

**Pro Bono Partnership of Atlanta
Minutes for Board Meeting
King & Spalding Atlanta Office
November 27, 2012**

Members Present:

Angie Woo
Ben Garren (joined at 3:30)
Betsy Griswold
Brent Houk (joined at 3:25)
Briley Brisendine
Faith Knight Myers
Frank Landgraff
Jared Brandman
Kathleen Bardell (via telephone)
Pat Roberts
Randy Cadenhead
Reggie O'Shields
Rick McMurtry
Shannon Pierce
Tom Rawls

Others Present:

Jerry Blanchard (on phone)
Laura Hennighausen
Rachel Spears
Robyn Miller

Members Absent:

Tricia Kinney

Meeting called to order: 3:12 p.m.

I. Governance

1. Frank Landgraff moved to approve Angie Woo as newest board member, and Briley Brisendine seconded. All unanimously approved.
2. Reggie O'Shields moved to approve new board officers (see attached), and Shannon Pierce seconded. New board officers were unanimously approved.
3. The Board joined outgoing board president Frank Landgraff in commending Rachel Spears on her excellent work.
4. Pat Roberts moved to approve board term renewals, and Frank Landgraff seconded. All unanimously approved.
5. Rachel Spears noted that Amy Dosik had resigned from the Board, and the Board discussed possible new Board members.
6. Jared Brandman moved to approve minutes from the August Board meeting, and Briley Brisendine seconded. All unanimously approved.

II. Finance

1. Treasurer's Report - Jerry Blanchard provided a report on the cash balances in the PBPA accounts.
2. Review of Quarterly Financials - Quarterly financial statements were distributed to the Board. Rachel Spears reported that income is in line with expectations, with most individual donations expected to come in at the end of the year. She also confirmed that expenses are projected to meet budget, noting increases in insurance and other minor costs.
3. Review of draft 2013 Budget – Rachel Spears reviewed a draft of the budget for 2013. She noted that personnel costs will increase, as a new part-time paralegal will be employed for the full year, and PBPA will receive health insurance quotes in January or February. She indicated that a revised draft will be finalized and presented to the Board for a vote at the February Board meeting. The Board discussed the proposed budget, and Ms. Spears provided additional details in response to questions.

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. It was noted PBPA cannot currently track the percentage of returning volunteers or the percentage of new, established clients.
2. New Hire – Rachel Spears informed the Board that Laura Hennighausen was hired as the Program and Development Manager for PBPA in October 2012.

IV. Fundraising

1. The Board reviewed the updated calendar of contributions, and Board members were reminded to contact organizations assigned to them regarding donations.
2. A fundraising strategy committee was formed with Tom Rawls, Jared Brandman, and Tricia Kinney. Other interested Board members were encouraged to contact Tom to join. The committee plans to meet before the next Board meeting to discuss possible fundraising strategies.
3. Rachel Spears informed the Board that there will be a series of emails and one physical mailing to solicit year end-donations. Board members were asked to help by personalizing emails to send to past donors.

V. Other

1. Rachel Spears reminded the Board of the upcoming Volunteer and Donor reception to be held on January 29, 2013 and noted that sufficient sponsorships had been secured to more than cover the cost of the event.

VI. Executive Session

1. The Board discussed and approved motions regarding the PBPA Executive Director's (i) 2012 bonus amount, (ii) 2013 compensation structure, and (iii) 2013 base salary amount and bonus potential amount.

Next Meeting: February 19, 2013 at 3:30 p.m., Location: Paul Hastings

Meeting Adjourned: 4:55 p.m.