

**South Carolina College Personnel Association
Board Meeting Minutes
April 22, 2006
7:00 a.m.**

Members Present: Beau Seagraves, Jeff Brown, Bob Hanley, Telesia Davis, Kelly Eifert, Adrienne Middleton, Emily Burns, Linda Jameison, Jimmy Howard, Meredith Bellamy, Karen Gibson, Jason Cassidy, Mac McArthur, Scott Lewis, Art Hartzog, John Driggers, Darlene Mahaffey, Pam Havice, Boyd Yarbrough, Eric Fisher, and Tiffany Coleman

The meeting was called to order at 7:20 a.m.

Roll Call/Introductions – In lieu of roll call, Beau welcomed everyone to the meeting and asked that everyone introduce themselves, their roles at their respective institutions, and their roles within SCCPA.

Report from 2006 Spring Conference Co-Chairs – Eric informed the group that approximately \$8300 has been collected from registrations, \$300 of which came from the Go Move Packet that covered the conference programs. Costs incurred for the conference are at about \$7300, and he estimates that we will clear between \$500 and \$700, which exceeds the budgeted amount of \$400. The chairs will have more details following the conference. Eric also recognized Bob Hanley, Beau Seagraves, Adrienne Middleton, and Katie Landon for their assistance with the conference. He also added that he and Mac McArthur both appreciated the opportunity to serve as this year's conference chairs.

PRESIDENT'S REPORT

Board Overview – Beau welcomed new officers and began his report with a brief overview of how the board operates.

2006 ACPA Convention Report –

- Beau reported that he had talked with members of several state organizations and learned from talking with them about the status of their organizations that SCCPA is a strong organization that can serve as a model to other state organizations.
- There will be a vote within the next 6 weeks on a new governance structure for ACPA. The proposed changes were passed around for review by members of the board and will be included in the newsletter.
- NASPA and ACPA will hold a joint conference on March 31, 2007 – April 4, 2007 in Orlando. Participants will be required to register for the conference before reserving hotel rooms. A sheet was passed around with information about hotels and conference registration rates and will be included in the newsletter. Registration and hotel reservations for the joint conference will all be handled online.

2006-2007 Objectives –

- **Overview** - Beau distributed the objectives for the year and explained the new format. (See attached.) He further explained that the objectives are goals beyond the normal, day-to-day functions of the board. At the October 13th board meeting, we will conduct a mid-year assessment of our progress and determine whether objectives are complete, on track, revised, unsatisfactory, or inactive. At the last meeting of the year, we will conduct a final assessment of the objectives. Beau will work with Jason Cassidy to make sure the objectives are placed on the website, and Beau will share highlights from the objectives at the open meeting.

- **Educational Roundtables** – Linda will be working to develop and implement roundtable discussions around the state that will promote networking and discussion of pertinent issues. Each roundtable, free to all SCCPA members as a benefit of membership, will be a 2-hour discussion that includes lunch.

2006-2007 Board Meeting Schedule

- Monday, May 15, 2006: Executive Board Conference Call (11:30-12:30)
- Monday, June 19, 2006: Full Board Member Retreat @ Presbyterian College (10:00-4:00)
- Friday, July 28, 2006: Executive Board Conference Call (11:30-12:30)
- Friday, August 11, 2006: Full Board Conference Call (11:30-1:00)
- Friday, September 15, 2006: Executive Board Conference Call (11:30-12:30)
- Friday, October 13, 2006: Fall Drive-in Conference: On-site Full Board Meeting
- Friday, November 17, 2006: Executive Board Conference Call (11:30-12:30)
- Friday, January 19, 2007: Full Board Conference Call (11:30-1:00)
- Friday, February 16, 2007: Executive Board Conference Call (11:30-12:30)
- March 2007: Administrative Professionals Workshop: On Site Full Board Meeting
- April 2007: Spring Conference: On-site Full Board Meeting

Vacant Appointed Positions – Beau will make final appointments within the next 3 weeks.

Board Retreat (Friday, June 19 – 10am-4pm) – Please let Telesia know if you cannot attend the full board retreat in June.

EXECUTIVE BOARD MEMBER REPORTS

Budget – Kelly will email the revised budget to the board on Monday. She shared with the group that we currently have a CD in the amount of \$4,387 that matured on April 20. We have until April 27 to increase the value of the CD, and the next maturity date will be on October 17. After some discussion, two options surfaced – adding \$4,000 to the CD as was previously discussed or adding enough to increase the full amount in the CD to \$10,000. It was moved and properly seconded that we increase the CD amount to \$10,000. In a unanimous vote, the motion passed.

Newsletter – Linda encouraged the group to be thinking about the future of the newsletter. She plans to email several people to solicit input about the newsletter. In the meantime, she encouraged everyone to send in a paragraph for the next edition of the newsletter.

Spring Conference –

- **Conference Dates** - Adrienne announced that next year's conference will take place April 19-21, 2007.
- **Possible Change in Location** – Feedback was solicited on the feasibility of hosting future conferences in locations such as the Georgetown/Pawley's Island area or the Hilton Head/Bluffton area. It was determined that previous discussions on the matter suggested that it is best to only pursue Charleston and Myrtle Beach.
- **Possibility of One Location** – It was suggested that we may want to consider sticking with one location each year, in much the same way as the ASJA Conference does.
- **Considerations for choosing hotels** – Conference chairs were encouraged to consider the following in making recommendations for conference locations: family options, nightlife, meal options, distance to local attractions, and contractual options for staying in same location over a certain number of years. In weighing whether it was more important to consider the lowest price

or a more quality experience, board members seemed to indicate a preference for a quality experience.

- The conference chairs will be prepared to discuss the options during the upcoming board retreat and will send out information on various locations via email prior to the retreat so that board members can visit hotel websites before attending the retreat.

Drive-In Conference – Linda is currently exploring options and is soliciting suggestions for a theme.

Technology -

- **Posting information online** – Jason informed new members that they could send information to him to be posted on the SCCPA web site.
- **Policies & Procedure manual** – He also reminded the group that the policies and procedures manual needs to be updated.
- **Membership Database Online** – Jason discussed the possibility of posting the membership database online. He indicated that he can do it in PDF format and that he could update it once a month in various sorted options. Several issues came up as a result of that suggestion, including how to make the database accessible to members only, whether to make this information available to our sponsors (a question posed by Boyd, chair of development), and the implications this has for corporate sponsors who may become paid members. Jason will postpone action on this matter until further discussion in June.

Palmetto Practitioner – Pam encouraged board members to consider submitting an article for the Palmetto Practitioner by May 30. The guidelines for submission are on the website. She emphasized that articles do not have to entail research.

Administrative Assistant Rep. – Darlene brought up the issue of a possible name change to better reflect the various positions that are incorporated in the administrative assistant programs and activities. Beau encouraged her to get feedback from other members so that we can discuss this issue at the retreat.

Historian – Art informed the group that the 30-year history of the organization has been posted on the website and that he plans to add a one-page update to this information each year. He is also working on creating notebooks for archived documents. Appreciation was expressed to Art for his “Magic Show” keynote address at the administrative assistants’ conference.

Mentoring – Scott brought up an idea of intentionally connecting graduate students who are new to SCCPA to a mentor from a different institution. Beau tasked this responsibility to the fall and spring conference chairs for further exploration.

ANNOUNCEMENTS

- Eric reported that two presentations during the conference had changed locations.
- Eric also announced that SCCPA will be giving Jeanne Steffes a gift from SCCPA during the 9am session she will be facilitating.
- Scott is donating a copy of Quicken to the treasurer, which was approved by the group as long as the transfer of records could be facilitated easily during the transition of officers in future years.

The meeting was adjourned at 8:39am.

Respectfully submitted,
Telesia Davis, Secretary, SCCPA