

**SCCPA Board Meeting
November 22, 2002
2 p.m.**

Monarch Room, Hyatt Regency Southpark Hotel

Present: Brooks Brower, Jason Cassidy, Amanda Cox, Maureen Durkin, Amy Gamble, Deonne Giles, Kris Gustafson Helou, Bob Hanley, Brad Harmon, Haven Hart, Andy Omundson, Beau Seagraves, Boyd Yarbrough, Lauri Yeargin

Minutes

- Minutes from the September 20 meeting were approved with no corrections.

Board Announcements

- Lauri announced that she has resigned from Winthrop University , effective January 6, 2003 . She will be staying home with her children. She plans to fulfill her role as SCCPA secretary and Administrative Assistant Conference co-chair.
- Boyd announced that Andrea Wyrosdick Creech has resigned her position as membership data coordinator for SCCPA. He has appointed Beau Seagraves and Amanda Cox to fulfill the duties for the remainder of the year.
- Viki announced several months ago that she was resigning from her position as editor of the Palmetto Practitioner for SCCPA. Boyd has appointed Tony Cawthon and Pam Havice as co-editors.

Budget (Jason)

- Report is attached. Expenses this fiscal year total \$804.83. Revenue totals \$1148.03. Checking balance is \$8216.40. CD balance is \$2696.22.
- You can see in the check register that we have had several people take advantage of the free memberships. Boyd has made 22 campus visits so far and been very successful. Several conference attendees are a direct result of our new membership plan.
- Jason was commended for such a thorough, easy-to-read report.

Fall Conference (Amanda)

- Amanda stated that it was difficult but worthwhile to work with NCCPA. The conference was a success. SCCPA made a modest profit.
- There was a lack of SCCPA presentations, and this is something we need to work on.

Spring Conference (Deonne and Brad)

- The spring conference is April 24-26 at Ocean Creek Resort in Myrtle Beach . The theme for the conference is “Back to the Beach, Back to the Basics.”
- Program proposal forms are available and due March 14. They will be on the SCCPA web site in December.
- Charlie Fitsimmons, Legislative Liaison for CHE, will serve as keynote and will facilitate a round table.
- Deonne and Brad are still trying to identify a second keynote.
- There will be a case study competition. Two Clemson faculty and two USC faculty have agreed to judge.
- We need to make sure we keep the new members involved through presentations, committees, etc.

Future Conferences (Boyd)

- SC will host SACSA in Myrtle Beach in November 2003. This could affect our fall and/or spring conference attendance.
- Kris suggested we consider not having the fall conference. Lauri suggested that instead of having a fall conference, we have several regional round table lunch discussions across the state.
- The group agreed to offer help with local arrangements and use SACSA to advertise the spring conference.

Members (Haven for Andrea)

- Report is attached. We can probably add about 20 to that number that Jason still had at time of report and 25-30 from SPA memberships to be turned in by Amy.

Clemson SPA (Amy)

- Clemson SPA is focusing on a membership drive now.

USC SPA (Brooks)

- USC SPA is focusing on professional development and is having a hard time recruiting for SCCPA.

Recruitment/Advocacy

- Walter Jackson’s position has been eliminated. Jennie sent out a request to the board asking for feedback on how to further Miles to Go, and she received no responses. This has been a very frustrating experience,

especially now that Walter is no longer there. She cannot make this happen on her own. There will be further discussion.

Strategic Plan (Boyd for Fred)

- Haven, Fred, and Boyd met about the Strategic Plan and delegated who was responsible for what task. The list is attached. The SP should be in your notebook. (If you don't have a notebook, call Boyd.)

Publications (Boyd for Dan for Jeff)

- Dan was supposed to report for Jeff, but Dan's baby got sick and he had to leave. (*Update: Dan's baby is doing better now ☺.*) Boyd will follow up with Jeff.

Secretary (Lauri)

- Lauri reminded board members that if you have a handout, please e-mail it to her as an attachment so she can send it out with the minutes.
- If you have something to send to the board, Lauri can do that for you. If you have something for the listserv, you should be able to send it to the listserv yourself. Directions on how to get on the listserv are attached.
- We need to do a better job of keeping the web site updated. Perhaps having a site that can be accessed by board members who are more involved would be helpful. This would require that the web not be affiliated with a school. Jason will look into this.
- Lauri suggested that we look into getting a lapel pin we can give to all members. NCCPA has this. Lauri will look into prices.
- NCCPA has a Leadership Consortium, which provides a web resource page, a lending library, a leadership conference and more. Lauri suggested implementing something similar in SCCPA. She knows someone who would be willing to coordinate, Alicia Marstall at Winthrop University . She and Boyd will be in touch with Alicia.

Development (Bob)

- MacGray has been tough to get in touch with.
- We got a donation from Sodexo.
- Everyone needs to email Bob with campus vendors he can get in touch with about donations: bhanley@ac.edu.

Administrative Assistant Conference (Lauri, Maureen, and Beau)

- The AAC will be on April 4 at Columbia College . The theme is "Administrative Assistants: the Heart of the Organization."

- Maureen is charge of logistics, Lauri is in charge of programs, and Beau is in charge of registration.

Next Meeting

- The next board meeting will be a telephone meeting on January 24 from 9:30 – 11 a.m. Appointed members should let Boyd or Lauri know if you would like to participate. Elected members are required to participate. Email your written report to board members *before* the meeting.

Respectfully submitted,

Lauri S. Yeargin
SCCPA Secretary, 2002-2003