

**Administrative Personnel Association
National Executive Committee Meeting**

Thursday, July 16, 2008 - Minutes

The Executive Committee meeting of the Administrative Personnel Association met on Thursday, July 16, 2009 in the Regal Sun Resort in Orlando, FL. The meeting was called to order by President Carol McGinn at 8:43 a.m.

Opening and Roll Call

The meeting began with prayer by Rennie Rhodes. A quorum was attested to and roll call was taken as follows:

Present: Regional Presidents

Florida – Diana McAda
Mid-South – Debbie Hamrick
Pacific – Diana Koehler
Southwest – Lori Ferguson

Heartland – Sandra Posey
Northeast – Meredith Matlock
Rocky Mountain – Angie Palmer

Committee Chairs

Communications – Kathie Davenport
Membership VC – Jerri Smith
Scholarship - Lynne Powell
Personnel – Rennie Rhodes

Membership - Terence Burke
Life Membership Coord – Deeana Alford
Certification Council - Judy Franconi

Officers

President – Carol McGinn
President Elect – Freda Dye
Secretary - Jan Tyson

Immed. Past President - Rennie Rhodes
Treasurer - Carol Ferrantelli

Staff

Office Manager – Theresa Wright

Parliamentarian

Therese Howell

Excused were Linda Bridges, Greater Midwest Regional President and Rene' Baker, Mid-Atlantic Regional President.

Agenda

The agenda was approved as written.

Introductions

Each of the members present gave a general introduction of themselves which included their name, the position they hold and the region they are from. The Parliamentarian for the meeting, Therese Howell, was introduced and was given voice during the meeting by consensus.

Minutes

National Secretary Jan Tyson presented the minutes of the 2008 Executive Committee for approval. A motion was made, seconded and carried to approve the 2008 minutes, with the correction in the electronic minutes for vote on signatures correcting the spelling of Freda Dye's first name.

Annual Reports

A motion was made, seconded and carried to receive the written 2008 Annual Reports from the regions in an omnibus form. These reports will appear as an addendum to the permanent minutes.

Certification Council's Report

A motion was made and seconded to receive the report from the Certification Council meeting on July 15, 2009. During discussion, the item concerning certification requirements was pulled from the report. After pulling it for referral back to committee for clarification, the motion to receive the report as amended was seconded and carried. The report follows:

Recommendations

- When certification requirements are changed, any exceptions will be at the discretion of the regional certification chair.
- Safety in the Workplace is a core class for level III, but may be substituted with Personal Safety.
- New and revised classes approved as follows (effective 01/01/10):
 - New Elective Classes***
 - Bible History – Old Testament (2.5 hours)
 - Biblical Interpretation I (2.5 hours)
 - Biblical Interpretation II (2.5 hours)
 - Designing for Communication (5 hours)
 - Organizing Your Space (2.5 hours)
 - Giving to Presbytery, Synod and General Assembly (2.5 hours)
 - Women's Experience in the Church (2.5 hours)
 - Writing and Improving Your Electronic Communication (2.5 hours)
 - Re-Written Class***
 - Intra-Staff Relationships (previously Office Relationships – Multiple Staff)
- That the courses Biblical Interpretation I and II may be used to fulfill the 2.5 hour requirement of Spiritual Growth and Discipline for any level.

Treasurer's Report

Treasurer Carol Ferrantelli reviewed the Treasurer's report. A motion was made, seconded and carried to reduce the Communications budget line by \$500 and to

establish a budget line for Membership Council so they have seed money for fundraisers for recognition of new members.

Carol then reviewed the proposed 2010 budget and answered questions. A motion was made, seconded – hearing no objections, the budget was approved as amended. The approved budget will appear at the end of these minutes.

Nominating Committee Report

The nominating committee submitted the names of Jan Tyson as candidate for Secretary and Carol Ferrantelli as candidate for Treasurer for the term 2009-2011. Their names will be taken to the Business meeting for vote. There were recommendations sent electronically to the Executive Board regarding face to face interviews for candidates of the National Board. A motion was made, seconded and carried to receive the Nominating Committee report. The Committee brought forth their recommendations for inclusion in the manual.

Face-to-Face Interview (effective 8/1/09)

The committee reserves the right to set aside the above timeline after March 1 in order to interview candidates face-to-face at the National Conference. If this process is determined the following will be implemented during the National Conference:

- Each candidate will have a designated time to meet with the Nominating Committee during the National Conference.
- The nominating committee will have an opportunity to ask questions of each candidate.
- The Nominating Committee will then cast their vote and recommend to the membership their choice for the position
- The committee will distribute information about the candidate to the membership.

Nominations From the Floor (effective 1/1/10)

Nominations from the floor shall be in made *following* the distribution of the printed list of the proposed nominee(s) by the Nominating Committee. The following shall occur for all nominations from the floor:

- The nominating committee shall interview all eligible candidates using the same methodology as for the proposed nominee.
- Each candidate will be provided a place to meet and talk with the committee upon request.
- Anyone wishing to be nominated from the floor will need to meet with the nominating committee *prior* to the election to go through the interview process.

Bylaws

President-elect Freda Dye presented the revisions to the Bylaws. A motion came from committee to receive the report. With no objections, it was so ordered. These

revisions will be brought before the body at the business meeting. The approved Bylaws will appear as an addendum to the permanent minutes.

Executive Session and Personnel Committee Report

The body went into Executive Session. The Parliamentarian was asked to stay in the meeting. A motion was made, seconded and carried to receive the report. The body rose from Executive Session. The office manager was brought back into the meeting and signed the contract with the personnel committee in the presence of the Executive Committee.

Manual of Operations

President-Elect Freda Dye presented two sections of the Manual of Operations, Section I – Policies and Procedures and Section IV – Guidelines for Officers, Committees and Councils. She also recommended pulling the history from this document and making it a downloadable document on our website. A motion was made, seconded and carried to approve the changes.

2010 Conference Update

Rennie Rhodes and Merry Matlock gave an update on the planning for the 2010 conference planned in Pittsburgh.

Scholarship Guidelines & Application Changes from Life Membership Committee

Deeanna Alford, Chair, reviewed the changes the committee has made on the Life Member Scholarship application and guidelines. The report was received with no objections.

Update on Book of Order Issue

Rennie Rhodes has been working on an overture to the GA. She is working with Therese Howell on the verbiage of the overture and will be presenting it to the Executive Committee for electronic approval. After that, it will be sent to the GA committee who will present it for approval. Freda Dye and Jan Tyson will have the overture coming from their church/presbytery. The report was approved with no objections.

DISCUSSION ITEMS

Ethics Policy – The proposed policy will be placed on the back of the membership application. Discussion took place around the discipline piece on this draft. The line here will be replaced with “I have read and agree to the above mentioned Standards of Ethical Conduct. Signed _____ Dated _____.” The discipline policy will be created and included in the policy and procedures manual.

A task force has been appointed (Judy Franconi, Diana McAda & Freda Dye) to create this policy by September 30, 2009. Diana will include Brant Copeland to develop this policy. Until the policy is developed, the discipline line will remain.

The above was approved without objection.

Critical Incident – The proposed procedure will be in the conference planning manual. A motion was made and seconded to open this for discussion. A motion was made, seconded and carried to approve the procedure to include equipment with the items

listed in the 7th bulleted item under what the host Committee provides the Executive Board.

National Conference Planning – Concerns have been raised by different regions regarding their ability to host a National Conference. This has led to discussion of having National Conferences rotated only between North, South, East and West (have multiple regions work together); having a designated planning team to plan each conference; should we negotiate with one hotel chain for 3 years; national conference with no regional conferences followed by regional conferences with no national conference; should we be open to a conference center as opposed to a hotel; looking at more popular locations (i.e., Orlando, Las Vegas).

Several members of the EC agreed with having a national planning team, but not with negotiating with one hotel chain. The EC broke into small groups for discussion – following are reports from those groups:

#1 – ideas are to go with the National conference planning team (3 persons); 3 areas, stretching to cover all areas; 2011 test case for national planning committee and be held in Las Vegas; encourage multiple regions to work with the national planning team. The reason for 3 person team is to hold down costs for members to visit hotels, etc.

#2 – ideas are to have a planning team; keep certification event and make sure there is one every 3 – 5 years; like the National conference (different perspective) and like 3 location rotation; wants national conference kept annually as long as possible; consider cities with airport hubs.

#3 – ideas are to have a national planning team; good to have an option for a regional to hold meeting at national but give them flexibility; north, south, east, west but not same city all the time in that area; encourage regions to be committee on local arrangements.

#4 – ideas are to have a national planning team but important for local region to be working with the team; planning team – ask for volunteers but have them come before EC and be appointed; likes east, central, west; definite NO on conference centers; have conference in a location that can help us focus on US, not others, since that's what we do all the time (family attendance is ok).

#5 – ideas are to rotate regional and national every other year; own regions would offer more options locally during year of national conference (one day seminars, etc.); likes west, central, eastern but is concerned about line up with our regions; likes the national planning committee.

Since there is a consensus for a National Conference Planning Committee, a motion was made, seconded and carried to form a National Conference Planning Committee. A motion was made, seconded to create a Task Force of 3 to work out the

details for setting up this National Conference Planning Committee. The motion carried. The Moderator/President appointed Lori Ferguson, Kathie Davenport and Jerri Smith. A motion was made, seconded and approved with no objections to have them report back to the EC electronically by October 1, 2009.

Conference Planning Guidelines

The Conference Planning Guideline changes were reviewed. The point was made that these guidelines will be revamped anyway with the new committee just created. This report was received with no objections.

Other business

The body moved into Executive Session, with the Parliamentarian present. The body rose from Executive Session.

Kathie Davenport, Communications Chair, asked for help from the regional presidents to make the website a more valuable tool for membership. Suggestions and news information was requested from the entire Committee.

Adjournment

After a motion to adjourn was carried, the meeting adjourned with prayer at 11:52 am.

Respectfully submitted,

Janice L. Tyson
National Secretary

The budget detail follows.

TO BE APPROVED IN 2010

**Administrative Personnel Association
2010 Proposed Budget**

			2009 Budget	2009 Actual	2010 Budget	
Income			Amended 7/16/09	as of 7/13/09	Approved 7/16/09	
	Membership Dues		\$26,350.00	\$18,592.50	\$25,000.00	
	Prepaid dues			\$4,415.00		
	Florida					
	Heartland					
	Mid-Atlantic					
	Mid-South					
	Northeast					
	Pacific					
	Rocky Mountain					
	Southwest					
	Greater Midwest					
	Total Dues		\$26,350.00	\$23,007.50	\$25,000.00	
	Other Income					
	Contributions		\$100.00	\$0.00	\$50.00	
	GA Booth		\$0.00	\$0.00	\$0.00	
	Interest on Savings/CD		\$400.00	\$136.14	\$380.00	
	Misc. Income		\$100.00	\$18.40	\$50.00	
	Fundraisers		\$500.00	\$9.52	\$125.00	
	Proceeds from Nat'l Conf.		\$4,200.00	\$0.00	\$3,000.00	
	Grants		\$0.00	\$0.00	\$0.00	
			\$5,300.00	\$164.06	\$3,605.00	
	Total Income		\$31,650.00	\$23,171.56	\$28,605.00	
	Expenses					
	Dues Distribution to Re		\$10,540.00	\$9,203.00	\$10,000.00	
	Florida					
	Heartland					
	Mid-Atlantic					
	Mid-South					
	Northeast					
	Pacific					
	Rocky Mountain					
	Southwest					
	Greater Midwest					
	Total Dues Shared		\$10,540.00	\$9,203.00	\$10,000.00	

**Administrative Personnel Association
2010 Proposed Budget**

	Office Staff					
	Office Mgr. Wages		\$7,800.00	\$2,213.23	\$6,800.00	
	Cont. Ed		\$500.00		\$500.00	
	Total Office Staff		\$8,300.00	\$2,213.23	\$7,300.00	
	Office Expense					
	Office Space		\$100.00	\$100.00	\$100.00	
	Equipment		\$250.00	\$0.00	\$250.00	
	Postage		\$1,000.00	\$41.75	\$750.00	
	Communications/Web Dev'		\$1,500.00	\$0.00	\$2,000.00	
	Supplies		\$1,000.00	\$0.00	\$750.00	
	Printing		\$600.00	\$0.00	\$600.00	
	Misc. Exp.		\$100.00	\$0.00	\$100.00	
	Membership Council		\$500.00			
	Total Office Exp.		\$6,550.00	\$141.75	\$4,550.00	
	Other Expenses					
	Insurance		\$1,800.00	\$624.65	\$1,050.00	
	Fundraisers/Gifts		\$400.00	\$0.00	\$300.00	
	GA Booth		\$0.00	\$0.00	\$0.00	
	Non-budget exp.		\$250.00	\$47.64	\$125.00	
	Exec. Board Annual Mtg.		\$4,000.00	\$0.00	\$4,000.00	
	Seminar Grants		\$1,000.00	\$100.00	\$1,000.00	
	Total Other Exp.		\$7,450.00	\$772.29	\$6,475.00	
	Total Expenses		\$32,840.00	\$12,330.27	\$28,325.00	
	Net Income		(\$1,190.00)	\$10,841.29	\$280.00	
	Transfer	from savings	\$1,190.00	\$1,190.00		
			\$0.00			