



SOUTH CAROLINA PUBLIC HEALTH ASSOCIATION GOVERNING COUNCIL MEETING

President Katy Wynne opened the **May 15, 2009** meeting of the Governing Council (GC) of the South Carolina Public Health Association. The meeting was held at 10:00 a.m., 1st floor conference room, Heritage Building, Columbia, SC. An asterisk (*) indicates those present [*or represented by proxy*]. Members who have voice and vote are elected officers, section chairs, and Association representatives.

SCPHA Elected Officers (10)

Katy Wynne*	President
Dennis Thompson* (via conference call)	President-Elect
Otis Outing*	Immediate Past President
Blake Faulkenberry*	Vice President
Leah Dorman*	Secretary
Yolanda Kennedy*	Treasurer
Lillie Hall* (via conference call)	Member-at-Large (<i>Year 2 of 2</i>)
Mike Turner*	Member-at-Large (<i>Year 2 of 2</i>)
Keisha Adams	Member-at-Large (<i>Year 1 of 2</i>)
Deborah Early* (proxy ó Leah Dorman)	Member-at-Large (<i>Year 1 of 2</i>)

Section Chairpersons (10)

Leslie Hipp* (proxy ó Leah Dorman)	Alcohol, Tobacco & Other Drugs
	Disease Control
Jim Woods*	Environmental Health
Mike Turner*	Health Administration
Meredith St. Louis*	Health Education
	Health & Human Services
Leah Dorman*	Management Support
Mitzi Grappone* (via conference call)	Nutrition
Michelle Myer*	Public Health Nursing
Jim Allen* (proxy ó Katy Wynne)	Social Work

Association Representatives (2)

Priscilla White ó APHA*
Richard Funderburk ó SHA & Parliamentarian* (proxy ó Jan Cooke)

Queen Communications, LLC (Assoc. Management)

Michael Stalnaker*

Standing and Convention Committee Chairs/Co-Chairs Present:

Mary-Kathryn Craft, Co-Chair, Program; Lavell Thornton, Chair, Resolutions; Verna Faust, Chair, Exhibits

Other Attendees/Visitors/Guests:

President Katy Wynne called the May meeting to order and recognized Jan Cooke, proxy for Richard Funderburk, Association Parliamentarian, to establish a quorum.

Minutes: A motion to accept the April minutes as written was made by Blake Faulkenberry and seconded by James Woods. Motion passed.

GOVERNING COUNCIL OFFICER REPORTS

Treasurer's Report: Yolanda Kennedy reported the following:

Income and Expense Report

For the report period January 1 ó May 15, 2009 ó Income of \$63,136.16 and Expenses of \$21,863.13 for an ending balance of \$ 41,273.03. This includes Kellogg Grant funds

Balance Sheet

Total Assets - \$191,113.66
Total Liabilities - \$120,152.75
Equity - \$70,960.91

Kellogg Grant

Income ó \$29,728.00

Expenses ó \$2,932.92 (Annual Meeting Registration expense amount is for supplies)

Balance \$26,795.08

Association Management Company Update/Executive Director's Report: Michael Stalnaker reported the following:

Membership:

- SCPHA's current membership count is 399.
- 70 renewal invoices to be sent out to individuals coming due within the next 90 days
- 20 renewals were confirmed with membership cards since April 23, 2009.
- 2 new members since April 23, 2009
- A list of individuals whose membership has expired for more than 120 days has been provided to the President and section chairs for follow up contact. There were 7 names on this list.
- A listing of sectional membership with totals for each section will be generated and sent to the membership committee chair.
- A current membership listing will be sent as an MS Excel file to each section chair.

Financial:

- Recorded deposits and responded to check requests from external accounts and internal customers
- Generated monthly financial reports
- Updated budget information has been entered into QuickBooks and appears on current financial reports.
- Tax returns are being mailed today.

General Support:

- Annual Meeting Registration data entry has been completed and copy of the file and registration materials are being delivered to the Registration Committee. **Paid Registration** totals are as follows:
 - Full Meeting, Member: 65
 - Full Meeting, Retiree 20
 - Full Meeting, Student 2
 - Full Meeting Non-Member 2
 - Wednesday Only 3Total Attendees (Presenter, Student Presenters, etc): 149
- Blast e-mails sent promoting annual meeting.
- QC staff entered and updated membership changes, renewals, etc. Generated and mailed invoices for dues, renewal acknowledgement letters and new member packets.
- Responded to questions and requests from general membership by e-mail and phone.

President's Report: President Katy Wynne reported on the following items of business:

- **Southern Health Association Request:** Katy read a letter she received from Wayne Raynor, a fundraising consultant for SHA, who is tasked with contacting each member Affiliate and discussing opportunities to support the educational efforts of SHA. When Mr. Raynor contacts Katy, she will set up a conference call to include incoming President (and SHA 2nd Vice President) Dennis Thompson.
- **Kellogg Grant:** The Website Design Team, Otis Outing, Michael Stalnaker and Katy Wynne (Blake Faulkenberry absent due to illness), met with the website designer, Brandi Burkett Dixon, of InnovativEye Designs, LLC, on April 24, 2009. The Team agreed on a draft design layout from four options that Brandi presented. Brandi is using Adobe Dreamweaver and Fireworks software, which are both compatible with our current system. Team members were tasked with sending to Katy all suggested links with corresponding drop-down boxes that should go on the Home Page. Once the basic structure is completed, then the remaining work will be to incorporate the content and documents that are most relevant and important to the Association, and finalize a design to present to the Governing Council. Katy met again with Brandi on May 7, 2009 to finalize the home page links and decide which PDF documents need to be placed online.
- **APHA Technical Assistance Training:** President-Elect Dennis Thompson and Vice President Blake Faulkenberry will represent SCPHA at this training on May 28-30 in Arlington, VA. Attendance by Kellogg Grantees is required; therefore, Blake will represent Katy as the Kellogg Grant Manager designee in her absence. In preparation for this training event, APHA contracted with the Metropolitan Group (www.metgroup.com), who conducted an online survey and conference call with Affiliate states. Katy completed the online survey inquiring about our Association's needs, barriers and fundraising activities, and she participated in a 45-minute conference call on April 30, 2009.

- **SCPHA Travel Voucher:** Katy requested that the Finance Committee review the travel voucher form that is being used for Kellogg Grant expenditures and for 2009 annual convention speakers, as well as all other financial reimbursement forms to make a recommendation back to the Governing Council on the official forms for Association use.

President Elect's Report: Dennis Thompson reported the following:

The SCPHA Store is up and running as of 9:00AM on May 14, 2009. We will have a table at the Annual Meeting to showcase the "Store". The vendor will be available for assistance and ordering. The Vendor is making some contributions to the Silent Auction.

Vice President's Report: Blake Faulkenberry reported the following:

As part of this year's theme, SCPHA collected items to support Habitat for Humanity Construction projects in South Carolina throughout the Month of April. On May 4, 2009, two boxes of items plus a cash donation of \$100.00 was delivered to the Habitat for Humanity Restore in Columbia. Habitat Staff was very grateful for SCPHA's Donations and stated "these are exactly the things we need for our construction crews". SCPHA members donated screw drivers, hammers, paint brushes, dust masks, and Tape measures just to name a few of the items.

Secretary's Update: Leah Dorman reminded everyone if their reports have not already been turned in, be sure to bring 125 copies to the beach for the annual business meeting, and get these to her ASAP upon your arrival at Springmaid.

Members-at-Large: No report.

ASSOCIATION REPORTS

American Public Health Association Representative: Priscilla White presented a report showing what the federal stimulus money would mean for South Carolina. See attached.

Southern Health Association Representative: The Annual Meeting will be held in conjunction with the FPHA meeting in West Palm Beach August 4-7, 2009. We are flying out on August 2, 2009 and will return on August 7, 2009. Jan will go in as the next President of SHA. As an update, other states are experiencing similar budget cuts and restrictions as we have had the past few months. Florida has had to scale down their planned meeting.

SECTION REPORTS

Alcohol, Tobacco & Other Drugs: As reported for Leslie Hipp by Leah Dorman:

The ATOD section worked to firm up plans for the section meeting. There will be a training during the section meeting entitled, "Not Your Mother's Marijuana". Section members also confirmed plans for the Alternative Celebration during the conference and worked on the "Adopt a Turtle" project.

Disease Control: No Report.

Environmental Health: Jim Woods reported the following:

Section elections and committee assignments for 2009-2010 will take place during the section meeting at the conference. The Environmental Health Association Fall Conference was held on 23 October 2008. Michael Longshore was elected our Program President. A nomination has been submitted for the Environmentalist of the Year award.

Health Administration: No report.

Health Education: Meredith St. Louis reported the following:

Our section is still working hard to get support from our members to serve as HE Section Officers, we will be holding elections as soon as possible for these open positions.

Health & Human Services: No report.

Management Support: Leah Dorman reported the following:

The Management Support Section met on April 24, 2009 with five members present. The results of our recent election of officers for 2009-2010 are as follows:

Chair - Lynnore Liggins

Chair-elect ó Theresa Reinzie
Vice Chair ó Thomas Harris
Secretary ó Tammy Thomasson
Members-at-Large ó Mary Hill-Glover and Phillipine Outing

A mass e-mail was sent to SCPHA members pertaining to our continued collection of toiletry items. SCPHA members are asked to bring all items they have collected throughout the year to the beach and give them to a section member. We have assembled over 60 bags that will be donated to the local Red Cross shelter at the beach.

We are excited to sponsor the ice cream social at the Annual Meeting in Myrtle Beach. Again this year, the ice cream will be purchased with an anonymous donation received just for this event. We will also have the usual toppings, as well as cookies and brownies.

Our next meeting is scheduled for Wednesday, May 20, 2009 at 3:45 in the Osprey Room at Springmaid Beach. Priscilla White will be our guest speaker. Her topic is "Diversified Leadership: Yes, You Can Make a Difference in All You Do". We are excited she will be joining us and look forward to hearing her presentation.

Nutrition: Mitzi Grappone reported they are working on officer nominations for the coming year.

Public Health Nursing: Leanne Bailey reported the following:

Nursing Section Officer nominations are complete. The election will be held at the May 20th section meeting.

The annual book and toy drive will continue through the end of May. Donations will be distributed for pediatric waiting rooms, clinic areas and shelter boxes. We appreciate the generosity of SCPHA members.

The nursing section will continue to collaborate with the DHEC Office of Public Health Nursing to schedule a public health nursing update.

Social Work: Jim Allen reported the following:

The Social Work Section plans to elect officers for 2009-2010 and begin planning activities for the coming year at the Annual Conference.

Robert Carlton, Chair-Elect of the Social Work Section, has arranged for Continued Education Unit hours to be awarded to participants of the Annual Conference. Members of the Social Work Section will staff the CEU table at the conference.

STANDING COMMITTEE REPORTS

Awards: Gloria McCurry reported the following:

The plaques for this year's awards were ordered and will be picked up today, the awards programs have been printed and will be on the tables at the awards banquet. The Awards Book is almost completed. This year's award recipients will be announced at Wednesday evenings SCPHA "Star" 2009 Annual Awards Gala at 6:30 p.m. in the Atlantic Ballroom. Please plan to attend this gala event.

Constitution and Bylaws: Otis Outing submitted the following report for review by the Governing Council. Any comments should be sent to Otis prior to the June meeting, when this will be discussed and voted upon.

Internal Revenue Service Revised Form 990 (2008)

Governance Policies

Jerald A. Jacobs, Pillsbury Winthrop Shaw Pittman, LLP

Introduction

The Internal Revenue Service has issued a new Form 990 annual tax return/report that must be submitted by most federal income tax exempt organizations, including trade associations, professional societies, cause/social welfare groups, and charitable/ scientific/educational organizations. Instructions for the form have also been issued. The new Form 990 is to be used beginning with the filing for 2008, the one a calendar year organization will file by May 15, 2009 (for non-calendar-year organizations, the new form is to be first used for the tax year that began in 2008).

To a significant extent, the revised Form 990 is IRS's reaction to concerns expressed by key committees in Congress for

greater disclosure and improved governance in nonprofit tax-exempt organizations. IRS also asserts its view that appropriate governance enhances compliance with federal income tax exemption requirements.

Among other new features, the form asks in Part VI if the filing organization has adopted a series of five governance policies; the organization must answer *õyesõ* or *õnoõ* for each. While a *õnoõ* answer does not indicate any violation of law or inconsistency with federal income tax exemption requirements, it could trigger scrutiny by the IRS. To minimize that risk, many organizations using the new form will want to be able to answer, *õyesõ* to all five of these governance policy questions.

Each governance policy must be adopted by the end of the year for which the form is being submitted if the organization is to answer *õyesõ* on the Form 990. While not specified by the IRS, it would be typical for such policies to be adopted by the organization's principal governing body such as its Governing Council.

Presented here are sample governance policies for nonprofit tax-exempt organizations in basic versions that reflect the narrowly defined IRS definitions/instructions for Part VI of the new Form 990. Each would likely be sufficient to permit the organization to respond, *õyesõ* to the Form 990 question about that policy. Many organizations may prefer expanded or enhanced versions of the policies; if the essential elements are maintained, those should still suffice for Form 990 purposes.

Nonprofit tax-exempt organizations should consult with their own legal counsel regarding governance policies to assure compliance with state nonprofit corporation laws, with the organization's charters and bylaws, and with other legal or regulatory schemes such as for employment, document retention, etc.

I. Conflict of Interest Policy

This Conflict of Interest Policy of the South Carolina Public Health Association (õthe Organizationö): (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

A. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

B. Individuals covered. Persons covered by this policy are the Organization's officers, directors, chief employed executive and chief employed finance executive.

C. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the President of the Governing Council on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

D. Procedures to manage conflicts. For each interest disclosed to the President of the Governing Council, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Governing Council and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's chief employed executive and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Governing Council in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

II. Whistleblower Policy

This Whistleblower Policy of South Carolina Public Health Association (õthe Organizationö): (1) encourages management company staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

A. Encouragement of reporting. The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to rise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on whom the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

B. Protection from retaliation. The Organization prohibits retaliation by or on behalf of the Organization against management company staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

C. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Organization's President-Elect. The Organization will conduct a prompt, discreet, and objective review or investigation. Management company staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

III. Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the South Carolina Public Health Association (the Organization) identifies the record retention responsibilities of management company management company staff, volunteers, members of the Governing Council, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records. For security purposes, all documents will be retained electronically, and in hard copy when possible.

A. Rules. The Organization's management company staff, volunteers, members of the Governing Council and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative management company staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

B. Terms for retention.

1. Retain permanently:

Governance records ó Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes, to include all reports.

Tax records ó Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records ó Copyright and trademark registrations and samples of protected works.

Financial records ó Audited financial statements, attorney contingent liability letters.

2. Retain for ten years:

Membership records ó Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government relations records ó State and federal lobbying and political contribution reports and supporting records.

3. Retain for three years:

Employee/employment records ó Membership rosters, names, contact information, section(s) affiliation, annual renewal date and years of service.

Lease, insurance, and contractual/license records ó Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

4. Retain for one year:

All other electronic records, documents and files ó Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

The Executive Committee or their designee(s) will be responsible for assuring the maintenance of the above documents and retention schedule.

C. Exceptions. Only the Organization's chief management company staff executive or President of the Board may grant exceptions to these rules and terms for retention.

IV. Joint Venture Policy

This Joint Venture Policy of the South Carolina Public Health Association (the Organization) requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the

Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

A. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

1. 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (a) dividends, interest, and annuities; (b) royalties; (c) rent from real property and incidental related personal property except to the extent of debt-financing; and (d) gains or losses from the sale of property]; and
2. The primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

B. Safeguards to ensure exempt status protection. The Organization will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

1. Control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
2. Requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
3. That the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and
4. That all contracts entered into with the organization be on terms that are arm's length or more favorable to the Organization.

Continuing Education: No report.

Finance: No report.

Fiscal Review: No report.

Futures: No report.

Legislative: No report.

Membership: As submitted by Debee Early:

As membership co-chair I sent letters to prospective lifetime members Priscilla, Sadie and Richard. I contacted committee members from the sections about helping out at the beach.

Nominations: Katy Wynne reported the ballots are ready to be counted this afternoon, with the announcement of the results coming at the Business Meeting next week. Due to work obligations not permitting the committee to convene to tally the votes, Katy appointed Priscilla White, Michelle Myer, and Lavell Thornton as the official counters of the votes, reporting final results back to her.

Past Presidents' Advisory: No report.

Program: Mary-Kathryn Craft reported the program is falling into place and the committee is making last minute adjustments for the Annual Meeting next week.

Public Health Month: See Vice President's report.

Public Information: The deadline for articles for the next newsletter is June 15th. All information should be sent to Gloria McCurry. The plan is for a newsletter to go out the end of June.

Resolutions: Lavell Thornton presented a draft form of the resolution to be presented to the full membership next week. Ms. Thornton made a motion to accept the draft resolution promoting the public health role in climate change with edits, to be presented to the membership at the annual meeting next week. The motion was seconded by Priscilla White and passed unanimously. Katy appointed Michelle Myer to work with Lavell on the editing of the resolution.

Also, Ms. Thornton made a motion SCPHA make a \$50 donation to Camp Burnt Gin in honor of Lifetime deceased member Betty Seegars. The motion was seconded by Yolanda Kennedy and passed unanimously.

Scholarships: Leah Renee Williams is the recipient of this year's Malcom Danzler and the Public Health Scholarships. Leah is enrolled in the Doctor of Public Health program at the Arnold School of Public Health, University of South Carolina. She is the recipient of numerous public health awards from the University of South Carolina, the University of Kentucky, and the University of North Carolina. She has also completed numerous research projects at these universities.

Upon completion of her degree, Leah's career goals are to work within health promotion and education in minority communities as a public health practitioner.

Leah is a member of the South Carolina Public Health Association, the American Public Health Association, and has held offices with the Kentucky Public Health Association while a student at the University of Kentucky.

CONVENTION COMMITTEE REPORTS

Convention Coordinators: Jan Cooke reported the following:

The Convention Coordinators and Committee Chairs met Thursday, May 7th for the last time prior to the annual meeting. Details regarding the various events of the convention were reviewed and follow-up assignments were made. Present were JoAnn P, Wesley B, Verna F, Katy W, Jill V, Lynnore L, Lorraine G, Gloria Mc, Phillipine O and Jan C.

The Program Co-Chairs will be acting as moderators in many sessions this year and will prepare speaker/moderator packets where needed. The Program documents are to be delivered tomorrow to Mary-Katherine. Although not present, Program sent a report.

Lynnore reported 15/21 people registered for Tuesday only and approximately 75 for full registration. Only 1 speaker is registered. Jan will contact Program re: the others. This information is needed for name badges and banquet tickets as well as an accurate count of registration.

Lorraine displayed items to be placed in the registration packets. There was more discussion about reimbursement for attending the PHP sessions. Jan indicated Program and the Coordinators would develop a flyer, which would be placed at the Registration Table. This information would be available to everyone explaining how to be eligible for the \$50 reimbursement. Donna Culbreath is to be the "gate keeper" for all PHP sessions. Lynnore has developed a sign in sheet that must be signed by each person at each session. Registration is holding a packet stuffing session Wed 5/13 at 3pm in Aycock Room 2290. Everyone is invited to attend and help!

Properties has all equipment needs met, but still needs help for set up at the convention. Marshals and Pages likewise needs help at their table, as Jackie will not be able to attend.

Jill reported everything for the Early Bird Reception was met, except for sweets. With the limited budget, she just couldn't provide anything. Jan indicated she was still looking for a donor. Dress is casual.

Verna reported 9 exhibitors are now registered. The group reviewed the layout and Verna was to make last minute changes. Jan asked her to fax a copy to her and Springmaid indicating power needs. Verna was also asked to contact the main 6 vendors re: an arrival time. Hopefully all will be open for business Tuesday morning.

Timing for the Awards Banquet will be tight as there are awards, exhibits, scholarships, 3 USC presentations, Presidents Awards besides life time member and a special recognition. It is dressy attire and Dick Hatfield will emcee. Gloria is to let Jan know about guests needs by Mon 5/11. Wesley requested Monday access to Atlantic for set up.

Entertainment still needs prizes for the Turtle Race and for everyone to adopt turtles. Otis Outing will emcee the races again this year. Wesley will contact the DJ re: set up time and dinner for the banquet. The committee is still working on

decorations. The layout of Atlantic Ballroom was reviewed and Jan will send the request to Springmaid as part of the hotel resume.

Silent Auction still needs donated items and will only need 8 tables. A GRIFF print will also be at the beach. Get items to Phillipine or bring them.

It was agreed that everyone who can arrive at the Springmaid Conference Center Carolina Ballroom Noon Monday, May 18th to help set up. The group will review pending issues at that time and what info needs to be clarified with SM staff when we meet with them. Time for the pre-conference meeting will be announced and radios will be assigned at that time. Being no other business, the group adjourned.

NEXT MEETING: Mon, May 18th @ Noon in Springmaid Carolina Ballroom

Contributed Papers: No report.

Early Bird/President's Reception: Early Bird Reception will be held Tuesday evening from 5:30 to 7:00 in the Executive Board Room (behind registration).

Entertainment: See Convention Coordinator's report.

Exhibits: We have ten exhibitors this year, three of which are new.

Marshals and Pages: See Convention Coordinator's report.

Properties: See Convention Coordinator's report.

Registration: See Convention Coordinator's report.

SPECIAL COMMITTEE REPORTS

Winter Conference: No report.

Silent Auction: See Convention Coordinator's report.

Invitations: No report.

Golf Tournament: September 22, 2009 at Northwoods in Columbia. There will be a conference call the week after the annual meeting, with the focus being on sponsorship.

Old Business: None

New Business: None

NEXT MEETING DATE: Annual Business Meeting on May 20, 2009 at 11:45 A.M. in Springs Ballroom A, B, and C, Springmaid Beach Resort, Myrtle Beach, SC and regularly scheduled Governing Council meeting on June 26, 2009 at 10:00 A.M., in the 1st floor conference room, Heritage Building, Columbia, SC.

With no further business, the meeting was adjourned at 12:45 PM.

Respectfully submitted,

Leah B. Dorman, Secretary