

South Carolina Association of Volunteer Administrators
JOINT BOARD of DIRECTOR'S MEETING
MINUTES
January 26, 2005

A joint meeting of the 2004 and 2005 SCAVA Board of Directors was held at 12:10 p.m. on Wednesday, January 26, 2005 at the Marriott Spartanburg Conference Hotel at Renaissance Park, Spartanburg, South Carolina.

Present:	Kathryn Barton	Robin McCartha	Craig Sproul
	Lori Center	Noah Moore	Ada Lou Steirer
	Paul Clay	Joan Perry	Vince Stemple
	Susan Grier	Joyce Philbeck	Cheryl Stone
	Tammy Hill	Pam Robinson	Jan Verbeck
	Sheila Lewis	Jennifer Shurley	Eleanor Whitehead

Call to Order – (Jan Verbeck)

- ◆ The meeting was called to order and Jan welcomed everyone to the board meeting and the Winter Conference.
- ◆ Board members introduced themselves for the benefit of the new board members present. She also thanked PAVA for all their conference help.

Approval of the Board Meeting Minutes – (Craig Sproul)

- ◆ The Minutes from the November 12, 2004 Board meeting were approved.

Officer's Reports

- ◆ President (Jan Verbeck) –
 - o Welcomed new board members Joan Perry, Robin McCarthy and Sheila Lewis
 - o Shelli Quenga has given her resignation as President-Elect
 - o Membership Handbook was awaiting membership vote on new board structure and the approved By-Laws prior to sending the new handbooks out to the membership
 - o Went over details for the Board of Director's dinner and silent auction basket
- ◆ President-Elect (Tammy Hill) –
 - o Conference committee provided the 2005 Winter Conference Budget sheet – attached
 - o Help requested for facilitators, packets are available
 - o Agenda has the Mayor opening the general session
 - o Disposable cameras will be available and encourage all board members to take pictures
- ◆ Vice-President – no report
- ◆ Secretary (Craig Sproul) – requested everyone to check their e-mail address
- ◆ Treasurer (Paul Clay) – report provided (Profit & Loss and Balance Sheet)
 - o Current Status of Funds
 - Checking \$26,720.20
 - American Express \$19,566.11
 - Robin Burns Scholarship Fund \$491.37
 - Total Assets \$46,361.06
 - Total Income for 2004 \$23,303.50
 - Total Expenses for 2004 \$17,253.92

- Net Income for 2004 \$6,086.01
 - The Financial Report was **approved** without further discussion
 - o 2005 Budget - An additional line has been added to the budget for Tele-Conference expenses
 - **Motion** - to accept the 2005 budget for presentation to the general membership as presented was **approved** without any further discussion
- ♦ Treasurer-Elect (Cheryl Stone) –
 - o Robin Burns Scholarship –
 - Received four applications were selected
 - Cheryl thanked the selection committee for all their work
 - o Resource Room
 - All items in the resource room are for silent auction this year
 - Minimum bids will be placed on sign-up sheets
 - Bidding will end prior to the Friday’s SCAVA Awards luncheon
 - This years Governor’s award recipients photo’s will be in resource room prior to being picked up by affiliate representative – asked that nominator hand deliver
 - Book exchange is being setup in the resource room
 - Cheryl thanked Tammy and her committee all their help and for resource room help

Affiliate Reports

- ♦ LASCAVA (Norah Moore)
 - o Approved amended By-Laws at January meeting
 - o New representative to the Board is Ashley Webb
 - o Charleston Channel 4 (ABC affiliate) will air a one and half hour tribute to Charleston volunteer organizations to promote the organizations, six volunteers to man phone bank and one volunteer to be interviewed during show airing
 - o The Jan. meeting will be the installation of new officers and yearly planning
- ♦ MASCAVA (Katheryn Barton)
 - o New officers elected - Nancy Whiteside is new President
 - o Fourteen people attended the last meeting of the year
 - o Topic – Pam Robinson to speak at March meeting
- ♦ PAVA (Vince Stemple) – report attached
 - o “What do we want to do this year?” was discussed
 - Design brochure for affiliate, Service project, summer workshop, guest speakers or discussion topics for each meeting
 - o Fourteen people attended the last meeting of the year
 - o Group is reenergizing for new year
- ♦ TRIAVA (Jennifer Shurley)
 - o Finalized new slate of officers
 - o Recruiting in Pickens’ county, currently not well represented
 - o Presentation on “Background checks”
 - o Want to create an affiliate brochure and researching the money resources
- ♦ USCAVA (Paul Clay)
 - o Working on the 2005 SCAVA Winter Conference final touches

- ◆ WESCAVA (Tammy Hill)
 - Affiliate is revitalizing

Report from Strom Thurmond Institute – (Ada Lou Steirer)

- ◆ Have received 108 registrations for the conference
- ◆ Registration packets have prepared

Report from AVA – (Pam Robinson)

- ◆ South Carolina has sixteen AVA members and not all of them are SCAVA members
- ◆ Certification exam will be in October but the signup deadline is 1 March
- ◆ Information on association enrollment needs to be available as AVA's is
- ◆ AVA International Conference 2005 will be held in Jacksonville Florida

Report from Newsletter Editor – (Pam Robinson)

(Handout provided – 2005 SCAVA Newsletter Schedule)

- ◆ Requested suggestions for newsletter inserts

Update on Strategic Planning Initiatives

- ◆ Board Leadership/Development (Eleanor Whitehead)
 - Voting on the association membership approval of the Board restructuring, new By-Laws and polices will take place at annual meeting tomorrow
 - Experience of the past and present Presidents was invaluable
 - Affiliate Plan – (handout provided)
 - Revising the plan from 1991
 - Changes made: affiliate status renewal form which should be required on annual basis with SCAVA dues
 - March Board of Director's meeting will discussion changes and other issues
- ◆ Affiliate Development (Vince Stemple) -
 - Discussed development of SCAVA Brochure
 - Place it on the SCAVA web page
 - Outdated county list info is currently on web page
 - Two ways to develop membership
 - First idea is get people from affiliates to join SCAVA
 - Second is to interest individuals into local affiliates
 - Need organizational method to accomplish
 - Who is currently members & from what organizations
 - Develop method of contact – county by county or by zips
 - Must speak with Ada Lou for best way to approach project
 - Annual Conference Affiliate Breakfast is very good way
 - Display board of current counties covered by SCAVA – Katheryn completed
 - New affiliate packets will have map, testimonials and how to get an affiliate started
 - 37 new conference attendees this year (first time for conference)
 - Awards (Craig Sproul)

- Proposed new category – Legacy Award for volunteers with 15 or more year of service
- Board approved new category to be presented to the membership at the annual meeting
- o The Profession (Lori Center)
 - Salary survey information provides significant documentation to validate salary range
 - Seeking SCAVA members to join AVA and develop the profession in SCAVA
 - Need to have profession presented at annual conference from board member
 - Seeking opinions on sending two SCAVA representatives to AVA other than President Elect
 - SCAVA policies and By-Law changes have been reviewed for guidelines on AVA & SCAVA participation

Old Business –

- ♦ Nomination Committee (Susan Grier) - will present the slate once the By-Law proposal has been approved

New Business –

- ♦ SCAVA 2006 Annual Conference will be held at Hilton Head Island
- ♦ List of new board meeting dates were handed out to members by Tammy - attached

Other Business –

- ♦ Next Meeting – 10 a.m. Thursday, March 11, 2005, Midlands Center Staff Training Center

Adjournment – they're being no further business, the meeting adjourned at 1:40 p.m.

Respectfully submitted,

Craig Sproul
Secretary