

**Board Meeting
November 27, 2012**

Governance

1. Vote on new Board member Angie Woo
2. Vote on new Board officers
3. Vote to renew Board terms
4. Discuss possible new Board members
5. Approve minutes from last meeting

Finance

1. Review Treasurer's Report
2. Review Quarterly Financial Statements
3. Review draft 2013 budget

Executive Director's Report

1. Strategic plan update

Fundraising

1. Update on annual contributions
2. Plan for individual contributions

Volunteer & Donor Appreciation Reception

1. January 29, 2012, 5:30-7:30pm at Kilpatrick Townsend
2. Update on sponsorships

Discuss possible social gathering for Board

Executive Session

Good of the Order

Next Board Meeting, Tuesday, February 19, 3:30pm, Paul Hastings

Board Governance

Officers

Chair: Rick McMurtry
Vice Chair: Betsy Griswold
Secretary: Briley Brisendine
Treasurer: Jerry Blanchard

Terms

Serving until 2013 annual meeting:

- Shannon Omia Pierce (5/22/07)
- Frank Landgraff (2005)
- Jared Brandman (11/15/11)
- Brent Houk (11/15/11)

Serving until 2014 annual meeting:

- Randy Cadenhead (2/19/08)
- Betsy Griswold (2/19/08)
- Ben Garren (5/19/09)
- Pat Roberts (5/19/09)
- Kathleen Bardell (11/15/11)
- Tricia Kinney (11/15/11)

Serving until 2015 annual meeting:

- Faith Knight (11/16/06)
- Rick McMurtry (11/16/06)
- Reggie O'Shields (11/16/06)
- Tom Rawls (11/16/06)
- Briley Brisendine (5/18/10)

**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

**PRO BONO PARTNERSHIP
TREASURER'S REPORT**

Ending Balances

October 2011 - October 2012

BANK OF NORTH GEORGIA	Balance/ Checking A/C 3706	Balance/ Money Market A/C - 2205	SUNTRUST A/C- 209	Total
Year 2012				
October	\$69,936.54	\$100,284.59	\$200,077.27	\$370,298.40
September	\$97,473.11	\$100,276.93	\$200,060.28	\$397,810.32
August	\$67,468.12	\$100,269.51	\$200,043.84	\$367,781.47
July	\$84,331.04	\$100,261.84	\$200,026.85	\$384,619.73
June	\$111,232.94	\$100,254.18	\$200,009.86	\$411,496.98
May	\$182,522.25	\$220,242.79		\$402,765.04
April	\$142,096.58	\$220,217.54		\$362,314.12
March	\$152,652.71	\$220,193.11		\$372,845.82
February	\$172,646.93	\$220,167.86		\$392,814.79
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

10:01 AM
 11/21/12
 Accrual Basis

Pro Bono Partnership of Atlanta, Inc.
Profit & Loss
 July through September 2012

	<u>Jul - Sep 12</u>
Ordinary Income/Expense	
Income	
4070 · Contributions Unrestricted	
Bar Sections/Associations	1,500.00
4074 · Corporation Contribution	20,000.00
4075 · Individual Contribution	2,200.00
4076 · Law Firm Contribution	39,000.00
4077 · Matching Contribution	680.00
4070 · Contributions Unrestricted - Other	381.69
Total 4070 · Contributions Unrestricted	<u>63,761.69</u>
4190 · Reimbursed Expenses	77.00
Total Income	<u>63,838.69</u>
Expense	
Administrative	
Bar Dues	1,305.00
Equipment purchase	34.55
PayPal/Google Fees	25.40
Technology	
Blackberry	75.00
Electronic Newsletter Service	165.00
Webhosting fee	30.00
Technology - Other	316.69
Total Technology	<u>586.69</u>
Unemployment Expense	1,223.25
Volunteer Awards/Gifts	147.02
6110 · Transportation	
Employee Parking	450.00
MARTA Card	256.50
Mileage Reimbursement	84.25
Parking fees	424.25
Total 6110 · Transportation	<u>1,215.00</u>
6180 · Insurance	
Workers Compensation Insurance	119.00
6185 · Liability Insurance	1,988.00
Total 6180 · Insurance	<u>2,107.00</u>
6250 · Postage and Delivery	52.00
6260 · Printing and Reproduction	51.65
Total Administrative	<u>6,747.56</u>
Personnel	
Health Ins	5,480.91
Pre-Tax Parking	-706.50
6560 · Payroll Expense	
Payroll service fees	369.36
Payroll tax expense	4,413.59
Salaries	60,916.78
Total 6560 · Payroll Expense	<u>65,699.73</u>
Total Personnel	<u>70,474.14</u>
6670 · Program Expense	
6350 · Travel & Ent	
6370 · Meals	376.82
Total 6350 · Travel & Ent	<u>376.82</u>
Total 6670 · Program Expense	<u>376.82</u>
Total Expense	<u>77,598.52</u>
Net Ordinary Income	-13,759.83

10:01 AM
11/21/12
Accrual Basis

Pro Bono Partnership of Atlanta, Inc.
Profit & Loss
July through September 2012

	<u>Jul - Sep 12</u>
Other Income/Expense	
Other Income	
7010 - Interest Income	73.17
Total Other Income	<u>73.17</u>
Net Other Income	<u>73.17</u>
Net Income	<u><u>-13,686.66</u></u>

10:02 AM
11/21/12
Accrual Basis

Pro Bono Partnership of Atlanta, Inc.
Balance Sheet
All Transactions

Sep 30, 12

ASSETS	
Current Assets	
Checking/Savings	
1000 Bank of North Georgia	97,473.11
2000 Bank of NG Interest	100,276.93
3000 SunTrust Money Market	200,060.28
Total Checking/Savings	397,810.32
Other Current Assets	
Prepaid Insurance	3,308.47
Total Other Current Assets	3,308.47
Total Current Assets	401,118.79
Fixed Assets	
Accumulated Depreciation	-648.00
Equipment	647.99
Total Fixed Assets	-0.01
TOTAL ASSETS	401,118.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation	461.54
Total Other Current Liabilities	461.54
Total Current Liabilities	461.54
Total Liabilities	461.54
Equity	
Temporarily Restricted	62,500.12
Unrestricted	369,659.75
1110 - Fund Balance	-432,263.71
Net Income	400,761.08
Total Equity	400,657.24
TOTAL LIABILITIES & EQUITY	401,118.78

10:03 AM
11/21/12

Pro Bono Partnership of Atlanta, Inc.
Statement of Cash Flows
January through September 2012

	<u>Jan - Sep 12</u>
OPERATING ACTIVITIES	
Net Income	-31,502.63
Net cash provided by Operating Activities	<u>-31,502.63</u>
Net cash increase for period	-31,502.63
Cash at beginning of period	<u>429,312.95</u>
Cash at end of period	<u><u>397,810.32</u></u>

Pro Bono Partnership of Atlanta 2012 Budget

INCOME

2011 Actual

2012 Budget (revised)

Draft 2013 Budget

Corporations 100000
 Law Firms 131650
 Individuals 19625
 Grants 78000
 Matching Contributions 3069
 Client Contributions 2000
 Bar Sections & Associations 30435
 Reception Sponsorships 0
 Net fundraiser income 30247
 Interest 499
 Misc Income 1442
TOTAL INCOME 396967

100000
 135000
 20000
 25000
 3000
 2000
 30000
 5000
 30000
 500
 500
351000

100000
 144000
 20000
 25000
 3500
 2000
 30000
 6000
 31000
 500
 500
362500

EXPENSE
Personnel
 Staff Salary 222922
 Payroll Taxes 18036
 Payroll Fees 1372
 Unemployment Deposit
Subtotal 242330
 Medical Insurance 18743
 Contingent Bonus 33750
Total Personnel 294823

241675
 19148
 1400
 2922
 265145
 20500
 32000
 317645

249700
 20423
 1500
 0
 271623
 23571
 32000
 327194

Office Expense Accounting 5514
 Advertising 0
 Membership Dues 367.5
 Professional Fees (bar dues) 806
 Equipment 0
 Copying 0
 Insurance 6182
 Library 0
 Postage 422
 Printing 141
 Office Supplies 1.72
 Blackberry/ipad plan 445
 Subscriptions 0
 Parking/Mileage 1819
 Licenses & Permits 85
 PayPal Fees 340
 Miscellaneous 437
 Electronic Newsletter 660
 Webhosting fee 148
 Other Technology (Electronic Survey) 200
 Donor Software 977
 Website Development 500
 Donation for webcast technology 19045.22
Total Office Expense 19045.22

5300
 0
 400
 810
 0
 0
 6500
 50
 500
 250
 50
 300
 50
 1500
 50
 400
 500
 660
 200
 200
 1100
 1000
 500
 19570

5500
 0
 600
 1300
 0
 0
 6500
 50
 500
 250
 50
 300
 50
 1500
 50
 400
 500
 660
 120
 200
 1200
 1000
 500
 21230

Program Expense: Conference Fees 504
 CLE Fees 330
 Travel/Lodging 496
 Meals 716
Total Program Expense 2046

500
 500
 500
 750
 2250

550
 500
 500
 750
 2300

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

3332
2026
5358
321,272

3030
2200
5230
344,695

3300
2500
5800
356,524

Pro Bono Partnership of Atlanta

	2007	2008	2009	2010	2011	2012	As of 11/26/12	2013
Volunteers (total)	222	452	483	423	431	440	445	460
In-House Volunteers	39	73	130	111	123	120	138	130
% of Returning Volunteers¹								
Matters Website Resources Added	200	472	572	545	532	560	517	580
Workshops	35	34	50	34	34	34	35	36
Check Ups	0	3	4	4	4	4	3	4
Clients (total)	210	330	401	452	512	550	560	600
New Clients % of New Clients that are "Established"²		120	71	51	60	38	42	
Partnering on matters	10	24	31	22		25	19	30
Budget	235,000	270,000	300,000	300,000	318,000	323,000	344,700	360,000

Pro Bono Partnership of Atlanta
Calendar of Contributions

Donor	2011 Month	2011 Contribution Amount	2012 Month	2012 Contribution Amount	expected	Board Contact
AGL Resources	July	\$1,000	March	\$1,000	\$1,000	Shannon Pierce
Alston & Bird	February	\$5,000	March	\$5,000	\$5,000	Faith Knight
Arnall Golden Gregory		\$0		\$0	\$0	Briley Brisendine
AT&T	June	\$15,000	September	\$15,000	\$15,000	Tom Rawls
Baker Donelson		\$0				Reggie O'Shields
Balch & Bingham	October	\$2,500			\$2,500	Pat Roberts
Ballard Spahr	October	\$2,000	November	\$2,000	\$2,000	Frank Landgraff
Barnes & Thornburg	October	\$5,000			\$5,000	Betsy Griswold
Bryan Cave	December	\$1,000	November	\$1,000	\$1,000	Frank Landgraff
Carlton Fields		\$0				Rick McMurtry
Chamberlain Hrdlicka		\$0				Kathleen Bardell
Cisco						
Coca-Cola Company	July	\$25,000	June	\$25,000	\$25,000	Ben Garren
Cox Communications		\$0				Randy Cadenhead
Delta Airlines		\$0		\$0	\$0	
DLA Piper	August	\$7,500	August	\$7,500	\$7,500	Faith Knight
Dow Lohnes		\$0				Randy Cadenhead
Duane Morris	September	\$1,500		\$1,500	\$1,500	Reggie O'Shields
Elarbee Thompson		\$0				Randy Cadenhead
Ernst & Young						Amy Dosik
Federal Home Loan Bank	March	\$3,000	July	\$5,000	\$5,000	Reggie O'Shields
Finnegan	July	\$5,000	August	\$5,000	\$5,000	Frank Landgraff
GE Energy	December	\$30,000			\$30,000	Frank Landgraff
Georgia Natural Gas		\$0				Shannon Pierce
Home Depot	March	\$20,000	January	\$10,000	\$10,000	Briley Brisendine
Hunton & Williams	August	\$2,500		\$2,500	\$2,500	
Invesco		\$0				Ben Garren
Jackson Lewis		\$0				Betsy Griswold
Jones Day	September	\$5,000	November	\$5,000	\$5,000	Pat Roberts
Littler Mendelsohn	December	\$1,000			\$1,000	Betsy Griswold
Kilpatrick Townsend	April	\$25,000	May	\$25,000	\$25,000	Tom Rawls
Kimberly-Clark						Tricia Kinney
King & Spalding	January	\$10,000	December 2011	\$10,000	\$10,000	Happy Perkins/Ben Garren
McGuire Woods		\$0				Shannon Pierce
McKenna Long & Aldridge	October	\$5,000			\$5,000	Shannon Pierce
McKesson Foundation	October	\$1,000	September	\$1,000	\$1,000	Faith Knight
Miller & Martin	December	\$1,000		\$0	\$0	Ben Garren/Jared Brandman
Nelson Mullins	December	\$5,000			\$5,000	Ben Garren
Ogletree Deakins	December	\$5,000			\$5,000	Tom Rawls
Paul Hastings	May	\$5,000	May	\$5,000	\$5,000	Frank Landgraff
Primerica		\$0			\$0	Brent Houk
Schiff Hardin		\$0			\$0	Kathleen Bardell
Seyfarth Shaw	April	\$7,500	May	\$7,500	\$7,500	Reggie O'Shields
Southern Company	July	\$10,000			\$10,000	Pat Roberts
SunTrust		\$0			\$0	
Sutherland	November	\$25,000	September	\$25,000	\$25,000	Frank Landgraff
Taylor-English		\$0			\$0	Frank Landgraff
Thompson Hine		\$0			\$0	Reggie O'Shields
Troutman Sanders	October	\$5,000			\$10,000	Pat Roberts
Turner	October	\$5,000	November	\$10,000	\$10,000	Rick McMurtry
UPS	October	\$50,000				Betsy Griswold
Womble Carlyle	November	\$5,000			\$2,500	Pat Roberts
TOTAL		\$296,500		\$169,000	\$245,000	

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