

**SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION**  
**Minutes of Board of Directors Conference Call**  
**Thursday, October 2, 2014**

The Board of Directors of the South Carolina Women Lawyers Association met via telephone conference on Thursday, October 2, 2014. Board members participating in the meeting were: President, Tara Shurling; President-Elect Marguerite Willis; Treasurer, Kelly Jolley; Secretary, Julie Moose; Immediate Past-President, Cynthia Hall Ouzts; Hon. Carolyn Matthews; Sheila Bias, Molly Cherry, Amie Clifford, Ashley Cuttino, Jennifer Howe, Meliah Jefferson, Lynsey Kmetz, Hannah Metcalfe, Hon. Carmen Mullen, Laura Paton, Mary Beth Pfister, Jennifer Rubin, Kathy Smith, Flo Vinson, and Amanda Williams.

- I. President Shurling called the meeting to order and explained that the purpose of the meeting is to discuss budgetary issues for the Conference.
- II. **Treasurer's Report.** Prior to the meeting, Treasurer Willis circulated a budget for the convention as of noon on October 1. Income and expenses were discussed. The current registration numbers and ticket sales were discussed, and the need to increase registrations and ticket sales was emphasized. Amanda Williams discussed the opportunity to now sell tickets to the luncheon and discussed the details for reserving a seat. President Shurling requested that everyone contribute items for the silent auction. President Shurling confirmed that the Board dinner is cancelled in order to limit expenses.

**ACTION TAKEN:** A motion to utilize existing reserves/savings to cover expenses associated with the Conference to the extent that income from the Conference is not sufficient to cover the same, was unanimously approved.

- III. **Next Board Meeting:** Friday, November 14, 2014 in Columbia.
- IV. **Adjourn.** A motion was approved to adjourn the meeting.

SCWLA 2014 ANNUAL MEETING  
MSW BUDGET  
(October 1, 2014)

**Expenses**

1.	Bissell Award		
	• Food/drink (assumes 100 people)		\$8,375.00
	• Decorations, invitations, etc. (Donated, if necessary)		(\$2,000.00)
2.	Board Dinner		
	• Budget amount (\$3,000)		??
3.	CLE		
	• Food and Beverage (\$26,000)		
	• Speakers/Staff (\$29,000)		
	• Hotel/SC Bar (\$29,000)		
	Total		\$84,000.00
4.	Gala/Cocktail Party/Dinner/"After Party" (assumes \$279 x 275 people)		\$76,725.00*
5.	Gala/Decorations/etc.		\$12,250.00
6.	Conference AV		\$8,000.00
	<b>TOTAL EXPENSES:</b>		<b>\$189,350.00</b>

**Income**

	<u>Projected</u>	<u>Actual</u>
1. CLE (assumes \$325 x 175) (at risk)	\$56,875.00	\$47,400.00**
2. Sponsors (committed to date)	\$131,000.00	\$131,000.00
3. Individual Dinner Ticket Sales (assumes \$125 x 100)	\$12,500.00	(see 1 above)
4. Transfer from Savings	\$17,000.00	\$17,000.00
<b>TOTAL INCOME:</b>	<b>\$217,375.00</b>	<b>\$195,400.00</b>

\*If 300 attend, number will be \$83,700. Revenue raised from sponsors who are "hosting" these events.

\*\*Total Revenue of CLE/Dinner ticket sales to date.