

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

Location: The Clarion Hotel, 1615 Gervais Street, Columbia, SC  
Date: February 15, 2011  
Time: 2:55 pm

Call to Order: President Jane Todd called the meeting to order at 2:55 p.m.

Attendance:

Jane Todd	President
Clara Godshall	President-elect
Heather Niemi	Treasurer
Rhonda Amick	Director-at-Large
Brenda Stewart	Director-at-Large
Shawn Payment	Webmaster/Newsletter Editor
Clark Reifsnider	Bar Relations Chair
Teresa Powers	Program Chair
Margaret Glassman	Incoming President-elect
Carol Cummings	Vendor Fair and Business Partner Relations
Angie Black	(Stand-in for Secretary)

1. Jane presented the thank you letter received from Edward Herren for hosting the retirement dinner.
2. Minutes of October 7, 2010, Board Retreat: revisions were finalized and approved.
3. Minutes of November 10, 2010 Meeting were approved.
4. Financial Report: Heather Niemi reported (1) \$8,000 over budget; and (2) consideration to be given for increasing the number of scholarships for the Region 2 ALA conference in Charlotte.
5. Business Partner Relations (Carol Cummings)
  - a. Business Partner Program Update: (1) discussed targeting companies for Platinum sponsorship (2) reported IKON and DTI confirmed Bronze and Gold sponsorships
  - b. Discussion to provide email addresses of roster as an incentive for Platinum sponsorship and at the same time, providing a section on our membership registration form providing approval for members email submission.
  - c. Carol will send out sponsorship list again and provide list of benefits provided.

## 6. Chapter Programs (Teresa Powers)

- a. No speaker is committed for April meeting. Discussion included speakers, programs and possible date change. The following speakers were submitted for consideration: Ross Kodner; Barry Kenno (by Rhonda) and Teresa provided Mike Adams, if date of the meeting could be changed. Clark suggested contacting Courtney Kennaday for additional speaker leads. Teresa will work with all suggestions and determine the program for April.
- b. Reminder to all: SCALA - CLE programs cannot be scheduled at the SC Bar. We are considered competition for the CLE programs and therefore will need another venue when our programs include CLE.
- c. June 21st Conference in Review will take place at Nelson Mullins Riley and Scarborough at 1320 Main Street, Meridian Building. It was suggested to begin registration at 2:30 and meeting time 3:00 – 5:00 with a reception from 5:00 – 6:00 in the club room.
  - i. Platinum Sponsors provide a 15 minute presentation
  - ii. Each Convention attendee provides 15 minute presentation

## 7. Bar Relations (Clark Reifsnider and Brenda Stewart)

- a. SC Bar Convention: Jane commented the SCALA and SC Women Lawyers relationship is commendable. Clark suggested we continue to team with Bar Sections.
- b. Clark reported Square Boxx and F3 have committed their sponsorship at the \$1500 level.

## 8. Community Challenge Weekend

- a. Discussion included charitable giving ideas throughout the year focusing on shelter needs state-wide.

## 9. Chapter Business (Clara Godshall)

- a. Ideas for the SCALA silent auction item to be given for the Annual Conference were discussed. Brenda will confirm a guitar with signature from Edwin McCain.
- b. Membership Renewal begins the first of March. Renewal amount will stay the same (\$60). Heather will send renewals and new members list to Clara, who will send a personal thank you letter (via email).

## 10. Other Business

- a. Region 2 Conference is in Charlotte, NC, November 3-5, 2011.
- b. Discussion included the Columbia Convention Center's request that SCALA support its bid as a venue for a Region 2 Conference.

11. Meeting adjourned at 4:15 p.m.