

## SOUTH CAROLINA WOMEN LAWYERS ASSOCIATION

### Board of Directors Meeting Minutes

Friday, August 15, 2008– 2:00 p.m., at the McNair Law Firm in Columbia, SC

The Board of Directors of the South Carolina Women Lawyers Association met at the McNair Law Firm in Columbia at 2:00 p.m. Present at the meeting were: President, Liz Crum; Treasurer, Liz Zeck; Immediate Past President, Rosalyn Frierson; Editor, Stephanie Nye; Webmaster Eleanor Kellett; Marguerite Willis, the Hon. Carolyn Cason Matthews, Sarah Leverette, Cheryl Bullard, Karen Huelson, Mary Hewlette and Kelly Jolley. Julie Moose, Toya Hampton Green, and Cathy McCabe attended by phone.

- I. **President Crum called the meeting to order.**
- II. **The Minutes** of the May, 2008 meeting were read, moved and approved once a quorum was present.
- III. **Treasurer's Report.** Liz Zeck reported that she continued to move SCWLA funds to different banks so they could get the highest possible yield from interest bearing accounts. Currently the bulk of our funds were at BB&T in a money market account. Liz said that we were earning between \$500 and \$700 in yearly interest, now, and we were 5% ahead on dues and staying well within our planned budget. Everyone had been emailed a copy of the Treasurer's Report. The board gave Liz Zeck a round of applause for her excellent work. Liz Crum mentioned that there were tentative plans to use a small surplus from the Supreme Court trip and some additional funds to do a memorial for Harriet McBryde Johnson. Liz Zeck reported that the law school was putting together a scholarship in Harriet's name for people interested in disability law. A motion was made to authorize the Executive Committee to provide funds (along with the SC Bar's \$1500) to pay for our co-sponsorship of the reception at the Forum on Judicial Selection in SC at the Palmetto Club on September 17<sup>th</sup>, 2008. The motion was seconded and approved.
- IV. **Regional Reports.** The Low Country continued to have its monthly lunch on the third *Thursday* of every month, and they continued to have speakers every month on legal or general interest topics. The Midlands continued to have its first Thursday lunch meetings with varying speakers, at the Palmetto Club: the June lunch was a "Sarah-bration," with speaker, Sarah Leverette; July - was Kathy Smith and a fabulous travelogue about her recent one month cruise across the Pacific; in August Zara Rabnawaz gave an informative talk about Women in Islam; and in September – Elizabeth Wells would talk about her travels to Australia and New Zealand. Kelly Jolley reported that the Sea Islands Region had a lunch planned for September 10th.

**Media Reports.** Website. Webmaster, Eleanor Kellett. Eleanor Kellett reported that the website was current and a flyer was posted regarding the upcoming Judicial Selection Forum in September. Administrator Angel Warren reported that Jeffrey Goodman from Association Magnet (a website host for various organizations) planned to do a demo for the board at the current meeting. Mr. Goodman had approached SCWLA a year ago with a proposal to take the SCWLA website interactive but the board was not truly interested until the current webmaster, Eleanor Kellett indicated that she wanted to resign. The main things needed from a new website were: members'

ability to update their contact info; an area of practice directory for members that could also be made available to the general public if individual members so chose, and; the opportunity for members to post content for the newsletter and a program that would help put the newsletter together. President Crum indicated that her main concern was that we always have control over whatever was posted on our site.

**Jeffrey Goodman's website demo:** Jeff began by giving an overview of what his company had to offer. He said Association Magnet was a web application provider and its server was located in Los Angeles and anyone connected to the site would have secure access to it with available support, 24-7. Webmaster Kellett asked if their site had been through a specific security review and Jeff replied that he would get the answer, but was sure that he could satisfy any concerns we might have. He said the most important part of what they offered was the "suite of management tools," including content management (articles), membership management, event management, outbound email messages to members, integrated user member database, full e-commerce capabilities and all these options integrated with each other. Their site also offered the possibility of restricting access to certain user groups, very easily. Jeff went on to explain the security of the e-commerce provisions. He stated that credit card info was never stored on their server. Jeff had everyone – on the phone and at the meeting – log on to the demo website, and walked everyone through the various offerings of the site. Of particular interest was the membership directory – which was set up so that new members could pay and sign up on their own, and the directory could easily be restricted to members only. If and when we used this site – they would download our data and then send out a welcome announcement to all members, giving members a temporary password and then direct them to come to the site and create their own user name and password for future access. Members would then be able to change their profile content at will. Jeff then walked everyone through logging on to the site and showed them what the standard profile looked like and how to change it – or how to hide parts of their info. He also showed how members could register for events and even get receipts for reserving. He then showed how from the "portal page," members could connect with all other offerings from the site, including an event menu, calendar, and article submission for the newsletter, etc. He said that when the site eventually gets set up, we will be able to make choices as to who can access certain areas of the site (like editor-only control of articles) if that is what we want. We would also be able to send out our own listserv messages and there would be no limit on the number we could send our messages to. Jeff then walked everyone through submitting an article with photos and links, and showed how to edit it. He also showed how articles can be archived and for how long. He recommended that if text was being copied from *word* it should be copied to *notepad* before being copied and pasted to the site to avoid formatting difficulties. It was also noted that you can restrict content, on an article by article basis, if you want. Jeff then walked everyone through an email blast regarding a typical event, showing how *articles* regarding the event can be included in the email just by putting in the article I.D. number. The speed and efficiency were impressive. Jeff also showed how to do new membership campaigns via listserv. Regarding our newsletter, he showed how we could just do a link in a listserv so folks could easily connect and download it. Regarding our domain name, Jeff indicated that we would absolutely maintain ownership of it. Webmaster Kellett asked Jeff to send us a proposed contract to review. The one time fee for the first year set-up would be \$2495.00 for our level of membership, and the monthly fee (under the promotion) would be \$245.00 a month. Storage space and band width do involve additional charges

– but Jeff did not think we would ever reach the additional charge level. He said if we were not doing things like streaming video – we would never reach the higher charges. If we went to the 700 to 1500 member level, the initial fee would be \$4995, and the monthly fee would be \$295.00. However, we would have to reach 840 members before we would have to pay the higher fee because there’s a 20% member increase allowed. What we would be licensing with them would be a “usage right,” and our content would be completely ours. The last thing Jeff showed was the way you can amazingly search the directory by using various search terms – like areas of practice and locality. Training would involve free training of two administrators – who would pass that on to the group. If we missed the deadline for the promotion – only monthly fees would change to \$275 a month, rather than \$245. Carolyn Matthews said she thought the Executive Committee should have the power to go forward and review and sign the contract. Liz Crum asked how much we would use such a site. Eleanor Kellett was concerned about who would continually “feed,” content to the site.

Liz Zeck said that a site like this would undoubtedly increase use, membership, effectiveness and efficiency. Everyone agreed that we should take our time to consider this contract and still investigate other providers. Mary Hewlette agreed to chair a committee to examine the contract and to search out other providers.

***Briefcase***. Editor, Stephanie Nye. Stephanie reported that work was continuing on the summer edition of the *Briefcase* and their target date for final submissions was August 22<sup>nd</sup>. President Crum commented that it would be good to have an article from Zara Rabnawaz in the newsletter, and that she would make an effort to ask Zara to author one for us.

## V. **Committees.**

- a. **Membership**. Natalie Bluestein could not attend.
- b. **Career Development**. No report was available.
- c. **2008 (2009) CLE** – President Crum reported that SCWLA continued to have an ongoing dialog with Judge Williams to help us ask Justice O’Connor to do our 2009 CLE in Charleston.
- d. **Supreme Court Trip 2008**. Abigail Walsh and Toya Hampton Green. It was reported that they had a great dinner on Monday evening of the trip, and that the swearing in ceremony was fabulous. Everyone had received their certificates and looked forward to receiving the official photo. It was suggested that an email be sent to participants – asking them to share their photos with the *Briefcase* and website.
- e. **Mini-CLEs**. Amie Clifford. Liz Crum reported that we were moving forward with offering one hour ethics’ CLEs to members throughout the state – probably in October or November. The assistance of Regional Reps would be essential to get these programs set up.
- f. **Awards and Nominating Committee**. Jenny Horne.  
**Bissell Award**. President Crum said that she hoped to do something special for Flo Vinson at the Bissell Reception to honor her as the current President of the SC Bar.
- g. **Bylaws**. Julie Moose.

h. Documentary. Liz Zeck had nothing to report at this time.

i. The Ladder Group. Amie Clifford.

j. Long Range Planning. Marguerite Willis.

**VI. New Business.**

**VII. Member News.**

**VIII. Next Board Meetings:** November 21, 2008, and January 24, 2009 in Charleston.

**IX. Adjournment.** There being no further business, a motion was made to adjourn. It was seconded and voted upon favorably.