

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

Location: South Carolina Bar, 950 Taylor Street, Columbia, SC
Date: November 8, 2011
Time: 12:40 pm

Call to Order: Treasurer Heather Niemi called the meeting to order at 12:45 p.m.

Attendance:

Margaret Glassman	President-elect
Heather Niemi	Treasurer
Rhonda Amick	Director-at-Large
Shawn Payment	Webmaster/Newsletter Editor
Clark Reifsnider	Bar Relations Chairperson

Proceedings:

1. The following items were discussed concerning the South Carolina Bar convention to be held January 19-22, 2012 at the Columbia Metropolitan Convention Center.
 - a. Heather Niemi will make a reservation for our Friday night board meeting dinner when the convention date gets closer.
 - b. Clark Reifsnider will contact ALA to order the display for our booth.
 - c. The board approved reimbursement for travel expenses for the President and the Bar Relations Chair.
 - d. We need to solicit volunteers to staff our booth.
2. Heather Niemi is working on finalizing a human resources speaker for our March 20, 2012 membership meeting, to be held at the Clarion Hotel at 12:00 p.m.
3. The board approved sending three people to the Chapter Leadership Institute in 2012 – the president, president-elect and another member who is not on the board to encourage participation in chapter leadership.
4. The board discussed hosting a retirement dinner for Brenda Stewart and deferred approval of such pending additional discussion.

The meeting adjourned at 12:55 p.m.