

# **Administrative Personnel Association**

## 2017 Pacific Region Summary Report

### **2017 National Conference Attendance Summary**

Pacific Region members in attendance: **10**

**1** Honorary member:

Otis Landis

**3** First Time National attendees (2 are New Members)

Natasha Jackson (New Member)

Denise Rodman (New Member)

Susan Springer (First Time Attendee)

**6** Regional members

Julie Charron

Denise Cerince

Becki Fulton

Lisa Landis

Andrea Little

Maria Winchester

**2017 Pacific Region Conference** was held September 22-24, 2017 at Zephyr Point Presbyterian Conference Center located in Lake Tahoe, California.

***In attendance:***

• **14 Members**

Denise Cerince, Julie Charron, Elaine Cole, Becki Fulton, Natasha Jackson, Lisa Landis, Laura McCallum, Jessica McGrath, Bethann Merriam, Nancy Patterson, Connie Poulton, Susan Springer, Susan Weir, and Maria Winchester

❖ **4 Inquirers**

Rebecca Duvall, Grace Ogata, Carol Moreland, and Jill Somer

• **1 Honorary Member**

Otis Landis

• **4 Instructors**

John McCallum

Rev. Cheryl Raine

David Staniunas, Presbyterian Historical Society

Rev. James R.M. Young

• **6 Guests**

Ernest Parker (Guest of Natasha Jackson)

Mike Fowler (Guest of Jessica McGrath)

Catherine Sapunor (Guest of Grace Ogata)

Gary Patterson (Guest of Nancy Patterson)

David Golubich (Guest of Jennifer SG)

Philip Winchester (Guest of Maria Winchester)

• **8 Class Guests**

These Clerks of Session attended the Records Management in the Computer Age class taught by David Staniunas, from the Presbyterian Historical Society

Lou Murray - First Church, Virginia City, NV

Sandy Wilmot - Community Church, Lamoille, NV

Allyson Sasgen - Community Church, Lamoille, NV

Elaine Noble - Spanish Springs Church, Sparks, NV

Teresa Mateo - First Fillipino American Church of Southern Nevada, Las Vegas, NV

Glenda Swisher - Community Church, Lee Vining, CA

Bruce Laird - Grace Church, Las Vegas, NV

Ray Bledsoe - Asst. Records Clerk, St. Johns Church, Reno, NV

## **2017 Conference Classes**

Problem Solving Through Communication  
Church History Part A and B  
Records Management in the Computer Age  
Ministry of Reconciliation  
Writing/Improving Your Electronic Communications

## **2017 Pacific Region Officers**

President: Maria Winchester, (2018) (Installed 2016)  
President Elect: Laura McCallum, (2020) (Installed 2016)  
Secretary: Susan Springer, (2017) (Installed first term 2013)  
Treasurer: Denise Cerince, (2017), installed in 2016, to finish Carol Ferrantelli's term.  
Membership: Becki Fulton, (2018) (Installed 2016)  
CAS: Lisa Landis (2018) (installed 2014, second 4-yr term)  
Council on Accreditation and Standards

## **2017 Pacific Region Committees**

Nominating: Laura McCallum, Chair  
Julie Charron, Bethann Marriam, Jessica McGrath, and Nancy Patterson  
Hospitality: Nancy Patterson, Chair  
Jessica McGrath  
Julie Charron

**2017 Pacific Region Executive Meeting** was held on Thursday, September 21, 2017 at Casey's Restaurant (212 Elk Point Rd.) in Zephyr Cove. (See page 4 for Minutes)

### ***In attendance:***

Maria Winchester, President  
Laura McCallum, President-Elect  
Susan Springer, Secretary  
Denise Cerince, Treasurer  
Lisa Landis, CAS  
Becki Fulton, Membership

### ***Guests:***

New Member: Connie Poulton- Sparks, NV (Spanish Springs Presbyterian Church)  
Instructors: The Rev. Cheryl Raine and John McCallum  
Honorary Member: Otis Landis  
Hospitality Committee Member: Julie Charron

**2017 Pacific Region Business Meeting** was held September 23, 2017 at Zephyr Point Presbyterian Conference Center located in Lake Tahoe, California. (See page 7 for Minutes)

### ***In attendance:***

Maria Winchester, President  
Laura McCallum, President-Elect  
Susan Springer, Secretary  
Denise Cerince, Treasurer  
Lisa Landis, CAS  
Becki Fulton, Membership  
Nancy Patterson, Hospitality

***Members:*** Julie Charron, Elaine Cole, Natasha Jackson, Jessica McGrath, Bethann Merriam, Connie Poulton, Susan Weir

***Inquirers:*** Rebecca Duvall, Grace Ogata, Carol Moreland, Jill Somer

***Guests:*** Otis Landis, John McCallum, The Rev. Cheryl Raine

Highlights

- ❖ Partnered with Nevada Presbytery in creating a scholarship for APA Pacific Region members.
- ❖ Gave 2 (two) \$100.00 scholarship for the 2017 Pacific Region Conference.
- ❖ Reviewed/Approve Regional Bylaws/Guidelines (based on National APA Bylaws/Guidelines)
- ❖ Presented Rev. Cheryl Raine and Honorary Member certificate to APA.
- ❖ Presented Carol Ferrantelli her Life Membership Certificate via United States Postal Service
- ❖ Presented certificates to Pacific Region New Members and First Time Attendees
- ❖ Installation of Officers:  
 Elaine Cole, Secretary (2019)  
 Denise Cerince, Treasurer (2019)
- ❖ Appointed Connie Poulton Vice Chair on Accreditation and Certification
- ❖ Presented Level 1 Certificates/Pins:  
 Julie Charron  
 Laura McCallum
- ❖ 2017 Mission Focus, Youth First of Reno/Sparks Nevada, gave \$150.00, and received donations from members in the amount of \$310.00, the board also gave \$150.00 to the Presbytery Historical Society.
- ❖ Member Statuses as of December 2017

Active Members	19
Affiliates	2
Honorary Members	2
Life Members	4
<u>Retired Member</u>	<u>0</u>
<b>Total Members</b>	<b>27</b>

Pacific Region Treasurer's Report			
Chase Bank			
9.20.16 through 9.20.17			
<b>Beginning Balance as of 9.20.16</b>			<b>\$11,572.33</b>
<b>Income</b>			
	Conference Fees	\$ 8,463.25	
	Membership Dues	\$ 604.00	
	Scholarship Fund	\$ 275.00	
<b>Total Income</b>			<b>\$ 9,342.25</b>
<b>Expenses</b>			
	Charitable Contributions	\$ (300.00)	
	Conference Fee Refunds	\$ (718.50)	
	Bank Fees	\$ (120.00)	
	National Conference	\$ (1,500.00)	
	Regional Conference	\$ (5,178.25)	
<b>Total Expenses</b>			<b>\$(7,816.75)</b>
<b>Ending Balance as of 9.20.17</b>			<b>\$13,097.83</b>

Pacific Region Treasurer's Report			
Synod of the Pacific			
9.20.16 through 9.20.17			
<b>Beginning Balance as of 8.31.16</b>			<b>\$ 7,794.40</b>
<b>Income</b>			
	Interest from 9.30.16 to 8.31.17		\$ 79.40
<b>Ending Balance as of 8.31.17</b>			<b>\$ 7,873.80</b>

Respectfully submitted,

Maria Winchester, President  
 Pacific Region

## **Administrative Personnel Association**

Pacific Region, Executive Board Meeting  
Thursday, September 21, 2017, 12:00 pm  
Casey's Restaurant at Zephyr Cove, NV  
212 Elk Point Rd., 89448

### **Attendees**

Maria Winchester – President (2018) (Installed 2016)  
Laura McCallum – President elect (2020) (Installed 2016)  
Susan Springer – Secretary (2017) (Installed first term 2013)  
Denise Cerince – Treasurer (2017) (Installed treasurer 2016, to finish Carol Ferrantelli's term)  
Lisa Landis – Council on Accreditation and Standards (2018)  
(installed 2014, second 4-yr term)  
Becki Fulton – Membership (2018)  
Nancy Patterson – Hospitality (2019) not present

Guests: Connie Poulton from Sparks, The Rev. Cheryl Raine, John McCallum, Otis Landis and Julie Charron (Hospitality) Eleven people were present.

**Opening Prayer** Laura McCallum, President Elect, opened the meeting with prayer at 12:10 pm.

### **Executive Board Minutes:** Susan Springer, Secretary

The minutes for the Executive Board Meeting, dated Thursday, September 22, 2016 were approved as corrected. The correction noted was that the ending year for Becki Fulton's Membership term should be 2018, not 2019. Note: The September 22, 2016 notes did not list the dates for the terms of office. The error was on the agenda for this meeting. The correction has been made above.

### **Treasurer's Report:** Denise Cerince

Maria reported that two \$100 scholarships were given to this regional conference. They were given to Jill Somer and Andrea Little, who is unable to attend.

We want to form a scholarship committee. The chair would be the Regional Treasurer and there would be two other Pacific Region at-large members, appointed by the Treasurer with the approval of the Regional President. Members will be approved at the Pacific Region Business Meeting.

There are two scholarships available to help with the cost of attending the Pacific Region conference. Each has its own application form. More details will be forthcoming.

### **Council on Accreditation and Standards - Certification Report:** Lisa Landis

Two people will receive certification at this regional conference.

At the 2017 APA National Meeting of the Council on Accreditation it was decided that members must take a polity class every 3 years to retain their current level of certification. This requirement starts in 2018. This should encourage people to attend a training event. General Assembly meets every two years; these meetings generate changes. The Book of Order is updated every two years. APA members will have three polity classes to choose from. There will no longer be 5 hours classes. They will become Class Part A and Class Part B.

**Membership Report:** Becki Fulton

We have three new members: Natasha Jackson, Connie Poulton and Susan Weir. There is a potential for 4 new members: Rebecca Duvall, Carol Moreland, Grace Otega and Jill Somer. Currently we have 25 members.

Nationals would like to have individual pictures of all APA members for a National Membership Book.

APA Membership Dues for 2018 will increase to \$95. Forms will be available November 1, 2017. The dues will be split 50/50 between national and regional.

**Hospitality Report:** There will be fun tonight. We're having a Potato Bar.

Chairwoman is Nancy Patterson. Committee members include Jessica McGrath and Julie Charron (2019).

**President Report:** Maria Winchester

Nine women from our Pacific Region attended the National Conference in Las Vegas.

National APA is looking for a new president.

APA has a Facebook page. It is a closed group, so approval is needed.

The 2018 National Conference will be May 29 through June 1, 2018 in Minneapolis, MN, at Westminster Presbyterian Church

APA List Serve is available to all members. It is appropriate to use for prayer requests, employment opportunities, and job-related questions to ask your fellow APA members. Send an email to [apanews@lists.pcusa-apa.org](mailto:apanews@lists.pcusa-apa.org) with the information you want emailed. Also provide the email address you want people to respond to.

The Pacific Region APA website is: [www.apapacificregion.com](http://www.apapacificregion.com). The cost for this website is \$168 per year for the host and \$9 per year for the domain name.

Maria advocates that we have Executive Board Member Job Descriptions for our region. The Conference Planning Committee is made up of members of the executive board. Such descriptions will clarify who does what. Maria has worked on guidelines and bylaws. The Regional Bylaws will be based on the National Bylaws. Guidelines for committees would also be helpful.

Question. Hospitality has been added. Is the chairman of hospitality a member of the executive board? Does that member/position have a vote? Clarification is needed.

Below are suggestions for improving the regional conference registration form. No refund after a certain date, Cancellation Fee, Food allergies, Meal selection, Name of your guest, Emergency contact, Zephyr wants meal numbers 10 days in advance. Make Sunday morning breakfast optional, as some people need to catch flights.

**Old Business**

Attendance at Annual National Conference

The Pacific Region President and Certification person need to go to Nationals. Previously they each received \$375 to help cover the cost of attending.

*Question:* Should a third board member attend? What about Membership? These three positions all have meetings at Nationals.

*The question becomes:* How much financial help is reasonable for each of these three officers? \$250 each?

It was moved and approved to take the following motion to the General Business Meeting on Saturday night.

*Move* that we give \$250 each to the President, Certification Chair (now Council on Accreditation and Standard) and Membership chair to help cover costs to attend the annual National APA conference.

Nominating Committee Members (2 year term)

Currently serving members are Laura McCallum, President Elect and Jessica McGrath (2015-2017) and Nancy Patterson (2015-2017)

Julie Charron (2016-2018) and Bethan Merriam (2016-2018)

Every year, we need two new people to serve on the Nominating Committee.

At this regional conference we need candidates for:

Secretary (2017-2019)

Treasurer (2017-2019)

Two nominating committee members

Lisa Landis has one year left on certification. We need to identify someone to train in this role.

MSA to approve \$168 for the Pacific Region website and \$9.90 for the domain name. This motion approves one payment. The budget will include these numbers as website expenses. This expense will also be voted on at the General Business meeting on Saturday night.

### **Executive Session**

Agreed to make The Rev. Cheryl Raines an Honorary member.

New members will be given Certificates of Membership at the General Business meeting.

Respectfully submitted,

Susan Springer, Pacific Regional Secretary

## **Administrative Personnel Association**

### **Pacific Region, Business Meeting**

Saturday, September 23, 2017 7:30 pm  
Zephyr Point Presbyterian Conference Center  
660 Highway 50, Zephyr Cove, NV 89448

#### **Attendees**

**President:** Maria Winchester  
(2018)

**President-Elect:** Laura McCallum  
(2021)

**Secretary:** Susan Springer  
(2017)

**Treasurer:** Denise Cerince  
(2017)

**Council on Accreditations/Standards (CAS):**  
Lisa Landis  
(2018)

**Membership:** Becki Fulton  
(2019)

**Hospitality:** Nancy Patterson  
(2019)

**Members:** Julie Charron, Elaine Cole, Natasha Jackson, Jessica McGrath,  
Bethann Merriam, Connie Poulton, Susan Weir

**Inquirers:** Rebecca Duvall, Grace Ogata, Carol Moreland, Jill Somer

**Guests:** Otis Landis, John McCallum, The Rev. Cheryl Raine

The business meeting was called to order at 7:33 pm by President Maria Winchester.

President-Elect, Laura McCallum led the opening prayer.

**Secretary's Report:** Susan Springer

Minutes from last year's business meeting –There was a motion to approve last year's business meeting minutes for Saturday, September 24, 2016. *MSA*

**Treasurer's Report:** Denise Cerince

It was moved that we approve for one more year the \$168 cost for the APA regional website and the \$9.95 annual expense for the domain name. *MSA*

We will discuss these expenses again next year at our business meeting.

**Council on Accreditation and Standards Report:** Lisa Landis

*NEW:* To maintain your current APA certification level, members must take a polity class once every three years. The national Council on Accreditations and Standards (CAS) approved the measure at the 2017 APA National Conference in May.

**Membership Report:** Becki Fulton

There are 25 members in the Pacific Region of APA. We have three new members: Natasha Jackson, Connie Poulton and Susan Weir. We have four inquirers attending this conference: Rebecca Duvall, Grace Ogata, Carol Moreland and Jill Somer. We have two honorary members: Otis Landis and The Rev. Cheryl Raine who has taught for five years at the Pacific Region Conference.

On November 1, 2017, APA membership forms for 2018 will be available. The membership fee is \$95 and it will be split 50/50 between the National and Regional levels. Fees cover administrative costs. Deadline is at the end of January, 2018.

**Hospitality Report:** Nancy Patterson

We had a potato bar on Thursday night. Hope everyone enjoyed their treats during the conference. If you have suggestions for next year, please send them to Nancy.

**President's Report:** Maria Winchester

**Old Business**

Last year the president and the certification chair received \$375 each to help cover the cost of attending the National Conference in Las Vegas, NV. At the Executive Board meeting on Thursday, September 21, 2017, the board decided to help fund a third position, the Membership Chairman. It was moved and approved at the Executive meeting to give funds to the President, the Certification Chairman and the Membership person, giving \$250 to each for the 2018 National Meeting in Minneapolis, Minnesota.

**New Business**

**The 2018 National Conference** will be held at Westminster Presbyterian Church in Minneapolis, Minnesota, May 29 through June 1, 2018.

**2018 Pacific Region Conference** at Zephyr Point Presbyterian Conference Center, Lake Tahoe, Nevada. The dates are in flux. They will be either September 27 through 30, or September 20 through 23. Must hear back from Zephyr.

**Mission Offering** It was moved that we donate \$150 to the youth First Presbyterian Church, Reno and \$150 to the Presbytery Historical Society. MSA. Next year, please bring suggestions for mission donations.

**Nominating Committee:** Laura McCallum

The Nominating Committee nominated the following individuals for election to office:

Secretary – Elaine Cole (2017-2019)

Treasurer – Denise Cerince (2017-2019)

A vote was taken and Elaine Cole was elected secretary, Denise Cerince was elected treasurer.

The following appointments were made:

Vice Chair on Accreditation and Certification: Connie Poulton  
(appointment for one year, 2017-2018)

Nominating Committee: Jessica McGrath (2017-2019)  
Julie Charron (2017-2019)

**Service of Installation of Newly Elected Officers:**

Becki Fulton, Past President

The oath of office was given to the two newly elected officers:

Secretary – Elaine Cole (2017-2019)

Treasurer – Denise Cerince (2017-2019)

**Presentation of Certificates and Pins**

Level 1 Certificates and pins were presented to Julie Charron and Laura McCallum.

An Honorary Member Certificate was given to The Rev. Cheryl Raine along with words of thanks for teaching for five years at this regional conference. Certificates were also given to new members and to first time attendees to the Pacific Region Conference.

**Closing Prayer** – Becki Fulton gave the closing prayer and the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Susan Springer

Outgoing Pacific Region Secretary