



South Carolina Association of Extension Administrative Professionals

SCAEAP Board Meeting

Minutes

Zoom

2:30 P.M. 04.15.25

44th Annual SCAEAP Conference planned for Greenville, SC postponed to April 2026.

Moving Conference to Columbia, SC approved for April 23, 2025.

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

Call to Order: Victoria started the meeting with an open agenda.

Eventbrite: Board held discussion on canceling the Eventbrite event for the Greenville Conference and creating a new Eventbrite event for the Conference in Columbia. With Conference changes of location and duration will change the registrations for members who can and cannot attend. Opening a new event will get an accurate headcount and should include a charge to cover lunch and an association gift for members to show appreciation.

- Sandra made a motion to cancel the Eventbrite 3-day event with a full refund to members.
Sandee seconded the motion.
The board voted in favor.
- Penny made a motion to set up a new Eventbrite 1 day event with a charge of \$20 + fees.
Geri seconded the motion.
The board voted in favor.

Sandee will get the new event open and sent to members with a registration deadline set for Monday at noon.

Officer Reports: Board members are to submit their officer reports to Rachel by Monday.

Association Gifts: Administrative Professionals Day Appreciation gift.

Sandra proposed new options to give to members: gift bags with glass cups, or 17 oz. tumblers.

- Geri made a motion to vote on the two items presented.
The majority voted for the gift bag with glass cup. Sandra will put in the order.

SCAEAP
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Conference:

- Victoria suggested bringing extra power strips and extension cords.
- May need IT on hand to ensure projector and zoom setups are functional.
- Maintenance will help set up tables the day before.
- Registration table will be setup.
- Small table will be used to display Nancy Dawsey memorial.
- Pick up order for snacks.
- Decorations for tables; tablecloths, flowerpots.
- Will need to finish swag bags and stuff folders: nametags, programs, speaker bios, association gifts, slate of officers, last year's meeting minutes.
- Door prizes will be given away throughout day.
- Centerpieces will be drawn at end of Business Meeting using nametags.
- Victoria will develop the agenda for Business Meeting.
- Scholarship recipient and parents will be invited to lunch and presented their certificate. Amanda is currently reaching out to recipient.
- Caterer: Spotted Salamander. They will provide supplies, delivery, and setup.
- Geri will take pictures of winners from the Raffle fundraisers.

Nominations: Officer nominations close today. Committee will meet Thursday to draw up slate of officers.

Closing: Send letter and new registration out to association members as soon as possible.

Details on paying cancellation fees to Drury Hotel in Greenville:

- Kelli talked to Dr. Dobbins who agreed to pay the penalty fee in full.
- The association will pay the hotel directly, then send the bill to Kelli via Buyways.

Harriet motioned to end the meeting.

Sandra seconded the motion.

Meeting adjourned at 3:30 P.M.

Rachel Zeiders

SCAEAP Secretary