**Winter 2015 Meeting Minutes**

27 February 2015

1:00 pm – 2:00 pm

Pardall Center | LRC Office

**Minutes**

1. **Meeting Start: 1:00 pm**
2. **Roll Call:** ✗✓

Connor Boehm – Legal Assistant ✓

Clara Perez – Legal Assistant ✓

Danielle Santucci – Legal Assistant ✗

Delaney Moore – Legal Assistant ✓

Dylan Lynch – Legal Assistant ✓

Kevin Dibb – Legal Assistant ✓

Marsha Levinson – Legal Assistant ✓

Richard Nellari – Legal Assistant ✓

Shelby Bittner – Legal Assistant ✓

Robin Unander – Attorney ✓

Corydon Graves – Attorney ✓

1. **Guests:**

n/a **(**ig. Someone comes to photograph us, non-LRC person comes to present an idea)

1. **Officer Reports:**

Connor Boehm: AS Media Services will design and print the cards // Information already set up

Clara Perez: Advertisements before IV Theater Movies, going to set up powerpoint and will talk to who is in charge of that

Delaney Moore: Shadowed court this meeting // Fundraiser at Sweet Alley for the Feel Good

Dylan Lynch: Carmen is busy working on Web server issues, was not able to come in and address our intake system requests // Going to have to wait until she is available.

Kevin Dibb: Inquiring on what to put on the bottle openers, decided LRC website and location ‘Pardall Center’ // LRC Facebook group everyone added!

Marsha Levinson: Posted on the page! About illegal police searches // Instagram?

Shelby Bittner: Reminding everyone to double check citations to see if the information written by police officers is correct.

Corydon Graves: Honoraria was accepted even though it was an incorrect form // Working out the schedule // Notary service?

Robin Unander: Going to use Perm numbers for Honoraria now //

1. **Action Items:**
2. Allocate up to $200 for LRC Bottle Openers

*Motion* *Allocate***:** Dylan Lynch

*Motion Second:* Kevin Dibb

*Consent*

1. **Information Items:**
2. Intake changes by Carmen

**Postponed, Carmen Unavailable**

1. Honoraria

**Deadline issues. Honoraria is accepted regardless of the outdate form. Honoraria will now be handled with our perm numbers and filled out for us now.**

1. Monthly Suggestions Email (with gift card incentives?)

**Clara will handle this now. Dylan will create documentation on how to access all the emails from the intake system.**

1. Our own phone, continued (How much is Cindy reducing it?)

**Automated response that states hours of operations and that it is drop in only. Eventually going to have to switch to a whole new line either way.**

1. ~~Appointment System?~~

**No need for an appointment system at this current time.**

1. Renew LRC Pictures

**Dylan Emailed Andrew Doerr**

1. Brainstorm Bigger Projects for the LRC
2. Tabling/Honoraria for Next Quarter
3. **Adjournment: 2:00 pm**