



Virginia Law Related Education Institute  
3329 Doncaster Court  
Virginia Beach, Virginia 23452

## **Initial Board of Directors Meeting Agenda**

Date: January 28, 2017

Time: 3:00 PM

Location: William and Mary Law School  
613 S Henry St,  
Williamsburg, VA 23185

- I. Call to Order (by the Chief Executive Officer)
- II. Approval of the Agenda (by those in attendance)
- III. Call for nominations for initial board positions (by the CEO)
  - Chair, Janie Brittan, Esq.
  - Vice-Chair, open
  - Secretary, Arielle Poe
  - Treasurer, open
  - Mock Trial Chair, Catherine Donnelly, Esq.
  - At-Large Member, Nathan Green, Commonwealth's Attorney
- IV. Vote for initial board member positions (by those in attendance)
- V. Adoption of Bylaws and Conflict of Interest Policy
- VI. Reports
  - a. Executive Committee
    - i. CEO report
  - b. Curriculum Committee (no report)
  - c. *Pro Bono* Committee (no report)
  - d. Finance Committee
    - i. CFO Report (by the CEO)
  - e. Mock Trial Committee
- VII. Old Business (none)
- VIII. New Business
  - a. Determination of annual meeting date
- IX. Comments and Announcements
- X. Adjournment

Next meeting date, 11:30 AM, April 2, 2017  
(Annual Meeting)

## Board meeting notes

### Addendum requests

1. Add Jessie Comba to the call for nominations as Vice Chair

### CEO Report notes

1. Meeting summary with CLCT (in conjunction with Chair)
2. Update on new website and emails (to be launched by February 14<sup>th</sup>)
3. Applications for charitable donation notice and for sale tax exemption before February 14<sup>th</sup>
4. Reaching out and looking for treasurer (put out on my Facebook account)
5. Meeting with Ray White, executive officer of the Virginia Law Foundation on February 15<sup>th</sup> in Virginia Beach
  - a. Offering \$5,000 spot grants (should cover Mock Trial costs)
  - b. Offering larger grants (\$75,000 plus)
  - c. VLRE setting up to offer educational curriculum writing through VLF for anyone who wants to bring a law related educational opportunity from concept to implementation

### CFO Report notes

1. \$2,268.15 in VLRE account
2. Account is held at BBT in a non-profit checking account (fees waived)
3. We are a registered non-profit company as of January
4. We are using basic Quick Books as our accounting software (basic invoicing and non-profit accounting)
5. May have the help of an accountant *pro bono* (family friend) who was also kind enough to ask her friends in VA to be on the lookout for an accountant