



# Old Dominion Bar Association

## Minutes - Board Meeting

June 27, 2016 at 8:00 pm

Dial in number: 712-770-4700

Passcode: 437589

### I. Opening of meeting – Board members at 7:45pm; general body at 8:07pm

#### A. Roll Call

- i. Pia J. Miller
- ii. Jane Reynolds
- iii. Donald Gee
- iv. Tonnie Villines
- v. Kiah Spinks
- vi. Jordan McKay
- vii. Angela Bowser
- viii. Leonard Brown
- ix. Darius Davenport
- x. Joan Ziglar
- xi. Bruce Sams
- xii. Doris Causey
- xiii. Stacy Lee
- xiv. Karl Doss
- xv. Clarence Brooks

B. We received a lot of feedback about the 2016 Annual Conference. Doris Causey previously moved that we have a budget for an event planner so that means that we can have one for upcoming. Pia reported that the general consensus included both positive and negative feedback as to our prior event planner. General consensus is that we don't use conference chairs who are not members and who have not assisted with prior planning of ODBA events.

C. We will get the 2016 conference co-chairs a token of appreciation because they were not given anything at the actual event.

- D. Apology letter to vendors
  - E. Everyone free to choose whatever event planner they would like to use subject to bringing their selection back to executive committee.
- II. Approval of the Minutes of the Last Meeting
- A. Executive Committee Meeting – 6/5/2016
  - B. 2016 Annual Meeting
- III. Treasurer’s Report – Clarence Brooks – tabled because not sent out
- A. General Fund — Last balance \$25,785.17
    - i. Approval
  - B. Membership for 2016
- VIII 2016 76th Annual Meeting – Clarence Brooks
- A. Update – Number of registrants, sponsors, etc.
  - B. Letters of Appreciation –
  - C. Debriefing reports by committee chairs and event planner
- X. Completed Items
- A. 6/10/16 — Holland attended McCammon Group’s Professor Banaji address on bias
    - i. There will be a June newsletter that provides a lot of the recent updates. July 1 the website and eblast announcements should be going out.
  - B. 6/15-6/19/16 Virginia State Bar Conference — Board Members - Reynolds, Holland, Causey, Bowser, and Roberts attended as well as many other ODBA members.
- XI. UPCOMING EVENTS – these will be reported on at August meeting
- A. 7/16-7/22/2016 — National Bar Association – St. Louis Missouri – (President membership dues, flight, room, registration) - President Reynolds to attend
  - B. 7/21-7/24/2016 - 126th Summer Meeting of the Virginia Bar Association in Hot Springs, VA (President membership dues, mileage, room, meals, registration) - Past President Holland to attend
  - C. 8/4-8/9/2016 — American Bar Association annual meeting in San Francisco, CA — Board Member Causey to attend
  - D. 8/12/2016 - Golf Tournament Scholarship Fundraiser hosted by McEachin & Gee. Voted to Donate \$500.00. Treasurer to provide check.
    - i. Jane Reynolds to follow up with Clarence Brooks as Donald Gee stated that he is unsure if the donation has been received yet.
  - E. 3/30 - 4/2/2017 - VTLA Annual Convention at the Greenbrier (President membership dues, mileage, room, meals, registration)

## XII. OLD BUSINESS

- A. 2016 Annual Conference Update – table for Clarence Brooks
- B. NBA - MLK Competition - Student participation and financial support - Revisit at August meeting – table for August reporting
- C. VTLA Diversity Committee Opening - D. Davenport
  - i. Darius is stepping down as our representative, and he would like to see if there is someone who is willing to serve.
  - ii. Time commitment: Attend VTLA annual meeting, a few teleconferences
- D. 2016 Audit Committee — Chair P. Miller, C. Brooks, K. Spinks
  - i. Tabled until Clarence is back at 100%
- E. Webmaster gift \$500.00
  - i. Lisa Marie Otto confirmed that she received her gift.
- F. Participation with MABLSA – Darius Davenport
  - i. No update at this time.
- G. Volunteers to host reception at law schools or other venues - budge \$250 food/ \$250 scholarship
  - 1. Appalachian School of Law
    - a. Darius: May want to strike this because they may not be bringing in any 1Ls this year.
  - 2. College of William and Mary (Holland)
  - 3. George Mason University (Miller)
  - 4. Liberty University School of Law
  - 5. Regent University (Sams)
    - a. Does not believe that he volunteered for this.
    - b. How is scholarship awarded? (\$250 scholarship is what is allocated in budget)
      - i. UofR – Who answered the question the best
      - ii. Regent – They did a drawing.
  - 6. University of Richmond (Professor Stubbs)
  - 7. University of Virginia - Kim Crump
  - 8. Washington and Lee University
  - 9. Do eblast out to membership asking for members to assist with Liberty and Washington & Lee. Provide them with the parameters as to how the event should run.

## H. Insurance Renewal

- i. We have renewed with Browns Insurance Company (\$430.00 annual fee, including events and directors and officers coverage). Prior carrier charged us \$100, this year's quote was \$700.

## I. 2017 Mid Winter Conference (Tonnie Villines)

- i. Location/Date/Budget (Jan.28/ Feb. 11)
- ii. Tonnie reporting – we need possible dates, estimate of attendees in order to reserve the right type of space at the school. Plan for 50 to 80 attendees. Last year at W&M we had the highest attendance at 80, prior to that we usually had about 50.
- iii. Focus on January 28 and February 11

## XIII. NEW BUSINESS

### A. ODBA Foundation

#### i. SCC fees

- i. Unsure as to when our foundation actually lapsed. We paid fees the first year or two and we have not done it since then.
- ii. Angela Bowser volunteered to check with SCC about the length of time and what sort of reinstatement fees we may have to pay.
- iii. SCC ID#02619583 – purged, so we have to start from the beginning. This should include IRS status, Virginia filing status, etc.
- iv. Jordan McKay volunteered to assist with redeveloping the Foundation. Leonard has the old articles and will forward to Jane.

### B. ODBA Spouse Auxiliary (in honor of Carla Lewis Gregory)

- i. We would like to reinstate the spouse auxiliary.
- ii. Tonnie Villines said that Judge Johnson would like to bring in the medical community so his wife may be willing to spearhead. Jane will contact Judge Gregory about using the name of his deceased spouse.

### C. Election Protection Project

- i. Federal election year, looking to get volunteers to assist with having people do voter registration.
- ii. Jane participated in call earlier today that is being continued but the focus was on the restoration of rights pursuant to the Governor's recent order.
- iii. Joan: Need to ensure that we are clear as to nonpartisan lines and registering all voters.
- iv. Call for volunteer to serve as legislative chair to help spearhead this sort of thing. Jane will speak with former chair Howard Woodson to get a better understanding of what was done and then report back.
  1. Angela could serve as an advisor but cannot serve as chair due to job.

D. E-Blast Articles

- i. Lisa Otto was out for a while and so Pia has been sending out emails recently. Will be sending out monthly newsletter. Urgent notices will send go out right away.
- ii. Beverly Burton had our Facebook account information and Johnda had the twitter account info.
- iii. If anyone attends events on behalf of ODBA, please write your own articles and submit to Jane ([odbapresident@gmail.com](mailto:odbapresident@gmail.com)) and Pia ([odbasecretary@gmail.com](mailto:odbasecretary@gmail.com))

E. NAACP request for sponsorship letter

- i. Lowest sponsorship level is \$1000, not the most effective use of our funds. If individuals would like to support, they can do so.
- ii. Kiah will follow up with the organization regarding other sponsorship opportunities.

F. Event Planner

- i. Proposal from VBA to share cost of Yvonne McGhee - Jane will talk to Jim Guy about exactly what she is capable of doing and the related costs to splitting her fee. Jane will get additional information and bring back to the board.

G. Permanent Office for ODBA material

- i. Beverly indicated that she has a lot of stuff in her backyard storage and we need to have these sorts of items in our own storage unit.
- ii. Stacy will connect with Beverly to determine the amount of items in order to determine the amount of storage space needed.
- iii. Some stuff is still at Legal Aid office with Doris.

H. Notice of Meetings

- i. We only have two meetings per year for entire membership. Trying to move that to 4 meetings to get membership involved.

I. Audits of every annual convention

- i. After every annual we will have an audit in order to comply with our bylaws.

J. Standing Committees — Call to go out by Eblast seeking members

- i. Membership – to be chaired by Stacy Lee
- ii. Convention – there should be a standing committee despite rotating chairs – no volunteers so Pia's suggestion to develop committee as we plan for winter and annual
- iii. Budget – to be chaired by Clarence Brooks. He will form his own committee.
- iv. Bylaws – to be chaired by Kiah Spinks, Angela Bowser will participate
- v. *As appointed*

K. Administrative Committee – will be appointed as needed

- i. Nominations
- ii. Resolutions
- iii. *As appointed*

L. Special Committees

I. Pro Bono Committee (Karl Doss)

- a. We sponsored a pro bono webinar providing 1.5 hours ethics credit. Had 77 registered, 60 people attended.
- b. Trying to develop new ways for members to get involved.
- c. October 26-28 is their next conference in conjunction with Legal Aid conference in Hampton.
- d. Need someone to volunteer to serve as chair of ODBA Pro Bono Committee – Karl will serve

M. VWAA Membership

- i. This appears to be the only organization that we don't pay dues to – VSB, VBA, VTLA, NBA are all covered
- ii. Need VBA membership dues paid along with \$250
- iii. Clarence moved, Leonard second that we pay \$250 for VBA membership. Unanimous vote, no abstentions.
- iv. VWAA –Jane will pay her own membership dues until we can figure out the budget issues. We previously paid for Vincernetta but did not pay for Helivi because her employer was able to cover a lot of those costs.

N. ODBA Board Retreat

- i. We used to do a retreat at Judge Poindexter's home in Surry. Would be nice to have this again; Richmond is the most central location for the current makeup of the committee.
- ii. August 20 9am-2pm, Doris will reserve boardroom and send out the information

O. News and Announcements

XIV. Next Executive Committee Meeting Date: August 20, 2016, 9am to 2pm

XV. Adjournment – at 10:17pm, moved and properly seconded.