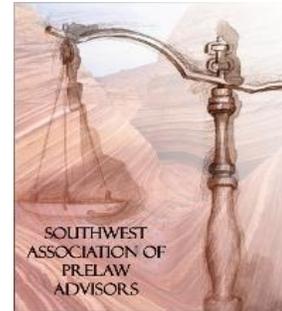


**Southwest Association of Prelaw Advisors
Executive Board Meeting Minutes
Wednesday, September 13, 2017
Memphis, Tennessee**



Members in Attendance: Sandy Self, Hardin-Simmons University; Anne Dutia, University of Texas at Dallas; Michelle Payne, Texas Wesleyan University; Karen Severn, Texas A&M; Jill Nikirk, Southern Methodist University, and Ana Alvarez, University of Texas at San Antonio.

Welcome

Sandy Self welcomed to and thanked everyone for attending the meeting. She called meeting to order at 10:04 a.m.

Approval of Minutes

Electronic copies of minutes from the SWAPLA Executive Board Meeting at Memphis, TN on February 11, 2017, had been submitted to board members for review on September 7, 2017. Sandy Self moved to approve minutes. Anne Dutia expressed she did not approve the minutes because the name of Wendy Watson had appeared in the minutes, and Wendy Watson had not attended the meeting. Ana Alvarez expressed the correction had appeared in the last minutes sent out via email on September 7. Board officers voted and unanimously approved the minutes.

President's Report

2017 Caravan Dates and Sites. Karen Severn gave overview of caravan and recap of the itinerary.

Texas A&M University - Monday, October 23

Southern Methodist University - Tuesday, October 24

Baylor University - Wednesday, October 25

The University of Texas at Austin -Thursday, October 26

The University of Texas at San Antonio – Friday, October 27.

Karen Severn declared that up to this date, 124 law schools had registered for the caravan, but they were not going to visit every event as some schools do not share tables. She expressed that everything was going smoothly as the SWAPLA Caravan does not offer either shuttles or hotels.

Houston Forum – 2017 (concerns due to Hurricane Harvey). Sandy Self and Anne Dutia observed there were concerns of uncertainty on the LSAC Houston Forum because of the damages the city and particularly the scheduled conference hotel had suffered due to Hurricane Harvey. Anne Dutia noted that the LSAC was attempting to either moving the location or the date to accommodate the event.

Treasurer's Report. Michelle Payne mentioned that the expenses for this conference were not clear yet but that \$23,000.00 was spent in the New Orleans conference last year. She informed that Constant Contact had not been taken off and had not been used. However, she suggested it could be used for other programs. She also expressed that there had been issues with Merrill Lynch checks as they had been delayed for payment due to Hurricane Irma because

Merrill Lynch's headquarters were in Jacksonville, FL. Sandy Self moved to approve treasurer's report. Board Members approved.

Unfinished Business

None

New Business

Sandy Self declared she had sent a letter to Jeff Robb's wife, and PLANC had made a \$100 donation for Jeff's Foundation.

Sandy Self asked Jill Nikirk if she wanted to continue on the SWAPLA Board. Jill Nikirk expressed her desire to continue serving on the Board.

Vacancies on the SWAPLA Board. Sandy Self asserted the need to fulfill the vacancies on the Board as there had been some members who would not be with us for new term. Anne Dutia was transitioning out of her role as prelaw advisor, Gary Keith and Jerry Polinard had retired, and Claudell Woods and Jeff Robb, unfortunately, had passed. Sandy Self remarked she had invited Adria Kimbrough to be part of SWAPLA Board, so she had transitioned from the SAPLA Board to the SWAPLA Board. Anne Dutia suggested Adria would work on the programming committee for next conference.

Although some President and Vice-President nominations had been presented by Anne Dutia, the Board leaned towards having more experienced board members to take those executive positions. Sandy Self suggested Michelle Payne for President and Ana Alvarez for Vice President. Michelle Payne expressed that the Treasurer position needed continuity, and that was the reason she had not wanted to take the Presidency earlier. However, she said she could bring Barbara Kirby in and train her as Treasurer. Barbara Kirby is at Texas Wesleyan University. Michelle Payne and Ana Alvarez accepted their nominations. Sandy Self moved to approve the motion, Karen Severn seconded, and Board members approved.

Sandy Self stated that in addition to fulfill the President and Vice President vacancies, the SWAPLA Board could benefit from having an increased number of Board Members. Ann Dutia suggested to separate the webmaster from the caravan coordinator. Sandy Self proposed to have 5 ad-hoc prelaw advisors and 4 law school representatives. New Board Members would be transitioned into assistants' positions to learn more about SWAPLA's practices and events. Several prelaw advisors' and law schools representatives' names were discussed for different Board positions.

2017 Slate of Officers and Board Members

Officers:

President - Michelle Payne, Texas Wesleyan University

Vice President - Ana Alvarez, The University of Texas at San Antonio

Treasurer - Barbara Kirby, Texas Wesleyan University

Secretary and Membership Chair - Lori DeKalb, University of Oklahoma

Caravan Coordinator - Hong Tran Escobar, The University of Texas at Austin

Webmaster – Matthew Kerns, UALR William H. Bowen School of Law

At Large Prewlaw Advisors:

Karen Severn, Texas A&M University

Parker Hevron – Texas Woman's University

Amanda Moore – Hendrix College

Adria Kimbrough – Dillard University
Julie Lantrip – Tarrant County College

Law School Representatives:

Jill Nikirk – Southern Methodist University, Dedman School of Law
Mario Villa – The University of Texas School of Law
Alicia Cramer – South Texas College of Law Houston
Matthew Kerns - UALR William H. Bowen School of Law

Current Board Members would contact each of the nominees and if interested, they would be confirmed on their positions at the SWAPLA General Meeting that would take place on Friday, September 15. Sandy Self moved to approve the motion to include these additional Board Members, Karen Severn seconded. Approved by Board Membership.

PLANC Board Meeting: Memphis. Sandy Self explained that in the past, President and Vice-President were the SWAPLA representatives at PLANC, so they would go to PLANC meetings. However, Sandy Self expressed, it was optional to the new President to appoint who was going to have the SWAPLA representation at PLANC.

Houston Forum, 2018. Karen Severn announced that the Houston Law School Forum would be held on Saturday, November 10, 2018.

2018 Law School Fair Caravan – Karen Severn that the caravan would take place around the Law School Forum Date.

2018 SWAPLA Annual Conference – Sandy Self reported next SWAPLA conference would be in Oklahoma and that there were no written laws to hold the annual conference in the fall, so the Board could consider move it to winter or spring.

SWAPLA Website – webmaster. Sandy Self brought up that Karen Severn is soon retiring and explained the need to have a new webmaster to update the website. She mentioned that Matthew Kerns, of UALR William H. Bowen School of Law, had been recommended to fill in this position.

SWAPLA record-keeping repository, including membership records and tracking. Sandy Self also stated the importance to keep records on the SWAPLA website as well as have the officers access the website. Michelle Payne requested authorization to pay a person \$10.00 an hour to scan documents from 2005. Sandy Self moved to approve the request. Ana Alvarez seconded. Members approved.

SWAPLA Bylaws and Constitution – updates and/or revisions. Sandy Self said that there was a need to review the SWAPLA Bylaws and Constitution. She indicated that SWAPLA does everything by tradition. Presidents and vice-presidents traditionally hold the positions for two years. She suggested to have a committee to revise and suggest updates to Bylaws and Constitution.

Adjournment. Michelle Payne moved to adjourn the meeting. Board approved. Meeting adjourned at 11:10 am.

Ana Alvarez, Ed.D.
Secretary