

SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION
Board of Directors Meeting Minutes
Saturday, January 26, 2013–12:00 noon, at Collector’s Cafe, Myrtle Beach, SC

The Board of Directors of the South Carolina Women Lawyers Association met at the Collector’s Café Restaurant in Myrtle Beach, SC on Saturday, January 26, 2013 at Noon. Board members present at the meeting were: President, Carolyn Matthews; President-Elect, Cynthia Hall Ouzts; Treasurer, Marguerite Willis; Secretary, Tara Dawn Shurling; Immediate Past-President, Liz Zeck, and; Webmaster, Stephanie Nye; Cheryl Bullard, Amie Clifford, Karen Huelson, Kelly Jolley, Julie Moose, Judge Mullen, Flo Vinson, and new board members Sheila Bias, Kathy Smith and Amanda Williams.

Also present were: Past SCWLA Presidents Alice Paylor and Kif Cook; SCWLA member, Judge Vinson and Johnny McAllister.

Excused absences: Ashley Cuttino (conflict); Abigail Walsh (conflict); Molly Cherry (conflict); Jennifer Rubin (conflict); Jennifer Howe (conflict); Hannah Metcalfe (conflict); Ayesha Washington (conflict), Sarah Leverette (conflict) and; Judge Lee (conflict).

- I. **President Matthews called the meeting to order** and welcomed everyone to the 2013 SCWLA Board Meeting & Election of Officers. President Matthews informed the board that the Executive Committee had made a decision to contribute \$1,000.00 to a Symposium at the Charleston School of Law on April 14th & 15th. The symposium was being sponsored by the Charleston School of Law and the Riley Institute at Furman University. The topic of the 2013 Law & Society Symposium was, “In Search of A ‘Grand Unified Theory’: Thirty Years with the Endorsement Test” and the keynote speaker would be the Honorable Sandra Day O’Connor. SCWLA would be listed as a major sponsor and would receive four tickets to the reception and two tickets for the symposium. President Matthews said a notice would go out to the board regarding the availability of the tickets. President Matthews also announced that the Executive Committee had made a decision to raise the salary of the Administrator to \$1,000 per month, effective January 1, 2013. Additionally, a decision was made to give a *resolution of appreciation* to Mikki Lindler who has so ably been assisting the Treasurer with financial reports, our recent silent auction, and the CLE and Bissell contributions. President Matthews also noted that SCWLA continued to support the Bar Convention with an annual contribution. President Matthews added that she hoped that the President’s Report that was sent to the board had given a clear picture of all that had been accomplished in 2012 and that she hoped that the regions felt more included because of her efforts to attend monthly lunch meetings in various regions.
- II. **The Minutes** of the October 4, 2012 meeting were read, moved and approved
- III. **Election of New Officers.** Liz Zeck, Chair. Liz thanked the Nominating Committee for their efforts and thanked the individuals who submitted their names to become an officer. Liz said she truly appreciated the ideas that were offered by candidates during the selection process. The Nominating Committee, Liz noted, was looking for both geographic and practice diversity and for individuals who had a history of getting things done and working well with others and generally moving things along. Liz said the committee unanimously recommended Kelly Jolley to be the next Secretary because of her overall contributions to the board, her geographic diversity and because of what she had accomplished within the Sea Islands Region. Liz read the Nominating Committee’s Slate of Officers for the 2013 Board: Cynthia Hall Ouzts, President; Tara Dawn Shurling, President-Elect; Kelly Jolley, Secretary; Marguerite Willis, Treasurer, and; Carolyn Matthews, Immediate

Past-President. A motion was made and seconded to approve the slate as read, and the slate of officers was elected by acclamation. Immediate Past-President Carolyn Matthews welcomed newly elected President Ouzts, saying she looked forward to a great year with her. The meeting was turned over to newly elected President, Cynthia Hall Ouzts.

IV. Newly elected President Ouzts thanked Immediate Past-President Matthews for her leadership in 2012. Immediate Past-President Matthews said she had loved being President and loved that whenever anything needed doing - all she had to do was send out an email and everyone stepped up and did their part. Immediate Past-President Matthews also said that she was amazed at how everyone took time from their busy careers to get things done for SCWLA and she was pleased by how much SCWLA had grown as an organization and by how relevant SCWLA continued to be to its members. Newly elected President Ouzts again thanked SCWLA's former President for her energy and commitment to SCWLA and then presented Carolyn Matthews with an engraved crystal obelisk as a token of the organization's appreciation for her year of service and the entire board applauded. President Ouzts recognized attending Past-Presidents, Alice Paylor, Kif Cook, Liz Zeck and Amie Clifford - thanked retiring board members, Carolyn Matthews, Ericka Williams and Karen McManaway for their service - and welcomed new board members, Sheila Bias, Kathy Smith and Amanda Williams. President Ouzts said that she hoped she would be able to do as good a job as Carolyn had as President.

V. Treasurer's Report. Marguerite Willis. Marguerite referenced a report that had been circulated by email prior to the meeting. The report showed that SCWLA had budgeted total income of about \$63,000.00 for 2012 and it turned out our total income was \$90,000.00. At year end, we had a surplus of around \$27,000.00. The reason for the surplus was an increase in membership and more income than we anticipated with regard to Conference and Bissell sponsors and Conference Exhibitors. Marguerite said we had stayed fairly true to our budget and had budgeted to end the year with \$550.00 but happily ended with \$22,000.00, instead. Liz Zeck noted that SCWLA had, in addition to those 2012 funds, significant funds from previous years. Amie Clifford made special note of the fact that the DC trip that she had chaired, actually ended up with a surplus of around \$300.00 and that the trip had been completely self-sustaining. Amie said that with the fees collected, they had managed to pay for the breakfast and reception for all the attendees because she had gone to great lengths to get needed items directly from suppliers and not from the hotel. Amie said she would love to Chair this trip again and strongly recommended that the next trip also be scheduled in December because of the holiday decorations, lack of competition from other groups and lower hotel rates. Immediate Past-President Matthews described how much she enjoyed every aspect of the successful DC trip and complimented Amie on the incredible job she had done with arranging every detail of it - and everyone applauded Amie's achievement. A motion was made to approve the Treasurer's Report as submitted and it was seconded and voted upon favorably.

PROPOSED BUDGET 2013.

President Ouzts went over the 2013 proposed budget with the board:

Sustaining Members: President Ouzts asked everyone on the Board to consider becoming one (pay \$100 rather than \$65) and said she hoped to really emphasize the importance of becoming a Sustaining Member by posting a list on the website and referencing Sustainers with signage at all important events. Kelly Jolley said that at a meeting last year it was decided that being a Sustaining Member meant paying \$100 or "more," so if we wanted to make it a set higher fee we should take it up under new business.

Regular Members' dues: President Ouzts said we had budgeted \$46,000 for 2012 and received \$50,000 and planned to raise \$52,000 in 2013.

Interest: We might be able to earn \$100 in 2013 if we were lucky.

Program Income: This year we didn't want to move anything from savings.

Bissell Reception Sponsors: Last year we budgeted at \$8,500.00 and we brought in \$10,500.00. We still planned to budget \$8,500.00 in 2013.

Conference Sponsors & Exhibitors: We did not budget for this last year because in 2011 the SC Bar had run our conference. In 2012, we decided to keep that money ourselves, so we have planned to budget (raise) \$20,000.00 for this in 2013. In 2012 we raised about \$18,600.00.

Overall Projected Income: In 2013, we had a projected income amount of \$81,425.00. This amount contained the projected funds which would be solicited for the Conference and the Bissell.

Expenses: Our expenses remained pretty much the same.

Charitable Donations: We had budgeted \$1500 for 2013.

NCWBA Summit: Last year we budgeted \$2,500.00 for the President to attend and this year we had budgeted \$3,000.00. Immediate Past-President Matthews attended last year and said it was a great opportunity to meet other women lawyers' organizations and this year the Summit venue would be San Francisco and President Ouzts said she would attend. President Ouzts said that the NCWBA was very impressed with our programs and membership numbers and that we had the opportunity to become a leader in this national organization. Amie Clifford suggested that the amount budgeted for this year should be increased so the President-Elect could also attend the Summit because it would be a great planning tool for next year's President. After discussion, Amie made a motion to amend the 2013 budget to include additional funds for the President-Elect to attend the Summit with the President. Immediate Past-President Matthews moved that the 2013 budget be amended to include \$6,000.00 for the President and President-Elect to attend the Summit and this motion was seconded and voted upon favorably.

President's Travel Expense to Regions: This was a new item added to cover the President's travel costs around the state.

Documentary: In 2012, \$3,000.00 was budgeted to update and add to the documentary and nothing was done with it. In 2013, no money had been put in for the documentary because there didn't seem to be any interest. The last interview was done over 12 years ago and the film was still available on the website. Tara Shurling suggested that if we felt the need we could just do an additional new documentary whenever we decided it needed to be done. It was suggested that even if we did abandon the updating of the current documentary, we should still have some funds available to document important current SCWLA events, and continue general historical preservation, etc. Liz Zeck moved that we keep \$3,000.00 available to do that. Marguerite Willis commented that we should worry less about our past and focus more on the future and making ourselves relevant to younger lawyers. Tara Shurling agreed but said it was still important to keep alive memories that would bring inspiration to future lawyers. After more discussion, an amended motion was made to rename this budget item "Member Education," and put aside \$1,500.00 to document ongoing SCWLA events while keeping in mind general historic preservation. This motion was seconded and voted upon favorably.

Dues & Subscriptions: We added \$125 for NAWL Membership.

Office Supplies & Postage & Delivery: These were still necessary items. It was suggested that storage space should be obtained at an approximate cost of \$700 a year and that the Administrator should secure the same. A motion was made to increase the budget for Office Supplies for 2013 to \$1,100.00 (from \$400) – and this motion was seconded and voted upon favorably.

Conference Expenses: Expenses in 2012 were a little less than \$15,000.00. We anticipated raising a minimum of \$20,000.00 in 2013 for the annual conference. President Ouzts noted that this year we had to write a check to the Bar for \$9,000.00 because our registration was too low to cover the Bar's expenses. This year we also intended to segregate the funds we raise.

Bissell Reception: In 2012 we budgeted \$9,000.00 and we spent less than \$8,000.00. In 2013 we budgeted \$8,500.00.

Annual Board Dinner (after the Bissell): Last year we did not budget for this. In 2013 we have budgeted about \$3,000.00.

Board Expenses. This item covered light lunches during board meetings.

Co-sponsorships: This item would stay the same as in 2012. SCWLA endeavored to co-sponsor events with non-partisan organizations that had similar goals.

Judicial Receptions: In 2012 we budgeted \$2,000.00 but we spent nothing. In 2013 the amount budgeted would be the same in the hope that we would have some SCWLA member judges' receptions to contribute to.

Women Law Students' Receptions. In 2013, \$1,000.00 has been budgeted for Columbia and \$1,000.00 for Charleston.

Member Support Memorials: The amount had been \$500.00 in 2012. Liz Zeck moved to increase the amount to \$1,000.00 in 2013 because we needed to use at least \$500.00 for the Martha Browning Dicus Memorial contribution. After a discussion, the motion was seconded and voted upon favorably. Amie asked how we decided who received memorial funds and Liz Zeck stated that in the past it had been limited to Bissell winners.

Regions: In 2012, \$13,000.00 was set. Each region was allocated \$1500 plus an additional pool of \$2500 was set aside in case a really spectacular event required additional funds. President Ouzts noted that a lot of that money was not used in 2012. In 2013 the same amount would be in the budget and each Regional representative would be emailed and encouraged to make effective use of these funds.

Mentoring Program: The mentoring program would continue to be funded in 2013.

SCWLA Foundation: (501 C3)\$4,000.00 was budgeted for 2013. President Ouzts said she wanted to continue to support our Foundation because it could do things – e.g. make gifts – that SCWLA as an organization, could not do. When individuals made gifts to the Foundation, it was tax deductible. Tara Shurling made a motion that the budget amount for the Foundation be increased to \$5,000.00 in 2013. Liz Zeck said that the Foundation had sufficient funds to give out two scholarships and that she regretted not giving out the scholarships last year but would get it done soon and also that she felt the Foundation did not need its budget increased at this time.

Administrator: The salary of the Administrator was increased from \$9,000.00 in 2012 to \$12,000.00 in 2013.

Proposed new budget item: Amie Clifford made a motion that SCWLA host some kind of event for SCWLA members to meet with legislators. This motion was seconded. Discussion was requested. Immediate Past President Matthews noted that she had recently met with the Administrator of the Women's Legislative Caucus and inquired about SCWLA co-sponsoring some kind of event that would let women legislators know that we were out there and that we had issues we were interested in. Tara Shurling said that she felt Amie meant her event to include the entire legislature – not just women. Immediate Past-President Matthews said that from her experience, such an event would be a waste of time and money and that all those sort of receptions were already set for this year and probably the next. Amie said she only wanted to do something simple to give our members a chance to comfortably interact with the legislators. Treasurer Willis noted that we had already added \$8,700.00 and that would mean that we would already be dipping into our savings to fund this budget. President Ouzts asked someone to call the question as to whether we wanted to add this type of event to the budget. Someone called the question and Cindy asked for a vote as to whether we wanted to add a budget item for a legislative reception/event. The vote was tied and so it failed. Treasurer Willis said that she understood that it was Amie's goal to raise the legislature's awareness of us and she recommended getting some SCWLA items out there to the legislature. President Ouzts recommended that a new committee be created to work on this and that the committee should simply be called the "Public Relations Committee." Liz Zeck suggested that the Midlands Region might use their \$1500 budget to host an event that could certainly be an outreach to women legislators – for a start. Liz Zeck went on to say that all the regions should be encouraged to include local legislators in their events.

Reception for Alice Paylor as new President of the SC Bar: Immediate Past-President Carolyn Matthews noted that Alice would be sworn in on May 16th in Charleston. Kelly Jolley made a motion that we add a line item for \$2,000.00 for "special projects," and the motion was seconded and voted upon favorably.

Immediate Past-President Matthews made a motion that we accept the 2013 budget as amended. The motion was seconded.

President Ouzts summarized the changes: increased money for attendance at the NCWBA Summit from \$3,000 to \$6,000; added a "Member Education" item of \$1,500 (as opposed to the documentary "\$0.00"); increased Office Supplies from \$400 to \$1100; increased member memorials from \$500 to \$1,000, and; added a line item in the budget for "Special Projects" of \$2,000. The motion was voted upon favorably. The 2013 budget (as amended) was passed.

VI. Regional Reports. President Ouzts said that she expected to receive all regional reports two weeks prior to each board meeting and all regional representatives were asked to send information about their events to the Administrator so she could forward them to all Board Members. The Pee Dee. Flo Vinson reported that they had planned four Lunch and Learns for 2013, including one on the Substance Abuse /Mental Health issue, one on Technology and two others in different practice areas. The Pee Dee alternated between Lunch & Learns for just SCWLA members and lunches where everyone was simply welcome to attend. The Midlands. Karen Huelson had circulated her report via email to all board members. The Sea Islands. Kelly Jolley reported that Anne Kelley Russell had to resign as regional representative but that Kathleen Chewing had volunteered to take her place. Kelly Jolley and Liz Zeck agreed to support all the Regional Representatives by having quarterly telephonic meetings with them. Kelly said that it was crucial that all the representatives knew what each other was doing and that they could do program ideas together. Stephanie Nye asked to be included in the call-in meetings. This Committee was to be called Regional Activity Liaison. President Ouzts said it would now be included on all future agendas

VII. Media/Communications Report. Stephanie Nye reported that the website had an updated new look and that pictures from the Conference and the Bissell Reception had been added to the website. Stephanie said that embedding a video of the Chief doing a history of the Bissell and the recipient giving his/her acceptance speech would be something all members would really enjoy viewing and she said that was something we should begin this year. Stephanie also said that the calendar continues to be set up in a way that allows regional representatives to log in all their events. Stephanie invited any of the new board members to assist with the website, especially in the area of updating Facebook so we would have a bigger social media presence. Sheila Bias volunteered to assist.

VIII. Committees.

a. **Professional Development.** (Combined *Membership* – Stephanie Nye and Jennifer Rubin – *Career Development* – Kelly Jolley and *The Ladder Group* – Amie Clifford).

(Mentoring. Stephanie Nye reported that Jennifer wanted to do another match between protégées and Mentors in February and was planning an event with Judge Waites from the Bankruptcy Court to schedule a behind the scenes mentoring tour for people who participated in the program. Stephanie strongly encouraged all board mentors to submit a mentoring form.

b. **2012 CLE-October 5th.** **Abigail Walsh** could not attend. Immediate Past-President Matthews noted that the turnout was great, our speakers and panels were fabulous, lunch was wonderful and the Bissell and the after reception dinner at *Fish*, were exceptional. The Naomi Project was extremely grateful for the \$4,000.00 raised through the Silent Auction.

c. **2013 Annual CLE in Greenville.** Jennifer Howe and Lynsey Kmetz. Cindy Ouzts reported that this event would be on October 10th and 11th in Greenville at the Westin Poinsett. Registration would start at 1:30 p.m. on Thursday and end at 2:00 p.m. on Friday. The Theme

would be “Vision for Success,” and the agenda would include two panel discussions and one Ethics hour and one Mental Health hour of CLE credit. The Committee was working on securing Hillary Clinton as the keynote speaker.

- d. **DC TRIP for 2012** - Amie Clifford agreed to Chair the 2014 trip.
- e. **Updating the Documentary** – Natalie Bluestein.
- f. **Other CLEs** Amie Clifford. Amie reported that she wanted to get Jack West (a lawyer-lobbyist and co-counsel for the American hostages that were held in Iran) – to speak about the folks that were stuck in the Embassy and had won a monetary judgment but were prevented from collecting because of an agreement that President Reagan signed to get the release of the hostages on the day of his inauguration – that basically waived the right of the hostages to sue for money damages. That agreement also resulted in the unfreezing of Iran’s money in the U.S. – so, Jack and a group of lawyers had been to the US Supreme Court twice and they’ve had Congress act on it twice and they are still trying to get the right of these folks to collect on the monetary judgment they’ve already won - restored. Amie said she hoped she could get Jack to speak to a large audience in this topic. Amie also said she was trying to work with Legislative staff attorneys to get local legislators to come into the regions and speak - using materials that Amie and the staff attorneys would create. This would also be a way for our members to get to meet legislators.
- g. **Awards and Nominating Committee**. Bissell Award. Tara Shurling, Chair. Tara reported that she planned to work on getting one large corporate sponsor to cover the cost of the Bissell Reception so that all law firm donations would be used to support the conference. Tara reported that they were considering several venues for the Bissell and had recruited several individuals for the Planning and Nominating Committees.
- h. **Bylaws**. Julie Moose. No changes had been requested.
- i. **Community Relations**. Tara Shurling and Marguerite Willis. The Silent Auction was in the process of being organized.
- j. **Long Range Planning**. Marguerite Willis reported that her old report was still something to work with and President Ouzts suggested that we look over and discuss Marguerite’s report at the next board meeting.

IX. New Business. Equal Pay Day Reception. The Midlands planned on having a reception on April 9th. Amie Clifford asked that we consider doing at least one hard copy newsletter a year – maybe next year. After much discussion it was suggested that maybe a “SCWLA Year in Review” might go out at the end of this year or next. Amie volunteered to solicit adds to cover whatever cost was involved with creating and mailing the newsletter. Liz Zeck suggested that we do a monthly or bi-monthly “SCWLA NEWS” so that whatever is on the website does get out to everyone. Ashley Cuttino (sent an email) asking if it was appropriate to invite elected officials to speak at lunch meetings and the board said that was certainly okay. Liz Zeck noted that the speakers should not be speaking about their election.

X. Member News.

XI. Next Board Meetings: Thursday March 14th at noon in Columbia at McNair; May 16 at 2:00 p.m. at McNair in Charleston (afterwards we would go to Alice Paylor’s reception); August 15, and;

October 10th at 12:00 p.m. in Greenville at McNair. The Executive Committee would plan to meet on Monday prior to each of these meetings.

XII. Adjournment. There being no further business, a motion was made to adjourn. It was seconded and voted upon favorably.