



# *South Carolina Association of Extension Administrative Professionals*

## SCAEAP Board Meeting

### Minutes

Greenville, SC

12:00 P.M. 01.24.25

**Call to Order:** Victoria called the meeting to order.

**Roll Call:** Victoria Cushman, Penny Clary, Sandra Sigmon, Sandee Sappenfield, Harriet Palecek, Rachel Zeiders, Tammy Henderson, Kelli Nalley, Chris Heintze. [Geri Jenkins, David Dewitt, and Amanda Rudd joined via Zoom].

**Old Business:** Harriet made a motion to approve the Minutes from 12/03/24. Penny seconded the motion. The board voted in favor. Board adopted meeting agenda to proceed.

### **New Business:**

- SC State Conference:
  - February Board Meeting:
    - Board to meet either Wednesday before or Friday after conference.
    - Poll to be sent to board members for preferred date.
    - Victoria will check with Chelsea (Coordinator for SC State Associations) to schedule time and meeting space.
  - SCAEAP Association to meet Thursday with SC State administrators.
  - Table will be set up to provide handouts and signup sheets for non-members.
  - Rapid Shelter Columbia Service Project - Victoria encouraged board to collect items for donation.
- SCAEAP Conference:
  - Board members toured conference locations: ReWa Operations and Training building, Drury Inn and Suites meeting spaces, and Harvest Hope Food Bank.
  - Hotel registration will open March 1<sup>st</sup>, with a deadline of March 20<sup>th</sup>.
- Speakers:
  - Julio Hernandez confirmed to speak Wednesday 1:15-2. Will discuss leadership topics and the goals with outreach across the state and how those relationships pertain to each county. Chris will get Julio's bio information to Victoria.
  - Brian Smith confirmed for Excel Training.
  - Admin Q & A / Adaptive – Will need legitimate questions on administrative responsibilities or financials to lead a constructive conversation. Sandee suggested to send a notice to admins to forward requests.
  - Tammy mentioned the EPA changes for Aerial Applicators. Admins are not certified to answer pesticide questions but should be aware. Tammy will bring flyers to keep in county offices.

**SCAEAP**

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



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- Jeff of internal audits is confirmed to speak on Thursday 1:15-2.
- Tessa Byer is confirmed to speak about Wellness and Mental Health on Thursday. May also speak on a different topic for the zoom training on March 4th. Michael Scott is also available.
- ICAR is scheduled for Thursday 3:30-4:30. Tammy still needs confirmation.
- David to set up zoom meeting with potential speaker to discuss availability for banquet.
  
- "Mission Critical" – University cutting costs through end of the year, including Travel.
  - Could affect conferences; possibility of two days only.
  - Suggested to get feedback from all admins of conference changes and travel concerns.
  - Will send poll on Monday with deadline of Friday.
  - Board ideas for Conference and Travel cuts:
    - Hold main conference at same hotel location.
    - Remove ICAR tour from schedule.
    - Carpooling vs. van/bus rental cost.
    - Borrow agent's state vehicles.
    - Plan a Food Drive for the Service Project.
    - Utilize the complimentary happy hour with hotel stay.
    - Organize conference setup/swag bags ahead of time.
  
- Fundraising:
  - Sandra spoke with Vivian, who will talk to Lacey. Will coordinate with them within the next week.
  - Gila will also have the Spring RADA sale.

### **Closing:**

Amanda sent out the Scholarship letters and received 40 responses.

Next board meeting will be at SC State joint Conference in February, day and time TBD.

Sandra motioned to end the meeting. Sandee seconded the motion.

**Meeting adjourned at 1:00 P.M.**

Rachel Zeiders  
SCAEAP Secretary