

**Pro Bono Partnership of Atlanta
Minutes for Board Meeting
Paul Hastings Atlanta Office
February 19, 2013**

Members Present:

Angie Woo
Ben Garren
Betsy Griswold
Brent Houk
Briley Brisendine
Faith Knight Myers
Frank Landgraff
Jared Brandman
Kathleen Bardell
Pat Roberts (via telephone)
Randy Cadenhead (via telephone)
Reggie O'Shields
Rick McMurtry
Shannon Pierce
Tim Phillips (joined at 4:17 p.m.)
Tom Rawls

Others Present:

Jerry Blanchard
Laura Hennighausen
Rachel Spears
Robyn Miller

Members Absent:

Brent Houk
Tricia Kinney

Meeting called to order: 3:44 p.m.

I. Governance

1. Briley Brisendine moved to approve Tim Phillips as newest board member, and Betsy Griswold seconded. All unanimously approved.
2. Tom Rawls will be cycling off the board at the next meeting in May. AT&T will be putting up Tamera Woodard for his position. Tom Rawls will remain on the advisory and fundraising committees.
3. Ben Garren moved to approve board minutes from the annual meeting in November 2012, and Frank Landraff seconded. All unanimously approved.

II. Finance

1. Treasurer's Report - Jerry Blanchard provided a report on the cash balances in the PBPA accounts. In order to keep the SunTrust account under \$250,000, money will be reallocated to the money market account.

2. Review of Financial Statements - Quarterly financial statements were distributed to the Board. Rachel Spears reported PBPA covered expenses for the annual Donor and Volunteer Reception with sponsorships. Ben Garren noted there was money budgeted for website development that was unused. Rachel Spears explained a former legal fellow, Kyle McEntee, did this work free of charge and is currently putting together a manual for Lola Ibitoye on how to maintain the website.
3. Review of draft 2013 Budget – Rachel Spears reviewed the budget for 2013. Rachel Spears reported the current insurance plan for PBPA employees has increased by 15% so alternatives are being explored. The Board discussed the proposed budget, and Ms. Spears provided additional details in response to questions. Jared Brandman moved to approve the 2013 budget, and Frank Landgraff seconded. All unanimously approved.

III. Executive Director’s Report

1. Strategic Plan Update - Rachel Spears reported that PBPA is exceeding strategic plan goals for total number of volunteers, in-house volunteers, and clients and is on track to meet goals in other areas. Planned numbers of matters and volunteers going forward will need to be reassessed because current numbers are higher than anticipated. Frank Landgraff volunteered to assist in updating these numbers.
2. Volunteer Appreciation Event – Rachel Spears invited input.

IV. Fundraising

1. Year End Donations – PBPA received donations from most prior corporate and law firm donors. PBPA is not on track to meet strategic plan goals for individual fundraising. The Board discussed the possibility of getting the Advisory Committee energized around increasing individual donations. The Fundraising Committee has met and is preparing recommendations for the board. A fundraiser for associates is in planning stages.
2. ACC-GA Event – The ACC-GA Value Challenge event at Sutherland will take place April 25th. Proceeds go to PBPA. Last year’s event netted approximately \$31,000 for the organization. There needs to be good attendance from in-house attorneys this year for the event to continue. Board Members were encouraged to attend and invite their colleagues.

V. Social Gathering for Board

1. A social gathering will be held for the Board at Betsy Griswold’s condo on April 20th. Rachel Spears will email details. Significant others are invited.

VI. Executive Session

Next Meeting: May 21, 2013 at 3:30 p.m., Location: Barnes and Thornburg.

Meeting Adjourned: 4:50 p.m.