

# **SCCPA Board Meeting & Advance**

## **Friday, June 13, 2008**

### **Agenda and Minutes**

Roberta called the meeting to order at 9:43am.

**Board Members in Attendance:** Roberta Bigger, Jason Cassidy, Linda Jamieson, Molly Duesterhaus, Suzanne Price, Pam Havice, Rebecca White, Jon Driggers, Jenni Evans, Jeff Brown, Tony Cawthon, Brian Lemere, Mary Beth Russell, Steve Terry

### **Introductions and Board Development**

Roberta apologized for some of the board members missing today due to orientation and other campus activities. The board members present introduced themselves and shared information about their current offices.

- The board then participated in the “Where I Come From” activity.
- Board took a break; reconvened at 10:58am.
- Roberta spoke briefly about the use of the website and the move to push things to the SCCPA website. Roberta walked the group through the website noting the document archives and the available resources. Jason will also take picture of all board members present.
- She has decided NOT to issue new binders to the returning board members. Roberta also walked through the notebooks for the new positions on the board:
  - Director of Scholarship
  - Director of External Relations
  - Director of Member Services

### **Board Operations**

#### **Budget – Jon**

- Jon distributed the updated budget showing 07-08 and 08-09. Jeff asked about the spring conference lines. The budget is showing that the spring conference took a loss of approximately \$317. Roberta and Jon will follow-up with Helen Bailey to follow up on the final conference amounts/numbers.
- Jon reported an error with Paypal that resulted in a overdraft with the Paypal account. Jason and Jon are working to resolve this issue. There were 262 Paypal transactions last year.
- Jason posed the question as to whether or not Paypal is worth the cost of the service. The consensus seems to be that we continue to use Paypal for registration and memberships.

#### **Website – Jason**

- Jason reminded the board to send him updates to the website periodically. This is to include newsletters, minutes and conference information.
- Jason brought up the concept of the membership directory. Jason is going to try some reports on how we can display the membership directory.
- Jason also shared the updated membership statistics. Total membership is 280.

- Pam made the recommendation to change the SOURCE and PALMETTO PRACTITIONER to NEWSLETTER and ON-LINE JOURNAL. Jason has already completed this on site.

### **Reimbursements – Jon**

- Jon has requested that any time you ask for a reimbursement that you complete the Reimbursement form that can be found in the Policies and Procedures Manual.
- Jeff asked a question regarding SPA funds: “Are there guidelines that outline the process for the SPAs to get funds from SCCPA?” **This needs to be reviewed and updated.** This policy is located on page 53 of the Policies and Procedures manual.
- **Roberta will contact Jenny, Ben, Pam and Ashley to make sure they are aware of this administrative policy.** This policy will be reviewed and recommendations made to any changes.
- Jason suggested that we move the P&P to a text/web format and move away from a PDF. **He will begin this process immediately.** This will allow immediate editing. **Kelly will coordinate the editing/update of the manual.**

### **Liaison Structure – Roberta**

- **Roberta shared the Officer Liaison Structure with the board. She will update this to reflect the new positions.**

The group broke for lunch at 12:03pm.

The group reconvened at 12:42pm.

- Roberta presented a new, revised liaison structure:  
President: CSAO Liaison, HBCU Rep  
President-Elect: Fall Conference Chair, Spring Conference Chair, Admin Prof Chair  
Past President: Historian, Long-Range Planning  
Secretary  
Treasurer  
Director of Scholarship: Clemson Faculty Rep, USC Faculty Rep, Journal Editors  
Director of External Relations: Advocacy, Development, Marketing  
Director of Membership Services: Newsletter, Awards, Human Diversity, Technology and Membership  
Clemson SPA Rep  
USC SPA Rep
- Pam motioned to accept the liaison, Eddie seconded. Motion passed to approve the above structure.

### **Meetings- Roberta**

### **Conference Updates**

#### **Fall Drive –In – Brian**

- Previous possibilities for sites were Columbia College and Midlands Technical College. These places are no longer options for the October 24<sup>th</sup> date.
- Brian solicited ideas for other location options. Newberry, USC, Benedict, were ideas that were thrown out. Tony suggested keeping it at Wofford College.
- Brian will see if Midlands Tech is still a possibility; if not, the conference will be held at Wofford College in Spartanburg
- Brian solicited ideas for the theme of the conference. No suggestions were provided. Brian will work with his committee and bring ideas to the board.
- Linda proposed the idea of a career development theme to the conference.

### **Spring Conference – Rebecca**

- Roberta and Rebecca met with representative from the Commission of Higher Education. The CHE has proposed a conference that would hold the conference during the week of February 23, 2009.
- This is for a proposal to join the SCCPA Conference and the CHE Foundation Safety Conference. The host institution would be Coastal Carolina University. The SC Law Enforcement Officers Association would participate through the CHE Foundation.
- The location is the Myrtle Beach area. Hotel is not set as of today. The Marriott Grand Dunes Myrtle Beach is a possible site that could handle us.
- There is a major conflict with SEAHO – SEAHO will be Birmingham, AL from February 24-27. There was much discussion on the conflict of SEAHO and the proposed dates for the joint conference.
- According to Rebecca, there is NO possibility of doing a joint conference in the Fall due to time constraints, working football games, etc.
- An idea was posed to retool the AA Workshop to the later spring and couple a drive in conference for all members.
- Decision: Move ahead with plans to collaborate with the CHE with their dates (Last week in February) knowing the SEAHO conflict. This will be a one-year commitment to the CHE group. SCCPA will be prudent in its negotiations with the CHE, especially regarding the financial commitment and hotel blocks.
- Awards – There was some discussion regarding the timeline of awards. There is a push of moving the awards presentation to the fall conference. Roberta will call Becca regarding awards and the timeline.

### **Administrative Professionals – Karen**

- No Report

The Board took a break at 2:08pm. The Board reconvened at 2:38pm.

### **Planning, Goal Setting, Amending the Strategic Plan**

Roberta had the board members present provide suggestions on how SCCPA and its membership contribute to the ACPA themes of knowledge and competency, membership recruitment and retention, effectiveness and efficiency, and professional/career development.

## **Board Member Reports and Updates**

### **Policies and Procedures – Kelly**

- No report – See above.

### **HBCU Representative**

- Roberta is taking nominations for this position.

### **Long Range Planning**

- Roberta is taking nominations for this position.

### **ACPA/Summer Leadership**

### **Palmetto Practitioner Editors – Suzanne and Pam**

- They have a full review board. They hope to have the next edition out by the end of September.

There were no other reports from Board members.

## **Closing**

Roberta thanked the group for their service and commitment and SCCPA. She requested that the board call upon her for assistance and help at any time. Roberta shared her goals including:

- Having a strong conference plan
- A strong long range plan
- Two active HBCU institutions involved with SCCPA
- Wants to see the sustainability efforts that have already started

The board meeting closed at 3:00pm.

As an addendum, Kelly Eifert extends her deepest gratitude to Jeff Brown for taking minutes for her as she was unable to attend the Board Meeting/Advance. Many thanks, Jeff!

Respectfully Submitted by:  
Jeff Brown for Kelly Eifert,  
Secretary