy Griswold
Faith Myers
Tom Rawls
Randy Cadenhead
Briley Brisendine
Kathleen Bardell
Jared Brandman
Brent Houk
Tricia Kinney

Others Present:

Rachel Spears
Andrea Pendleton
Robyn Miller
Matt Ausman
Kristen Sweeney

Members Absent:

Shannon Pierce
Reggie O'Shields
Happy Perkins
Mike Kline
Jerry Blanchard
Amy Dosik
Pat Roberts
Julie Young
Ben Garren

I. Governance

1. Rick McMurtry moved to approve the slate of new Board members (Kathleen Bardell, Jared Brandman, Brent Houk and Tricia Kinney), Faith Myers seconded. All unanimously approved.
2. Briley Brisendine moved to approve the 2012 Board officers (Frank Landgraff as Chair, Rick McMurtry as Vice Chair and Betsy Griswold as Secretary), Randy Cadenhead seconded. All unanimously approved.
3. Randy Cadenhead moved to approve the minutes from the August meeting, Tricia Kinney seconded. All unanimously approved.
4. The Conflict of Interest Policy was revised to include additional language in Article III. Tom Rawls moved to approve the Conflict of Interest Policy as amended, Betsy Griswold seconded. All unanimously approved.

II. Finance

1. Treasurer's Report-The Treasurer's Report was distributed to the Board.
2. Quarterly Financial Statements-Rachel Spears distributed the quarterly financial statements to the Board.
3. Review Draft 2012 Budget-Rachel Spears distributed the draft 2012 budget to the Board. The increase in 2012 expenses is attributed to increases in staff salaries and cost of medical insurance. Rick McMurtry moved to approve the draft 2012 budget, Randy Cadenhead seconded. All unanimously approved.

III. Fundraising

1. Corporate/Law Firm Donors-The Calendar of Contributions for donations not yet received in 2011 was distributed to the Board. Board members were asked to follow up with their contacts at law firms and corporations.
2. Individuals-The Partnership will send a fundraising mailing to past donors to encourage repeat donations. Emails will also be sent to encourage past donors, volunteers and clients to donate to the Partnership.

IV. Volunteer & Donor Appreciation Reception

1. The Annual Volunteer & Donor Appreciation Reception will be held on January 24, 2012 from 5:30 pm to 7:30 pm at Sutherland. It is important for Board members to attend.
2. The Partnership solicited sponsorships for the Reception. Pangea 3, RR Donnelly, Counsel on Call and Ivize will be the sponsors for the event.

V. Strategic Plan Discussion

1. The Board reviewed the strategic plan and revised mission statement. The Board will form a committee to address increasing the Partnership's staff (Faith Myers, Betsy Griswold and Jared Brandman volunteered to serve on this committee). Kathleen Bardell moved to approve the Partnership's strategic plan and new mission statement, Randy Cadenhead seconded. All unanimously approved.

VI. Executive Session

Next Meeting: February 21, 2012 at 3:30 pm, Location: Kilpatrick Townsend

Meeting Adjourned: 4:50 pm

**PRO BONO PARTNERSHIP
TREASURER'S REPORT**

Ending Balances
January 2011 - January 2012

Ending Balance	Checking A/C - 3706	Money Market A/C - 2205	Total
Year 2012			
January	\$196,005.75	\$220,144.25	\$416,150.00
Year 2011			
December	\$180,981.46	\$220,119.01	\$401,100.47
November	\$151,541.05	\$220,093.77	\$371,634.82
October	\$162,265.44	\$220,069.35	\$382,334.79
September	\$114,157.91	\$220,044.12	\$334,202.03
August	\$106,936.95	\$220,008.35	\$326,945.30
July	\$200,276.23	\$139,940.83	\$340,217.06
June	\$183,909.09	\$139,887.46	\$323,796.55
May	\$157,791.75	\$139,835.84	\$297,627.59
April	\$141,836.03	\$139,782.51	\$281,618.54
March	\$164,163.73	\$139,730.92	\$303,894.65
Feburary	\$160,972.22	\$139,677.63	\$300,649.86
January	\$225,982.80	\$89,643.69	\$315,626.49

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02/15/12
Accrual Basis

Pro Bono Partnership of Atlanta, Inc.
Balance Sheet
As of December 31, 2011

	<u>Dec 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Bank of North Georgia	209,193.94
2000 Bank of NG Interest	<u>220,119.01</u>
Total Checking/Savings	429,312.95
Other Current Assets	
Prepaid Health Insurance EE WH	324.30
Prepaid Health Insurance ER Pmt	1,490.22
Prepaid Insurance	<u>3,236.77</u>
Total Other Current Assets	5,051.29
Total Current Assets	434,364.24
Fixed Assets	
Accumulated Depreciation	-648.00
Equipment	<u>647.99</u>
Total Fixed Assets	<u>-0.01</u>
TOTAL ASSETS	<u>434,364.23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation	<u>141.35</u>
Total Other Current Liabilities	<u>141.35</u>
Total Current Liabilities	<u>141.35</u>
Total Liabilities	141.35
Equity	
Temporarily Restricted	55,000.12
Unrestricted	242,872.05
Net Income	<u>136,350.71</u>
Total Equity	<u>434,222.88</u>
TOTAL LIABILITIES & EQUITY	<u>434,364.23</u>

11:35 AM

02/15/12

Pro Bono Partnership of Atlanta, Inc.
Statement of Cash Flows
January through December 2011

	<u>Jan - Dec 11</u>
OPERATING ACTIVITIES	
Net Income	136,350.71
Net cash provided by Operating Activities	<u>136,350.71</u>
Net cash increase for period	136,350.71
Cash at beginning of period	<u>292,962.24</u>
Cash at end of period	<u><u>429,312.95</u></u>

Pro Bono Partnership of Atlanta, Inc.
Profit & Loss
 January through December 2011

	Jan - Dec 11
Ordinary Income/Expense	
Income	
4030 · Contributions Restricted	78,000.00
4070 · Contributions Unrestricted	
4071 · Associations	30,246.58
4072 · Bar Sections	30,435.00
4073 · Client Contribution	2,375.00
4074 · Corporation Contribution	132,500.00
4075 · Individual Contribution	29,908.33
4076 · Law Firm Contribution	149,150.00
4077 · Matching Contribution	3,068.75
	377,683.66
Total 4070 · Contributions Unrestricted	377,683.66
4150 · Miscellaneous Income	1,441.66
	457,125.32
Total Income	457,125.32
Expense	
Administrative	
Bar Dues	806.00
PayPal/Google Fees	340.39
Technology	
Blackberry	445.19
Electronic Newsletter Service	660.00
Electronic Survey	200.00
Webhosting fee	147.83
Website Development	410.00
Technology - Other	567.14
	2,430.16
Total Technology	2,430.16
Volunteer Awards/Gifts	2,025.75
6110 · Transportation	
MARTA Card	570.50
Mileage Reimbursement	415.84
Parking fees	832.82
	1,819.16
Total 6110 · Transportation	1,819.16
6120 · Bank Service Charges	29.60
6160 · Membership Dues	367.50
6180 · Insurance	
Workers Compensation Insurance	998.00
6185 · Liability Insurance	4,567.88
6190 · Disability Insurance	616.31
	6,182.19
Total 6180 · Insurance	6,182.19
6230 · Licenses and Permits	85.00
6240 · Miscellaneous	406.90
6250 · Postage and Delivery	421.51
6260 · Printing and Reproduction	140.56
6650 · Accounting	5,513.08
6770 · Supplies	1.72
	20,569.52
Total Administrative	20,569.52
Networking Event	354.00
Personnel	
Health Ins	18,743.48
6560 · Payroll Expense	
Payroll service fees	1,371.97
Payroll tax expense	18,036.27
Salaries	256,672.21
	276,080.45
Total 6560 · Payroll Expense	276,080.45
Total Personnel	294,823.93
Professional Development Fees	150.00
Volunteer Appreciation Event	3,334.02
6140 · Contributions	500.00

11:34 AM
02/15/12
Accrual Basis

Pro Bono Partnership of Atlanta, Inc.
Profit & Loss
January through December 2011

	<u>Jan - Dec 11</u>
6670 · Program Expense	
CLE fees	330.00
6350 · Travel & Ent	
6370 · Meals	716.13
6380 · Travel	496.31
Total 6350 · Travel & Ent	<u>1,212.44</u>
Total 6670 · Program Expense	<u>1,542.44</u>
Total Expense	<u>321,273.91</u>
Net Ordinary Income	135,851.41
Other Income/Expense	
Other Income	
7010 · Interest Income	499.30
Total Other Income	<u>499.30</u>
Net Other Income	<u>499.30</u>
Net Income	<u><u>136,350.71</u></u>

11:36 AM

02/15/12

Pro Bono Partnership of Atlanta, Inc.
Statement of Cash Flows
October through December 2011

	<u>Oct - Dec 11</u>
OPERATING ACTIVITIES	
Net income	<u>95,110.92</u>
Net cash provided by Operating Activities	<u>95,110.92</u>
 Net cash increase for period	 95,110.92
Cash at beginning of period	<u>334,202.03</u>
Cash at end of period	<u><u>429,312.95</u></u>

Pro Bono Partnership of Atlanta, Inc.
Profit & Loss
 October through December 2011

	<u>Oct - Dec 11</u>
Ordinary Income/Expense	
Income	
4030 · Contributions Restricted	53,000.00
4070 · Contributions Unrestricted	
4072 · Bar Sections	11,435.00
4073 · Client Contribution	2,000.00
4074 · Corporation Contribution	49,000.00
4075 · Individual Contribution	17,250.00
4076 · Law Firm Contribution	72,500.00
4077 · Matching Contribution	160.00
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Total 4070 · Contributions Unrestricted	152,345.00
4150 · Miscellaneous Income	1,362.80
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Total Income	206,707.80
Expense	
Administrative	
PayPal/Google Fees	205.24
Technology	
Blackberry	100.00
Electronic Newsletter Service	220.00
Webhosting fee	54.88
Technology - Other	567.14
	<hr/>
Total Technology	942.02
6110 · Transportation	
MARTA Card	256.50
Mileage Reimbursement	49.18
Parking fees	351.57
	<hr/>
Total 6110 · Transportation	657.25
6120 · Bank Service Charges	28.40
6230 · Licenses and Permits	35.00
6240 · Miscellaneous	100.00
6250 · Postage and Delivery	142.06
6650 · Accounting	5,513.08
6770 · Supplies	1.72
	<hr/>
Total Administrative	7,624.77
Networking Event	110.00
Personnel	
Health Ins	7,238.06
6560 · Payroll Expense	
Payroll service fees	332.81
Payroll tax expense	5,598.57
Salaries	90,032.78
	<hr/>
Total 6560 · Payroll Expense	95,964.16
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Total Personnel	103,202.22
6140 · Contributions	500.00
6670 · Program Expense	
CLE fees	30.00
6350 · Travel & Ent	
6370 · Meals	204.78
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Total 6350 · Travel & Ent	204.78
	<hr/>
Total 6670 · Program Expense	234.78
	<hr/>
Total Expense	111,671.77
	<hr/>
Net Ordinary Income	95,036.03

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02/16/12
Accrual Basis

Pro Bono Partnership of Atlanta, Inc.
Profit & Loss
October through December 2011

	<u>Oct - Dec 11</u>
Other Income/Expense	
Other Income	
7010 - Interest Income	74.89
Total Other Income	<u>74.89</u>
Net Other Income	<u>74.89</u>
Net Income	<u><u>95,110.92</u></u>

Pro Bono Partnership of Atlanta 2011-12 Budget

	2011 Budget	2011 Actual	2012 Budget	2012 Budget Revised
INCOME				
Corporations	95000	100000	100000	100000
Law Firms	130000	131650	135000	135000
Individuals	15000	19625	15000	20000
Grants	5000	78000	25000	25000
Matching Contributions	3000	3069	3000	3000
Client Contributions	1500	2000	1500	2000
Bar Sections & Associations	50000	30435	40000	30000
Reception Sponsorships	0	0	4000	5000
Net fundraiser income	20000	30247	30000	30000
Interest	300	499	500	500
Misc Income	300	1442	100	500
TOTAL INCOME	320100	396967	354100	361000
EXPENSE				
Staff Salary	220500	222922	226675	226675
Payroll Taxes	18180	18036	17000	18000
Payroll Fees	1000	1372	1400	1400
Unemployment Deposit				2922
Subtotal	239680	242330	245075	248997
Medical Insurance	19500	16743	20500	20500
Contingent Bonus	32000	33750	32000	32000
Total Personnel	281180	294823	297575	301497
Office Expense				
Accounting	5500	5514	5600	5300
Advertising	0	0	0	0
Membership Dues	250	367.5	350	400
Professional Fees (bar dues)	750	806	810	810
Equipment	0	0	0	0
Copying	0	0	0	0
Insurance	5800	6182	5800	6500
Library	200	0	50	50
Postage	450	422	500	500
Printing	250	141	0	0
Office Supplies	100	1.72	50	50
Blackberry/ipad plan	451	445	300	300
Subscriptions	50	0	50	50
Parking/Mileage	1500	1819	1000	1000
Licenses & Permits	30	85	50	50
PayPal Fees	350	340	400	400
Miscellaneous	500	437	500	500
Electronic Newsletter	750	660	660	660
Webhosting fee	150	148	150	200
Other Technology (Electronic Survey)	250	200	200	200
Donor Software				1100
Website Development	1000	977	1000	1000
Donation for webcast technology		500		500
Total Office Expense	18331	19045.22	17470	19570
Program Expense: Conference Fees				
CLE Fees	100	504	250	500
Travel/Lodging	400	330	500	500
Meals	500	498	500	500
Total Program Expense	1750	2046	2000	2250

Special Events	Volunteer Appreciation Event				
	Volunteer Awards				
	Total Special Events Expense				
	TOTAL EXPENSE				

4000
2400
6400
317,661

3332
2026
5358
321,272

4000
2200
6200
323,246

3030
2200
5230
328,547

Pro Bono Partnership of Atlanta Strategic Plan – Summary

Mission

To maximize the impact of pro bono engagement by connecting a network of volunteer attorneys with nonprofits in need of free business legal services.

Key Strategic Goals and Objectives

Goal 1: Improve volunteer recruitment

Objective 1.1: By 2014, the pool of PBPA volunteers will be large enough to staff 600 legal matters.

Objective 1.2: By 2014, 140 in-house attorneys will volunteer with PBPA each year.

Goal 2: Improve volunteer retention

Objective 2.1: By 2014, 40% of the prior year's volunteers will have returned as volunteers in the current year.

Goal 3: Improve the client "mix"

Objective 3.1: By 2014, 65% of new PBPA clients will meet PBPA criteria for "established" client organizations (meaning they have at least one employee and \$50,000 in revenue).

Goal 4: Increase funding

Objective 4.1: By 2014, increase by 25% the number of law firms, in-house legal departments and bar sections making a significant annual contribution to PBPA.

Objective 4.2: By 2014, increase by 20% the amount of individual contributions to PBPA.

Objective 4.3: By 2014, increase the budget to \$400,000 in order to meet Goal 5 below.

Goal 5: Increase staffing

Objective 5.1: By 2014, increase the PBPA office by 1.0 FTEs primarily through addition of part-time paralegals and/or staff attorneys.

Pro Bono Partnership of Atlanta

	2007	2008	2009	2010	2011	2012	2013	2014
Volunteers (total)	222	452	483	423	431	440	460	480
In-House Volunteers	39	73	130	111	123	120	130	140
% of Returning Volunteers¹								
Matters Website Resources Added	200	472	572	545	532	560	580	600
Workshops	35	34	50	34	34	34	36	36
Check Ups	0	3	4	4	4	4	4	4
Clients (total)	210	330	401	452	512	550	600	650
New Clients % of New Clients that are "Established"²		120	71	51	60			
Partnering on matters	10	24	31	22		25	30	36
Budget	235,000	270,000	300,000	300,000	318,000	323,000	360,000	400,000

Pro Bono Partnership of Atlanta
Calendar of Contributions

2010	2010	2010	2010	2010	Notes
ACC-GA	\$5,500	June	\$30,246	Betsy Griswold	ACC-GA Value Challenge Event
AGL Resources	1000*	July	\$1,000	Shannon Pierce	
Alston & Bird	\$5,000	February	\$5,000	Faith Knight	
Amall Golden Gregory				0	Briley checked and they said they don't g
AT&T	\$15,000	June	\$15,000	Briley Brisendine	
Baker Donelson				Tom Rawls	Reggie will ask
Balch & Bingham	\$2,500		\$2,500	Reggie O'Shields	
Baillard Spahr	\$2,000	October	\$2,000	Pat Roberts	
Barnes & Thornburg	\$5,000	October	\$5,000	Frank Landgraaf	
Bryan Cave	\$1,000	October	1000	Betsy Griswold	
Carlton Fields				Frank Landgraaf	
Chamberlain Hrdlicka				Rick McMurtry	
Coca-Cola Company	\$25,000	July	\$25,000	Ben Garren	
Cox Communications			0	Randy Cadenhead	
Delta Airlines	\$0		0	Julie Young	
DLA Piper	\$7,500	August	\$7,500	Faith Knight	
Dow Lohnes				Randy Cadenhead	Randy said Matt is working on it 10/31
Duane Morris	\$2,000	September	\$1,500	Reggie O'Shields	
Eliarbee Thompson	\$5,000			Randy Cadenhead	Randy said Joe Freeman is working on it
Federal Home Loan Bank	\$5,000	July	3000	Reggie O'Shields	Reggie submitted request for \$5000
Finnegan	\$5,000		\$5,000	Frank Landgraaf	
GE Energy	\$25,000		\$30,000	Happy Perkins	
Georgia Natural Gas				Shannon Pierce	Shannon will ask
Home Depot	\$5,000	March	\$10,000	Briley Brisendine	
Hunton & Williams	0		\$2,500		
Invesco				Ben Garren	
Jackson Lewis				Betsy Griswold	Betsy's contact left. I LM for Rob Capobia
Jones Day	\$5,000	September	\$5,000	Pat Roberts	
Littler Mendelsohn		December	\$1,000	Betsy Griswold	
Kilpatrick Townsend	\$25,000	April	\$25,000	Tom Rawls	
King & Spalding	\$10,000	January	\$10,000	Happy Perkins/Ben Garren	
McGuire Woods	\$1,000			0	nothing for 2011 but Shannon is working
McKenna Long & Aldridge	\$5,000		\$5,000	Shannon Pierce	
McKesson Foundation	\$1,000		1000	Faith Knight	
Miller & Martin			1000		

Donor Name	Amount	Date	Amount	Beneficiary	Notes
Nelson Mullins			5000	Ben Garren	
Ogletree Deakins	\$5,000		5000	Tom Rawls	CHECK DATED 1/1/12
Paul Hastings	\$5,000	May	\$5,000	Frank Landgraaf	
Primerica					Ask Reggie about their status
Schiff Hardin					
Seyfarth Shaw	\$6,000	April	\$7,500	Reggie O'Shields	
Southern Company	\$10,000	July	\$10,000	Pat Roberts	
SunTrust	\$25,000		0		Can't receive grant two years in a row
Sutherland	\$25,000	November	\$25,000	Frank Landgraaf	
Taylor-English				Frank Landgraaf	
Thompson Hine				Reggie O'Shields	Reggie will ask
Troutman Sanders	\$5,000	October	\$5,000	Pat Roberts	
Turner	\$5,000	October	\$5,000	Rick McMurtry	
UPS	\$50,000		\$50,000	Betsy Griswold	
Womble Carlyle	\$5,000		5000	Pat Roberts	
TOTAL			\$316,746		\$2,000

*All or a portion of donation includes matching gifts and other corporate contributions
 Firms or corporations that are not donors appear in yellow.