

SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION
Board of Directors Meeting Minutes
Thursday, March 27, 2014

The Board of Directors of the South Carolina Women Lawyers Association met at the McNair Law Firm, Columbia, South Carolina on Thursday, March 27, 2014. Board members present at the meeting were: President, Tara Shurling; Treasurer, Kelly Jolley; Secretary, Julie Moose; Immediate Past-President, Cynthia Hall Ouzts; Webmaster, Stephanie Nye; Sheila Bias, Karen Huelson, Sarah Leverette, Mary Beth Pfister, Amie Clifford, Jennifer Rubin, Kathy Smith, and Liz Zeck.

Board members participating by phone were: Lisa Claxton, Jennifer Howle, Meliah Bowers Jefferson, Lynsey Kmetz, Hannah Metcalfe, Laura Paton, Abigail Walsh, Ayesha Washington, Amanda Williams, Amanda, and Molly Cherry.

Others participating: Mikki Lindler and Angel Warren.

Excused absences: Flo Vinson, Marguerite Willis, Carmen Mullen, Alison Lee, Jennifer Ashburn, and Ashley Cuttino.

I. President Shurling called the meeting to order.

II. The President's Report. President Shurling reported on numerous items of business, including the Wild Dunes Convention, soliciting sponsors for the same, the compilation and circulation of a committee list and member participation at the committee level, and fundraising ideas with SCWLA items.

ACTION TAKEN: The Board approved a \$200 sponsorship of the Lawyers Have Heart Event on March 27 in Greenville for \$200.

III. The Executive Committee Report. President Shurling reported on items approved by the Executive Committee since the January 25, 2014 meeting.

IV. The Minutes of the January 25, 2014 were read.

ACTION TAKEN: A motion was made to amend the Minutes to reflect that letters were sent to female attorneys at the South Carolina National Guard in addition to Shaw and Fort Jackson. With this revision, the Minutes were approved.

ACTION TAKEN: Following a discussion of the proper format and content of the minutes, the Board approved (1) discontinuing the recording of meetings, (2) the Secretary's preparation of the Minutes based upon the notes of the Secretary and/or those charged with assisting the Secretary or preparing the Minutes in the Secretary's absence,

and (3) more succinct minutes reflecting the actions taken not specific discussions, consistent with the Bylaws and Robert Rules of Order.

- V. **Treasurer's Report.** Mikki Lindler reported that the balance in the Wells Fargo account is \$79,488.72, and the balance in the BB&T account is \$35,964.74. Angel Warren reported that she believes we have received all membership dues from the bar Association. Tara Shurling requested that a list of the members lost be prepared in the first quarter of each year so we can attempt to have them join or confirm why they chose to no longer be members. Kelly Jolly discussed the software options available, and the costs and benefits of each option.

ACTION TAKEN: Kelly Jolly's Motion to upgrade to Quickbooks Online Plus for \$39.95 per month was approved.

- VI. **SCWLA Foundation.** Liz Zeck reported on the recent cooking class fundraising event in Charleston, the April 11 Fundraising event to be held at the Columbia Art Museum, and the possibility of a small grant program.

VII. **Committees.**

A. **Awards/Nominations.**

President Shurling reported that Chief Justice Toal has agreed to the naming of a new award in her honor, and an artist is being contacted to prepare the bronze award, which will include the ladder pin. Requests for nominations for the Bissell Award will be sent earlier this year, the guidelines for nominations will be revised to provide better direction and uniformity in the submissions, and the letter setting forth the guidelines will be reviewed at the May Board meeting.

B. **Professional Development (Career Development/Mentor/Ladder) and Mentoring Subcommittee.**

Sheila Bias reported that the first "Conversations" series went very well, and they are preparing a template to export to the regions. We will try to have some SCWLA speaker gifts that can be provided to the regions, and Liz Zeck has some items that can be utilized.

C. **Education**

2013 CLE-Greenville. Amanda Williams reported that the convention will be a celebration of SCWLA's past and future, and she provided a report on potential speakers for the CLE and luncheon. President Shurling reported that there are committees planning both the Bissell reception and the Chief Justice's reception, and she provided some details regarding the two receptions.

- D. **By-Laws.**
Julie Moose reported that there are no proposed revisions at this time, but revisions may be needed following actions taken with respect to the long range plan.
- E. **Community Outreach.**
President Shurling reported that Amie Clifford is chairing the Silent Auction, and Liz Crum is chairing the charity golf tournament.
- F. **Long Range Planning.**
Kelly Jolley reported that she is gathering the reports generated as a result of the planning retreat, she needs any additional comments or reports in follow up to the assignments at the retreat, and she requested volunteers to serve on the committee. A draft of the strategic long range plan will be reviewed at the next Board meeting.
- G. **Media/Communications.**
President Shurling reported that the President's Corner on the website will be updated next week. Stephanie Nye reported that changes suggested at the retreat have been made, the calendar has been updated, and security has been enhanced. She needs content for the Board login page. Sheila Bias has been updating twitter and Facebook.
- H. **Regional Activity Liaison/Regional Reports.**
President Shurling reported that Karen Huelson will chair a formal committee to provide better organization, training, and assistance to the regional representatives, and the regional representatives will meet quarterly at least telephonically to share input and ideas. President Shurling reported that we need a regional representative for Spartanburg.

VIII. Old Business

- A. **Leadership Institute.**
Carolyn Matthews is no longer on the Board, and we need to request an update.
- B. **Gender Equity Project.**
Cindy Ouzts provided a report on the "equal payday" events that are planned during April for Columbia, Bluffton, Greenville, Charleston, and Rock Hill.
- C. **JAG Officers and Military Spouses.**
No report.
- D. **Business Cards.**
President Shurling reported that she has taken advantage of a very affordable opportunity to purchase the SCWLA business cards, and she will be using the template that Amie Clifford had created.

E. **Linked In Project.**

Cindy Ouzts provided a report on the LinkedIn event that was held on March 7 in Charleston. Two more events are planned for April 24 in Greenville and June 5 in Columbia. Our members can earn 1.5 hours of ethics CLE credit. The project is part of our 20th anniversary celebration and provides more benefits to our members.

F. **Habitat for Humanity Women Build 2014.**

A happy hour to decorate the "stud" we purchased is being planned.

IX. New Business

A. **Creation of Membership Committee.** President Shurling reported on the establishment of a membership committee to be chaired by Mary Beth Pfister and the plan for an "each one get one" membership drive.

B. **Creation of Historian Position.** President Shurling reported on the establishment of a historian position and the need for someone to volunteer for this position.

X. **Member News.** No report.

XI. **Next Board Meeting.** President Shurling reported that the next board meetings will be on Friday, May 2, July 11, and September 12 in Columbia.

XII. **Adjourn** – There being no further business, the meeting was adjourned.