

SCAEAP HIGHLIGHTS



March 9, 2009

President's Corner

I hope that everyone is planning to join us in Columbia for our 30th Anniversary annual meeting. We have scheduled a one day meeting for Wednesday, April 22, 2009 at the Lake House at Sandhill Rec. A schedule is included in this newsletter and we have a fun day planned.

One thing that I would like to mention is that the board decided there would not be a registration fee this year so that it will hopefully make it easier for everyone to celebrate this special occasion with us.

I would also like to once again thank the board for all of their hard work in planning this meeting and we look forward to seeing everyone in Columbia.

Mary Ashley Brown



2008-2009 SCAEAP Board Members

President	Mary Ashley Brown (Marion County)
Vice President	Shana Sellars (Cherokee County)
Secretary	Nancy Dawsey (Horry County)
Treasurer	Nancy Pitts (Newberry County)
Historian	Kelly Pontaine (Laurens County)
Parliamentarian	Vickie Browder (Aiken County)
Professional Improvement	LaDonna Peoples (Anderson County)
Membership	Paula Varn (Dorchester County)
Scholarship	Michelle Holmes (Fairfield County)
Nominating	Venus Manigo (Colleton County)
Retiree Representative	Diane Lollis (Laurens County)
Past President	Tammy Morton (Campus)
Advisors	Carroll Culbertson & Steve Meadows

TENTATIVE AGENDA

(Subject to Change)

Wednesday, April 22, 2009

10:00 – 10:30 am – Registration at the Lakehouse

10:30 – 12:00 noon – Professional Development (Speaker to be announced)

12:30 – 2:00 pm – Lunch (provided by Fran Wolak)

2:00 – 3:00 pm – Business Meeting



BOARD NOTES

Treasurer – Nancy Pitts



RADA CATALOG – ALL ITEMS

RADA has been “**the best**” fundraiser for our association. Many of you may not be aware that profits from the sales goes towards helping support our annual meetings, professional development speakers, meeting facilities, and keeping registrations as low as possible. Please help the association with your sales. Small or large sales....every little bit counts!

The deadline for RADA sales is Monday, March 30, 2009. All orders should be in the Newberry office on this day in order to meet remaining deadlines.

ORDER FORM INSTRUCTIONS

Please continue to use the catalogs that were sent to each county. Within the catalog, you will find an order form (front and back.) Make copies if needed, if you need an original, please feel free to contact me and I will be glad to fax the form. Please make sure you list SCAEAP for the organization. Print your name where it indicates. Leave the next two blocks blank. Fill in the block with your “Sales Total” and where it has Checks payable to the Organization: SCAEAP.

If the organization sells over \$1000, RADA will individually pack each seller’s order. This is the reason we need to be so specific following the order form instructions.

Please double check the price and order information when completing an order. Prices include taxes so there are no additional charges.

INCENTIVES FOR THE RADA FUNDRAISER WILL BE A CHOICE.

SCAEAP members with \$400 in sales will have the option of receiving either \$50 cash or they can choose \$50 worth of items from the RADA catalogue.

SCAEAP members with \$200 in sales will have the option of receiving either \$25 cash or they can choose \$25 worth of items from the RADA catalogue.

(For Incentive Items from the catalog... if your order goes over the \$50 or \$25 incentive, you will owe the organization the difference. If your order is under the incentive amount, this amount will not be refunded to you. Please try to make your selections carefully to get it as close to the incentive amount as you can.)

****If you wish to receive items from the RADA Catalog as your incentive, you must complete a section of the order form just for this purpose ONLY. (Save your incentive section as the very last one) and list your name and where it has address & phone, simply write in parenthesis (INCENTIVE) and then list the items that you qualify for based on the above information.

****If you wish to receive a CASH incentive based on the information above, then simply put a sticky note on the front of the order form saying CASH INCENTIVE.

Make checks payable to: SCAEAP
Mail RADA order forms and checks and to:
Nancy Pitts
Clemson Cooperative Extension Service - Newberry
P. O. Box 160
Newberry, SC 29108

The RADA orders will be distributed at the April 22nd Annual meeting.

Scholarship – Michelle Holmes

Scholarship information was sent out by the SC Department of Education to all secondary counselors. The application deadline will be March 31, 2009. At that point the committee and I will narrow the applications down to a winner which we will invite to our lunch on April 22. A copy of the application is included in this newsletter if you know of someone who might be interested in applying.

Membership – Paula Varn

As of February 27, 2009, SCAEAP membership stands at 51 paid members and 49 retiree lifetime members. We have 4 honorary members: Jim Miller – Past Advisor; Carroll Culbertson – Current Advisor; Steve Meadows – Current Advisor and Bob Spalding – Photographer. Current membership stands at 104 members.

Retiree Representative – Diane Lollis

We have an active group of retirees. Those of you working have a lot to look forward to. Retirement is wonderful and you'll be there before you know it. I hope our lifetime retirees will be well represented at our one day 30th anniversary meeting at the Sandhill Lakehouse on April 22. I'm happy to report some news from a few of our retirees. **MILDRED KIRKPATRICK** (Chester) went to Las Vegas in February and is planning a trip to Florida in the spring....Congratulations are in order to **TERESA KELLEY** (campus) whose daughter, Toni, had a beautiful wedding marrying Michael Crocker on Valentine's Day..... **GLADYS GRIFFIN** (Berkeley) is still recovering from an accident she had before she retired, additional surgery is coming up. She said a house full of Louisiana and New Hampshire family, including 6 granddaughters and a new great grandson joined them for a wonderful Thanksgiving. Her son from Louisiana had to have gall bladder surgery while there. **DOTTIE STIREWALT** (Lexington & Richland) and husband, Ferrell, visited family in Mississippi and Philadelphia over the holidays. Get well wishes to Ferrell, who has attended so many of our annual meetings adding a lot of fun, is having some health problems. **CAROLYN ROBINSON** (Orangeburg) says she is still working at her church..... Heartfelt sympathy is extended to **LINDA GRIFFEN** (York) in the recent loss of her mother and her sister.....**MARY HARVEY** (campus) says husband, Jerry, retired last year and they have been traveling some – Cherokee NC, Myrtle Beach, and New England. Mary serves as sec/treas of **ARCEE** (Association of Retired Clemson Extension Employees). She encourages all retired SCAEAP members to join. Dues are only \$10 annually and members receive two newsletters each year with updates on all Extension retirees across the state. They hold a one day fall meeting and 2-3 day spring meeting to enjoy fellowship. Contact Mary for further information mhrvy@bellsouth.net.



Past President – Tammy Morton



Hello to you all! Snow one day, Sunny and 80° the next. Hopefully, we'll have closer to the 80° weather for our meeting on April 22. As a board, we decided to relocate and revamp the meeting for this year due to the budget cuts and the economy. Hopefully, next year we can resume the usual two-three day meeting. I look forward to seeing as many of you as possible at the Lakehouse in April.



Advisor – Carroll Culbertson

Just a note to say thanks for all the cards, phone calls, emails, etc. asking about my health. It really helped and I appreciate all the prayers. The Board and myself look forward to our annual meeting. Keep up the sales with Rada. Thanks for being an example in deciding to shorten the meeting and moving the location. We all look forward to Spring coming and the offices getting busy. See you in April!



Advisor – Steve Meadows - Associate Dean, Extension Field Operations

Greetings to all,

I trust everyone is having a great winter and I know you are looking forward to the upcoming annual meeting of the SCAEAP on April 22. The planning committee is hard at work to offer a wonderful session of professional development opportunities and I look forward to being there with all of you. Additionally, I would be remiss if I did not lend a big thank you to the board for amending the time of the meeting to one day. This was a forward thinking cost savings move that encouraged other professional associations to do the same. Thank you for your leadership in this regard.

I would like to wish a warm welcome to Brian Callahan as the new Assistant Director of Field operations.

I know the state budget and cuts are on the mind of everyone as well as the overall economy. As you know the current cut to PSA as of today (March 9, 2009) is 21%. The legislative session is going full speed ahead and I know all of our Representatives and Senators are doing the best job possible to balance our state budget. The encouraging piece to all of this to me is the wonderful programs and people we have out in our county offices, REC's and campus departments. Because of our Extension programs we are signing up legislative advocates at a fast pace who are truly engaged in helping us minimize any future cuts. These advocates truly believe in all we do and want to see Extension programs flourish. It is the relationship that we have in the county office that brings to the table so many people who truly appreciate what we do and they are communicating that to elected officials. Always remember that the county Extension office is the front door to Clemson University and you are the first impression they may have. Thank you for being true professionals and wonderful ambassadors for Extension programs across South Carolina. Looking forward to seeing you all in April!!



30th Annual Conference
April 22, 2009
Clemson Institute for Economic and Community
Development (CIECD) – Lakehouse
Columbia, SC

Registration Form

Name _____

Address _____

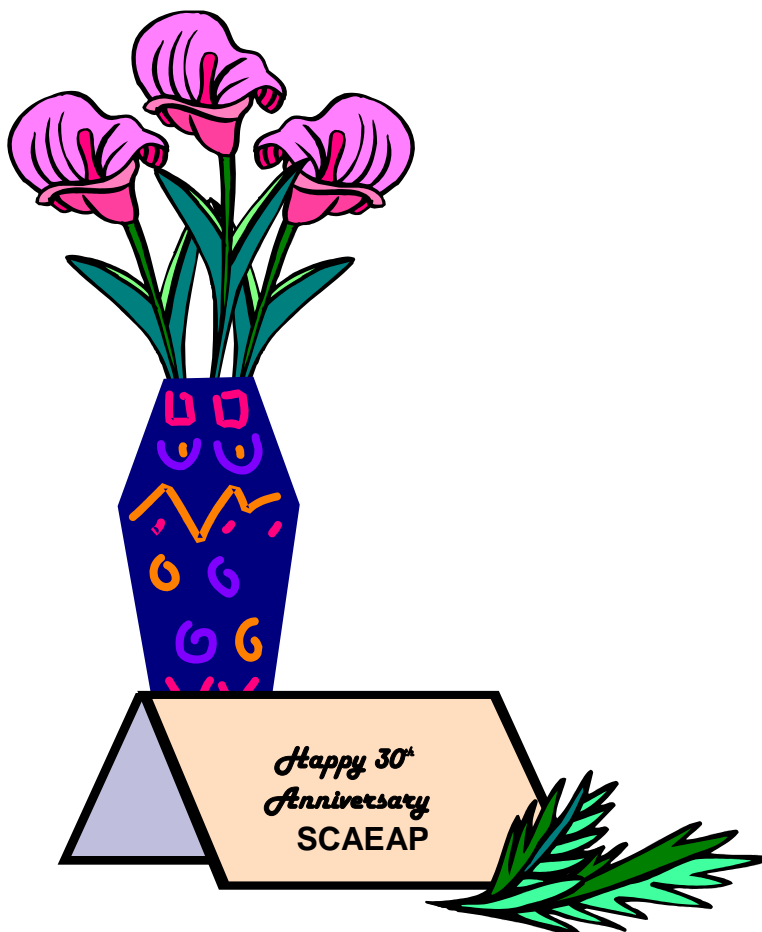
County _____ Daytime Phone No. _____

Check one: Regular Member Retiree Member Lifetime Retiree Member

Guest – Name _____

Mail completed registration form to:

Nancy Pitts, Treasurer
Clemson Cooperative Extension Service - Newberry
P. O. Box 160
Newberry, SC 29108





**SOUTH CAROLINA ASSOCIATION OF
EXTENSION ADMINISTRATIVE PROFESSIONALS
2008 – 2009
Membership Application
(July 1, 2008 – June 30, 2009)**

Name: _____

Dept/County: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Check (✓) one

County/Campus Membership dues: \$40/year - active employees.	\$40.00	_____
Retirees have the option to pay:		
\$20 / yearly or \$50 / lifetime membership.	\$20.00	_____
	\$50.00	_____

TOTAL ENCLOSED \$ _____

Dues must be paid by December 1, 2008.

Checks/DPV should be made payable to SCAEAP and mailed along with a copy of Membership Application to:

Paula Varn
Membership Chair
Dorchester County Ext. Office
201 Johnston St.
St. George, SC 29477

**CUBS NOTE: Vendor number: 0000053713, location #2
When making payment by DPV, please type in the “Comments Section” of voucher your name;
county name, and purpose i.e. Dues.**



*South Carolina Association
Of Extension
Administrative Professionals*

February 4, 2009

To Whom It May Concern:

The South Carolina Association of Extension Administrative Professionals (SCAEAP) offers a \$500.00 scholarship to students pursuing a career in the secretarial science, computer science or business management field. Membership in the Association consists of secretaries working for Clemson University Cooperative Extension Service throughout the state.

I am attaching an application form for this year's scholarship. Please duplicate and share the application with any individual you feel would be interested in applying. The application deadline is Tuesday, March 31, 2009. Entries should be mailed to:

Michelle Holmes
SCAEAP Scholarship Chair
Clemson Extension Service
96 US Hwy 321 S
Winnsboro, SC 29180

Please feel free to call on a member in the local Clemson University Extension Service or call me at (803) 635-4722, extension 114, if you have any questions.

Sincerely,

Michelle Holmes

Chairman
SCAEAP Scholarship Committee



*APPLICATION FOR SCHOLARSHIP
South Carolina Association
Of Extension
Administrative Professionals*

I. SCHOLARSHIP GUIDELINES

- This scholarship is offered to anyone* pursuing, planning to enter, or further his/her career in the secretarial science, computer science or business management field.
- All applicants will be considered regardless of race, sex, religion, age or handicap.
- Applicant must be a resident of South Carolina.
- The applicant's privacy will be protected.

**Anyone means members of SCAEAP, their children, or individuals pursuing a career in the secretarial science, computer science or business management field.*

I. DATA REGARDING APPLICANT

Name of Applicant _____
Last First Middle

Residence _____
Street/PO Box City/State Zip

Date of Birth _____

Father's Name _____ Occupation _____

Mother's Name _____ Occupation _____

Parents Address _____
(If different from Applicant)

College/University Applicant Desires to Attend _____

Degree Applicant Desires to Pursue: *(Please circle one of the following)*
Secretarial Science Computer Science Business Management

School Currently Attending _____

II. ATTACHMENTS

- Certified record of high school or college grades.
- Letter of recommendation from either high school business teacher or college department head.
- List of extracurricular activities in high school and/or college, memberships in student societies, awards received.
- Essay stating applicant's career goals (no more than 100 words).

The above application is true and correct, and I intend to pursue a career in the secretarial science, computer science or business management field.

Signature of Applicant

Dated Submitted

III. DEADLINE:

Scholarship Application must be received by the scholarship chair no later than Tuesday, March 31, 2009, at the address listed below.

Send application and attachments to:

**Michelle Holmes
SCAEAP Scholarship Chair
Clemson Extension – Fairfield County
96 US Hwy 321 S
Winnboro, SC 29180**

