

## **SCCPA Telephone Conference Meeting September 20, 2002**

The meeting was called to order at 9:30 a.m.

**Present:** Maureen Durkin, Andy Omundson, Haven Hart, Andrea Wyrosdick, Kris Gustafson Helou, Lauri Yeargin, Boyd Yarbrough, Dan Karns, and Amy Gamble

### **Minutes**

The minutes from August 2 were approved with no corrections.

### **Budget (Boyd for Jason)**

The budget is attached and was approved unanimously.

### **Membership (Andrea)**

- No current status in terms of numbers.
- Question – brochure mailing. First newsletter will include membership brochure and conference info. After that newsletters will be electronic.
- Andrea will keep a centralized database, and send most updated information to board members as needed. Public, private, and two-year reps will use Andrea's data to recruit.
- Andrea can have labels to Dan electronically the middle of next week. Andrea can have the membership brochure file in Word to Jeff who will incorporate it into the newsletter.
- Since the directory is now electronic, we need to update more frequently. Institutional reps need to contact CSAO's and ask them to visit the web site and update.
- SPA reps can help Andrea by making sure individual SPA members actually complete the SCCPA applications and not just sending in a list and payment for members.
- Web site needs to be updated more regularly, especially since we will be referring people to it for membership, newsletter, and directory. Lauri will contact Linda.

### **Newsletter (Dan for Jeff and Steve)**

- The goal for the newsletter is next week. Jeff and Steve will contact everyone about what they need.
- The first newsletter will be paper, and the rest will be electronic.
- Jeff and Steve need to work out a timeline for the rest of the year and submit it to the board.

### **Conferences (Dan)**

Report is attached.

- Fall Conference – Electronic program proposal was sent out and proposals are due by September 30. Goal is to send conference registration info by end of next week. Deadline is October 15. Conference if Friday, November 22. There is

opportunity to attend whole conference (November 21 and 22). Centralized registration will be at NC State. Profit will be divided according to the percentage of members from each state attending. Dan will find out FYE's involvement and let Lauri know. Registration will go out with the newsletter as well as electronically.

- Spring Conference – Brad Harmon (bharmon@coastal.edu) will co-chair with Deonne Giles at Coastal Carolina. One of them will be at the rest of our board meetings. Contracts are completed with the site location.

### **Palmetto Practitioner (Boyd for Viki)**

- Viki has submitted her resignation as editor due to other professional commitments and lack of professional development funding.
- Tony Cawthon, Paul Fidler, Art Hartzog, Kris Gustafson Helou, Dennis Pruitt, Michael Welsh are the current editorial board.
- Dan suggests Dr. Pam Havice as new editor. Lauri agreed Pam would be good and also suggested either Art or Tony. Boyd will keep us posted.

### **Advocacy (Boyd for Jennie)**

- Report is attached.
- Dan agreed to work with spring conference chairs on best practices program.
- Best practices would be a good idea for the Palmetto Practitioner.

### **Membership Recruitment (Boyd for Jennie)**

- Report is attached.
- Andrea, Jennie, Boyd, and institutional reps will work together to create an electronic welcome packet. Dan suggested best practices as part of the welcome packet. Other ideas suggested by Kris: a Palmetto/SCCPA pin, a rolodex card. We should do a tangible contact in addition to an electronic.
- Further discussion of Bob's proposal from last meeting to offer membership to all CSAO's and designee. We will offer up to two free memberships for professionals at each institution targeting CSAO's. If CSAO's are currently members, they may give away both memberships. If CSAO's are not, they should take one. Boyd will send letters and he will use discretion if he feels an institution only needs one free member. The board approved the proposal unanimously. Boyd will be visiting CSAO's across the state and will discuss this new offer with them. Lauri suggested a CSAO corner for the newsletter and/or a CSAO track at the conference.

### **Administrative Assistant Conference (Lauri and Maureen)**

- Bo Seagraves will also work with Lauri and Maureen. Boyd will send Lauri Bo's contact information.
- Kris will send binder to Lauri.
- Early April worked well last year.
- Lauri, Maureen, and Bo will meet before next meeting and have a proposed plan.

### **Announcements**

- Andrea's wedding is October 26.

- Boyd & Haven need to get in touch with Fred about Long Range Planning.
- SC Service Coalition Conference is scheduled for Saturday, November 16 at Midlands Tech, Airport Campus. The conference is geared toward students and is free. Information is attached.
- Next meeting will be on November 22 at the conference.

### **Feedback**

Boyd asked for feedback about the electronic meeting format. Feedback was positive as long as we interchange electronic meetings with face-to-face meetings. The meeting used time well and will probably be cost-effective.

The meeting was adjourned at 10:38 a.m.