

SCCPA Executive Board Conference Call Meeting

Thursday, July 31, 2008

11:30 a.m.

Minutes

Roberta called the meeting to order at 11:35 am.

Board Members in Attendance: Roberta Bigger, Rhonda Mingo, Kelly Eifert, Ashley-Bailey Taylor, Edward Young, Jenni Evans

Review of 6/13/07 Board Advance Minutes and Approval (Kelly)

Roberta asked for any corrections or additions. Rhonda moved to approve – Ashley seconded. Motion passed.

Board Positions (Roberta)

Roberta is still looking for someone for Long-range planning and the HBCU representative.

Summer Leadership Meeting (Roberta and Rhonda)

- The meeting was held at Davidson this year. Roberta had great time. Patty Perillo, ACPA President, did great job running it. South Carolina as a state organization looks strong nationally. Patty Perillo will be coming to our Fall conference. Rhonda concurred with Roberta's comments.
- A report was sent out after the meeting to the participants. Roberta will send it out to the Board.

Board Reports

President – Roberta

- Thank you Jason for website improvements and technology improvements!

Technology & Membership (Jason) – No Report.

Chief Student Affairs Officer Liaison (Victor) - Victor maintaining contact with the state CSAO's on issues.

Marketing (Linda) – No Report.

President-Elect - Rhonda

Fall Drive –In (Brian via Rhonda):

- Friday, October 24th at Wofford College.
- ACPA President Patty Perillo is going to be one of our speakers. Rhonda and Brian are working on where to place her in the program schedule to accommodate her schedule. They would like to do a morning roundtable with her and SSAO's, and perhaps schedule her as the lunch keynote speaker. Rhonda and Brian are not sure how to work those things around the Board meeting. They will consult with Roberta.
- Rhonda & Brian met last week for planning. They are working on a theme. Brian will meet with his committee to work that out.

Spring Conference – Rebecca (via Rhonda)

- There have been a couple of meetings and conference calls with Coastal Carolina (and CHE?) to discuss the conference.
- Roberta mentioned that Rebecca had some concerns. She thought that it was agreed that SCCPA would run the registration for its members; Coastal would run the registration for CHE folks. The question was asked about combining those into one. Roberta's concern is about losing money on conference. The issue is not yet resolved.
- Hotel: It will be at the Marriott (where SACSA 2006 was held). See information provided by Scott Lewis in the minutes below. Dates of the conference will be February 25 – 27, 2009 (Wed. – Fri.). The conference will end Friday night.
- Roberta volunteered Steve Terry to try and get sponsors for the conference. Aramark is one potential sponsor. Steve will help coordinate that.
- WHERE: We toured all three properties and it appears that the Kingston Plantation will be (by far) the best property to use. Some reasons:
 - Completely Renovated conference facilities and rooms with new furniture.
 - All rooms are suite style (King or 2 Full with a pull out sofa in a separate room with a small frig and microwave in every room.
 - Room cost = \$109 per night! (this will be extended 3 days before and 3 days after pending availability – book early!)
 - This rate includes a free full breakfast AND evening cocktail reception each day/night.
 - They were also the only property who will NOT charge us for using our own AV equipment, and had some of the lowest set up fees.
 - They will set us up in a Board Room as needed.
 - For larger families who wish to do so, they will coordinate 2-3 bedroom condo rentals in the building next door (connected by a walkway) at a discounted rate.
- DATES: The conference will be from Wednesday (the 25th) evening, beginning with a reception, and will end Friday Afternoon, allowing the participants to stay the weekend if they choose.
- OTHER: We have identified Gene Zdziarski (CIRT Expert), John Lowery (Legislative Expert), and Carolyn Wolf (ADA/College Mental Health Expert) as speakers. John may be coming as part of an pre-existing arrangement with Coastal Carolina, so his costs may be eliminated or reduced. We will confirm his availability shortly. Carolyn Wolf's availability is confirmed, and I will work with her on her honorarium (we have worked together before, and she will be very reasonable – she is excited about the concept as well). I have contacted Gene, and I am waiting to hear back from him on his availability. I will also serve as a panelist/speaker/moderator.
- PROGRAMS: As soon as the registration site is up (via Coastal), Rebecca will, in coordination with her Program Chair, put out the call for programs (this will occur as soon as possible). Because we will be sharing program slots with the LBFSC, it will allow for us to be very selective and intentional about session selection and placement. A tentative conference timeline will be available shortly as well.

AA Conference –

This conference is typically held in late February/March. With the change for the spring conference timing, many questions arose about this conference:

- Should it be held after the spring conference?
- Do we still want to have the AA conference this year?
- Should this be the transition conference for the Board?
- How will (or could) the change in the conference calendar this year impact elections?
- Do we host the transitional board meeting at this conference?
- Do we do a longer transitional board meeting not connected to a conference?
- We also need to really discuss the overall conference schedule as there are a lot of changes this year and we need to look at options for upcoming years. And we need to discuss with the full board at the Fall Drive In.
- Roberta would like to start this discussion on the September 15 conference call. Kelly will include an announcement in the email when she sends out the minutes to ask for everyone's participation in the September 15 call. Roberta wants to dedicate time to the overall issue of future scheduling of conferences.
- Rhonda will flush out scheduling options to bring to board meeting in October.

Past President – Jeff No Report.

Treasurer – Jon – No Report. Kelly will ask Jon to email Treasurer's report.

Secretary – Kelly

- She is updating the Policies and Procedures manual and will send it out for Board review by August 15, 2008. She would like feedback on the manual by September 15 from the board.

Dir, Scholarship – Molly – No Report

Dir., External Relations – Edward

- He is developing a survey asking the membership about where we need to improve in the areas Advocacy, Development, and Marketing. He will keep it short and sweet.

Development – Steve

- Kelly reported for Steve that he needs the list of prospective "vendors" from either Boyd or Roberta.
- He also asked that the Board send him the names/addresses of any group they think would be worth contacting for corporate support.

Dir., Member Services – Jenni

Newsletter: Jenni heard from Mary Beth who is working on The Source. Jenni is unsure of the deadlines, but MaryBeth will submit information soon to get submissions from membership/board.

USC SPA – Ashley

- She & Ben have been talking about the USC/Clemson joint undergraduate conference. They are looking to hold it the day before Fall conference and perhaps have them attend the first session of our Fall conference. Questions they have include coordinating the conference, hosting the students somewhere, and then recruiting students to attend.
- Roberta suggested that perhaps Wofford students could host visiting students. Rhonda suggested the same for Converse students. **Ashley will talk with Ben and will follow up with Roberta and Rhonda.**
- With the Membership Directory online, can she get contact information (like emails) on those folks? There was much discussion on this at retreat and it was decided to not put that information on directory. Jason could probably pull a list for Ashley.

Clemson SPA – Ben No Report.

Meetings- Roberta

BOARD – Please put these dates on your calendars:

Executive Board Conference Call: Monday, September 15, 2008, 11:30 a.m.

Full Board Meeting: Fall Drive In Conference, Friday October 24, 2008

Executive Board Conference Call: Monday, November 17, 2008, 11:30 a.m.

Executive Board Conference Call: Friday, January 16, 2009, 11:30 a.m.

Full Board Meeting: February 25-26, 2009 (at Spring conference)

Executive Board Conference Call: Monday, March 23, 2009, 11:30 a.m. – *Tentative!*

Liaison Reports

For the Liaison reports, elected positions will need to remind their liaisons to submit the reports in addition to Kelly sending out general reminders. This is a new requirement for everyone, so it may take some time for people to adjust to this new step.

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

Items for next board conference call

- The next board meeting is Monday, September 15 at 11:30am. **Kelly will send out a reminder and agenda closer to time.**

- The Board would like to thank Robbie Giles at Furman. She has graciously agreed to help us with all our conference calls! Thank you! Kelly will email Robbie the dates for next conference calls.

The call ended at :12:14pm.

Respectfully Submitted by:
Kelly Eifert,
Secretary