

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 10, 2010

Time: 1:25 p.m.

Call to Order: President Jane Todd called the meeting to order at 1:25 p.m.

Attendance:

| | |
|------------------|-----------------------------|
| Jane Todd | President |
| Clara Godshall | President-elect |
| Heather Niemi | Treasurer |
| Rhonda Amick | Director-at-Large |
| Larry Mack | Director-at-Large |
| Brenda Stewart | Director-at-Large |
| Shawn Payment | Webmaster/Newsletter Editor |
| Clark Reifsnider | Bar Relations Chair |

1. Minutes

The Minutes of the April 14, 2010 meeting were unanimously approved.

2. Vendor Fair and Educational Session (Shawn Payment reported for Carol Cummings)

A. August 19, 2010, Columbia Convention Center

B. Dick Nigon, speaker. SCALA will provide hotel and air fare.

C. Board dinner on Wednesday, August 18, with Dick Nigon. Jane Todd will coordinate.

D. Schedule for the Educational Session: Registration 2:00 p.m.-2:30 p.m.; Program 2:30 p.m.-3:30 p.m.; Vendor Fair 4:00 p.m.-6:30 p.m.

E. 2 \$1300 Scholarships to the Region 2 Conference in Miami, Florida, will be drawn at the Educational Session.

F. Board members received an update on Vendor Fair Registrations to date.

3. Board Retreat

September 17, 2010, 12 noon-5:00 p.m., Nelson Mullins in Columbia, SC.

4. Bar Relations

A. Clark Reifsnider and Brenda Stewart led a discussion that included ethics as a topic for staff training videos. An IT video is in process.

B. Law Firm Management Seminar at the SC Bar Convention, January 22, 2011, 8:30 a.m.-11:45 a.m., Hilton Head Marriott Resort & Spa. Cynthia Thomas Calvert will speak on Work/Life Balance.

C. The SCALA/SC Bar Association Joint CLE is November 10, 2010, 11:30 a.m. – 3:00 p.m., new South Carolina Bar Building. Jane Pigott will speak on Diversity. SCALA will contribute \$2500 toward program expenses. Clark and Brenda will ask for panelists suggestions.

D. Larry Mack will investigate Wells Fargo as a sponsor. Lexus was suggested as an alternate.

5. Financials

A. Heather Niemi presented SCALA's income tax return from Denise Hill. There is no filing fee.

B. Heather also presented an updated budget report.

C. Heather will email to the Board each month the Financial Report: Balance Sheet, General Ledger, etc.

D. Discussion included putting excess money in an interest-bearing account.

6. Chapter Leadership Institute

Clara Godshall is attending as the SCALA representative, June 25-27, in Las Vegas, NV.

7. Business Partners Appreciation

A. Thursday, October 7, 2010

B. Discussion included a sunset dinner cruise on Lake Murray. The Sheraton Rooftop was suggested as an alternate venue. Jane Todd will check on the dinner cruise details. Brenda Stewart will coordinate vendor gifts.

8. New Members

Betsy Clawson joined SCALA and Melissa French has joined ALA.

9. Chapter Meeting Webcasts

Jane Todd will email ideas.

10. Newsletter/Website

Shawn Payment will send a newsletter by July 1, 2010. There is a link on the website to Vendor Fair information for vendors.

The meeting adjourned at 2:18 p.m.