



South Carolina Association of Extension Administrative Professionals

SCAEAP Board Meeting

Minutes

Livestock, Poultry, and Health
500 Clemson Road, Columbia, SC
10:30 A.M. 09.18.24

Call to Order: Victoria called the meeting to order.

Roll Call: Victoria Cushman, Penny Clary, Sandra Sigmon, Sandee Sappenfield, Harriet Palecek, Rachel Zeiders, David Dewitt, Chris Heintze, Geri Jenkins (Zoom), Tammy Henderson (Zoom), Kelli Nalley (Zoom).

Old Business: Penny remarked she enjoyed serving as President and is looking forward to working with the board this year. Sandra reviewed the minutes from the Business Meeting held after the conference in April. Victoria made a motion to accept the minutes. Penny seconded the motion. Treasurer reported a current balance of \$16,745.24. Victoria reviewed the conference evaluation results with an “Excellent” rating overall.

New Business:

- Advisor: Board held a vote to accept Chris Heintze as the new advisor. All board members present voted in favor.
- By-laws: Victoria encouraged new board members to read over their perspective duties in the by-laws.
- SCAEAP: Board discussed ideas to improve the association, new membership, and conference agenda:
 - Association – Meet monthly as a board, offer statewide trainings to all admins (not just members), hold district zoom meetings on a regular basis.
 - Membership – Reaching out to new admins to follow-up the membership letter, offer free or reduced rate to new members, encourage District Directors to join association, working with perspective members if finances are an issue, offer support from District Director budget.
 - Conference – Schedule the Business Meeting earlier in the conference agenda, present all awards during the banquet, schedule Service Project for earlier in morning, educate the board and association members on Roberts Rules of Order to follow proper procedures during business meetings, handout documents prior to meeting to allow time for member review.
 - Positive feedback received from previous conference included the Service Project, Chair Yoga, Lead Admin. Q &A, and recognition of new admins.

SCAEAP

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<https://blogs.clemson.edu/scaeap/>



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- Conference: Confirmed 44th Annual Conference will be held in Greenville, Chris working on securing the location at ReWa. Geri mentioned the mandatory Joint Extension Conference in February could pose an issue for SCAEAP Conference attendance. Penny stated some members concern of having to travel.
- Survey: Board agreed to sending a survey to clarify training, topic, and speaker suggestions among admins statewide:
 - Topic suggestions – Excel, Active Shooter, CPR, Retirement, ERP, Concur, going paperless, program files, Civil Rights, office safety, improving daily tasks with our technology, communication skills, customer service, emotional intelligence training.
 - Speaker suggestions – Program Team Leaders to discuss what agents do in their fields, Matt Burns to discuss ext. departments, Jackie Jordan – Horticulture, “Lunch and Learn” – campus training opportunities, utilize proximity of conference to campus.
 - Tour suggestions – BMW, CUICAR, ReWa
- Training: Creating a Box folder to have a centralized location for training and videos. There is the possibility of Box moving to Teams.
- Blog: Utilizing the SCAEAP Blog page to make information available to members. Include a link to the blog with all association communication.
- Eventbrite/Membership: Sandee suggested changing the Gmail account to an “Edu” e-mail address. Chris sent CCIT a request for availability. Once a new e-mail is established, Eventbrite will be set up for membership and conference registration.
- Award: Sandra proposed an “Admin of the Year” award – a monetary award that agents nominate. Concerns raised over fairness for smaller counties and that not all association members are admins.

Closing: Victoria confirmed she will send the survey to all admins by the following Monday with a deadline set for Friday. Next meeting will be via Zoom; TBD following the survey responses.
Board motioned to end the meeting. Penny seconded the motion.

Meeting adjourned.

Rachel Zeiders
SCAEAP Secretary

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