

SCCPA Board Meeting
March 29, 2002
10:00am – 1:00pm
Converse College – Weisiger Center

Members in attendance: Booker Counts, Fred Borsage, Mimi Meyer, Andrea Wyrosdick, Jason Cassidy, Boyd Yarbrough, Haven Hart, Kris Gustafson-Helou, Jennie Volforte, Jeff Brown, Suzanne Price, Megan Hundley, Tony Cawthon, Pam Havice,

Meeting was called to order at 10:10am by Haven.

WELCOME COMMENTS (Haven)

Booker Counts of Benedict College was introduced as SCCPA's new HBCU representative. All other members were introduced to Booker.

Congrats to Jason Cassidy. He was promoted to Assistant Director at Furman. Good luck to Tony Cawthon as he is wrapping up the tenure process.

Haven passed out the Board Evaluation Form. Please complete and return to her before the Spring Conference on April 18.

The Board discussed how to recognize Joe Nixon. It was decided that the Board would proceed and investigate options with creating an award category honoring him.

Haven has requested that each office submit their annual report to her no later than April 10, 2002.

Haven also requested that the Board check out the new SCCPA website and give feedback to Linda Yount.

PRESENTATION OF STRATEGIC PLAN (Fred)

Fred presented the first draft of the organization's strategic plan. There was much discussion regarding recruitment and retention goals. Fred took the feedback and will make revisions and e-mail the Board the revised copy.

The Strategic Plan was approved by the Board with revisions.

POLICIES AND PROCEDURES MANUAL (Haven)

Haven asked the Board present to review the policies and procedures manual. It was noted that some revisions submitted were not included with the last version. These revisions were noted and will be added

Some discussion surrounded the policy to reimburse Board members for mileage. Suzanne Price is going to investigate other options that will ultimately save SCCPA money.

There was also discussion and the Board agreed to maintain a minimum of one year's operating expenses in the checking account.

There was a proposal to adopt this immediately as our policies and procedures manual noting that it is currently a "working document" and will be subject to revision/additions.

This proposal was passed. .

MEMBERSHIP UPDATE/REPORT (Andrea)

Current membership is at 131 members.

Andrea will be working with Linda and will begin to include the option of automatically being added to the list serve as part of the application for membership.

It was proposed that the organization change the membership cycle to a monthly cycle versus a bi-yearly. During this cycle, membership renewals can happen each month. This proposal was passed. As a result, people must be a member by March 1st, to be eligible to vote in the elections.

It was also proposed that the Membership Chair be split into two positions – Membership Data Chair and the Membership Task Force Chair. Andrea would remain the Membership Data chair and a new person would be appointed the Membership Task Force Chair. This proposal was passed.

SUPPORT STAFF CONFERENCE (Kris and Jennie)

There are currently 37 people registered for the Support Staff Conference at The University of South Carolina-Aiken. Cost is \$15.

SPRING CONFERENCE (Jeff)

Jeff and Dan are working to encourage attendance at the conference. Currently there are 10 Program Proposals in. Early registration for the conference is due April 16, 2002.

Hotel bookings are at: (as of April 2, 2002)

Thursday night: 27 rooms Friday night: 29 rooms Saturday night: 12 rooms

The hotel is totally booked for Friday night.

Jeff shared the menu planned for the evening. There was concern about the cost of the Thursday night dinner. Alternative options are being evaluated.

Jeff and Dan are currently working with the volunteers to coordinate door prizes, swap shop, registration and speaker intros.

FUNDRAISING (Jason)

Jason shared that we have received the following general donations:

Marriott \$2000

MacGray \$500

State Industries \$75

BUDGET (Suzanne)

Suzanne shared the budget reports for the organization. There was minimal discussion about the budget during this meeting. Haven emphasized the fact that comparatively speaking, SCCPA is in good financial standing when compared to other state institutions.

There were no requests at this meeting for money.

ELECTIONS (Tony)

Tony shared that election ballots went out today to all members. The deadline to vote is April 15, 2002 (postmark-date).

The results of the election will be announced at the Spring Conference.

HUMAN DIVERSITY CHAIR (Have)

Carl Wells has tentatively resigned from the position.

GSFF REPORT Megan)

Megan reported that GSFF at Clemson was a success and that South Carolina was represented well.

MEMBERSHIP SURVEY (Jennie)

Jennie passed out the Membership Survey for the Board to complete. She encourage all members to fill one out and indicated that it is also available on-line. Reminder post cards went out to membership this week.

The meeting was adjourned at 12:40pm by Haven

The next meeting will be on April 19 at 12:00pm at Folly Beach

Respectfully submitted,

Jeff Brown

SCCPA Spring Conference Chair/Acting Secretary for the meeting.