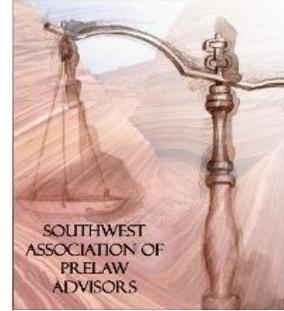


SWAPLA Board Meeting minutes  
UT-Dallas Campus  
Richardson, TX

Thursday, February 27, 2020



Present: Barbara Kirby, Hong Tran Escobar, Karen Severn, Ana Alvarez, Lori DeKalb, Jill Nikirk, Julie Lantrip, Mario Villa, and Alicia Cramer

Meeting Called to order at 9:22 am by Vice President Ana Alvarez. President Michelle Payne was unavailable due to illness. Barbara mentioned that Matt Kerns is unable to participate by phone.

Approval of previous board meeting minutes from October 6, 2019. Alicia motioned to approve. Mario seconded. No comments. Minutes approved.

Reports:

**Caravan Report (Hong Tran Escobar):** The Houston LSAC Forum is October 17, 2020. Hong proposes having the caravan in the two weeks prior, leaving Friday, October 16 empty. Week 1: only Thursday and Friday locations are confirmed. She proposes Dallas, Texas Tech, Baylor for M, T, W of first week. Discussion followed. Dallas is best flying for everyone from around the country so idea is to start there and reps can fly in and out of Dallas. Discussion about where to have the Dallas location for caravan. Mario brought up having it at a neutral site and not at a school. BK mentioned that the three schools UTA, UNT and UT-Dallas have discussed alternating hosting, or possibly co-hosting all together somewhere in Grapevine. Concern was that law schools prefer to be at a campus and that students won't travel. Another option is to have a Dallas location and an Arlington location and split the day. Discussion followed: host at a school that would have the most students in attendance AND are more likely to apply broadly, rather than regionally. Possibly have a UNT location another day apart from Caravan, and have regional schools come to them. Either UTD or split the day b/t UTD and UTA. BK proposed to reach out to UTA and discuss how strongly they feel about hosting, and they will decide among themselves whether to have UTD or UTA, or split. We ruled out having it at neutral site b/c students just won't travel/drive. Ruled out UNT b/c it's a commuter school and students won't come to events. But suggest to UNT to have a Tour of Texas event where TX law schools possibly in the spring of 2021. Alicia volunteered to discuss this with the Pre-Law Advisor at UNT.

**Treasurer's Report (Barbara Kirby):** As of 2/25/20 cash on hand is approx. 164,200. Net income from last caravan was \$73,700. Expenses were approx. \$32,000. Since our goal is to spend to benefit members, Barbara proposed that SWAPLA pay for caravan parking. Discussion was law schools don't feel they need to be reimbursed for parking. Barbara wants to discuss at June meeting, possibly increasing amount of subsidy for PLAs to bring students – possibly the entire cost of bringing their students. Tax update: shifting from old fiscal annual year to annual year will require the filing of a short

return and then we'll be on a regular schedule for filing. Started using quick books January 2020. Motion to approve Alicia. Seconded by Jill. Treasurer's report approved.

**President's Report (Michelle Payne by email):** "Since last meeting, she attended both PLANC meeting and LSAC Work Group meeting. Whoever replaces me should be aware there are two PLANC meetings per year and the LSAC Work Group meeting in December/January you will need to attend. You appoint a designated member for PLANC besides yourself to go as well (I appointed Ana). One APLA has kept the same member for years as a designated member- others rotate the designated member with election cycles. PLANC is in Philadelphia in the spring and moves locations in the fall. The LSAC Work Group meeting has been in Orlando.

PLANC has had numerous conference calls besides the meetings as we are revising the Constitution and Bylaws, and voted to carry Indemnity Insurance on the group, and are working on the Conference. There was also much discussion about using LSAC's financial services to assist the treasurer with filing taxes and other items- we voted to do so.

LSAC Work Group: This was my last year to attend and whoever takes my place will really enjoy the meeting and the trip itself. The 6 APLA designees are paired with a law school representative from their same region and the results of the LSAC surveys are discussed among all present. It is a very productive exercise and I saw this time where several of the initiatives SWAPLA put in place the past two years are being "adopted" by other APLAS (such as going to other APLA conferences) - and I would not have known that without attending this meeting. It is a small group so there is a lot of contact with Giselle and Vivian and much open idea sharing. This year I was paired with Sam Riley UT Law Dean, and somewhere in our conversation, after hearing how wonderful Hong manages the Caravan, he said he would help support "TX Connects" - not sure what that means exactly... Lastly, I am working on compiling the survey results from all regions into a cumulative report (three of us are doing it) and this should be complete in time for PLANC in March, and I will make sure that is shared among everyone, as I have in the past."

#### **New Business:**

PLANC Conference Subsidy Proposal: Not counting travel costs, cost of attendance is about \$1300 (\$450 x 5 nights hotel). Barbara proposes \$1500 subsidy for members with the following conditions: Pre-Law Advisors must register before early registration, must stay at conference hotel, or overflow hotel. Discussion followed. Must attend SWAPLA general meeting on Wednesday of the conference. Will receive their check at the end of the meeting. Estimate is approx. 20 folks, non-board members, may attend. They should email Barbara if they're interested in the subsidy so we'll know ahead of time what the total cost of subsidies will be. Barbara will create an email or form for folks to use. LSAC eligible advisors will receive \$150 but also need to meet the requirements. Logistics to go in newsletter. Proposal to approve \$1500 PLANC Conference subsidy with the above conditions. All in favor, no opposition. Proposal passes.

#### **Committee Reports:**

1. Budget committee (Barbara Kirby, Chair): She has not been contacted for any spending requests by any committees.

2. Constitution committee (Karen Severn, Chair): Karen handed out a list of items to be fixed/addressed in the constitution. Typically, in a non-profit there is a board of directors who set the policies as well as the officers who do the work. They can be the same people. How those people are selected is what we need to decide today. The other question is that historically the VP has moved into the President's role, and VP has been the PLANC rep. However, that is not in the constitution. We need to decide what we want and present it to general membership in June at the general meeting. Discussion followed. We agreed to start with electing a President and 6 directors (3 of which will serve a one-year term), past presidents are welcome and encouraged to remain on the Board as a non-voting members to serve in a consultatory capacity. The President and 6 directors are voting members, any other officers are not voting members. Karen will send out duties for officers and everybody can give their input.
3. Membership committee (Lori DeKalb, Chair): Membership email was sent out mid-January 2020 to over 300 folks. Lists were compiled from past conferences, general membership meeting rosters, and LSAC's SWAPLA list. There are currently 26 paid memberships. Mentioned that officers need to pay membership dues. Discussion followed that PLANC registration has been set up to include APLA membership dues and how best to handle refunds for those who've already paid their membership dues. Suggestion was made to give them a refund check at registration check-in.
4. Communications committee (Ana Alvarez, Chair): She showed us the draft for the newsletter, named SWAPLA Insights. Standard content will be President's message, best practices, advising, post-conference reports, LSAC update, message from PLANC, SWAPLA board. Possibly a financial aid section from Access Lex. She's planning to send out very shortly.
5. Community College (Julie Lantrip, Chair): Discussed the letter that is to go out to the community colleges. Mario and Julie are working on a list of community colleges and the Pre-Law contact/advisor. Goal is to send the letter before deadline to register for PLANC so they know about subsidies, etc, and get them to confirm they are the right person. Julie's school won't pay her membership fee so she discussed whether SWAPLA would waived membership fees for CC advisors. Discussion followed and it was suggested and agreed that if CC advisor has concerns about the membership fee to contact SWAPLA. She and Miguel (from PCAPLA) are working on an informal meeting of CC advisors at PLANC. For SWAPLA 2021, try to do outreach to update the list and explain subsidies, etc. She hopes to have transfer fair in conjunction with SWAPLA 2021. Discussion whether it's feasible, etc. She's working at TCC to get transfer mentors.
6. Diversity Outreach (no report)

#### **New Business:**

**Membership/Website Platform Changes (Barbara):** She showed us the new platform on Your Membership. Training meetings are Wednesdays at 10 – 11, and then we have weekly homework. After going through several trainings, it is apparent that we can use the new platform for our website. Although Matt Kerns has moved to Widener, he has agreed to stay on until June. This means we'll need

a new webmaster. Karen agreed to act as the new webmaster. Barbara wants to know what we want the new website to look like –do we want it to look like the current website. Discussion followed.

**SWAPLA 2021 Conference.** Dates are April 7 – 10, 2021 in Dallas. Michelle mentioned in her email that none of the other APLAs have taken us up on the invitation to co-host. SMU and UNT-Dallas law schools are participating tentatively. We will work with Teri to get RFP. We can plan to look at hotels in August. We can do plenary and breakouts at SMU and UNT and there are great options for receptions or visits to the Presidential museum or The Meadows, or holocaust and human rights museum. Do we want to include Texas A&M Law? Jill requested Friday for SMU. UNT on Wednesday, possibly A&M on Thursday – Karen will reach out to them to see if they will participate. Barbara will touch base with Sheena at UNT, possibly A&M Thursday morning and UNT Thursday afternoon.

Alicia motioned we adjourn. Barbara seconded. Adjourned at 12:39 p.m.