

**Pro Bono Partnership of Atlanta  
Minutes for Board Meeting  
May 15, 2012**

*Members Present:*

Kathleen Bardell  
Jared Brandman  
Briley Brisendine  
Randy Cadenhead  
Betsy Griswold (by phone)  
Brent Houk  
Frank Landgraff  
Rick McMurtry  
Faith Myers  
Tom Rawls  
Pat Roberts (by phone)

*Others Present:*

Rachel Spears  
Robyn Miller  
Andrea Pendleton

*Members Absent:*

Jerry Blanchard  
Amy Dosik  
Ben Garren  
Tricia Kinney  
Reggie O'Shields  
Shannon Pierce

**I. Governance**

1. Rick McMurtry moved to approve minutes from February's meeting, Brent Houk seconded. All unanimously approved.

**II. Finance**

1. Treasurer's Report-The Treasurer's Report was distributed to the Board. Board members suggested moving money to a SunTrust money market account to ensure that funds over \$250,000 will be FDIC insured. Briley Brisendine moved to authorize Rachel Spears and Jerry Blanchard as signatories to open a money market account and to approve any banking resolutions required by SunTrust. Randy Cadenhead seconded.
2. Financial Statements and Form 990-Rachel Spears distributed the Quarterly Financial Statements, 2011 Reviewed Financial Statements and 2011 Draft IRS Form 990 to the Board for review and comment prior to submission.
3. Report from Staffing Subcommittee-Jared Brandman reported on behalf of the staffing subcommittee. The subcommittee determined that a part-time paralegal would be the best fit for the Partnership's next hire. Jared suggested that the Board distribute the position posting to their networks.
4. Vote on Revised Budget-Rachel Spears noted that the budget was revised to reflect the anticipated salary and payroll taxes associated with hiring a part-time paralegal. Randy Cadenhead moved to approve the revised budget and to delegate the Executive Director to make a new hire for the part-time paralegal description as described. Brent Houk seconded.

5. Report from Executive Compensation Committee-Rick McMurtry reported on behalf of the executive compensation committee. After reviewing updated nonprofit compensation survey data, the subcommittee believes that the Executive Director's salary is reasonable. The subcommittee plans to review the Partnership's bonus structure to determine if compensation should be allocated more towards salary throughout the year instead of a year-end bonus. The subcommittee plans to make recommendations about the compensation structure by the next Board meeting.

### **III. Executive Director's Report**

1. Strategic Plan Update-Rachel Spears reported that the Partnership is meeting or exceeding strategic plan goals.

### **IV. Fundraising**

1. ACC-GA Value Challenge Event-The ACC-GA Value Challenge was held on March 29, 2012 at Sutherland. The event was successful and raised \$31,000 to benefit the Partnership.

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.

### **V. Discussion of Nonprofit Applicants with Controversial Missions**

The Board discussed how to address requests for legal assistance submitted by nonprofit organizations with potentially controversial missions. Historically, the Executive Director has made the decision of whether to accept a client alone, but Rachel Spears suggested establishing a committee to help vet certain applicant organizations with controversial missions. Frank Landgraff requested Board members to contact the Board Chair or Executive Director if they had interest in serving on a committee to help determine how the Partnership will assist potentially controversial clients in the future.

[Rick McMurtry, Brent Houk and Shannon Pierce volunteered to serve on the committee.]

### **VI. Executive Session**

**Next Meeting:** August 21, 2012 at 3:30 pm, Location: Alston & Bird

**Meeting Adjourned:** 4:48 pm