

**Pro Bono Partnership of Atlanta
Minutes for Board Meeting
Nelson Mullins Atlanta Office
August 20, 2013**

Members Present:

Angie Woo (via phone)
Ben Garren
Betsy Griswold
Brent Houk
Briley Brisendine
Faith Knight Myers (joined at 3:45 pm)
Frank Landgraff
Kathleen Bardell
Jared Brandman
Juliet Sy (joined at 3:45pm)
Pat Roberts
Randy Cadenhead
Reggie O'Shields
Tamera Woodard
Tricia Kinney

Others Present:

Jerry Blanchard
Laura Hennighausen
Rachel Spears
Robyn Miller

Members Absent:

Tim Phillips

Meeting called to order: 3:39 p.m.

I. Governance

1. Randy Cadenhead moved to approve board minutes from the meeting in May 2013, and Frank Landgraff seconded. All unanimously approved.
2. Randy Cadenhead announced that he will retire at the end of 2013, and will resign from the Board of Directors. He will remain on the Advisory Committee.
3. Rachel Spears mentioned possible new additions to the Board, including potential members from SunTrust or Delta.
4. The Board discussed proposed revisions to the Employee Handbook in the areas of Paid Vacation and Sick Leave. Randy Cadenhead moved to approve changes, Tricia Kinney seconded. All unanimously approved.

II. Finance

1. Treasurer's Report – Jerry Blanchard provided a report on the cash balances in the PBPA accounts. The threshold for FDIC Insurance is \$250,000 so PBPA will work to maintain a balance lower than that amount in each account.

2. Review of Financial Statements – Quarterly financial statements and the annual budget with expenses as of 6/30/13 were distributed to the Board. Rachel Spears reported that malpractice insurance did increase 10%, but the premiums on other policies have remained stable. The cost of the volunteer opportunities iPhone application was not in the budget, but PBPA received a grant from the Georgia Bar Technology Section for this expense.
3. Rachel Spears reported that PBPA has decided to move webcast programming from ProBono.net because of technical difficulties. PBPA will now use Adobe Connect for webcasts. Adobe Connect does have a fee of \$425 a year, plus a one-time startup fee of \$750. There is room in the budget for this expense.
4. Copies of PBPA's Form 990 that had recently been filed were distributed to the Board for ratification. A draft had also been distributed to the Board for review and comment several weeks prior to the filing date. Reggie O'Shields moved to ratify the filing of the 990, Kathleen Bardell seconded. All unanimously approved.

III. Executive Director's Report

1. Strategic Plan Update – Rachel Spears reviewed progress against PBPA's strategic goals for 2013 and reported that PBPA is on track to meet strategic plan goals.
2. Legal Check-Up Materials – other organizations have requested use of LCU materials. A Board committee comprised of Rick McMurtry, Betsy Griswold, Briley Brisendine and Frank Landgraff will analyze the issue and alternatives, including potentially granting licenses for the use of these materials.
3. Controversial Clients – The controversial client Board committee of Kathleen Bardell (replacing Shannon Pierce), Rick McMurtry and Brent Houk was formed last year to advise on potentially controversial clients. The subcommittee reported on a recent meeting and proposed a controversial client PR statement that was discussed by the Board.

IV. Fundraising

1. Annual Donations – PBPA is on track to receive annual donations on par with 2012. Rachel Spears asked Board members to contact their assigned law firms to request donations for 2013.
2. Associate's Campaign for Legal Services – PBPA was selected again as a beneficiary of the Atlanta Council of Younger Lawyer's Annual Associates Campaign to take place the month of September.

3. Monday Night Brewing Event – On September 30th, PBPA will hold a fundraising event at Monday Night Brewing, a new microbrewery in West Midtown. Tickets will be sold online for \$20 which includes entry to the brewery, a pint glass, 6 tasting tickets, a tour, and \$30 credit toward first rides with Uber. A food truck will be on hand and will donate 10% of profits to PBPA. Board members are encouraged to attend the event, and invite colleagues, friends and family.

V. Executive Session

Next Meeting: November 19, 2013 at 3:30 p.m., Location: Alston & Bird.

Meeting Adjourned: 4:50 p.m.