

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

Location: South Carolina Bar Conference Center, 1501 Park Street, Columbia, SC
Date: November 10, 2010
Time: 2:55 pm

Call to Order: President-elect Clara Godshall called the meeting to order at 2:55 p.m.

Attendance:

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
Teresa Powers	Program Chair
Kim Maddux	Immediate Past President
Julie Tuzzolino	Secretary

1. Minutes of October 7, 2010, Board Retreat: Clara Godshall submitted the minutes for revision; Julie Tuzzolino will make revisions for minutes to be finalized and approved.
2. Financial Report: Heather Niemi discussed (1) adding more scholarships; and (2) the 2010-2011 budget.
3. Business Partner Relations (Carol Cummings)
 - a. Business Partner Program Update: (1) see attached letter and attachment; and (2) targeted companies for Platinum sponsorship were discussed,
 - b. 2011 Vendor Fair (Thursday, August 18, 2011): (1) see attached contract which was reviewed and approved; and (2) Heather Niemi was asked to pay the deposit for same.
 - c. Repeating Vendor boat retreat for next year.
4. Chapter Programs
 - a. February 15, 2011, Program
 - i. Topics and speaker options were discussed: Communications, IT, Networking, motivational speaker, if CLE credit will be given. Possible speakers included Adriana Linairs and Nancy Duhon.

- ii. Time/Location: Bar Convention Center again for location, make lunch/registration one hour, meeting two hours, and election of officers to follow.
 - iii. Annual Mtg. of Members and Election of Officers
 - iv. Drawings for ALA Annual meeting scholarships (before early-bird deadline of March 14, 2011): Board decided to increase scholarships to 6 at \$1,500.00 each.
- 5. Bar Relations (Clark Reifsnider and Brenda Stewart)
 - a. January 22, 2011, Law Firm Management Seminar @ SC Bar Convention
 - i. Speaker: Cynthia Thomas Calvert
 - ii. Topic: Work-Life Balance Speaker
 - iii. Time/Place: 8:30-11:45 am @ Hilton Head Marriott Resort & Spa
 - iv. ALA Table
 - v. Board Dinner on Friday, January 21, 2011
 - vi. Rhonda Amick will be a panelist during presentation
 - vii. Offer two \$350.00 scholarships to be drawn at seminar
- 6. Chapter Business (Clara Godshall)
 - a. Nominating Committee – Jane Todd will organize by end of December 2010. President will announce to membership at least one month prior to February 2011 meeting. All members of Nominating Committee shall be a member of SCALA for a minimum of one year. Comprised of President and two non-Board members.
 - b. President's Awards of Excellence – Jane Todd will organize. Submission due date is January 20, 2011.
- 7. Other Business
 - a. Teresa Powers announced that she will begin mentoring Angie Black to be Program Chair in next year.
 - b. Retirement dinner planned for Larry Mack and Ed Herrin.
 - c. David Constantine starting in December, DTI will pick up tab for reception which will be in Greenville.
- 8. Meeting adjourned at 3:45 p.m.