

SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION
Board of Directors Meeting Minutes
Friday, September 12, 2014

The Board of Directors of the South Carolina Women Lawyers Association met at the McNair Law Firm in Columbia, South Carolina on Friday, September 12, 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; Hon. Carolyn Matthews; Jennifer Ashburn, Sheila Bias, Amie Clifford, Karen Huelson, Lynsey Kmetz, Sarah Leverette, Jennifer Rubin, Kathy Smith, and Liz Zeck.

Board Members participating by phone were: Molly Cherry, Ashley Cuttino, Jennifer Howe, Mary Beth Pfister, and Amanda Williams.

Others participating: Mikki Lindler.

I. President Shurling called the meeting to order and explained that the focus of the meeting will be on the conference, the Executive Director search and issues, and dues for 2015. The remaining issues will be deferred until our November meeting.

II. Personnel Committee. President Shurling, Treasurer Jolley, and Sheila Bias provided an update on the work of the Personnel Committee. President Shurling advised that the Board needs to establish a salary for the Executive Director position. The Board discussed the expectations for the position, the increased salary needed to attract a candidate with the skill set needed, the fact that no fringe benefits will be provided but travel and other expenses will be reimbursed, the anticipated hours to be worked by the executive director, the need for a written at will employment agreement with no set term, salaries for comparable part time position with similar organizations, and the need to raise additional funds to pay the additional salary over what we are paying the current administrator and webmaster. The top two candidates for the Executive Director position met briefly the Board today. The deadline for applications is September 15. After September 15, the Board will be contacted to vote for a new Executive Director candidate.

ACTION TAKEN: A motion to offer up to \$28,000 to employ a part time Executive Director who will work between 40 and 80 hours per month and will be evaluate by the Personnel Committee at six and twelve months, was unanimously approved.

II. Dues Increase. A possible dues increase to pay for the increase in salary for the Executive Director position and to help grow SCWLA and provide member services was discussed.

ACTION TAKEN: A motion was approved to increase membership dues by \$20 for members practicing three years (to \$85) or more and \$10 for those practicing less than three years (to \$45).

III. Convention: The great work of the Convention Committee was discussed. Every member's help is needed to encourage people to register for the convention and get sponsors. President-Elect Willis will circulate to the Board the list of who has already

been contacted regarding sponsorships and the current sponsors. The Silent Auction will benefit the Hollings Cancer Center for breast cancer research.

IV. Next Board Meeting: Friday, November 14, 2014 in Columbia.

V. Adjourn. A motion was approved to adjourn the meeting.