

South Carolina College Personnel Association

Board Meeting Minutes

Date & Time: Saturday, April 24, 2004 at 7:30am

Location: Ocean Creek Resort, Myrtle Beach, SC

Members Present: Boyd Yarbrough, Jason Cassidy, Beau Seagraves, Andrea Creech, Janna McDonald, Kari Burns, Kristin Cooper, Amanda Cox, Rhonda Mingo, Bob Hanley, Ruby Herring, Thwanda Davidson, Tiffany Coleman, Jennie Volforte, Suzanne Price, Jeff Brown, Pam Havice, Steve Crudup, Kelly Imbert, Art Hartzog, Stan Parker, Brad Harmon

Boyd welcomed those new members of the Board and encouraged the new people to start to get to know the board and start building those relationships.

Conference Update – Rhonda

Rhonda reported that 79 people are in attendance at the conference.

The graduate student goal of 25 students was reached.

Budget Issues – Beau

Beau continued at this meeting to stress the need to balance the budget before a vote is taken. The board seemed to agree that this was necessary.

Beau presented the board with the proposed budget. He included a “request B” that included the following changes.

-President	\$400-\$250 in Recruitment
-Past President Recruitment	Added \$1000 to Undergraduate Added \$500 to Graduate Recruitment
	Decrease Nominations Mailing from \$340-\$100
-Treasurer	Delete check printing amount of \$75
-Secretary	Printing/Postage decreased to \$40 Drop Letterhead of \$100

-Public/Private Rep/At Large/HBCU and Two-Year-

Added \$200 to each position

-Board Meeting

Mileage decrease from \$170 to \$110

Delete - hotel budget of \$110.

ACPA Membership of \$53.75 deleted

Meals increased from \$460 to \$500

-Membership
deleted

Brochures and Mailing budget of \$350

-Awards
\$100

Printing/Postage decreased \$300 to

to \$100. Writing CASH Award decreased \$150

Beau outlined the potential increase of membership fees from \$20 to \$25 for professional members and \$10 for Admin. Assistants. This allowed for an increase in revenue from membership from \$1800 to \$2500 based on 100 professional members, \$300 to \$500 for 50 graduate members and \$250 for 25 AA members.

Steve asked which awards were being provided by ACPA. Ruby indicated that now all the award plaques are provided by ACPA. This will lower our costs of plaques.

Thwanda proposed the idea that \$200 be added to the Human Diversity. This money will be shifted from Other Projects to the Human Diversity Line.

Projected membership numbers –

Current membership is: 112 professional, 7 faculty, 62 students and 46 Admin Assistants. The projected numbers in the proposed budget are 100 Professional and Faculty members, 50 Graduate members and 25 Administrative Assistant members

Jason reported that most other state associations have membership fees of \$25-\$35 for professional membership fees. We are now and would be in-line with these fees.

When will the membership increase be effective? (Boyd) Discussion on this topic provided support for this increase effective after this conference. This effective date would be April 25, 2004. Amanda proposed changing the effective date to May 1, 2004. After May 1, 2004, the membership rate will be \$25.

Motion to accept the presented budget, motion was seconded and unanimously accepted.

President-Elect – Jason

Jason outlined the new members to the board. He also requested that members of the board update the roster. Jason will complete the updated roster and send it to Jeff for distribution with minutes, budget and rosters.

He still has the Fall Conference Chairs open as well as the spring 2006 Chairs open.

Summer Retreat – The summer retreat will be June 11, 2004 at Anderson College, hosted by Bob Hanley. The basics of SCCPA will be covered as well as goal setting, etc. Bob Hanley has offered to host the retreat.

Jason let the board know that since we have decided to keep the conference at the coastal sites, the board meetings will be concentrated in the Upstate/Midlands.

Steve raised the concern that Brad raised last meeting about having all the board meetings in the Upstate and suggested that the retreat be somewhere in the Low country.

The retreat will remain at Anderson on June 11, 2004.

Boyd reminded that board members will be reimbursed if they are not reimbursed for travel to and from board meetings.

Fall Drive In – We are looking for a theme/topic for the Fall Drive-In. Elaine Cross at Furman is the Chair. The date has not been determined. Balance was presented as an idea. Jennie reminded the board that Georgia College Personnel was interested in having a joint-conference with SCCPA. Steve presented the idea of the Millennials as a topic. Jason will be taking these ideas back to Elaine as potential topics.

Orangeburg, SC was discussed as a possible location for the Fall Drive In. Andrea presented many positive aspects of having the drive-in in this area.

Tentatively the date for the Fall Drive-In will be October 21, 2004 and the topic will be personal and professional balance. Tentative location will Orangeburg, SC.

Jeff will be sending out the following documents – minutes from both board meetings at the conference, board roster, budget, and the policies and procedures manual.

Jeff also asked all members of the board to review their position description in the *Policies and Procedures Manual* and to send any concerns, additions, or corrections to Jeff through Jason.

Respectfully submitted,

Jeff Brown

SCCPA Secretary