**Winter 2015 Meeting Minutes**

1 May 2015

1:00 pm – 2:00 pm

Pardall Center | LRC Office

**MINUTES**

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

Amanda Dillon – Legal Assistant ✓

Connor Boehm – Legal Assistant ✓

Clara Perez – Legal Assistant ✓

Danielle Santucci – Legal Assistant ✓

Delaney Moore – Legal Assistant ✓

Jacie Valentine – Legal Assistant ✓

Marsha Levinson – Legal Assistant ✗

Richard Nellari – Legal Assistant ✓

Dylan Lynch – Web Developer ✓

Kevin Dibb – Student Director ✓

Corydon Graves – Caseworker ✓

Robin Unander – Attorney ✗

1. **Guests:**

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

1. **Officer Reports:**

Danielle Santucci: Added Zona Seca info to Intern Manuel // Organize case information into a table?

Dylan Lynch: Intake Update

Kevin Dibb: $80 for 20 50pg pads (LRC Branded Notepads) // Sign $750 and $700 for installation, want to spend more money for a more asthetically pleasing sign

Corydon Graves: 2 Things // Review how to fill out the hour log & handle intakes // Small claims next Wednesday at 1:15PM! //

1. **Action Items:**
2. Approve Funding for LRC Branded Notepads

**The advisory board recommends proceeding with the purchase of LRC branded notepads.**

1. **Information Items:**
2. Brainstorm Intern Projects // Assign Projects!
3. Our Own Phone Line
4. Tabling for This Quarter
5. Notary Service?
6. Photos from Andy // May 15th
7. Beachside Café Celebration! // June 5th 5:00pm
8. **Adjournment: 3:00 pm**

Minutes/Agenda handled by Dylan Lynch, please email dlynch305@gmail.com with any comments/concerns.