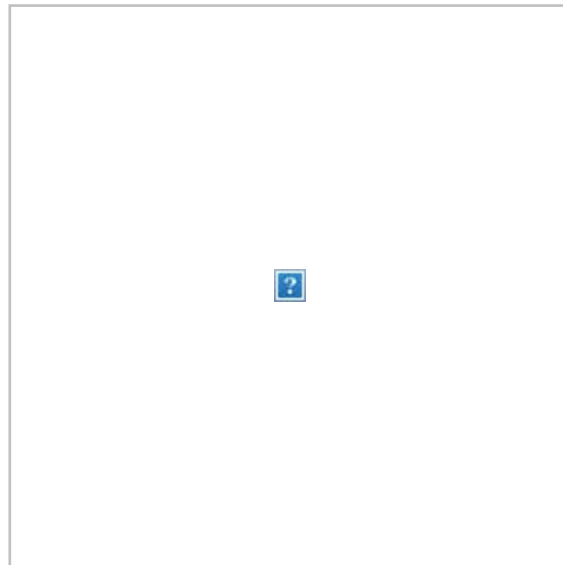


From: [Tamara Houston](#)
To: [Christina Isenhower](#)
Subject: Revised-May Board Meeting Minutes
Date: Wednesday, May 23, 2018 10:48:00 PM



SCEAPA Board Meeting Agenda
Conference Call
May 21, 2018
10:30am-12pm

Addendum added on 5/23/2018

1. Bonnie will move forward on signing the contract for the City of Greer event space for 2019 conference. The date is April 8, 2019. We will talk more at the June meeting about details and conference planning. We will need to confirm who will be coordinating the speakers and sponsors – so be thinking if this is something you can help with this year!
2. The group decided to move forward on the purchase of a SCEAPA business laptop to be used for housing financial information and to use for chapter business. Bonnie will be on the look-out for a good deal on a laptop. We will also purchase Quicken to be placed on that laptop. The laptop will have security/encryption features. We are hoping the cost is \$1500-2000.

3. After the July 18 chapter meeting, we will have an extended Board meeting and dinner.

4. At our June conference call, we will be discussing several items including updates to Bylaws, 2019 conference, World EAPA conference!

Present: Tamara Houston, Christina Isenhower, Kaitlyn Blanco-Silva, Bonnie Brown, John Arnold, Dawn Klug (EAPA Board of Directors), Cynthia Williams

1. **Questions/Concerns re: Virtual Annual Meeting & 2018 National Conference**
 1. **C. Isenhower-reported that she participated in virtual meeting and enjoyed being able to see the speakers.**
 1. **More accessible to more people**
 2. **Question re: attendance; one of the more well attended meetings, but not exact number**
 3. **Next virtual meeting will be held after the 2018 conference**
 4. **Using Adobe**
 5. **Still working on agenda for post-conference meeting**
 6. **Benefits of seeing how other chapters operate, associated costs, benefits, and networking opportunities**
2. **July Meeting Update: Workplace Violence**
 1. **Speakers set**
 2. **Nancy will not be there, so Kaitlyn will be taking over those duties as well as food**
 3. **Salsarita was well received from last meeting; discussed future food plans**
3. **By-laws Update: EAPA has requested that each chapter update by-laws**
 1. **Not being asked to change process, but more so language**
 2. **Options: Send updates to review or review in-person**
 1. **For the in-person, we would select a date to discuss as a group.**

2. **Send out document to everyone ahead of time so everyone on the board can review, suggest individual revisions, then discuss as a group.**
 3. **One of the main issues is the way the elections are made.**
 4. **PO Box:**
 1. **After clarification, we will NOT renew box for 2019. Current needs do not justify the cost.**
 2. **If needed later, we will readdress**
 5. **LISTServ:**
 1. **Lucy has worked on this project via Gmail**
 2. **Kaitlyn, Christina, and Lucy will continue to work on this.**
 3. **Clarify goal of SCEAPA-setting up member information**
 6. **Website:**
 1. **Revisions have been suggested, Christina will move forward with those proposals.**
 7. **Quicken/Laptop-Nancy**
 1. **Compared two programs, one being Quickbooks. Would be too time-consuming to transfer information.**
 2. **Nancy recommends continuing with Quicken**
 1. **Discount code online**
 2. **Annual fee approx. \$50**
 3. **Laptop: Dell Latitude 70-490 can be purchased reasonable with a current sale that is running (would need to get this particular one fairly quickly). Would include Microsoft Suite.**
 1. **Bill will assist with encryption**
1. **2019 Conference**
 1. **All board members received contract for April 8th 2019.**
 1. **Have to provide a refundable \$250 damage deposit-received 2-3 weeks after conference**
 2. **50% due at time of signing, the other 50% no later than 30 days to conference**
 3. **Speaker-when do we start that process? Will discuss further in June**
 2. **Membership Process:**
 1. **Formalized process**

2. **When we receive rosters from EAPA**
 1. **Tamara updates membership list**
 2. **Kaitlyn updates each member personally to connect with the group**
 1. **Lapsed members are contacted to determine reason for not renewing, if not deleted by mistake.**
 3. **Acknowledge new members at quarterly meeting.**

SCEAPA Chapter Meeting on June 18th

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