

**South Carolina Association of Volunteer Administrators  
SCAVA BOARD MEETING  
MINUTES**

**May 6, 2005**

The SCAVA Board Meeting Committee meeting was held at 10:00 am on Friday, May 6, 2005 at Midlands Center, Columbia, South Carolina.

Present:

Aniste' Gass		Cheryl Stone
Tammy Hill	Jennifer Shurley	Jan Verbeck
Sheila Lewis	Craig Sproul	Eleanor Whitehead
Robin McCartha	Ada Lou Steirer	
Noah Moore	Vince Stemple	

**Call to Order (Tammy Hill)**

- The meeting was called to order by Tammy Hill, President.

**Approval of the Board Meeting Minutes**

- The Minutes from the March 11, 2005 Joint Board of Director's Meeting were approved.

**Officer's Reports:**

**President (Tammy Hill)**

- Discussed the prices of SCAVA letterhead, note cards, labels and envelopes. Recommended that she get another bid and follow through with smaller bid.
- AVA Conference brochure distributed.

**Vice President Education (Craig Sproul)**

- Presented information regarding conference facilities in Hilton Head. Winter Conference date is January 25-27, 2006.
- Need ideas for Fall Workshop. Topic suggestions (Generational Diversity, Four Lenses-Briggs/Meyers Personality Profiles).

**Vice President Membership (Vince Stemple)**

- Working on new membership handbook.
- Suggested that other SCAVA members serve on committees along with board members.

**Vice President of professional Development (Eleanor Whitehead)**

- Discussed the Grants for Professional Development Proposal (scholarship allocation, matching employer grant, funding source, grant criteria). Committee will discuss and refine the Grants for

Professional Development Proposal and notify the Board via email. Will also discuss via teleconference.

- Had lunch with PAVA and MASCAVA affiliate presidents. Ways that SCAVA could assist the affiliates were discussed to include but not limited to:
  - Workshops (speaker funded)
  - List of speakers in South Carolina
  - Affiliate Plan (application/annual renewal)
  - Support by SCAVA of affiliate structure (leadership training)
  - Reducing membership fee for affiliate members

### **Vice President Public Affairs (Robin McCartha)**

- Governor's Awards Ceremony and Reception held April 22, 2005. Ceremony held in the auditorium of the State House with over 50 people in attendance followed by a reception hosted by MASCA in the atrium of the South Trust Building. All award winners and their families/guest attended. Look at other possible location to accommodate a larger group and someone to sponsor the space.
- Commission on Natural and Community Service (Peggy Hogan) wants to partnership with SCAVA. More information is needed on the kind of collaboration.
- News release about the Governor's Volunteer Awards Ceremony was distributed to Columbia area TV stations with no apparent response to our requests.
- SCAVA web page has been updated and new information is available. If you identify "old" information please notify Robin. SCAVA is indebted to Mr. Tom Rourke who manages the SCAVA website for his help and immediate response to our requests.. We are hoping to have several more tools additional tool available online through the web page. Suggests giving Mr. Rourke a gift card.
- Remaining newsletter deadlines for 2005:
  - June 15<sup>th</sup>**--must have date, topic for Fall Workshop
  - August 15<sup>th</sup>**—must have details on Fall Workshop; general date and information on Winter Conference; nomination committee appointed and call for nominations and possible insert of SCAVA Awards Application.
  - October 15<sup>th</sup>**—must have nomination slate with candidate information; details on Winter Conference for planning purposes; possible inserts candidate information.
  - November 15<sup>th</sup>**—must have ballot; final details on Winter Conference, scholarship information and proposed bylaws changes; possible insert-scholarship application.
- Recommends having the Governor's Awards again on the Friday of National Volunteer Week (April 28, 2006). A motion was made that Ada Lou Steirer and Robin McCartha write the Governor to let

him know that he is missed at the Volunteer Awards. The motion was approved with no further discussion.

- Recommends that a section for the number of volunteers in their areas be added to the membership application for 2006.
- Noah Moore has contact with press releases around the state.

#### **Secretary (Aniste' Gass)**

- Asked that everyone update their email addresses.

#### **Treasurer (Cheryl Stone)**

- Set up new account with new signature cards.
- Discussed information on Quick Book Pro and the need for SCAVA to update to 2005. Cheryl will check prices and talk to the support technician for advice.
- Motion made to purchase Quick Book Pro 2005 upgrade. The motion was 2<sup>nd</sup> and passed without further discussion.
- Checking Account 17, 530.35  
American Express Account 19, 662.11  
Robin Burns 1,678.87
- Craig Sproul made a recommendation to get the executive committee to discuss goals of spending money in the American Express account.

#### **Strom Thurmond Institute (Ada Lou Steirer)**

- SCAVA handbook will be mail next week
- Membership list updated.
- Agenda-Fall Workshop
- Questioned if people were using the website. Encourage, send flyer/survey to remind people about the website.
- Check to see if Tom can place a counter on the website

#### **Old Business**

- Board Development
- Revised Policies (reimbursement form. Send to Finance Committee to look at issues with signature (Policy I (D)
- Jan will update policies and will discuss at next meeting.
- Table Affiliate Plans and updating Position Descriptions.

#### **New Business**

- Teleconference membership will expire next Wednesday. Will need to use to continue membership. Will discuss AVA Conference Proposal via teleconference.
- Order two deposit stamps

The next meeting is Friday, July 15, 2005 at 10 am at Midlands Center.

Adjournment – There being no further business, the meeting adjourned at 12:50 pm.

Respectfully Submitted,

Aniste' Gass  
Secretary