



South Carolina Association of Extension Administrative Professionals

SCAEAP Board Meeting

Minutes

Zoom

2:30 P.M. 03.18.25

Call to Order: Victoria called the meeting to order.

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

Old Business: Board adopted meeting agenda to proceed. Minutes from 02/12/25 were reviewed and approved by board.

New Business:

- Membership: Almost 100% membership. Registration numbers for conference not yet determined.
- Nominations: Sandee is building a committee with an admin from each district. Will send a Qualtrics Survey to members asking for nominations. Committee will review list, contact the nominated individuals for confirmation, then allow everyone to vote on officers prior to conference business meeting.
- Fundraising:
 - Raffle: The 50/50 Raffle is successful, will run through March 31st. Ticket numbers will then be entered into computer to generate random drawing and announce the winner on April 2nd.
 - Cash App: Suggestion to use a cash app, such as Venmo, for members to transfer association payments as needed (i.e. auction). May need to pay a percentage. Will check with what First Citizens Bank offers.
 - Rada: Will check with Gila of any sales. People are taking catalogues.
 - Balance: Eventbrite credit of 2,604 was deposited on the 7th. Conference items have been purchased. Current balance is 19,060.27.
- Conference: Victoria asked the board to submit questions (ex. university trivia or financials) for giving away door prizes.
 - Wednesday, April 23:
 - Board to meet at ReWa at 8:00 AM.
 - ReWa will have tables available. Will need to set up sign-in table by front door, snack and beverages table, and bring tablecloths.
 - ReWa will also have Audio Visual equipment available. Will check with Julio and Brian on presentation needs.

SCAEAP

Clemson University, 109 Barre Hall, Clemson, SC 29634

Phone: 864-656-3386

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- Will send out notice to members with a map of ReWa indicating where to park.
- Discussed giving members their swag bags on Thursday.
- Snacks to be ordered online and picked up prior to conference if non-perishable.
- Will be able to get into hotel ballroom from 6-8 PM to set up sign-in table, history table, and auction items for Thursday's banquet.
- Thursday, April 24:
 - Ensure everyone wears comfortable clothes and closed-toed shoes for Service Project.
 - Icar has an outdoor space for lunch; boxed sandwiches from Honey Baked Ham.
 - Free Time space to set up for Banquet.
 - Confirming with Smoke on the Water to cater.
 - Decorate tables with Planter Boxes. Sandee will secure Planter Boxes and Victoria will get soil and plants from hort. agent.
 - Keynote speaker for banquet is Dr.Griffin.
 - Jefferson Cup recipient: Paula Varn retiring.
 - Will recognize Nancy Dawsey who passed, either add a picture to program or set up on display table.
 - Will recognize New Admins.
 - Will recognize Kesha graduating from EELI; first time this was offered to admins.
- Friday, April 25:
 - Tammy was able to get Tim Drake to fill in for parliamentary meetings training.
 - Board members will help treasurer collect auction item payments.
 - Lead Admin Q & A has received no questions or topics. Suggestion to remove it, move up Blake with Salesforce, and start business meeting earlier. If any updates come up for the lead admins to cover, it can still be discussed prior to business meeting.
 - Raffle off Planter Boxes after business meeting using name badges members turn in.
- Additional Comments:
 - Victoria will send out list to board members to assign conference set up tasks.
 - Sandra suggested sending out notice explaining auction and what items to bring.
 - Hotel Registration deadline extended to midnight on the 25th.
 - Pre-registration required for volunteering at service project. Will send a reminder for members to make an account and watch the video.

Closing: Next board meeting TBD. Penny motioned to end the meeting. Motion seconded.

Meeting adjourned at 3:30 P.M.

Rachel Zeiders
SCAEAP Secretary

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