

April 17, 2012 Board Meeting Meeting Minutes

Meeting was called to order by President Michael Locklar, and the following people were in attendance:

Michael Locklar
Joe Beauchamp
Ted Ro
Norma Bennett
Anthony Matheny
Jennie Salazar
Keana Taylor
Bryan Adams
Carlyn Burton
Mark Chretien
Luke Culpepper

The February 2012 Meeting minutes were reviewed and approved. Ted Ro moved, and Joe Beauchamp seconded, and the minutes were approved.

Treasurer's Report – Ted Ro gave an update on the final 2011 fiscal year report. Stated that the accountant was busy but that he would press her to finish the report. Ted Ro also stated that he and Shawn Foster had been transitioning signing authority and that they would both retain signing authority for 1-2 months to ensure that all checks have cleared.

Golf Tournament – Luke Culpepper provided an update for the upcoming Golf Tournament. Two dates were being discussed - May 30 and June 6th. May 30th was the date ultimately selected.

Spring Happy Hour – Luke Culpepper provided an update that the Spring Happy Hour would take place on May 3rd from 6-8pm at Celtic Garden. Esquire Deposition Solutions would sponsor the Happy Hour. Expecting approximately 70 people at the event.

Joe Beauchamp discussed the HIPLA/AIPPI event on June 4th to be held in Houston. Expecting 10-100 participants.

Anthony Matheny discussed the location for future Fall Institutes. The current plan is to hold the 2013 Fall Institute in Houston and the 2014 Fall Institute in Galveston. Still evaluating having the 2013 Institute in Houston. The Hilton Americas and the Westin Galleria were being considered as possible locations.

Michael Locklar discussed the Houston Intellectual Property Paralegal Association's request for HIPLA's consent to HIPPA's certificate of formation. Michael will talk to HIPPA's president to express the Board's concerns with HIPPA's name being similar to HIPLA's.

Further to February's discussions, additional discussion was held regarding sending a representative to the JPO as the JPO meeting is to take place later this summer. Still looking for a representative. Any suggestions should be sent to Michael Locklar. Discussed that it should be someone with a substantial Japanese practice. No appointments have been made at this time.

Michael Locklar discussed eliminating the Finance and Audit committee. Upon discussion, it was determined that because the committee did not have a role that the committee would be eliminated.

Michael Locklar mentioned that the bylaws need to be revised to reflect the increased annual membership dues for Active Members and Foreign Affiliates from \$75 to \$90. Norma Bennett to do.

Michael Locklar also discussed filling the slots for 1-2 new committee chairs and would send out an update.

Ted Ro discussed merchant fees. HIPLA has been approached by someone offering to reduce the merchant fees that HIPLA currently pays to process credit card transactions. Ted will research and come up with a recommendation within the next two months.

Jennie Salazar mentioned that the State Bar Intellectual Property Section's diversity task force is offering two scholarships of \$2,000 each to students in Texas law schools interested in intellectual property.

Board meetings to be held on the third Tuesday of every month. The next board meeting to be held on May 15, 2012.

Bryan Adams moved to adjourn the meeting, Keana Taylor seconded, and motion passed.