

Board Meeting Minutes of  
the South Carolina Chapter of the  
Association of Legal Administrators

Location: The Columbia Conference Center, 169 Laurelhurst Ave., Columbia, SC

Date: April 16, 2009

Time: 12:49 p.m.

Call to Order: President Kim Maddux called the meeting to order at 12:49 p.m.

Attendance:

|                  |                     |
|------------------|---------------------|
| Kim Maddux       | President           |
| Jane Todd        | President-elect     |
| Clara Godshall   | Secretary           |
| Heather Niemi    | Treasurer           |
| Shawn Payment    | Past-President      |
| Teresa Powers    | Program Chair       |
| Clark Reifsnider | Bar Relations Chair |

1. Minutes

The Minutes of the February 19, 2009 meeting were unanimously approved.

2. Financials

A. Jane Todd reviewed the 2008-09 financials.

B. The Board reviewed the 2009-2010 Proposed Budget (attached) presented by Jane Todd.

1. The Board approved the 2009-2010 Proposed Budget as submitted with the provision that the Board can amend the budget as other information becomes available.

2. Three people are needed to be authorized check signers.

3. Scholarships

A. ALA Annual Conference: SCALA President receives Early Bird Registration plus \$1000; a drawing is held for 2 scholarships @ \$1800 each

B. Regional Conference: President-elect receives \$1000; a drawing is held for 4 scholarships @ \$600 each. If the Chapter receives additional support from Business Partners beyond the currently approved budget, additional scholarships may be offered, or the amount of each scholarship may be increased.

C. CLI Conference: SCALA Primary Representative receives registration paid by ALA plus \$400 (difference paid by the Chapter); Second Representative receives \$1000

D. Bar Convention: a drawing is held for 2 scholarships @ \$350 each

E. Clark Reifsnider suggested a drawing for the Registration Fee for the next SCALA Chapter meeting.

4. Regions 1 and 2 October 23 Conference in Savannah

A. Atlanta and South Carolina Chapters are co-hosts. Discussion included whether or not the costs are split equally between the 2 chapters or pro-rated.

B. Cash Management Solutions may contribute \$1000 to sponsor the first night's cocktail hour. Probable expenses for raffle prizes, general hospitality booth give-aways, etc. could total \$400-\$500.

5. Business Partners

A. Big Hand is a possible Bronze or Silver sponsor.

B. The sponsors' year runs January to January.

C. Shawn Payment will send out a save-the-date invitation on May 1 for the August 20 Vendor Fair.

D. Carol Cummings has volunteered to assist Shawn with the Vendor Fair.

6. Chapter Programs

A. Potential speaker suggestions and topics included past ALA Presidents, someone from LMA, an HR topic for the Vendor Fair, a technology topic (someone from Law Tech Partners), and a marketing/fun topic (Charleston River Dogs President).

B. June 18 – Conference in Review at Nelson Mullins, Columbia office. 2 Regional Scholarships @ \$600 each will be awarded at this meeting.

C. August 20, 2009 – Vendor Fair. 2 Regional Scholarships @ \$600 each will be awarded at this meeting. Program: 3:00 p.m.-4:00 p.m. Vendor Fair: 4:00 p.m.-7:00 p.m.

D. November 12, 2009 – SCALA Meeting with the SC Bar. The Bar recommends Mark Curriden, speaking on “The Media in Your Law Practice”. The City Club and the Clarion were discussed as venues. Suggested times: 3:00 p.m.-5:00 p.m. Session; 5:30 p.m.-7:30 p.m. Business Partners Appreciation Event. Parker Poe's Columbia office was suggested as a venue.

E. February – Bar Convention. Clark reported that Roy S. Ginsburg is being considered as speaker.

7. Chapter Business

A. The Board reviewed the Chapter Roster Report as of April 13, 2009 and the Chapter Report for Suspended Members as of April 9, 2009 (attached).

B. The Board discussed members in transition whose dues are paid. These members may be full members for 180 days and then may become associate members. The Board approved waiving the \$50 June meeting registration fee for those members who are in transition whose annual dues are already paid. President Maddux will notify those members in transition.

C. Discussion included the composition and terms of the Board of Directors. The Immediate Past-President is on the Board for 1 year following the presidency year. President Maddux proposed that the Past-President remain on the Board for 2 years in order to help maintain continuity in chapter management as well as to keep the Past-President involved in chapter leadership. Clark Reifsnider will email the By-Laws to Kim Maddux.

D. Membership Survey – Kim will use Survey Monkey.

E. Chapter Leadership Institute - CLI, in Carefree, Arizona, is June 26-28, 2009. ALA pays for the chapter's primary representative. SCALA sends one other representative. Jane Todd will attend as the primary representative. Teresa Powers will be the other representative.

F. Community Challenge Weekend - October 9-11, 2009 is designated as Community Challenge Weekend. Discussion included support for a charitable organization such as Habitat for Humanity. A Community Challenge Weekend Chairperson needs to be identified. President Maddux will obtain additional information regarding donations to the ReStore for Habitat for Humanity. Clark Reifsnider indicated that, in the past, one of the duties of the Past-President was to Chair the Community Challenge Weekend event.

The meeting adjourned at 2:15 p.m.