

**SCACES Board Meeting
Richland County Extension Office
November 16, 2005**

Present: Patty Harris, Tammy Morton, Debbie Palmer-Seigler, Kim Dillard, Nancy Pitts, Pat McDaniel, Amy West, Annie Reynolds, Diane Lollis, and Carroll Culbertson

Patty Harris (President) called the meeting to order at 10:15 a.m.

OLD BUSINESS

Copies of Minutes from the August Meeting were handed out. Minutes were approved as written.

Reports from Officers:

Vice President – Kim Dillard: I, along with Joan Riddle in Greenville County conducted the Region 2, Regional Meeting. It was held in held in downtown Greenville at Falls Park. A guided tour of the falls along with the history was presented. Anderson, Chester, Greenville, and Spartanburg Administrative Assistants and Terry Sudduth, Upstate Regional Director was present. A lunch meeting was held at Overlook Grill. I updated everyone on the upcoming event, fund raisers and deadlines. Terry Sudduth spoke to the group about the future with Extension and answered questions of concern. A big “Thank You” goes out to Joan for all the work she did in making this meeting a success. I sent in my Rada Cutlery order and payment to Debbie Palmer-Seigler on November 2. Mailed cards to Paula Varn and Dottie Stirewalt. Amy West, nominating position, and I have e-mailed each other about the 2006-07 calendar year. I told her that I had agreed to fill the position of President and suggested individuals that might be possible candidates to fill positions on the board for that year.

Secretary – Tammy Morton: I have attended all board meetings so far. With the help of my husband at his job sold what RADA we could. Updated the website with new newsletter and replaced Karen Duffy with Amy West. Compiled the newsletter and emailed to all extension secretaries that I had an email address for. (If you have any names that didn't receive the newsletter, get them to me.) Planned and conducted the Regional One meeting. We only had four people in attendance, but we had a very good meeting. We met for lunch at the Botanical Gardens where I handed out the membership forms for dues. They were going to mail these in to Debbie. We talked about any concerns the ladies might have that needed to be brought before the board (they had none). After everyone was finished with lunch, we went over to the Bob Campbell Geological Museum where we learned about (and saw) Clemson's oldest tiger – the saber tooth tiger as well as many interesting fossils, rocks, and minerals from around the world. If you've never had a chance to visit this museum, you need to do so just to see all the interesting items. Transcribed, copied and emailed the minutes for the last board meeting.

Treasurer – Debbie Palmer-Seigler: I finalized the paperwork for the name changes on checking and CD accounts. There was a delay due to bank error. Worked with the Fundraising Committee (Amy West, Linda Kelly, Maria Black, Carroll Culbertson and myself) on selecting which items SCACES would sell concerning RADA cutlery and miscellaneous items. Linda Kelly has agreed to serve as Vice-Chair of the Fundraising Committee which should benefit the Treasurer by way of the vice-chair compiling and formulating necessary documents for any fundraiser that the association undertakes. Assisted Nancy Pitts in helping arrange the SCACES Region III Meeting that was held on October 6th in Abbeville, SC. Reformatted or compiled documents for SCACES members to accompany RADA orders since this was already in my files. Received RADA orders from SCACES members, placed order, verified that order was correct upon receipt and distributed orders tot SCACES Board members. Profit from the Fall '05-'06 sale of RADA is \$776.10. Dues received to date total \$1,100.00. This information has been forwarded on to Paula Varn for Membership. A detailed report of our income/expenses which includes our checking account and CD balances was distributed to board members.

Parliamentarian – Pat McDaniel: Sold Rada cutlery and helped with the Region V meeting in Sumter.

Historian – Nancy Pitts: Since the last board meeting, the following SCCES duties were performed: SCACES Region III Fall Meeting – October 6, 2005, The Fall Region III meeting was held in Abbeville, SC. We met with the Chamber of Commerce and had a guided walking tour of the Abbeville Historical Square and surrounding points of interest. SCACES members then proceeded to have a great lunch at the Belmont Inn. Business meeting was held during our lunch and President Patty Harris gave us some information on our annual meeting in April 2006. Many thanks go to Debbie Palmer-Seigler for assisting me in the planning for this Regional Meeting. Eleven Members were present at this meeting. October 13, 2005 – Epsilon Sigma Phi – Seawell's Restaurant, I was invited to attend the annual meeting for the Epsilon Sigma Phi in order to receive the Professionalism Award for the SC Association of Cooperative Extension Secretaries. I was very surprised and extremely honored to receive this recognition from the Association. Thank You!! November 2, 2005 – Rada Fund Raiser Sales, Participated in the Rada Sales and submitted the order to Debbie Palmer-Seigler as instructed.

Membership – Paula Varn (absent): No report given.

Nominating – Amy West: I helped coordinate the Region Five meeting that was held on Friday, October 21, 2005. We went to the Francis Beidler Forest for a tour then had lunch in St. George. Seven counties were represented. Those attending were Gloria Williams – Allendale, Harriet Hall – Beaufort, Gladys Griffin – Berkeley, Venus Manigo – Colleton, Paula Varn – Dorchester, Leslie Brown – Hampton, and Amy West – Orangeburg. The tour was interesting and we saw every kind of snake in the forest! As a matter of fact, I almost laid my hand on one (the green striped rat snake)! I sold approximately \$100 worth of RADA cutlery for the fall fundraiser. I've gathered information for the spring fundraiser. I've secured Kim Dillard of Region 2 as President for the 2006-07 year, Bonnie Anderson of Region 3 as Historian and Harriett Hall of Region 5 as Parliamentarian.

Professional Development – Annie Reynolds: The SC Association of Cooperative Extension Secretaries of Region IV met Thursday, October 20, 2005 at 10:00 a.m. at the Sumter County Extension Office. Present were Bernice McFadden, Pat McDaniel, Anjanette Washington, Pamela Barnhill, Tomika Orgbon, Elizabeth Bailey, and Annie Reynolds. Pat McDaniel (Sumter County) made contact with Sean Flynn from WRJA/ETV Station. Shortly after refreshments at the Extension office we walked a block to WRJA/ETV station where Sean Flynn met our group. Sean took us on a tour around the station and we all got an opportunity to do hands on filming, and to see how producing is done. The horticulture agent, Amanda McNulty, made bread for us and we all got an opportunity to taste it. We all had a great time. One of the members said it was the best regional meeting since she has been in the organization. We want to thank Pat McDaniel for setting this up for us. It was well worth our time.

Scholarship – Diane Lollis: I attended my regional meeting in October in Abbeville. I've turned in a Rada order and mailed sympathy and get well cards to members. I'm ready to email all scholarship information to all SC High Schools plus county extension offices. The application will also be available on our website. Deadlines for entries will be March 10. I plan to appoint a committee of 3 to help me judge entries. The winner will be announced at the state meeting and invited to banquet for presentation.

Retiree Representative – Dottie Stirewalt (absent-Report given by Patty Harris): Letter was sent to retirees regarding the name change. There was only one reply to this letter. Dottie has resigned from her position but will continue to serve on the board as a retiree.

Past President – Anjanette Washington (absent): No report given.

President – Patty Harris: I attended the Region 3 Fall meeting that was held in Abbeville, SC on October 6, 2005. Due to previous personal commitments, I was unable to attend meetings that were held the last two weeks of October. I have had numerous calls with the event coordinator at the Clarion Townhouse on Gervais St. here in Columbia to set up our annual meeting. They have been very easy to work and accommodating to work with. I visited the Townhouse on October 31st to see meeting rooms, hotel rooms, etc. I initiated email contact with Denise Ryan of Firestar in Raleigh, NC to be our guest speaker at the SCACES Banquet on Thursday evening. I submitted the necessary paperwork to the ESP committee for our nominee for the ESP Professionalism Award. I attended the Extension Senate Meeting on November 9th at the Madren Center. President Barker joined us for lunch and talked about our statewide facilities and went over the President's Report Card. I mailed out sympathy cards to members. Note: I did not attend the SC Agents Conference nor the 4-H/FCS conference as we did not receive an invitation to these events.

Advisor – Carroll Culbertson: I made it to one regional meeting in Abbeville. It was brought up about working on the web pages in the counties. Some instruction would be needed. We are getting to the point where there are new secretaries in the counties. The former Admin Training book needs to be revamped and redone. A lot of the people that were on this committee have either already retired or are going to retire. Carroll will work on getting this revised and getting training done. There are two new positions in Anderson County. One funded by the county and the other (a 4-H position) funded by the School district. We have secured funds through a grant in Pickens County to hire a 4-H agent there. In Laurens County, we have secured funds from the county for a 4-H agent. There is another one in Greenville County. We have been through one search for hiring a 4-H agent along the lines of nutrition and obesity. We are in the second round of applications for this one. We have started on a 4-H position for McCormick County. What are some other things that Carroll needs to bring before Administration? If you have anything, let him know. We are the strongest association in Extension. A lot of things have been accomplished in the counties because of this organization. New computers and the new telephone system are examples of what can be accomplished by this association. A question was asked as to whether Web training would/could be done at the annual meeting. Carroll will talk to the IT's about where we are in regards to this training. Question was asked if one person in each county would be responsible for the web pages in the county. All agents would eventually have to have their own pages and they would be responsible for their own pages. It would be suggested that one person in each county should be responsible for putting items on the websites for the counties.

NEW BUSINESS

Patty asked how many people had paid their dues. As of the date of the meeting, 2 lifetime retirees and about 25 other members had paid their dues. All dues are to be paid by December 1. If you know of any new secretaries that have not received information on SCACES, let Paula know their e-mail so that information can be sent to them about joining our association.

Congratulations to Nancy Pitts for being our Epsilon Sigma Phi Professionalism award recipient for 2005.

Administration will be invoiced for funding for the annual meeting again this year.

Dues are due by December 1. Encourage others to join if possible. Joe McAnally was contacted to send a list to Tammy of those eligible for membership in the association due to PSA funding. According to the by-laws, you just have to have any amount of PSA funding. This list will be shared with the board when it is received.

All counties, REC centers, etc. will be invoiced for the County Professional Development Contribution of \$25. Discussion ensued about whether to raise this amount. Carroll will bring it

up at the next directors meeting. Patty was to draft a letter for Carroll to take to the meeting. It was decided to raise this amount to \$50.

Information was handed out on the Clarion Town House Hotel in Columbia. Meeting will be held April 26-28, 2006. It was decided to block 20/25 non-smoking and 5 smoking rooms instead of the initial 40 that the hotel had set up. Carroll would most likely have the presidential suite!! This would most likely be where we would have the social. All rooms would be in the tower. Smoking rooms are separate from those in the tower. This information would need to be included in the registration packet. Patty was to check on whether part of the blocked rooms could be in the tower as well as the smoking area. Room rates are \$87.95 plus tax per night. Breakfast would be on your own each day. Supper on Wednesday night would be on your own. Rooms have two queen beds in them. Room reservations must be made by March 27. It was decided that registration deadline would also be March 27.

Annie Reynolds has spoken with Linda Wilson, County Extension Agent – Lee County; Amanda McNulty, Horticulture Agent – Sumter County; and Rowland Alston, "Making It Grow" – Sumter. They are willing to do whatever we want them to do. They have all volunteered to do this for us. We would probably follow programs from the past for time frames. We would need professional development on Wednesday and Thursday morning.

Question was asked as to whether we wanted time on our own on Thursday afternoon or a scheduled activity. Patty will contact someone at the Governor's Mansion to see if we can take a tour of the mansion. This could be done Thursday morning instead. Botanical Gardens at the zoo was also suggested as a possible tour site. It was suggested that we have three choices with two rotations in case someone couldn't do a lot of walking. State Museum was mentioned as a possibility. The banquet will be held on Thursday night with free time on Wednesday night. Kathy Coleman, Governmental Affairs, could also be contacted to do something on the program for us.

Everyone liked the idea of having crafts for the Professional Development. This might not be acceptable to meet the guidelines for Professional Development though. Annie will check to see what kind of programs Linda and Amanda offer that might meet the guidelines.

Annie will check with Kathy Coleman to see if she would be available for a part on our program. If the house or senate is in session, we might possibly be able to get into the gallery to watch. Carroll suggested that we concentrate one day on governmental affairs for professional development. There are several different things that we can do at the state house that would fit this type group. The group would need to be split into two different groups in order to accommodate everyone in the rooms at the Governmental Affairs office.

Patty and Annie will work together to get all our ideas together for our meeting. Patty will also check on whether the Trolley system will be working or not.

Patty and Nancy saw Denise Ryan at the NC meeting. A handout with several of her topics was handed out. She is a very dynamic speaker. However, her cost is \$1,500 plus travel for 45 minutes to an hour. Patty has corresponded with her about being a speaker at our banquet and she is free on that Thursday. She has agreed to cover her own travel in order to help us out. She has another speaking engagement that day. Patty had initially told her around 8:00 and she said that would be great. Banquet and social could be moved up in order to avoid a long night. Social would be held from 5:30 to 6:00 in order to accommodate this. Carroll will talk to Fran about helping pay for the speaker. We would need to let Denise know what we want her to talk about. It was suggested that the topic be left up to the committee.

Friday morning would be a buffet breakfast and business meeting only.

There were so many door prizes last year that it was decided to have each county bring 2 auction items and the board members would bring 1 door prize each in order to cut down on the amount of door prizes.

Tours of the Adalou Flour and the Pasta place could also be incorporated. Time at the State Museum was also suggested for the group.

Patty asked Carroll to talk with Jesse about helping with the auction. She also asked if he would see if the directors would sponsor the social.

It was decided to do the 50/50 raffle again this year.

It was also suggested that Sandra Brown be asked to do the entertainment again this year.

Registration fee would be set at around \$40 for the meeting.

Officers from the NC Association would be invited again this year.

Don't forget to get donations from groups that you work with to help defray costs of the meeting. Debbie will send a letter to everyone to be used for this purpose.

Any ideas for fundraisers will need to be brought to the next meeting in order for Linda to have time to get information together for the newsletter.

It was decided that candy dishes could be sent to new hires to encourage them to join the association.

There is still plenty of stuff left that could be used for goodie bags. We shouldn't have to purchase anything else this year.

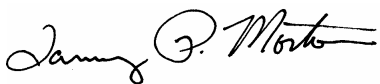
Newsletter items are due to Tammy by February 10. Newsletter will go out around the 20th with all the information about the annual meeting. Name change and amount of dues needs to be included in the newsletter as well.

Fran Wolak is aware of the name change for the association. The final vote will have to go before the group at the annual meeting. This would entail a change in our by-laws.

Next meeting will be held on February 8 at the Richland Office (date and location were moved to February 9 at the Clarion Town House Hotel at a later time.)

Meeting was adjourned at 1:00 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Tammy P. Morton". The signature is written in a cursive style with a horizontal line through the middle of the name.

Tammy P. Morton
SCACES Secretary