

SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION
Board of Directors Meeting Minutes
Saturday, January 25, 2014 at Noon
Tomasso at Turtle Point Restaurant, Kiawah Island, SC

The Board of Directors of the South Carolina Women Lawyers Association met at Tomasso at Turtle Point Restaurant, Kiawah Island, SC on Saturday, January 25, 2014 at Noon. Board members present at the meeting were: President, Cynthia Hall Ouzts; President-Elect, Tara Shurling; Secretary, Kelly Jolley; Treasurer, Marguerite Willis; Immediate Past-President, Hon. Carolyn Matthews; Webmaster, Stephanie Nye; Sheila Bias, Cheryl Bullard, Karen Huelson, Hon. Alison Lee, Hon. Carmen Mullen, Sarah Leverette, Julie Moose, Kathy Smith, Flo Vinson, Lisa Claxton, Lynsey Kmetz, Ayesha Washington, Jennifer Ashburn, Meliah Bowers Jefferson, Mary Beth Pfister and Liz Zeck.

Also present: Past President, Mary Sharp; Shaheena Bennett (Board of Governors), and Mary P. Miles.

Excused absences: Molly Cherry, Hannah Rogers Metcalfe, Amie Clifford, Jennifer Rubin, Abigail Walsh, Ashley Cuttino, Amanda Williams, and Laura Paris Paton.

- I. President Ouzts called the meeting to order.**
- II. President's Report.** President Ouzts noted that she had emailed her report to the Board and there was no reason to read it to anyone.
- III. Executive Committee Report.** The report was also emailed to the Board.
- IV. Vote on Slate of Officers.** Immediate Past President, Judge Matthews reported that she was Chair of the Nominating Committee, and also on that committee were, Cindy Ouzts, Tara Shurling, Julie Moose and Mary Beth Pfister. Judge Matthews read the slate for 2014: Tara Shurling would move up to President from President-Elect; Marguerite Willis would move up to President-Elect from Treasurer; Kelly Jolley would move up to Treasurer from Secretary, and; Julie Moose had consented to be Secretary. Judge Matthews made a motion that this set of Officers be approved by the board for 2014. President Ouzts asked if there was any need for discussion and there was not. The motion to approve the slate was seconded and approved by acclamation. The slate of Officers was congratulated.
- V. Recognition of Outgoing President and Gift Presentation.**
New President, Tara Shurling said that she was indeed lucky to be President in 2014, our 20th Anniversary year – but that she was not so lucky to be following in the footsteps of Cindy Ouzts because she was such a stellar President. President Shurling complimented Immediate Past President Cindy Ouzts by noting how efficient and organized and innovative Cindy had been. President Shurling said she hoped she could live up to the standard that Cindy had set but asked everyone's indulgence if she could not. Past President Cindy Ouzts was then presented with a crystal obelisk by President Shurling and thanked for all she had done for the organization. President-Elect, Marguerite Willis, said it had been a privilege for her to have worked with Cindy Ouzts and thanked her for all she had done for SCWLA and for simply having a great year.
- VI. Recognition of Incoming President.** President Shurling was welcomed as the new President.
- VII. Recognition of Past Presidents, Outgoing Board Members and Welcome to New Board Members.** President Shurling welcomed new Board members: Jennifer Ashburn, Mary Beth Pfister, Lisa Claxton, Lynsey Kmetz, Meliah Bowers Jefferson, and Laura Paris Paton (Laura could not attend). Past President Mary Sharp was thanked for her attendance and retiring Board

members, Laura Hart (not present) and Cheryl Bullard were thanked for their many years of service.

VIII. The Minutes of the October 10, 2013 meeting were read, moved and approved as submitted.

IX. Treasurer's Report. Marguerite Willis noted that the Treasurer's report had been emailed to the Board but let the Board know that SCWLA had around \$35,000.00 in its Wells Fargo account and around \$36,000.00 in its BB&T money Market Account (at the end of 2013). Marguerite also mentioned that in the Budget vs. Actual Report, we had more net income than we had budgeted – so we did well – but there were areas where we were sorry we didn't spend some of the money. Marguerite said that she hoped a goal for 2014 would be that we would spend the money in the areas we appropriated it for. Marguerite also said that we were essentially in the same financial state that we were in when we entered 2013. Liz Zeck noted that we were definitely ahead in the dues area in 2013 and had happily passed the 900 mark for members. The Administrator stated that she believed SCWLA now had as members, a quarter of all the women lawyers in South Carolina. Past President Ouzts said she was pleased that we had brought in more money than we needed to spend and that we never had to dip into our savings.

Proposed budget for 2014.

President Shurling said that she hoped everyone had had a chance to look at the proposed budget but she asked the Board to take a closer look at several line items:

Awards & Gifts – we had budgeted \$600.00 for 2013 and spent \$1657.80 – and in 2014 the amount budgeted would be \$4,000.00 because we were planning on implementing a second major award in addition to the Bissell. This second award would be available for us to recognize lifetime achievement as would be the case for Chief Justice Toal. We definitely would want to have an award that would celebrate and honor the Chief Justice's life and would like to first give this award to the Chief Justice. President Shurling said the naming of the award was still undecided – but it would be either the "Palmetto Portia" or an award using Justice Toal's name. Judge Konduros in the Greenville area had found a local artist who would take on the design for this new award with the "ladder pin" being the inspiration. The award would be approximately 10 inches high- in bronze – mounted on marble with a plaque. There would be a good bit of expense involved in creating the first mold for this award, but future replications of the award would not be nearly as expensive.

Bank service charges – last year's budget and this year's the same.

Charitable donations - last year's budget and this year's the same.

Communications - last year's budget and this year's the same.

NCWBA Summit – last year \$6000 – this year \$6,500

Travel expense for President in state – last year \$500 – this year \$650

CLE –SCWLA as Provider application fee – last year \$300 – this year \$200

Member Education- our documentary – last year \$1500 – none this year

Dues & Subscriptions – last year \$450 - this year \$600

Office Supplies – last year \$1100 – this year \$1600

Postage & delivery – last year \$200 – this year \$300

Conference Expenses – last year \$15,000 – this year (3 day event) \$37,500 – Bissell reception – daylong CLE, black tie dinner in honor of the Chief Justice on Friday night, additional CLE on Saturday morning, Charity golf tournament Saturday afternoon, "19th hole" catered event at the home of Chief Justice Toal.

Bissell Award Reception - last year \$8,500 – this year \$12,500

Annual Board Dinner - last year's budget and this year's the same.

Board Expenses - last year \$1,000 – this year \$2,000

Co-sponsorships - last year \$3,425 – this year \$3,500

Reception for new judges - last year \$2,000 – this year \$1,000

Law School Receptions - last year's budget and this year's the same. (\$2,000)

Membership Support – (memorials) - last year's budget and this year's the same. (\$1,000)

Regional Pool - last year \$2500 per region – (spent only \$690) –this year \$1000 per region

Mentoring Program – last year \$1000 – this year \$0/Request was then made to reinstate – A motion was made and seconded to add \$1000 back into the budget for mentoring events - Board agrees. President Shurling stated that she was not concerned about dipping into savings a little bit in this our 20th Anniversary year.

SCWLA Foundation - \$4000 was budgeted for 2013 but was not all used – Liz Zeck asked about “carry over” and Marguerite Willis said she was not in favor of that but if more money was needed - Liz could just request it. Liz also asked if the golf tournament could be used in some way to benefit the Foundation.

Special Projects Last year \$2000 (Alice Paylor- Bar Foundation donation and Inez Tenenbaum \$1000 event contribution) – this year \$1000. This is a special catch-all category)

Long Range Planning Retreat – \$3,250.00 (Susan Sneider/food/etc.)

Leadership SC Conference – (\$3,500 for a full year) SCWLA would sponsor a member or board member and this would give the chosen individual an opportunity for prestigious participation in something that would both advance her participation in the state of South Carolina and her career. Also, the fact that SCWLA was a sponsor of the Furman Leadership Institute would give it greater visibility and would allow it to become one of the statewide players. The person who attended should be asked to invest at least \$250 in the cost so that they would have an investment in attending and participating as fully as possible. Participation in this conference would also give the person a wonderful network.

Gender Equity Event – (\$2000) recognizing Equal Pay Day – Cindy Ouzts planned to work with Malissa Burnette to host event(s) connected to this day across the state. Next year Cindy planned to do a larger event and the request for funds would likely be higher. Cindy said she hoped the bigger event would be a collaboration of a lot of different business groups from across the state. Margaret Willis suggested trying to get Maria Shriver to come in and speak for the really big event because equal pay is directly related to poverty – which was the biggest problem for this state (the condition of women).

Business cards – (\$100) Tara asked that the amount for business cards be increased to \$200 and the board agreed. Flo Vinson asked that we get ribbons to add to our nametags that showed who was a board member or officer or who was on the Planning Committee of our annual CLE. Lynsey Kmetz said that such ribbons needed to be ordered well in advance from the Bar when we did a major CLE with them. (Amie Clifford had found a vendor who could set up a business card template for \$50) Marguerite Willis asked that we get *one* general SCWLA card that everyone could use forever and that card would require only one plate set-up. President Shurling asked that the card have a blank line that we could fill in. These cards would be invaluable to pass out at events like Bar conventions and would give easy access to those interested in becoming members of SCWLA.

CHANGES TO BUDGET: President Shurling noted that the board had added \$1100 to the proposed budget. The revised budget would now be \$123,350.00. Marguerite Willis said that the additional \$1100 would need to be moved from savings. A motion was made and seconded that the budget be approved as amended, and it was voted upon favorably.

- X. **SCWLA Foundation.** Liz Zeck reported that she had sent her report to the board and that the Midlands had sponsored 2 (art museum) fundraising events. Liz said that another fundraiser (cooking) event was planned for the LowCountry in March. Liz said that the concept on the SCWLA Foundation money was that SCWLA was paying to actually underwrite the event (pay the Museum's basic cost) and attendees would then make out their checks to the SCWLA Foundation. Liz said the law school scholarship was basically done and was going out to the law

schools within the next few days. After the scholarship recipients are chosen, Liz said that she hoped to present them their scholarships at the annual conference. The Foundation was also connected with the Martha Dicus Award which was first given at our 2013 CLE. Liz said she was asking the Dicus family to help publicize the award (Bar Journal ads). Sue Berkowitz was the first recipient of this award, and Liz said that she would be asking Sue to be part of the selection committee for the next award. Liz also said that the Foundation's long range goal would be to raise significant amounts of money to actually accomplish something. This would involve impact grants for special projects by special interest groups, or grants to attorneys who had special projects. Liz said that funds raised at the upcoming golf tournament might help jump start this effort. President Shurling said that she hoped the Foundation Board would soon include members from across the state and Liz Zeck said she was working toward that. Liz said that non-lawyers would also be included. Liz said the current Board had 3 lawyers and 2 community members.

XI. Committees. President Shurling asked everyone to let her know what committee they wished to serve on.

A. Awards/Nominations. President Shurling said that she had already spoken about the new SCWLA award and that she would make every effort to decide on the best name for the award.

B. Professional Development (Career Development/Mentor/Ladder) (Amie Clifford).

Mentoring Subcommittee. Sheila Bias reported that she and Jennifer Rubin, Kathy Smith and Mary Beth Pfister had decided to move ahead with a "Conversations" series which would involve doing an event once a quarter and the first event would be called, "So You Want to be a Partner..." This first Conversation would be with 3 SCWLA members who were new to partnership, Tina Cundari of Sowell Grey, Suzi Grigg of Nexsen Pruet, and Alana Williams of Nelson Mullins. They would be leading a moderated discussion of issues surrounding partnership such as what it takes to make partner, the different levels of partnership and expectations for each, and whether partnership is right for everyone. The second (tentative) Conversation would be scheduled for July 19th and it would deal with the balancing act of being a mom and a lawyer. They planned to take suggestions from anyone interested and they wanted to limit attendance to 30-40 so they could have small group discussions. President Shurling suggested "So You Want to Open Your Own Office..." as a possible future selection.

C. Education

2013 CLE-Greenville. Lynsey Kmetz reported that the 2013 CLE was a wonderful experience and she particularly liked having two half day CLEs with a social event in between. Lynsey said early planning was essential and the only difficulty was getting the keynote speaker. President Shurling thanked Lynsey and Jennifer Howe for all their efforts in putting together our wonderful 2013 CLE.

Washington Trip 2014. Amie Clifford. President Shurling reported that Amie had been told that there were no dates available for large groups (35+) in 2014, and the only dates available for small groups (12 people) were in December and Amie picked a date. Amie tried to get a date in 2015 and there were very few dates available for a large group in 2015, either. The Executive Committee had Amie pick a date in 2015 and they were hopeful that it would work.

Other CLE's. Amie could not attend.

D. By-Laws. Julie Moose said nothing was pending at this time.

E. Community Outreach. President Shurling reported that the silent auctions that she and Marguerite had done for the past several years (to benefit women's shelters) had been

wonderfully rewarding. Amie Clifford would be taking over the Silent Auction in the near future. President Shurling urged members to start getting things ready for the auction now.

- F. Long Range Planning.** Kelly Jolley reported that retreats like the long range planning retreat (February 8th- 10-4 in Columbia) were essential to actually doing any long range planning. Kelly said that it was important to also have an experienced retreat facilitator involved and that we were lucky that Susan Sneider (a national legal consultant) would be facilitating our meeting. Kelly said Susan lived in South Carolina now and she had facilitated similar meetings for NAWL. Kelly asked everyone to make the effort to attend and help us come up with a plan for where we wanted SCWLA to be in 5 and 10 years.
- G. Media/Communications.** Stephanie Nye. Sheila Bias asked everyone to please keep Stephanie informed about things that needed to get posted on the website and to please email Sheila about things that should get posted on facebook and twitter. President Shurling said she hoped this would be the year when we could include a copy of our documentary with the annual CLE materials.
- H. Regional Activity Liaison/Regional Reports.** Kelly Jolley reported that she was surprised by how difficult it was to get the regions to use their money. Kelly said that if the regional representatives came to the retreat – they might see that SCWLA was more than the annual meeting and their own regional events. Kelly then said that she hoped someone new would take on the oversight of the regions because she was hoping to get more involved with her other SCWLA committees. Karen Huelson was asked and agreed to become the Regional Activity Liaison with the assistance of Liz Zeck. President Shurling said it would be great to just send Karen around to each region to share her great experience. President Shurling also said it would be great to have a regional rep “guide.”

XII. Old Business

- A. Leadership Institute.** Carolyn Matthews had already covered this.
- B. Gender Equity Project** Cindy Ouzts had already covered this. Cindy did say that in 2014, she hoped to have “equal payday” events in Greenville, Charleston and Columbia. President Shurling said it would be great to have a large company order lots of Payday candy bars for us at a low cost – or to get the merchant to donate the same.
- C. JAG Officers and Military Spouses.** Kathy reported that she and Flo drafted and sent a letter to the JAG Officers at Fort Jackson and SHAW Air Force Base – that gave them info about SCWLA and asked them to join. President Shurling said it would be great to get a group of these ladies to participate in our annual conference.
- D. Business Cards.** President Shurling said she would ask Amie to do a report and to get a mock up made of the universal SCWLA business card with a single blank line.

XIII. New Business

- A. Linked In Project.** Cindy Ouzts said she had emailed her report to everyone – but essentially the LinkedIn project would involve learning about How to Use Social Media like LinkedIn with the assistance of Brenda Stewart (Stewart Marketing and Consulting) and Laura Hudson (Business and Practice Development for Nexsen Pruet). This project would give our members 1.5 hours of CLE credit and it would be part of our 20th anniversary year and part of just giving more benefit to our members. Cindy said the CLE would be offered in Charleston, Greenville, and Columbia.
- B. Habitat for Humanity Women Build 2014.** Jennifer Ashburn passed out a handout for a building event to take place in May of 2014. Habitat was taking sponsorships right now and Jennifer asked the board to consider doing a sponsorship at the \$1000 level. This sponsorship would give us five volunteer slots for members to participate in building a house. There would also be lots of media opportunity and sponsorship recognition. Jennifer said that it would be great to show that SCWLA was giving back to the community. Jennifer suggested that the money could come from “Charitable Donations” in the budget. President

Shurling made a motion that we sponsor this project at the requested level with the money to come out of the line item for Charitable Donations. Liz Zeck and Jennifer Ashburn discussed the possibility of doing the “stud” (\$250) donation. With the stud – we could decorate the stud and have it become a part of the new home. President Shurling amended her previous motion to include the purchase of the stud (\$1250) and this motion was seconded and voted upon favorably.

- C. More Male Members of SCWLA as Part of the 20th Anniversary.** Marguerite Willis said she wanted to make a push this year to have more men members of SCWLA. For one year, Marguerite wanted to have many men sign up for a special amount of money to commemorate our 20th Anniversary – and whatever amount we charged could be used for our convention. President Shurling said she wanted to send a message to all members to save the date for our convention and she also wanted to send an email to all law firms asking the “Male” members to step up – and join SCWLA for our 20th anniversary year – and let their law firm pay for it. Marguerite said that she still believed we needed to offer membership to men for a special rate this year. President Shurling suggested that we give a prize to the member who brings in the most new SCWLA members and also that we challenged each member to bring in a new member.

XIV. Member News.

XV. Next Board Meeting – March 27th in Columbia

- XVI. Adjourn** – There being no further business, a motion was made to adjourn. It was seconded and voted upon favorably.