

SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION
Board of Directors Meeting Minutes
Friday, July 11, 2014

The Board of Directors of the South Carolina Women Lawyers Association met at the McNair Law Firm in Columbia, South Carolina on Friday, July 11, 2014. Board members present at the meeting were: President, Tara Shurling; President-Elect Marguerite Willis; Treasurer, Kelly Jolley; Secretary, Julie Moose; Immediate Past-President, Cynthia Hall Ouzts; Webmaster, Stephanie Nye; Judge Carolyn Matthews; Jennifer Ashburn, Sheila Bias, Karen Huelson, Hon. Alison Lee, Sarah Leverette, Mary Beth Pfister, Jennifer Rubin, Kathy Smith, and Liz Zeck.

Board Members participating by phone were: Molly Cherry, Amie Clifford, Ashley Cuttino, Jennifer Howe, Lynsey Kmetz, Hannah Metcalfe, Laura Paris Paton, Abigail Walsh, Ayesha Washington, and Amanda Williams.

Others participating: Mikki Lindler and Angel Warren.

- I. President-Elect Willis called the meeting to order.
- II. **Minutes.** The Minutes of the May 2, 2014 meeting were discussed.

ACTION TAKEN: A motion was approved to accept the Minutes as submitted.

- III. **Treasurer's Report.** Treasurer Jolly reported on various items in the Balance Sheet and Profit and Loss statements. A report was given as to the ladder pin order.
- IV. **Executive Committee Report.** President-Elect Willis updated the Board on fundraising efforts for the Convention. Due to the expenses associated with the Convention, President-Elect Willis has been making efforts to obtain marquee sponsors, and the general sponsor mailing will be circulated soon.
- V. **SCWLA Foundation.** Liz Zeck updated the Board on the Foundation, including scholarship applications and the Dicus Award ad and submission deadline.
- VI. **Committees.**

- a. **Regional Activity Liaison/ Regional Reports:** Sheila Bias provided an update on regional activities, including the conversation series. Karen Huelson reported on the success of the most recent Columbia CLE luncheon.
- b. **Education:** Amie Clifford provided an update on the Supreme Court Admission trips planned for December 2014 and 2015.

ACTION TAKEN: A motion was approved to increase the fee for the Supreme Court Admission trip from \$75 to \$100.

- c. **Community Outreach.** President Shurling reported that the Executive Committee approved awarding the proceeds from the silent action to breast cancer research. A specific organization needs to be selected, but this was tabled.

- d. **Convention:** The great work of the Convention Committee was discussed. President Shurling will send a save the date letter. The SC Bar will allow Convention announcements in multiple E-Blasts. If we are not able to meet the room requirement, the South Carolina Bar will reduce its fee to cover the deficit we must pay Wild Dunes. The South Carolina Bar has agreed to provide mailing labels for all the women Bar members that they are authorized to provide. In addition to mailings to women Bar members, we will have a general mailing to all members of the Bar regarding the Convention and golf tournament. We plan to pre-sell the entire golf tournament, which will be 8 to 12 four man teams. The luncheon event with Justice Toal and Kathleen Parker and the cocktail reception will be included in the registration for the Convention. The black tie dinner is a separate ticketed event and will not be included in the Convention registration. The Convention brochure should be ready for printing and mailing on August 8.
- e. **Membership.** President Shurling reported that we will be emailing the membership about the Each 1 Bring 1 campaign to increase SCWLA membership. Mary Beth Pfister reported that the Membership Committee will sponsor back to school events at each of the laws schools in the Fall.

ACTION TAKEN: A motion was approved to authorize the expenditure of up to \$500 each for back to school events at the University of South Carolina School of Law and the Charleston School of Law (\$1,000 total), with the funds budgeted for Law School Receptions.

VII. Old Business.

- a. **Business Cards:** The need for business cards and options were discussed.

ACTION TAKEN: A motion was approved to proceed with Amie Clifford's proposal and order the business cards approved at the January meeting.

- b. **Insurance.** Treasurer Jolly has received a preliminary quote for \$1 million in coverage. She will file an application with Hartford.

ACTION TAKEN: A motion was approved authorizing the expenditure of up to \$1,000 for the purchase of theft, employment, and directors and officers insurance for SCWLA.

- c. **Storage Space:** The climate controlled storage space we are currently using is not climate controlled due to a broken air conditioner. President Shurling is in the process of locating an acceptable storage unit, and Cindy Outzs agreed to donate some file cabinets.

ACTION TAKEN: A motion was approved authorizing the expenditure of up to \$300 for the purchase of shelving and filing cabinets needed for the storage and organization of SCWLA's documents and belongings, with funds budgeted for office supplies.

- d. **Leadership Institute.** Judge Matthews discussed the need to confirm a candidate for SCWLA to sponsor for Leadership South Carolina. We need to advertise this

leadership training benefit to our members and select someone annually to participate in leadership training.

ACTION TAKEN: A motion was approved to sponsor Stephanie Nye for Leadership South Carolina beginning in September 2014, with the \$3,500 budgeted for Leadership Conference Sponsorship.

- e. **Bissell Nominations.** Nominations are open. Nominees for the two prior years will be considered, and submissions for prior nominees can be updated. The Committee members are President Shurling, President-Elect Willis, and Cindy Ouzts. President-Elect Willis will name four additional committee members.
- f. **Habitat for Humanity.** Jennifer Ashburn reported that SCWLA day will be Thursday, August 14 from 8:30 to 1:00, and all tasks will be in-door tasks.

VIII. New Business.

- a. **Anita Hill Documentary.** Cindy Ouzts reported that the Anita hill documentary will be aired at the Nickelodeon Theater on Sunday, September 14 and Monday September 15. SCWLA has the opportunity to sponsor the event for \$250 and will receive 33 tickets. The tickets can be sold as a fundraising opportunity for the Foundation. Additional funds will be needed for refreshments.

ACTION TAKEN: A motion was approved authorizing the expenditure of up to \$750 for the sponsorship of the Anita Hill Documentary event as a Foundation fundraiser, with funds budgeted for the SCWLA Foundation.

- b. **Topical Index for Minutes.** President Shurling wants to start a topical index for SCWLA's minutes that is word searchable. This will be discussed at a later meeting.

IX. Next Board Meeting: Friday, September 12, 2014 in Columbia.

X. Personnel matters.

ACTION TAKEN: A motion to move to Executive Session was approved unanimously.

XI. Adjourn. Following the Executive Session, a motion was approved to adjourn the meeting.