

SCCPA Board Meeting
April 19, 2002
12:00 p.m.
Charleston on the Beach Hotel, Folly Beach, SC

Haven called the meeting to order at 12:08 p.m. and welcomed everyone.

Present: Fred Bosarge, Jeff Brown, Jason Cassidy, Tony Cawthon, Viki Sox Fecas, Bob Hanley, Haven Hart, Art Hartzog, Pam Havice, Megan Hundley, Kris Gustafson Helou, Dan Karns, Mimi Meyer, Andy Omundson, Lilly Bekel Piper, Brooks Brower, Jennie Volforte, Andrea Wyrosdick, Boyd Yarbrough, Lauri Yeargin.

Conference (Jeff)

Jeff reported the following numbers:

- Attendance: 67
- Registered: 66
- Walk-ins: 6
- No Shows: 5
- Professional Members: 45
- Graduate Members: 18
- Graduate Non-Members: 1
- Professional Non-Members: 8
- Schools Represented: 19

Jeff asked that the board help everyone be cognizant of the noon deadline to get out of the hotel because there is a wedding in the afternoon.

Awards (Have for Art)

Awards will be given out at the closing brunch. A new award has been created for CSAO's to honor Joe Nixon, PC's retiring dean of students. Haven read the award description.

Elections (Tony)

Tony mailed 123 ballots. 60 were returned. Election results follow:

- President Elect: Dan Karns, Clemson
- Treasurer: Jason Cassidy, Furman
- Secretary: Lauri Yeargin, Winthrop
- 2-Year Rep: Andy Omundson, Piedmont Tech
- Private Rep: Maureen Durkin, Columbia College
- Public Rep: Kris Gustafson-Helou, USCA
- At-Large Rep: Jennie Volforte, USCA

Administrative Assistant Conference (Kris & Jennie)

Kris and Jennie distributed a written report. They received positive feedback from the attendants. A suggestion was made at the conference that they should

do a session for SCCPA on what administrative assistants want their bosses to know.

Membership Survey (Jennie)

There has not been a big response from the survey. They will be distributed during the closing brunch.

Membership Update (Andrea)

We have 138 members. Andrea gave a detailed membership report in the Annual Report.

Treasurer (Haven for Suzanne)

- The account balance is \$8200.30. The 6-month CD will roll over.
- The mileage reimbursement policy was discussed at length. The following was decided:
 - Mileage will be reimbursed to a board member if his/her institution is unable to pay.
 - Mileage rate will be \$.30 per mile.
 - A board member may elect to be reimbursed for amount on gas receipt in lieu of at the mileage rate.
 - Haven and Suzanne will work on this more and bring it back for a vote.

History Highlight (Art)

Art read Clarice Johnson's report on the chartering of SCCPA, which was written in 1990.

Publications (Lilly)

The newsletter will highlight the conference, awards, and elections.

Clemson SPA (Megan)

- Welcome to Amy, the new Clemson SPA rep.
- Clemson just finished One World Week.

Private Rep (Mimi)

Mimi hosted a luncheon for CSAO's at private schools. 12 out of 20 attended and decided to continue to meet twice a year. SCICU paid for lunch.

Development (Bob and Jason)

SCCPA needs to cast a larger net in identifying financial resources. Bob encouraged board members to network locally so that we can get money nationally. Jason suggested we look toward a 3-5 year corporate sponsorship plan.

USC SPA (Brooks)

USC students are working hard in preparation for the end of the semester/graduation.

Long-Range Planning (Fred)

The long-range plan is complete. Thanks to all who assisted. The new chair should assist the president with focusing on the goals.

Palmetto Practitioner (Viki)

The last article is being edited and the site should be launched next week. Perhaps the PP could be used to promote best practices as our opening speaker, Walter Jackson, said we should be doing.

Secretary (Lauri)

Lauri is still on maternity leave and will return to the office on 5/20. Until then, reach her at sojo@cetlink.net.

President-Elect (Boyd)

- Boyd announced there will be a brief meeting for newly-elected board members on Saturday after the brunch to decide the retreat date.
- He is looking for conference chairs for the next two years to try for better long-range planning.

President for 24 more hours! (Haven)

- We need to recruit less represented schools for membership.
- Haven thanked the board for all the hard work this year.

Miscellaneous

Viki asked that folks e-mail Paul Fidler for support. He is not doing very well. His address is pfidler@gwm.sc.edu.

The meeting was adjourned at 1 p.m.

Respectfully submitted,

Lauri S. Yeargin
SCCPA Secretary, 2001-2002

NOTE: Board retreat set for Friday, June 7, 2002 at Winthrop University.