

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

Time and Location: 10:00 a.m. via Teleconference

Date: July 21, 2011

Attendees:

Jane Todd	Clara Godshall
Heather Niemi	Rhonda Amick
Kim Maddux	Clark Reifsnider
Margaret Glassman	Shawn Payment
Angie Black	Mimi Love

1. **August 18, 2011 Educational Session and 11th Annual Vendor Fair, Columbia Convention Center.** *Chastity reporting.*
 - Reminders have been sent to all vendors who participated last year.
 - Goal is to have 50 booths – currently halfway to goal.
 - Chastity will send invitation to the Paralegal Association and free booth will be provided.
 - Community Challenge is included on flyer.
 - Pay hotel and travel for Larry Smith. Board members will join him for dinner the night before. He will be receiving a gift related to South Carolina.
 - Drawing for 5 \$1,000/each Region 2 Conference Scholarships, Nov. 3-5, Charlotte, NC.

2. **Scholarships**
 - June drawing winners for Region 2 Conference: Alisha Rhodes, Janci Baker (confirmed), Heather Niemi (confirmed), Clara Godshall (confirmed); Alternates: Dana Eilrich, Margaret Watson and Nancy Probst.
 - Drawing for 5 more scholarships (5 winners and 3 alternates) during the August 18th Educational Session.
 - ALA 2012 National Conference in Hawaii (April 22-26) – SCALA has purchased 2 Early Bird Registrations. President-elect (Margaret Glassman) will register. Two more scholarships to include flight, 5 nights/hotel and reasonable expenses.

3. **September 29, 2011 Board Retreat,** Parker Poe – Columbia office
 - Lunch will be served.
 - Notify Clara of any agenda items.

4. **September 29, 2011 Business Partner Appreciation Event,** 5:00 pm – 7:00 pm. *Angie Reporting.*
 - Spirit of Lake Murray Cruise all set.
 - Wait on gift cards to verify available dollars.
 - Will adhere to Business Partnership Agreement.
 - Will ask for food contributions again.

5. **Welcome Back, Clark!!!**
 - November 8th – joint CLE event with Bar.
 - Speaker will be Barbara Braustein.