

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

Location: Nelson, Mullins, Riley & Scarborough, 1320 Main Street, Columbia, SC

Date: June 18, 2009

Time: 1:05 p.m.

Call to Order: President Kim Maddux called the meeting to order at 1:05 p.m.

Attendance:

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

1. Minutes

The Minutes of the April 16, 2009 meeting were unanimously approved.

2. Financials

A. The Treasurer's Report was approved as submitted.

B. Discussion included the clearing up of outstanding 2006 checks.

C. Shawn Payment requested a check in the amount of \$1,361.25 for the remaining Vendor Fair deposit balance by July 10, 2009.

3. Vendor Relations

A. Shawn Payment reported that business partners receipts are above projected amounts.

B. Shawn will send reminders about the Vendor Fair. Currently there are 29 registrations for the 48 total spaces.

C. Discussion included the need to market the Vendor Fair to our own members and to encourage people from other firms to come. The Board identified the need to review the Vendor Partner program for next year.

4. Survey Results

Discussion included

A. Alternating meeting dates and times – possibly Wednesdays and Thursdays

B. Providing networking opportunities on a regional basis – The Board discussed allocating \$50 each for appetizers for Happy Hours to be held in Greenville, Charleston, and Columbia for social networking. The current membership list would need to be circulated to a point person in Charleston, Greenville, and Columbia for the Happy Hour notices.

C. Encouraging new members – Clara Godshall will send a follow-up note to the new members who have attended their first meeting.

D. Changing scholarship levels – The Board will include further discussion in next year's planning.

E. Changing Registration Fees for meetings – a suggestion was made that Vendors might be interested in sponsoring lunches, which would reduce the registration fees.

F. Utilizing new members and members who have expressed interest in becoming more involved – Kim Maddux will contact Margaret Watson (Community Challenge) and Rhonda Amick (Director-at-Large). The Board discussed a new position, Membership Chair. The Membership Chair would act in a hospitality role at meetings.

G. Subsidizing both National and Chapter dues for one year

Kim will follow up with those non-members who expressed a willingness to become involved.

## 5. Chapter Programs

A. Vendors will be invited to attend the Employment Law Session on August 20, 2009. Teresa Powers and Shawn Payment will coordinate the flyer mailing list.

B. Four \$800 scholarships will be awarded at the end of the August 20, 2009 Educational Session.

## 6. Regions 1 & 2 Conference in Savannah, Georgia

SCALA will be obligated to provide items such as welcome bags and provide the opening Friday, October 23, reception. Cash Management Solutions and ABA Retirement are willing to provide sponsorship.

## 7. Chapter Business

A. February program – Discussion included a presentation on Outlook information by a speaker from Law Tech Partners.

B. Shawn Payment will contact Wachovia regarding Wachovia's involvement.

C. Brenda Stewart is now Director-at-Large with a focus on Bar Relations. Kim will discuss the training video for staff with Brenda.

D. Chapter Membership now stands at 48 members. 6 persons are members of ALA and not SCALA. Kim will talk to Clark Reifsnider regarding Ed Herrin. Kim will follow up with Tommy Little regarding involvement interests. Jane Todd will follow up with Valerie Songer and Larry Mack regarding the By-laws updates.

The meeting adjourned at 2:01 p.m.