



Virginia Law Related Education Institute

3329 Doncaster Court
Virginia Beach, Virginia 23452

Board Meeting Minutes

June 9, 2017

Time: Electronically with March 6, 2017 end date
Location: Via email responses
In attendance: Janie Brittan, Esq. (chair)
Catherine Donnelly, Esq. (Mock Trial Chair)
Nathan Green, CA (At-Large Chair)
Matthew Rossettini, CEO

1. The meeting was called to order electronically by Ms. Brittan on May 23, 2017, with the original electronic Board agenda for June 1, 2017 being amended and a new end date set.
2. The meeting minutes from April 2, 2017 were approved
3. The following votes were taken and approved by the board,
 - i. Karen Lloyd was voted as VLRE Treasurer
 - ii. Jodi Consoli, Laura Worden, and Tayloe Treece were admitted as VLRE non-voting members
 - iii. Subject to the board’s vote, the Chair assigned Nate Green, Laura Worden, and Taylor Treece to the Mock Trial Committee and Karen Lloyd and Jodi Consoli to the Curriculum Committee
 - iv. The following positions were designated by the Board,

Executive Director	<ul style="list-style-type: none"> - Day-to-day operations - Liaison to the Board of Directors (drafts agenda, formalizes minutes, does bidding) - Face of the organization (speak on behalf and in support of VLRE mission and programs) - Finalizes grant proposals, grant reports, and financial reports
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Program Director	<ul style="list-style-type: none"> - Strategically plans programming and curriculum goals for VLRE - Virginia state coordinator of HS mock trial (clinic, space, materials, food, and provides administrative support for finding volunteers) - Statewide seminar coordinator (space, materials, food, and provides administrative support for finding volunteers) - Coordinates with ED on the programming aspect of grant proposals, grant reports, and financial reports
Finance Director	<ul style="list-style-type: none"> - Strategically plans financial and compliance goals for VLRE - Drafts annual VLRE budget and coordinates with ED on the fiscal aspect of grant proposals, grant reports, and financial reports - Accounts for revenue and pays expenses - Determines and acts upon compliance issues including federal and state filings, and the IRS 990 filing
Technology Director	<ul style="list-style-type: none"> - Strategically plan VLRE technology strategy - Maintain website, payment systems, and online secured components - Maintain secure online documents storage and access - Maintain chalkboard and online seminar components
Administrative Assistant	<ul style="list-style-type: none"> - Responsible for supporting the VLRE directors

- v. Article 4 Section 9 of the Bylaws was amended to change the name “Chief Executive Officer” to “Executive Director”
- vi. Article 5 Section 6 to the Bylaws was amended as follows, “Steering Committee. The Chair is the chair of the steering committee. The steering committee works to identify resources and opportunities for VLRE, as well as champion our mission, works to promote VLRE, and provides ways in which VLRE can deliver services to students.”
- vii. The Bylaws as amended will be presented for signature at the next live Board meeting and signed by the chair and Secretary or another board member if warranted.
- viii. The 2017-2018 VLRE budget submitted by the executive director was adopted

- 4. No old business was discussed
- 5. New business discussed included considering dates for the VLRE retreat to be held in August at the College of William and Mary Law School.

6. Comments and Announcements – the Executive Director thanked the Board for their time and dedication to VLRE.

7. The meeting was adjourned electronically on June 9, 2017

Recorded by Mr. Rossetini on behalf of the Secretary.