

In attendance: \*Jason Cassidy, \*Jon Driggers, \*Steve Terry, \*Rhonda Mingo, Amy Gamble  
\*Elected officers

Meeting called to order at 11:42 AM

Review of minutes for July 17, 2009 meeting. Steve moved to approve; Jon seconded. Motion passed.

### **President's Report (Rhonda)**

- Jenni Evans resigned from the Member Services position due to time conflicts.
- This position is going to be critical and we are searching for a replacement. Please send any suggestions for this position to Rhonda Mingo. As we search for a replacement keep in mind colleagues that work at institutions that are not represented on the board.
  - **Membership/ Technology Report (Jason)**
    - 197 members this time last year we were at 262 we have been stable through the summer
    - We usually get a jump or boost from the SPA groups this time of the year.
    - 40 members are due to renew in October. Jason has sent reminder emails.
    - Our members really haven't heard from us and we need to get some communication out to them.

### **President Elect's Report (Jon)**

- Almost done with the Awards
- Jon is leaving Coker to go to South University in Columbia as Dean of Student Affairs. He will transition in mid-October.
  - **Drive In on a Dime Series (Michael emailed the report below)**
    - Name of this series will be – “Drive in on a Dime”
    - Fall – “Drive in on a Dime” (geared toward graduate students) will be hosted by Presbyterian College on Friday, October 30<sup>th</sup>. The day will run from 10 to 4. We will have one general session before lunch and the some breakout sessions and then a wrap up. This event will be free to members of SCCPA. I hope that all the grads will join – will help with membership numbers. I have got a copy of Bill McDonald's bio to see what topic he can present on – maybe he can do the general session – thoughts?
      - General Session – ideas
      - 3 breakout sessions – ideas – I have one lined with which is Jonathan Wylie to present on Strengths Quest
      - Wrap up session - ideas
    - Ideas for spring:
      - I have contacted USC via Dr. Bloom and been put in touch with Dr. Craig Kridel who coordinates the Whitten Lecture series out of the College of Education to see if SCCPA can piggy back on what they might be planning or help plan together for a speaker in the spring.
      - If the above does not work out – I was thinking about USC for a host on Jan. 29 and College of Charleston on April 9. I have not asked

anyone about these dates yet – just looking ahead – any feedback on these?

- What would we like to have covered at the events in the spring?
- Questions I have:
  - What is the cost going to be for these events? I was thinking free for members on all of them.
  - If there is going to be a cost, does that mean we will have to do registration in advance, etc?
  - If that is the case I feel like we are just planning a series of mini drive ins and I got the feeling that we were not doing that this year and that is why the fall drive in was cancelled.
  - Should Administrative professionals be targeted for one of the spring dates?
- Ideas discussed around the cost of these events:
  - We can offer these events at no costs to members
  - Can we use our sponsorship \$ to support these events to provide lunch and publicity visibility for our sponsors?
  - We want to keep these events affordable and accessible
  - The idea of an institutional flat fee of \$50 for an unlimited # of staff to attend
  - We need to revisit this at the next meeting on October 9, 2010.

#### **Treasurer's Report (Brian)**

- Brian sent out a proposed budget
- We are in the clear with the Commission on the charges from the Spring 2009 conference

#### **External Relations (Steve)**

- Do we have a calendar year for sponsorships?
- We need to set a structure for recruiting them for donations.
- We discussed the idea of tracking our sponsors in the same way as our members
- Steve will work to review and create a structure for our sponsorships

#### **Fall 2010 Conference (Amy)**

- Are there any ideas on location or host site for the conference?
- Influences?
  - What's going on in the host city?
  - Cost for rooms?
  - Attractions?
- Ideas for committee members
- Molly Dugan (Converse)
- Matt Hammett (Wofford)
- Amy will work to create a survey for membership related to some of the questions above. Jason has the ability to set up and send the survey via Survey Monkey.

The call adjourned at 12:28 PM.