

**SAN DIEGO MIRAMAR COLLEGE PARALEGAL GROUP  
(SDMCPG) AGENDA MINUTES  
NOVEMBER 12, 2011**

- I. CALL TO ORDER: 9:58 am. No Quorum @ 9:30 am.
- II. APPROVAL OF AGENDA: Motioned by Alison Greenlee, Seconded by Donna Johnson.
- III. EXECUTIVE OFFICER REPORTS:
  - A. President: Christal Bundang - Cancelled Special Election (Special Election email was sent December 9<sup>th</sup> to members), and accepting nominations for Vice President and Spring Semester planning, three meetings, in the winter break, after January 14<sup>th</sup> (on Saturdays).
  - B. Vice-President: (Temporary Appointed) Alison Greenlee, Nothing to report.
  - C. Secretary: Mishell Costello, Nothing to report.
  - D. Treasurer: Donna Johnson, \$32.55 Fall Fest earned (we spent \$36.27 Costco, Mishell Costello needs reimbursement, as does Lee Taylor \$49.53, for money spent on making Membership cards), \$963.03 in our bank account.
  - E. Webmaster: Lee Taylor, Made membership cards to members, two court filings parties December 3<sup>rd</sup> & 10<sup>th</sup> 2011, also San Diego Law Library MCLEs, check under announcements @ [www.sdmcpalegalgroup.org](http://www.sdmcpalegalgroup.org).
  - F. Communications Officer: (Temporary Appointed) Melissa Armenta will send links to all members for new Facebook, LinkedIn and Twitter.
- IV. ADVISOR'S REPORT:

All classes are still on, but looking to reduced classes, advanced Paralegal classes for certification with NALA. (If interested in a particular area of law, for example; Intellectual Property, or Immigration Law, you can take it & get a certificate, classes are \$80 for Members per course, and \$105 for Non-Members. Also, check USD: look online. On our Paralegal Degree, or Paralegal Certificates, there will be an ABA Approved gold seal (foil). Summer classes are questionable. Regarding Kitchen to Cabinet workshop presentation: Talked about possible handouts that may be sold @ event for March 2012. Darrel needs researchers for this event. Donna Johnson volunteered to research for event, but we need more researchers. Darrel also mentioned we needed a Constitution Committee. Donna Johnson volunteered to chair the Constitution Committee. Christal ok'd it, and wrote Donna Johnson's name down.

## V. COMMITTEE REPORTS:

- A. Associated Student Council: Alison Greenlee reported Scholarships for Paralegal students will be posted in January, check online. AS students go on a Region Retreat, so that's why they didn't have a meeting. Stipend Club orientation required every other meeting to participate in AS events, like events Fall Fest, or Spring Fest. If we get signed off with Adela, we will get \$150 for our group..
- B. SDPA: Mishell Costello - Holiday Party, Join SDPA on Thursday, December 8th from 6:30 - 9:00 p.m. at Tom Ham's Lighthouse. There will be a buffet dinner, no host bar, and raffle! All proceeds raised will go to SDPA's 2011-2012 Charity of Choice, Voices For Children. RSVP to [rsvp4sdpa@sdparalegals.org](mailto:rsvp4sdpa@sdparalegals.org) , \$10 members & \$15 non-members.
- December 1<sup>st</sup>, SDPA MCLE & Dinner @ 6-7 pm, "Legal Writing" with Jeffrey Miller, ESQ. of Lewis, Brisbois, Bisgaard & Smith. Free to SDPA Members, and \$20.00 Non-Members. Located at 401 West A St. Ste 1700, San Diego, CA. RSVP to: [programs@sdparalegals.org](mailto:programs@sdparalegals.org).
- C. Membership: Lee Taylor - Membership cards were made, and passed out to Members. Lee Taylor also needs reimbursement of \$49.53, for money spent on making our SDMCPG Membership cards
- D. Marketing: Mishell Costello & Donna Johnson - Created posters for Spring semester, Members approved of posters, they will be posted in classrooms, and around campus. Made a survey for Members & Non-Members, to find out what they want out of the Group. If not members, what will it take to entice them to become members? The Committee passed out Legal Staffing resume samples, for Paralegal students changing careers, or students with legal internships and volunteering experience.
- E. Fundraising: Christal Bundang - T-shirts \$15.00 donation, available colors white, black and grey, in mens sizes sm-xxl. We can have them individualized. Design alterations -we needed to put "Student" under our San Diego Miramar College Paralegal Group logo. Opportunity Drawing - Winners will be announced at Darrel's Christmas party, and Officers will be notified when tickets are available for sale. Talk to one Chair, or Co-Chair if you want to contribute, possible meeting for the Fundraising Committee for brain storming; Raffle = 2 movie passes and 2 legal textbooks. Darrel will donate gift certificate for bookstore.
- F. Technology: Melissa Armenta - Same as Communication Officer report.

VI. OLD BUSINESS:

- A. Membership Drive - Christal sold \$100 t-shirts? Fall Fest emails.
- B. South Sun fundraiser: South Sun carries beads, gems and silver - We need to promote our group thru South Sun to receive 10% profits, we also need to promote South Sun's 50% coupons, especially during the Holidays.
- C. Fall Fest: \$32.55 Fall Fest earned (We spent \$36.27 @ Costco for Fall Fest, Mishell Costello needs reimbursement) We used a game called sky darts. Darrel mentions "Guess The Constitution" for a possible game for Spring Fest.

VII. NEW BUSINESS:

- A. December Christmas party: Friday, December 9<sup>th</sup> @ Darrel Harrison's home (Mt. Helix, La Mesa).  
  
Potluck style, drinks, gift exchange, max \$20 (white elephant). Parking might be an issue, suggest carpool. Email a list of who is bringing what.
- B. Paralegal Program Honor Society: Darrel mentioned that 30 - 45 days are needed to put your request in. You also need to have completed 2/3's of your units. Available only to students who are graduating, \$30 to apply for the Paralegal Honor Society, plus an Honor Ribbon, if you so desire, which will then total \$60.
- C. Special Election: (TBA) was postponed till February 2012.
  - Election Positions Available February 2012 (Spring Semester)
    - Communication Officer and Vice President:
      - Some nominees mentioned for Special Election:
        - Tim Smith - Communication Officer
        - Melissa Armenta - Communication Officer
        - Roy Rogers - Vice President (Not Qualified)
        - Mishell Costello - Vice President

VIII. NEXT OFFICIAL MEETING: February 11, 2012

IX. ADJOURNMENT: 10:58 am

X. GUEST SPEAKER: Carla Haney, Paralegal. Haney Consulting Legal Services.