

South Carolina College Personnel Association Board Meeting Minutes

Date & Time: April 26, 2003 – 7:30am

Location: Water Oakes Conference Center, Ocean Creek Resort, Myrtle Beach, SC

Members Present: Jason Cassidy, Beau Seagraves, Amanda Cox, Boyd Yarbrough, Jeff Brown, Jennie Volforte, Kris Gustafson-Helou, Fred Borsage, Bob Hanley, Andy Omundson, Steve Crudup, Deonne Giles, Brad Harmon, Cynthia Connor, Pam Havice, Michael Steele, Amy Gamble, Art Hartzog, Dan Karns

Minutes from March 7, 2003 meeting were approved as submitted.

Board Roster – Boyd passed out the new board roster noting some openings. Fred Borsage agreed to remain on as the Long-Range Planning Chair. Cynthia Connor will also remain on the board as the University of South Carolina SPA Rep. HBCU Rep, AA Conf, Fall Conf, Human Diversity and Awards positions all remain open at this time. Bob Hanley stated that Thwanda Davidson and Beverly McAdams would like to be involved. Steve suggested the Cynthia go back to USC and solicit involvement.

Treasurer – Budget cycle ends today; still awaiting final figures from the Administrative Assistant conference. Jason presented the proposed budget for the upcoming year. 2003-2004 requests are the same except for the President-Elect section for conferences. You will note a decrease in this amount. This decrease reflects seed money to start the conference. This \$1000 of “seed” money is expected to be returned and the conference revenue should equal or be greater than the expenditures. This new way of posting the conference money should make it easier to see the money coming in and out of the budget. Jason also reminded the board that we really rely on the donations to keep membership fees low and to operate. Jason moved to approve the budget. Steve questioned the amount given to awards; wanted to up the amount to \$500. This was approved and the budget was approved.

Membership – Beau passed out the stats for current membership. Currently we are at 131 members. There were also eight people at the conference that paid as members but were not. Follow-up has occurred with these people. Currently Beau and Amanda are sending out membership renewals 4-6 weeks prior to the expiration date. A new welcome letter from Boyd accompanies the renewal packet.

Secretary – Lauri was not present; Jeff had no report.

Private Rep – Maureen was not present.

Public Rep – Kris reported that there were five people at the conference that have not paid membership – she is working with them.

Two-Year Rep – Andy introduced Patrice Green and stated he was already working with her and the transition to Two-Year Rep.

USC SPA – Cynthia said the USC SPA is trying to get motivated and to get a lot of people involved.

Clemson SPA – Amy introduced the new Clemson SPA Rep, Michael Steele. Clemson has changed their SPA rep terms to allow for better planning. Michael will remain the rep until December 2003.

Publications – Jeff shared that there was only one hard-copy newsletter this past year. The winter edition never happened due to lack of articles submitted for the newsletter. Boyd posed the question of whether we should continue to push toward having an electronic newsletter.

Jason shared that he has talked with Linda Yount recently about the newsletter and web page. She is currently looking into credit card options, giving access to non-USC people and getting sccpa.org as our URL instead of going through the USC system.

Pam and Tony also shared that they have been in contact with Linda to discuss working with the Palmetto Practitioner.

Boyd recognized that the organization is in need of a consistent form of communication with its members. Boyd described his vision of having a web-linked e-mail that would direct users to specific articles or pieces of the newsletter.

Pam recognized the lack of institutional support for such things as postage and printing in these times of tight budgets.

Andy moved to pilot the on-line version for one year and then evaluate.

Bob suggested having sponsorship for the newsletter.

President-Elect – Dan thanked Deone and Brad for all their hard work with the conference.

Clemson Faculty Rep – Pam shared that a chapter of Chi Sigma Alpha has been started on the CU campus. It is the Beta (2nd) chapter. She also reported that Clemson will graduate 25 students in May and August. Clemson has also enrolled a full class for August.

Historian – Art reported that he has added a lot of photograph to the SCCPA archives. Currently the archives are stored in four boxes including minutes, conference materials and programs. Art is looking to update the SCCPA history. Art Farlowe last updated it five years ago. Lastly, he shared a piece from a 1969-70 newsletter highlighting “ditties of scorn.”

Admin Asst Conf – Beau reported that there were 73 people in attendance and overall it was very successful. He is still waiting on the final catering bill. He has estimated a profit of \$173.00. Beau also presented the thought of having two separate workshops at two different locations. This thought will be brought up at retreat.

Awards – Steve reported having nominations for 13 out of 15 awards. The only two that were not awarded this year were Programming at a small institution and Writing at the professional level. There were a total of 41 nominations from 9 institutions. 25 members were nominated; 28 non-members. He also reported that all nominees received an invitation to the conference. Certificates went to all nominees.

The Board Retreat will be scheduled via e-mail.

Meeting was adjourned due to lack of time at 9:00am

Respectfully submitted,

Jeff Brown