

**SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION
BOARD OF DIRECTORS MEETING
SC Dept. of Archives and History
April 13, 2016**

Present: Andrew Bigony, Joe Onessimo, Pam Ragland, Teresa Clarkson, Debbie McDaniels, Tonya Dellinger and Carolyn Smith.

Absent: Karen Greene and Yvonne Feaster (excused absences).

The meeting was called to order at 10:00 A.M. by Andrew Bigony.

Minutes: Copies of the February 19th, 2016 minutes taken by Pam Ragland were presented by Andrew Bigony. After review, a motion was made by Joe Onessimo that the minutes be approved, seconded by Debra McDaniels and unanimously approved by all.

Finance: Tonya Dellinger gave a handout for the 2016 SCPRA Proposed Conference Budget for information purposes. The Financial Reports for February and March were submitted (copies attached). After review, Joe Onessimo made a motion to approve the February report, Teresa Clarkson seconded and unanimously approved by all. Teresa Clarkson made a motion to approve the March report, seconded by Carolyn Smith and unanimously approved by all. 183 members have paid as of yesterday. There are 5 groups that have not paid which totals 23 people, and 10 individuals that have not paid at this point. Tonya said we were ahead of the game as far as paid membership as of this time last year. The Pee Dee Region workshop was held in March and \$280 in revenue was collected, snacks cost \$59.83 leaving a balance of \$220.17. The Sheriff's Department paid for the meal. The Upstate Workshop budget was received via e-mail and approved by the Board by e-mail.

Exhibitors: In Karen's absence, Andrew read an e-mail from Karen stating she has e-mailed 50 vendors asking them to "save the date" for the conference along with the application. As of the time of her e-mail, she had only heard back from one, FSI, saying they would attend. She also said to let her know if we knew of any other vendors that needed to be contacted.

Membership: Debbie McDaniels stated we have 12 new members or transfer members where someone has left and another person has stepped in as of April 12th. The breakdown is as follows: Midstate 58; Upstate 51; Pee Dee 62; and, Coastal 85. Of the 256 members, 173 have paid. Debbie stated the other members usually paid in December according to last year's records.

Awards: Andrew Bigony reported there would be an awards committee meeting on August 19th at his office, 605 W. Main Street, Lexington, SC 29072.

Regions: Andrew Bigony reported the Upstate proposed budget for their workshop has been approved by the Board via e-mail so they could distribute their information. Pee Dee Region had their workshop in March and it was very good and actually made a little money on this workshop.

Website: Pam Ragland reported we had 270 users with 82% of them being new users in 47 different cities in the state. She has posted the information on the Upstate workshop, created new member accounts, and added save the date for the conference on the website.

Annual Conference/By-Laws/Elections: Joe Onessimo asked if we have an opening speaker yet and Pam Ragland reported that we did not have one yet. Pam said she would get back with Margaret Bailey. Margaret has been in contact with the Horry County Mayor's office since Pam has not had any luck in getting in contact with Jay Bender; however, Pam will still try to contact Bender.

There was much discussion about the \$25 coupon for evening meal at the restaurant. In the past there were issues with The Avista not having enough staff to serve the number of people going to the restaurant. Joe and Andrew are trying to get this worked out.

Tonya Dellinger and Debbie McDaniels are up for election this year, they were appointed to the post and this is their first time up for election. Yvonne Feaster and Joe Onessimo are up for re-election. There is nothing pending on By-laws.

Pam Ragland had some question on the program. She stated they were working on the keynote speaker. She also said that on Thursday morning someone from Horry County was supposed to speak on the Horry County flooding but did not know the speaker, she had no name in her notes. After discussion, Pam said she would check with Yvonne. She needs all the bios for the speakers. The closing speaker will be Mark Roth on the 3D printer. Pam stated we still needed speakers for Law Enforcement and State Agencies for the special interest groups.

Old Business: None.

New Business: None.

There being no further business, a motion was made by Pam Ragland that the meeting be adjourned, seconded by Joe Onessimo and unanimously approved by all. The next Board meeting will be held on Wednesday, June 15th, at The SC Dept. of Archives and History.

Respectfully submitted,



Teresa N. Clarkson
Secretary

SCPRA Financial Report February 29, 2016

March 15, 2016

TO: Board of Directors
FROM: Tonya Dellinger - Treasurer
SUBJECT: Financial Report

February 2016

The following shows the association's financial status regarding assets deposited in First Reliance Bank:

First Reliance Balance January 31, 2016 **\$6,875.46**

INCOME:

Deposits	2/16/2016	Membership Deposit	\$1,145.00
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Total Income **\$1,145.00**

EXPENDITURES:

DEBIT -	2/17/2016	Yahoo - January 2016 (Automatic Draft)	\$12.95
	2/19/2016	Avista- Program Committee	\$1,829.52

CHECKS

Total Expenditures **\$1,842.47**

First Reliance Balance as of 02/29/16 **\$6,177.99**

First Reliance Bank CD, 06/27/2016		\$7,096.95	
	2/26/2016	Intrest Added	\$1.08

Total CD's **\$7,098.03**

Total Assets 02/29/2016 **\$13,276.02**

Respectfully submitted,

Tonya Dellinger

SCPRA Financial Report March 31, 2016

April 12, 2016

TO: Board of Directors
FROM: Tonya Dellinger - Treasurer
SUBJECT: Financial Report

March 2016

The following shows the association's financial status regarding assets deposited in First Reliance Bank:

First Reliance Balance February 29, 2016 **\$6,177.99**

INCOME:

Deposits	3/17/2016	Membership Deposit	\$860.00
	3/17/2016	Membership Deposit	\$850.00
	3/17/2016	Pee Dee Workshop	\$280.00
	3/17/2016	2015 Conference (Room Reimb)	\$127.20
	3/29/2016	Membership Deposit	\$710.00

Total Income **\$2,827.20**

EXPENDITURES:

DEBIT -	3/3/2016	4imprint- 2016 Conference Reg Gift	\$1,343.09
	3/15/2016	Yahoo - February 2016 (Automatic Draft)	\$12.95
CHECKS	3/14/2016	CK# 1161- Pat Lauterback (PD Workshop)	\$33.10
	3/18/2016	Ck# 1162- Cheryl Farria (PD Workshop)	\$26.73

Total Expenditures **\$1,415.87**

First Reliance Balance as of 03/31/16 **\$7,589.32**

First Reliance Bank CD, 06/27/2016 **\$7,098.03**

3/25/2016 Intrest Added **\$1.02**

Total CD's **\$7,099.05**

Total Assets 03/31/2016 **\$14,688.37**

Respectfully submitted,

Tonya Dellinger