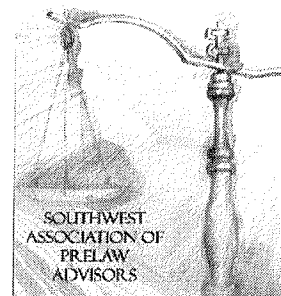


**Southwest Association of Prelaw
Advisors
Board Meeting Minutes
Saturday, October 6, 2019
Houston, Texas**



Board Members and Committee Chairs Present: Michelle Payne, Barbara Kirby, Ana Alvarez, Lori Williams-DeKalb, Hong Tran Escobar, Karen Severn, Amanda Moore, Alicia Cramer, Julie Lantrip, Matthew Kerns, Mario Villa, Jill Nikirk, Sandy Self, and Adria Kimbrough

Meeting called to order: 9:13 am by President Michelle Payne. Michelle welcomed everyone and announced the meeting as a general board meeting with committee chairs present.

Approval of minutes from Executive Board meeting on 6/14/19. Discussion: Under the paragraph discussing feedback for Terri – the board did not agree to have the conference in Dallas. Although, it was discussed that Dallas was a possible location, we also agreed that others were welcome to submit a proposal. Barbara moved and Matt seconded a Motion to strike last sentence stating we had agreed to have the 2021 conference in Dallas. Motion passed. Michelle has some other minor changes. Motion to approve minutes with corrections. Sandy moved, Matt seconded. Minutes with corrections approved.

PLANC report by Sandy Self: Call for proposals has gone out. She asked if anyone has been contacted for committees. Ana is on logistics, Adria is on speakers and Michelle is on the sponsorship committee. Discussion that the Louisiana bar meeting is the same week as PLANC and that may impact PLANC sponsors. PLANC website has call for proposals. Sandy is going on 17th for PLANC meeting, as well as Ana and Michele. Michele suggested to put call for PLANC proposals on SWAPLA website. Matt agreed.

Caravan report by Hong Tran Escobar: See attached email she sent to exec that includes numbers for each caravan and comparison to last year. Law schools did a better job confirming their absence this year than last. She mentioned that several Dallas area schools have expressed interest in hosting caravan for 2020. Discussion followed re: possibly sending a survey to the law school reps and see what their preference is, e.g. are they open to going to different schools. In the past, host sites were chosen more by the route the caravan buses would be taking. We are no longer using buses, however, we haven't had the need to institute any sort of application to host process. Jill suggested we look at what location is most central, how strong the program is, etc. She also mentioned the possibility of having a Dallas area law fair at a hotel, etc. Mario suggested an east day and a west day, leaning toward a neutral site. Karen suggested an evening fair to give people who work the opportunity to get there as well as students from area campuses.

Hong stated the Houston LSAC Forum is Oct 17, 2020. She shared the suggested schedule for 2020 law fair in her email.

Hong expressed her preference to work with coordinators she knows will be responsive and are strongly involved in SWAPLA. Texas Tech had 200 students and 48 law schools. Barbara would like to do a survey of the law reps to see how they feel about Dallas, 1 or 2 stops, location preference, day or

evening, etc. Barbara moved that she and Hong develop a survey of law school participants at caravan to see what their preference is, Matt seconded. Motion passed. It was suggested they report back at Jan/Feb board exec meeting.

Hong mentioned there has been an increase in PayPal fees. Hong would like to have the registration cutoff earlier so the schools hosting the first week are better able to plan. Will discuss under new business. When a law school cancels and receives a refund, PayPal charges us a fee to make the refund.

APLA Conference reports from those who attended other APLA conferences. Lori and Barbara reported on the NAPLA conference in Boston. They visited 6 law schools, all of which have a heavy emphasis on social justice issues. Barbara mentioned she would like to make this opportunity available to others who are active in SWAPLA – board members, committee chairs, etc. She suggested a schedule of the upcoming conferences be posted and we make an application process. Ana suggested we publish events on website. It's good for other members and other APLAs, and is also an incentive for folks to join SWAPLA. Barbara moved we create a committee called APLA outreach to develop a process for inviting SWAPLA members to attend other conferences. Michelle moved, Matt seconded, motion passed. Volunteers: Hong will be chair, Lori and Julie on the committee. Barbara will assist with money questions.

Ana attended the MAPLA conference in Milwaukee, WI. She mentioned they held sessions for law school reps separate from Pre-Law Advising sessions. Only visited one law school - Marquette. But she enjoyed it as it allowed more time, etc. She thought content was very good.

Ana also gave her Caravan report: 231 law fair attendees, 82 law schools, 1 vendor, 3 no shows. She mentioned that 2 schools had no students approach their table. She scheduled presentations at the same time as the law fair and in hindsight thinks that may have had an impact.

Treasurer's Report by Barbara Kirby: See attached Treasurer's report. Total cash on hand is \$197,213.78. Profit from caravan is estimated at approx. \$30,000. Matthew motioned to approve the Treasurer's report, Mario seconded. Treasurer's Report approved.

President's Report by Michelle Payne: She'll be attending PLANC meeting on the 18th. Ana is also attending as SWAPLA's designated attendee. LSAC sent ambassadors, Colby and Isabelle, to several schools to visit with students about the digital LSAT. She appreciates them doing that. Question has been raised about whether SWAPLA has a designated LSAC rep. Ana volunteered to speak with Giselle about who that might be. Barbara Kirby brought up issues her students had with the digital exam, in particular, issues with proctors. Karen mentioned that what is PLANC is for, i.e. to discuss issues with LSAT, etc. Michelle Payne said they would discuss the issues at PLANC. In particular, there was concern re: a letter LSAC wanted to students to sign a letter regarding complaints, how it was worded and if law schools would view that negatively, etc. Matthew suggested the question be posted on the PLANC listserv for discussion, as well as speaking with Giselle.

Representation on PLANC is made up of the President of each APLA as well as a designated person from each APLA Board. That person for SWAPLA is currently Ana Alvarez. SWAPLA constitution doesn't currently say which other officer from SWAPLA the designate should be. Michelle Payne suggested we look at structuring our terms so that we have continuous representation at PLANC, i.e. so that the two positions are not going on and off at the same time. It's important to have continuous representation

at PLANC because the amount of funding that comes back to individual APLAs from the national conference is determined at PLANC.

Unfinished business: Wilson award for outstanding contributions to Pre-Law Advising – SWAPLA nominated Jeff Robb. Award went to someone else. Currently only 3 folks make that determination. Sandy, as incoming PLANC President, hopes to change how the award is determined. Michelle wants to table the discussion. Barbara Kirby moved we table the discussion, Alicia seconded. Motion passed.

New business:

Constant Contact: We are currently using Constant Contact as well as PayPay both of which has issues. Apparently, CC is undergoing some changes and Event Brite has offered to step in and take the place of CC. Event Brite has approached us to say that CC is changing its offering. We pay \$48/month for constant contact. We need to figure out what were doing here before another event happens. We are not in a conference planning stage and we're finished with caravan. Event Brite is courting Constant Contact users since Constant Contact is undergoing some changes. We are looking for a system for registration, payments, etc. – Matt volunteered to spearhead the search for a new platform. He said there are good programs out there. Membership campaign starts soon so he will try to find something by end of October.

Conference site for 2021: Barbara Kirby reported on the site visits with UNT-Dallas and SMU that Hong, Lori and she made in early August. We've previously discussed the 2021 conference dates being either April 7 – 10 or 14 – 17. Easter is April 4. Stay at one of the boutique hotels downtown, have plenary at UNT facility, spend time at SMU, other possibilities are tickets to Bush Library, reception at The Meadows. Potential for joint conference with another APLA. Michele will be with other APLA presidents on the 18th so she can discuss with them. Teri will get us the RFP. Karen Severn moved to have 2021 in Dallas. Lori seconded. Michelle called for a Motion to close discussion. Matt moved, Barbara seconded. Motion passed. Vote on location passed. Discussion for which date is better. Matt motioned the conference be held April 7 – 10, 2021. Hong seconded. Motion passed. Barbara volunteered to coordinate the conference.

Committee Reports:

1. Budget (Barbara Kirby, Chair): Brandon and Wendy are on her committee, as well as Michele in her capacity as president. She asked that the chairs of the other committees present their committee's spending needs to the budget committee. The budget committee will provide input as to funds and make recommendations and they will take it to the executive board. Exec board will vote on use of funds. Michele suggested we come up with a vision statement/mission statement so we can determine the board's priorities with regard to spending. Michele reiterated her original vision which is to increase membership and increase outreach other APLAs.

2. Constitution (Karen Severn, Chair): Members are Michele Payne and Sandy Self. Karen proposes to come up with changes and circulate among this group at the next Board meeting. Michelle's preference that new draft be formulated before. Discussion that the changes would need to be voted upon by the general membership. Michele asked that any changes regarding how elections are conducted be determined so potential officers know that there are possible changes coming to terms, etc. Karen said they will have something before Thanksgiving.

3. Membership (Lori DeKalb, Chair): Discussion that dues are currently set at \$25. Current list of members has been determined by looking at conference attendees and those who've paid dues. Goal is to start membership campaign by November 15. Dues payable beginning January 1.

4. Communications (Ana Alvarez, Chair): Committee members are Ana, Pilar, Brie, Jill, Alicia, Kenyon and Matthew. She has reached out to other APLAs regarding their communication which includes: publicizing events, newsletter, website and social media. Ideas re items to include in the newsletter: president's report, best practices for Pre-Law advisors, conference reports, PLANC and LSAC updates, guest contribution from another APLA. The format would resemble the PLANC Newspoints newsletter. Published twice/year following PLAN's guidelines. She wants to discuss with other committee members. Discussion followed that we could have a newsletter to coincide with membership campaign.

5. Community College outreach (Julie Lantrip, Chair): Committee members are Amanda, Mario, Karen and Hong. Mario mentioned that UT is doing more outreach to community colleges. He can provide contacts for each of the community colleges. Julie said that their number one priority is to compile contact info for each of the schools since the Pre-Law advisors aren't always official. Mario volunteered to serve on the committee. She hopes to do a survey and will need the contact info to send it. She asked the board if they have any contacts to share them with her. Connect Pre-Law advisors at universities to students at community colleges. Have Pre-Law advisors come to a fair since students don't always know where they are going – similar to a law fair or recruitment event. Discussion re putting something in the newsletter. Send survey first to Pre-Law advisors to see who their contacts are at the Community College level. Then send a survey to the community college contacts to find out how SWAPLA can best serve them. Michelle Payne suggested a mini-Pre-Law fair of advisors for the Dallas area. Julie thinks a webinar is the better way to reach community college students. Michelle Payne and Barbara Kirby volunteered to coordinate a webinar.

6. Diversity Outreach (Adria Kimbrough, Chair): Committee members are Matthew, plus 8 other members with a good balance of Pre-Law advisors and law school reps. She mentioned the possibility of SWAPLA members going to HACU, HBCU and tribal- affiliated schools to present Pre-Law information. They will come up with a formal proposal to submit and work to identify advisors and law school reps who would be willing to go and make presentations at these schools. Expenses of travel to these institutions to be covered by SWAPLA. This could also be a membership recruiting opportunity for SWAPLA. Possibly waiving membership dues for the Pre-Law advisors at that school. Letting them know the benefits of LSAC – coverage of expenses to attend conferences, etc. Need to develop a presentation for Pre-Law 101 that we all can use. Lori volunteered to send a Pre-Law 101 PowerPoint to Adria.

Suggestion was made that we have a diversity focus for SWAPLA 2021 conference.

Next meeting for board and committee chairs was agreed to be held in Austin. Tentative date is January 31.

Barbara Kirby moved we adjourn. Karen seconded. Meeting adjourned at 11:27 a.m.

Williams Dekalb, Lori A.

From: Escobar, Hong T <h.escobar@austin.utexas.edu>
Sent: Friday, October 04, 2019 12:03 PM
To: Michelle Payne; Kirby, Barbara; Williams Dekalb, Lori A.; Ana Alvarez; Self, Sandy; Matthew V. Kerns
Subject: 2019 SWAPLA Caravan Report
Attachments: 2018 SWAPLA Caravan Report for SWAPLA minutes

Thank you to the wonderful pre-law advisors who coordinated and planned successful Law Fairs during their busy fall season.

In 2019, the SWAPLA Caravan had 144 registrants overall, including two LSAT prep vendors (which both attended TAMU). For reference, I included last year's report. I emailed each of the coordinators after their event to request this feedback for this report and any info. provided is listed below. Barbara will provide an update as to the financials associated with the Caravan at our board meeting.

9/16 | Hendrix College Law Fair | Coordinator: Dr. Amanda Moore

Arkansas Regional Law Fair Report/ Hendrix had 42/60 registrants;

Student Attendees = 104

Law School Participants = 33

Law School Cancellations = 6

Law School No-Shows = 2 (Hofstra and Texas Southern University)

The event went smoothly and everything unfolded according to plan. Attendance was a bit lower this year, but enrollment is down at Hendrix, as well as other Arkansas schools. We did, however, have a fair number of students participating from Arkansas Tech University, University of the Ozarks, University of Arkansas at Little Rock, Harding University, and the University of Central Arkansas. Law school reps drank a lot of coffee and water, but only ate about a third of the snacks. Next year, I will plan to order fewer snacks relative to the total number of schools in attendance.

9/17 | Texas Tech Law Fair | Coordinator: Jordan Ryan

Texas Tech had 54/54 registrants;

9/18 | OU Law Fair | Coordinator: Lori Williams DeKalb

OU had 70/70 registrants;

Students - 190 students attended the Law Fair

Law School/Vendor Participants – 64 law schools in attendance. 64

Law School Cancellations – 4 cancelled after the registration deadline - Case Western, Pepperdine, Penn State Dickinson, Benjamin N. Cardozo School of Law (Roger Williams and Boston College cancelled prior to the deadline).

Law School No-Shows – 1 (Hofstra)

9/19 | UT Dallas Law Fair | Coordinator: Dr. Barbara Kirby

UT Dallas had 78/90 registrants;

Students - 200 students attended the Law Fair approximately

Law School/Vendor Participants – 73 law schools in attendance.

Law School Cancellations – University of Houston could not attend due to flooding. William and Mary could not come due to illness. Materials were placed on their tables.

Law School No-Shows – none

9/20 | Baylor Law Fair | Coordinator: Benjamin Cooper

Baylor had 78/106 registrants;

The biggest issue really seems to be the day of week. Last time, we hosted on a Wednesday (2017), and had just over 200 people, but with this year's fair, we were at 65-75 people total. I think that this can, in large part, be attributed to the fact that many of our students plan schedules to be on campus Mon-Thurs and so there was just a lot fewer students on campus. The other issue that might help move the Friday leg was that a lot of folks had flights out of Waco cancelled by American Airlines, at the last minute. This isn't that uncommon out of Waco, and I wonder if finishing the week in a city with a larger airport might really help folks to get back home, on schedule?

9/30 | TAMU Law Fair | Coordinator: Karen Severn

TAMU had 91/120 registrants;

Students - # 279

Law School/Vendor Participants 85

Law School Cancellations – 3

Law School No-Shows – 3

10/1 | TX State Law Fair | Coordinators: Dr. Carol Dochen and Summer Salazar

TX State had 78/110 registrants;

Students - 222

Law School/Vendor Participants – 74

Law School Cancellations – 5 (UNH, UNC, William & Mary, Liberty University, St. Thomas University)

Law School No-Shows – 2 (Thurgood Marshall, USD)

We had to make a last minute decision to reserve parking since check-in was during a peak parking time, so next time we'll most likely want to get started later to not run into that issue again, but other than that, it was a great!

10/2 | UTSA Law Fair | Coordinator: Dr. Ana Alvarez

UTSA had 87/92 registrants;

10/3 | UT Austin Law Fair | Coordinator: Hong Tran Escobar

UT Austin had 126/106 registrants;

Law Fair: Approx. **604** students attended overall, approx. **123** law schools represented

- Approx. 537 UT attendees
- Approx. 67 non-UT attendees
- Law schools that no-showed: Faulkner
- Law schools that cancelled in advance: TSU

Had one school (NCCU) show up but receipt confirmed that they were not registered for UT Austin. Had one LSAT prep provider show up but turned away because UT Austin has policy of no private vendors at Law Fair.

Notes from 2019 Caravan:

This year, we created a separate registration for the vendors (\$300 per school, only host schools that were open to having LSAT prep companies at their fair were listed as available on this form).

- We need to clarify that catering expense covers meals for law school reps. only
- We need to know which schools are amenable to private vendors beforehand, assuming that law school still has space
- We have had three schools express desire to host a Law Fair in Dallas area
- We had several law schools register after the deadline; request to add schools led to having to cancel and re-register (price increase with PayPal).

Recommendations for 2020 Caravan:

- We closed registration two weeks before the first Law Fair, but I recommend closing registration at least three to four weeks before to provide the first host school more time to plan for logistics.

- Due to weather in northern Texas and difficulty flying to/from locations that have minimal flights, we recommend using Dallas area as a hub to stay so that they can stay in Dallas and fly to/from the locations that are a bit more challenging.
- Next year, the Houston LSAC Forum will be Oct. 17 so the weeks we should focus on the immediate two weeks before that time.

2020 SWAPLA CARAVAN

Next fall, Houston LSAC Forum is scheduled for Oct. 17, 2020.

Proposed schedule (pending date and venue confirmation from host schools):

10/4: DFW area – possibly centralized location, offers to host by UNT, UT Arlington, SMU

10/5: Texas Tech

10/6: Baylor

10/7: Univ. of Oklahoma

10/8: Hendrix College

10/12: Texas A&M

10/13: Texas State

10/14: UTSA

10/15: UT Austin

10/16: none

10/17: Houston LSAC Forum

Thanks,

Hong

HONG TRAN ESCOBAR, J.D., Law School Admissions Coach (Pronouns: she/her)
The University of Texas at Austin | [Liberal Arts Career Services](#) | 512-471-7900

Treasurer's Report
Southwest Association of Pre-Law Advisors, Inc.
Presented at SWAPLA Board Meeting October 5, 2019
By Barbara E. Kirby, Treasurer

1. Cash in Accounts as of October 1, 2019		
a. Chase Checking Account		\$170,799.02
b. PayPal		\$26,414.76
c. Total Cash on hand		\$197,213.78
2. Income for 2019 Law Fairs		
a. Gross on PayPal		\$57,375.00
b. Checks/ACH		\$7,280.00
c. Total Income from Law Fairs		\$64,655.00
3. Expenses to date for Law Fairs		
a. Paid expenses		\$6,581.80
b. PayPal Fees		\$1,702.94

Remaining reimbursements to be paid as invoices received in the next 30-60 days. Based on 2018 numbers, estimated to be \$20K to \$25K.