

SCASLA Retreat – Business Meeting

Fripp Island, SC

November 19, 2016

Attending: Holley Bloss Owings, **Christa Jordan, Sarah Marrs**, Jamie Hairfield, Kristina Harvey, **Kathleen Duncan, Clint Riggsby, Natasha Sexton, Bill Eubanks, Josh Tiller, Maria Ghys Drawdy, Andrew Hargett**

- I. Meeting called to order 9:58 a.m.
- II. Minutes from October 28 conference call
 - a. Motion to approve minutes as revised today, Kathleen. Unanimously approved.
- III. Contact information review
 - a. Passed list around to make corrections
- IV. National Bylaws update
 - a. National committee voted on new constitutional and bylaws model at the National Conference
 - b. SCASLA has a bylaws and constitution committee: Bill, Chair; secretary.
 - i. Biggest issue – two-year term for SCASLA President
 1. Change would consist of:
 - a. First year of president's term = president elect
 - b. Second year of term = president
 - c. Every other year, either the president-elect or the past-president seat is vacant
 - d. Role is a four-year commitment
 - e. Conference will need to come off the president-elect's to-do list
 - i. This would allow for better future planning to secure venues.
 - ii. Should be a committee, with no restriction for the chair to be the chapter president. President should be on the committee.
 - iii. Chair should be a resident of the location. Location can be around in different parts of the state, and isn't limited to Greenville and Charleston.
 - f. The change would take effect with election to next president, unless we vote to make a change to current bylaws
 2. Also, need to update our election process
 - a. Excomm can vote on bylaws, membership must vote on constitutional changes
 - b. Membership must vote to accept new constitutional model
 - c. Not sure if the new national model is bylaws only, or constitutional (will review notes from national)
 3. Vote: Bill, made a motion to amend SCASLA chapter bylaws to extend term of president to two years beginning at end of National Conference in 2017. Unanimously approved
- V. Trustee Report – Nothing new to report, everything is running smoothly, building renovation is moving forward, rebranding consultant hired, SITES initiative rolled out
- VI. Southeastern Regional Conference – SCASLA Breakout
 - a. Tri-state: SC, NC, GA, VA
 - i. June 8 – 10, 2017 (Thursday-Saturday) Charlotte Convention Center, "Southern Latitudes"
 1. want comments and suggestions about graphics

- ii. Sponsorship – request for more explicit explanation of how this will work
 - 1. Revenues will be down over what we would have had if we'd had the tri-state. **Need to either adjust budget, or bring in additional revenue over the year**
 - a. Holley - Possible DOT outreach session, possibly in Rock Hill
 - b. Annual sponsorships should be happening now, but can't include the national conference.
 - iii. Budget - Have requested to see a draft budget, but has not arrived yet from NC
 - 1. One collective pot of money from which to pay all expenses, and then remainder will be divided up. We have stated we need \$10,000. Proceeds from attending members from non-participating states will be divided up four equal ways. Excomm will not have all expenses paid. We need to promote to our chapter.
 - a. Two break out sessions to be led by SCASLA. **Need to get these two groups together.**
 - b. **Need budget, real-time list of sponsors, sponsorship pricing and options,**
 - 2. App – NC taking this on. \$2,000 expense, to be eventually covered by sponsorship
- VII. Dues increase – Must be run by membership. No increase needed at this time
 - a. National dues – small increase, with a structure change to be rolled out in 2017
 - i. Having first year's free membership was not helping retain members
 - ii. Now membership dues ramp up over 6 years to reach full-due status.
- VIII. Annual Sponsorship – Discussion continues.
- IX. Treasurer's Report – Net income: \$25,916.47. Current checking (as of 11/18/2017) is \$48,700.66. Current Savings \$15,834.04. Interest rates are low, so not much benefit to move money into savings. Last meeting approved moving \$20k to savings.
 - a. Social budget proposals
 - i. Holiday party
 - ii. Excomm retreat
 - b. Possible budget line item to pay for chapter president, possibly president elect and trustee to attend when a new fellow is coming in
 - i. General consensus that we should attend these events, and pay for two leaders and trustee to attend – funds could come out of general expenses
 - c. Kathleen – for later discussion
 - d. Budget discussion – May want to bump budget up \$2k; want this opportunity to invite more ex officios (as we did this year);
- X. Public Relations – Discussion to continue.
- XI. Website – Sarah – Bio and profile pics needed
- XII. Council of Fellows Nomination
 - a. Committee – Move forward nominations from past years: Mary Padua and Mark Baker; **Kathleen or Josh to follow up.**
 - i. Possible future nominations
 - 1. Sheila Mortiver – **Bill to follow up.**
 - ii. Can only submit a nominee three times in a row – Want to commit to submit a person three times, not necessarily in a row.
- XIII. Membership – Kristina not present
- XIV. Advocacy Report – Vote results will find out on November 30. March 28 is Advocacy Day. DOT event will also count toward this objective. **Need to have a direct ask for funding.**
 - a. Discussion for larger program around advocacy to engage members to talk with legislators

- i. Legislators want to know what's important in communities, opinion about laws they're voting on, possibly some resource similar to Mayor's Institute; write grants to support.
 - b. This year – webinars to coach people on what to say/how to talk with legislators could ask our membership about needs at a local level, and respond with programming (rather than request projects from legislators)
 - c. Some states have had anti-trust law challenges to professional licensure. Misconception that CLARB is the licensing entity over any state, which is not correct. Board serves as disciplinary body, manages licensees.
 - i. Do we want to hire a lobbyist?
- XV. Section Report – Maria – Lighting project can't get the CEUs worked out for that event just yet
- a. Follow-up with sponsors – Bellgaurd, Holiday Sports and Play: both are sponsors of National Conference. **Maria or Natasha - Shoot Edward and Chris in Greenville an email to coordinate with these sponsors to help them take advantage of this benefit of sponsoring SCASLA.** Jaime happy to help with event in Charleston if the sponsors choose.
 - i. Annual Sponsors last through end of February 2017, so could have an event after first of year
 - ii. Greenville social last week hosted by Annova had 10 attendees, and discussed having a holiday event.
- XVI. Budget
- a. Income
 - i. Advocacy – grant application out right now, take off line item
 - ii. Sponsorship – stays the same
 - iii. Leadership Retreat – **change to expense line item only**
 - 1. **Leadership retreat income should change to Leadership Retreat Sponsorship**
 - iv. Event Sponsorship should include Leadership Retreat Sponsorships, Excomm Meeting Sponsorship, and any other sponsorship
 - 1. Ed/Social Events Registration stays separate
 - v. Annual sponsorship – Discussion to continue.
 - vi. Officer Travel Reimbursement – Get reimbursed by National to \$3,000
 - 1. Anything coming in from ASLA goes into this account/line item
 - 2. We are spending way over the currently allocated \$2,000.
 - 3. Have been deducting reimbursements out of the travel expenses, but need to keep it showing in this Reimbursement line item for transparency.
 - vii. Education and Social Events – Regional event registration – \$500.
 - viii. ASLA CIP Grant – Let's hold it as a line item in case it comes back
 - ix. Interest – stays the same
 - x. Annual Meeting - \$10,000 as place holder, hope to do better
 - xi. Licensure/Grants – Keep it zero, until we learn about grant awards
 - xii. Misc. Awards – Do a student award every year to encourage equitable opportunity for every year of graduates. \$200. **Kathleen will follow up.**
 - b. Expenses
 - i. Trustee Elect – put money in this category in 2018, to coincide with new Trustee term
 - ii. CIP Mayor's Institute – remove because it no longer exists
 - iii. Fellows Investiture – Separate line item, rolls over from year to year. No fellows, don't use. \$600.
 - iv. Advocacy - Ground transportation, baggage, pays all of lodging. \$100/person would cover these expenses

1. Three National summits, send one person to each. Could lump in with President Elect Elect/other travel. **Change President Elect Elect line item to "Other Committee Travel"**
 - v. Palmetto Press postage – remove
 - vi. Annual sponsorship
 1. Could discuss in break out, and then come back and vote on it.
 - vii. Officer Travel and Budget – Get reimbursed by National to \$3,000
 1. Delete all of the president elect and president elect elect travel line items. All of this should be under officer travel. Propose a budget of \$3,000. Whatever Excomm committee approves as an expense for an officer will come out of this budget.
 - a. **Need to write guidelines down.**
 - viii. Trustee - \$1,800
 1. ASLA National pays trustee's airfare and half lodging for three nights, ground, parking, bags, minus \$200. SCASLA covers the rest. Trustee could just be going to Board meeting, not necessarily to the National meeting. Revisit with next trustee elect.
 - ix. President –
 1. Per diem discussion – Need policy. Table for Past Presidents to come together to present an idea to Excomm for approval.
 - x. Annual meeting – put \$0 on budget
 - xi. Postage – stays the same. Didn't use it this year, post cards for state conference went in the annual meeting budget.
 - xii. Awards Certificates – stays the same
 - xiii. Online service – drop to \$1,500
 - xiv. Leadership Retreat – proposal to bump this up to \$4,000
 - xv. Student awards – stays the same
 - xvi. Student Chapter – stays the same
 - xvii. ExCom Meeting – we have maybe two more after leadership retreat and annual, so going to drop this to \$500
 - xviii. Possible new line item: Student Scholarship – educational, as opposed to travel, scholarship for undergrads.
 1. **Talk with Matt to work out details.** Want to have this as a separate line item because it will need different management.
 - a. How could we make this need based? Don't want to base it on Pell grants. **Bill will talk to LAF to figure out how they manage their need-based grant.**
 2. Place \$500 in this line item.
 - xix. Advocacy Grant – Come back to this. May need to increase.
 - xx. Video – Unknown
 - xxi. Education social - \$7500
- XVII. Adjourn – motion to adjourn Clint, 2:54 p.m.