



South Carolina Association Of Extension Administrative Professionals

SCAEAP BOARD MEETING

AGENDA

Sandhills Rec. on Clemson Road, Columbia, SC

10:30 AM 03.15.2024

Call To Order: Penny called meeting to order

Roll Call: Penny Clary, Victoria Cushman, Kesha Horton, Geri Jenkins (via Zoom), Rachel Zeiders, Anjanette Washington, Kelli Nalley (via Zoom), Sandra Sigmon, (David Dewitt attended for about 15 minutes, had another meeting down stairs)

Old Business:

- **Minutes from Last Meeting: Sandra read over minutes from last meeting (3/4/2024), motion to accept minutes by Victoria, seconded by Rachel, motion carried**
- **Treasurer Report: Victoria reported account balance as \$14,671.41, 36 paid memberships, RADA sales will close April 5th, remind agents they can purchase supplies for their program, catalogs and packets will be mailed to all office by Penny, cash prize to whomever sales the most**

New Business:

- **Reports from Board Members—Secretary: see old business, Scholarship: Rachel reported 57 applications received, 30 submitted correctly, committee will select from those, Penny offered help if needed, Treasurer/Fundraising: see old business, fall fundraiser ideas in addition to RADA were suggested like Yankee Candle sales (Kesha), Double-Good Popcorn (Anjanette), variety of options would be good, Parliamentarian/Historian: Anjanette said 2017 amendments were not added to Bylaws yet, Penny will check emails and get with Anjanette to make sure everything is added, notice needs to go out to members 2 weeks before the conference about the amendments, there will be 1 more meeting before conference to make sure everything is accurate, Membership/Nominating: membership link and conference link will be sent to everyone, including SC State, revising Eventbrite to pay the least amount in fees, putting both registrations on one Eventbrite link, second round of memberships the extra fees will not be waived, there will be no late fee, suggested to start**

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membership drive in July, have more opportunity for trainings for admins throughout the year instead of just the conference, could do regional meetings by district that the president would attend, Zoom trainings/activities, make sure training is uniform across the state, Geri suggested sending out a poll to members about meeting more than once a year and other ideas of what they want out of the association, Professional Development: Geri confirmed Dr. Griffin will attend the conference on Thursday, would like new topic that relates to admins, Advisors: no comments, Kelli checking on Dr. Dobbins schedule about speaking Thursday or Friday, Past President: Kesha is contacting retired members, getting promo items, stress balls, bags, check with team leaders

- Conference 2024 and location: North Charleston, Hampton Inn, Penny has all of the reservation codes, 20 rooms blocked, will be sending out letter and links for reservations and registration, got conference room rental down to \$300/day, Kelli checking to see if board members can go down Tuesday evening to start setting up
- Conference Agenda ideas / Itinerary: worked on itinerary, made rough draft, discussed “ice-breakers” (group by birth month, # of siblings, KaHoot game, introduce yourself to someone you don’t know, musical chairs to mix up seating and have prizes, beach ball game, map of state with counties and id admins and their counties), speaker on “forms management”
- Conference Duties- Name tags-Victoria, Registration table-Kesha, Auction Table-Geri etc.
- Membership Drive: have Amanda all non-members
- Conference Registration Letter Registration Fees: Penny
- Sponsorship letter and Donations and Promotional Give Away: Penny
- RADA Spring Sale: everyone needs to push sales
- By-laws (If we need to add about nonprofit /IRS): Tabled Items like logo, TRESSA, amend job duties for treasurer, etc.
- Blog: Penny is going to talk with Bryan Smith

Other:

- Need to get \$25 each memorial checks for Kesha (mom/dad) and for Victoria (mom), need to find out where to send them, NEED speaker gifts, remind about county auction gifts for auction, need door prizes

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Conference Itinerary Draft:

WEDNESDAY, APRIL 24TH

Registration	11:30-12:45
Welcome	1:00 (Penny)
Team Building (ice-breaker)	1:15-2:00 (or professional development)
Concur	2:00-2:30 (lead admins?)
Chair Yoga	2:30-3:00 (mental health/stress management ??)
Break/Room Check in	3:00-3:30
Record Retention	3:35-4:00
Pesticide Credits	4:00-4:30 (Tammy Henderson, Q&A if time)
Clear out room	4:30-5:00
Room Check in/Relax	5:00-6:00
Social Activity & Dinner	6:00-Until (Top Golf, Axe Throwing, etc...??)

THURSDAY, APRIL 25TH

Sign in/Register	8:30-8:45
Welcome	8:45 (Penny)
Rural Health Team?	9:00-9:30
Chair Yoga?	9:30-10:00
Break?	10:00-10:30
Kenston Griffin	10:30-12:00
Lunch	12:00-1:00
Service Project	1:00-2:30 (food pantry)
"Trip activity"	2:30-4:30
Relax	4:30-6:00
Banquet/Auction	6:00-8:00 (catered meal @ hotel)

FRIDAY, APRIL 26TH

Sign in	8:30-8:45
Welcome	8:45 (Penny)
Dr. Dobbins/Deon/Blake	9:00-9:45/10:00
Team Building or ?	9 :45/10:00-10:15
Close out auction/Checkout	10:15-11:00
Business Mtg./Elect Officers	11-12:30
Dismiss	12:30

Next board meeting date: To be determined

Motion to adjourn made by Victoria, seconded by Rachel, 12:58pm

Minutes submitted by Sandra Sigmon, Secretary

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