

Minutes of the 2020 Annual General Assembly and Educational Conference
AALS - the Association for Arkansas Legal Support Professionals
Via Zoom
May 15, 2020

President Deborah Johnson, PLS, ALP called the 2020 Annual General Assembly and Educational Conference to order at 7:06 P.M. Janet Gordon, PP, PLS offered the opening prayer. Danny Looney-Yoder led in the Pledge of Allegiance. Cheryl Summerhill, PLS then read NALS Code of Ethics and Professional Responsibility, and led in reading the AALS Mission Statement and the AALS Vision Statement.

President Deborah Johnson, PLS, ALP thanked Belinda Penn, PLS, CCM for hosting this business meeting via. Zoom and welcomed everyone to the 2020 General Assembly and Educational Conference. She expressed appreciation to the EC and members of the association. President Deborah Johnson thanked all the members in attendance and expressed enthusiasm as she looks forward to an informative and productive membership session.

The Chair appointed Linda Adair, PLS as the official timekeeper; and Danny Looney-Yoder and Ann Simmons as tellers for this meeting.

President Johnson introduced the 2019-2020 Executive Committee (EC) as follows:

President:	Deborah Johnson, PLS, ALP
President Elect:	Belinda Penn, CCM
Executive Secretary:	April Rasdon, CCM
Treasurer:	Doris Compton, PP, PLS
Immediate Past President:	Danny Looney-Yoder
Parliamentarian:	Tami Dodd, PP, PLS, ALP

President Johnson asked if we had any new members in attendance. There were no new members attending for the first time.

President Johnson requested that any Secondary Members in attendance to please stand to be recognized. There were none in attendance.

President Johnson requested that any visitors and/or guests in attendance to please stand. There were none in attendance.

President Johnson then recognized that we have several past Presidents in attendance and asked them to stand. We gave them *applause* in appreciation of their continued work and support of this organization.

President Johnson stated as a reminder that all individual members present at the annual general assembly have a vote and are encouraged to enter into any discussion. That the total number of members present constitutes a quorum.

The rules of the meeting are contained in the Standing Rules. The Consent Agenda was distributed to the members.

Tami Dodd, Parliamentarian read Robert's Rules of Order, Section 40, Order of Business.

With no objections, the Chair asked for a motion to approve the Consent Agenda. Doris Compton, PP, PLS made a motion, Ann Simmons seconded, all in favor. Motion carried.

ACTION ITEMS:

- **Selection of the 2022 Annual Meeting Site.** There have been no bids at this time to host the 2022 Annual Meeting. Therefore, this action item has been tabled.
- **Ratification of actions by AALS EC since the 2020 Winter Business Meeting as follow:**
- 02/18/20: The EC approved the Judges for the AALS Grant Award.
- 02/19/20: The EC voted to accept the recommendations of the AD Hoc Committee to change the AALS Bylaws by discontinuing the office of President-Elect and replacing it with a Vice President.
- 02/28/20: Because the 2020 Annual Conference is being planned by the 2018-2019 AALS EC and not one chapter, the EC recommended suspending AALS Standing Rules, Guidelines, Attachment D, wherein the Annual Conference Committee is directed to open a separate checking account for all funds received and disbursed on behalf of the Annual Conference.
- 03/27/20: The EC approved the budgeted payment of \$178.00 to Ott Insurance for the AALS Dishonesty Bond.
- 04/01/20: The EC voted to postpone the Annual Meeting, scheduled for May 1-2, 2020, until some future date, and to look into holding the annual assembly via video conference.
- 04/15/20: The EC voted to hold the AALS Annual Assembly on May 15, 2020 at 7:00 p.m. via Zoom video conference instead of in person, because of the global pandemic, and the Spring Meeting will be held sometime in June 2020.
- 04/17/20: The EC voted to waive the timeline for elections as set forth in the guidelines for the Nominations and Elections Chair and to implement a modified timeline to vote for AALS Vice President.
- 04/20/20: The EC voted to refund all registration fees and program ad fees received and notify sponsors that the 2020 Annual Meeting has been postponed.

- 04/21/20: The EC voted to accept the recommendation of the Nominations and Elections Committee Chair, Linda Adair, PLS, that AALS forego a ballot and that the members vote whether to accept Tami Dodd, PP, PLS as Vice President for 2020-2021 by acclamation.
- 05/06/20: The EC approved the Financial Review be completed via email using scanned documents instead of using the original documents, because of the current COVID-19 situation.
- 05/06/20: The EC approved transferring \$100.00 (\$25.00 each) to our Scholarship Fund in memory of James Looney (Danny's brother), Sheila Brown's brother, Dianne Merriweather, and Alvie Schoenfeldt (Marie's husband).
- 05/07/20: The EC approved reimbursing Janice Miller, PP, PLS .10 per page for copies for the Financial Review. (Janice has said that she does not need to be reimbursed.)
- 05/12/20: The EC approved reimbursing Janice Miller, PP, PLS \$6.00 for printing copies in order to complete the AALS 2019-2020 Financial Review.
- 05/13/20: The EC approved ordering new checks for the AALS checking account and the destruction of any unused old checks, at a cost of approximately \$36.00.

Danny Looney-Yoder made a motion to accept the actions of the EC that were taken electronically between the Winter meeting and this meeting. Seconded by April Rasdon, CCM, all in favor. Motion approved.

DISCUSSION ITEMS:

The President called for reports from the appointed officers.

- Certification Chair Report presented by Janet Gordon, PP, PLS
- Scholarship/Grant Report presented by Belinda Penn, PLS, CCM, Chair – Brenda Welch's grandson, Cole Baldrige won the Grant.

RECOGNITIONS:

President Johnson made the following recognitions of the 2020 Functional Directors and Committee Chairs:

Historian – Mary Hand, PP, PLS
 Publications Director – Sheila Brown PP, PLS
 Membership Director – Elen Quillen, PLS
 AOE – Martha Cox, PP, PLS
 Certification – Martha Cox, PP, PLS
 Nominations & Elections – Linda Adair, PLS

Scholarship/Grant – Belinda Penn, CCM
 Ways & Means – Danny Looney-Yoder
 Financial Review – Janice Miller, PP, PLS
 CLE Council – Martha Cox, PP, PLS, Cert. Chair
 Tami Dodd, PP, PLS, ALP

There being no more business, the Chair invites Janice Miller, CPS, PLS, PP to proceed with the installation of the incoming officers for 2020-02021.

Janice Miller, CPS, PLS, PP presided over the Installation Ceremony of the following officers:

President – Belinda Penn, PLS, CCM
Vice President – Tami Dodd, PP, PLS ALP
Executive Secretary - April Rasdon, CCM
Treasurer – Doris Compton, PP, PLS
Immediate Past President – Deborah Johnson, PLS, ALP
Parliamentarian – Ann Simmons

The Installing Marshall then asked all members for their pledge of support of the newly installed EC during the 2019-2020 AALS year.

A presentation of AALS Gavel and President's Pin to incoming President Belinda Penn, PLS, CCM

President Belinda Penn, PLS, CCM presented an acceptance speech.

The 2020 Annual General Assembly and Awards/Installation Banquet adjourned.

Respectfully submitted,
April Rasdon, CCM
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AALS Executive Secretary