

# SCWLA BOARD MEETING MINUTES

JANUARY 12, 2018

## In-person meeting in Columbia

**Members attending:** Allyce Bailey, Molly Cherry, Amie Clifford, Mary LaFave, Bhumi Patel, Nancy Olah, Laura Paton, Ayesha Washington, Marguerite Willis, Sheila Willis, Elizabeth Zeck, Mary Beth Pfister, Margie Pizarro

**Members absent, excused:** Julie Moose, Sima Patel, Ashley Cuttino, Kristen Nichols, Richele Taylor

**Also attending:** Mikki Lindler, Hannah Gallagher

### I. Call to Order

President Sheila Willis called the meeting to order at 12:35 pm.

### II. Introductions

Each Board member introduced themselves stating their firm name, practice areas, and number of years of service on the Board.

### III. Past President's Report

Molly Cherry made remarks about her tenure as President. She thanked everyone for their energy, passion and for their support of her administration.

### IV. 2017 Year End Treasurer's Report

Amie Clifford reviewed budgeted versus actual expenditures for the 2017 fiscal year. Overall, the Board did well stewarding the funds of the Association. Specifically, there was no transfer from the savings account to the checking account due in part to the fact that the annual conference was only \$1,000.00 over the projected expenses. Additionally, the Regions did not spend their budgeted funds. As it stands, Amie can transfer money from the checking account to the savings account.

### V. President's Report

- a. *Recognition of Outgoing Board Members:* Sheila Willis thanked outgoing board members for their commitment and service to SCWLA.
- b. *Recognition of New Board Members:* She also welcomed new board members for their willingness to serve and volunteering their time to advance SCWLA's mission.
- c. *Recognition of 2017 President:* Sheila recognized Molly Cherry for the grace and steadfast approach she demonstrated during her presidency. Sheila personally thanked Molly for the lessons she learned about herself during her time as President-Elect. Molly was presented with an award from the Board for her service and a personal gift from Sheila.

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- d. *Overview of Presidency:* Sheila shared her two mottos for which she intends to follow during her presidency. The first being “Nothing great was ever achieved without great enthusiasm”. The second motto was “Good is not good enough if better is possible”. With these guiding principles, Sheila intends to be passionate about taking SCWLA to the next level while transforming member engagement. Sheila also introduced a new Special Recognition Agenda item for upcoming meetings. Special recognition was given to Mikki Lindler and Mary Beth Pfister for their hard work in the Handbook. Nancy Olah was recognized for her insight on the Strategic Plan. Additionally, Hannah Gallagher and Nancy Olah were recognized for their respective efforts in the Charleston and Old English regions.

## VI. 2018 Overview

- a. *Committees:* Sheila stated the goal was to have members participate on committees. As such, mailers will be sent to the general membership. Sheila also encouraged Board members to personally recruit committee members.
- b. *2018 Calendar:* The following dates were announced for upcoming Board meetings: 2/15/18, 4/19/18, 6/21/18, 8/23/18, 10/18/18 and 12/13/18. All meetings will start at noon. Mikki will send out a link for Board members to RSVP whether or not he or she will be in attendance. The meeting location will rotate depending on meeting room availability. Telephone conference options will also be available.
- c. Sheila presented additional changes to the calendar to include the timeline for the Bissell Award and nominations to the Board of Directors. For the Bissell Award deadlines, nomination will be solicited in April and voted on by the Board in June. Nominations for the Board of Directors will be accepted in October.
- d. This year’s Annual Conference will commemorate SCWLA’s 25<sup>th</sup> Anniversary. The conference will be held at the Sonesta Resort in Hilton Head and will run from Thursday to Saturday. Save the Date cards will be mailed in late January.

## VII. Proposed Budget

Mary Beth Pfister reviewed the proposed budget for the 2018 calendar year. Various budgeted line items such as Student and Sustaining Members were adjusted to reflect actual income and expenses based on previous years. Sheila advised that the Executive Line Item in the amount of \$7,000.00 was added to cover expenses for brochures and other necessary expenses associated with executive functions. A motion was made to approve the proposed budget and seconded. The motion carried.

## VIII. Leadership Expectations

Amie Clifford discussed the Executive Committee’s expectation that Board members attend meetings in accordance with guidelines established by the Bylaws. Amie also discussed the importance of Committees to submit their reports on the forms created by the Association. Check

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reimbursement forms must also be used and submitted within two weeks of the event. Amie noted that all expenditures should be approved by the Board before they are incurred.

#### **IX. Strategic Plan**

The Executive Committee reviewed the three year Strategic Plan for the Association. The overall goal is to transform the Board into a policy/governing body versus a working board. The Strategic Plan sets forth goals to address three critical areas for the Association. Those areas included organizational capacity, member engagement, and relevancy to the membership.

#### **X. Old Business**

The newly amended Bylaws will be circulated after the meeting. The amended Bylaws should be placed in the SCWLA Handbook.

#### **XI. New Business**

- a. *Request from 18<sup>th</sup> Street Design:* Mikki advised the Board that a request was made by the Jay, owner of 18<sup>th</sup> Street Design, for Board approval of him sending a direct marketing flyer to the SCWLA membership. A discussion was had regarding whether there will be a mutual benefit to Jay and SCWLA for this endeavor. The discussion was tabled until Mikki and Mary LaFave had an opportunity to speak with Jay.
- b. *Board Member Duties:* Sheila reviewed Board members' fiduciary duties of care, loyalty and obedience.

#### **XII. Adjournment**

There being no further business, a motion was made and seconded to adjourn. The motion carried. The meeting adjourned and Breakout sessions were held.