

Administrative Personnel Association of the PC (USA)
Florida Regional Business Meeting
July 29, 2016
Lawrenceville, Ga.

Meeting was called to order by President, Nancy Fine

Joys and Concerns were shared with all members present

The Opening Prayer was led by Ellen Yates

Quorum Roll Call: 5 Tropical St. Augustine, 2 Tampa, 3 Central, 1 Florida

Moving on to the Orders of the Day.

Nancy Fine proceeded with the agenda that needed actions taken.

ACTION: Approval of the May 14, 2015 Florida Business Meeting Minutes were put to the floor for a motion to approve minutes. Carol Kosinski made the motion to approve the Business Meeting Minutes, Seconded by Ellen Yates. Motion Carried.

ACTION: Moving on to the 2016-17 Budget. Nancy reviewed the budget with members present. A motion to approve the 2016-2017 Proposed Budget was made by Carol Kosinski and seconded by Barbara. Motion Carried.

Nancy Fine opened a discussion concerning the Mid-South and Florida merger.

Received into records are the following written committee reports.

Communications Report by Barbara Prieto. Website will not be renewed for next year, however we will continue using the Facebook page.

Certification Report by Melissa Morgan. There were no new Certifications awarded. Nancy announced that Melissa Morgan will be the new National Certification Chair next year.

Membership Report by Nancy Fine. Nancy will be looking for a new Membership Chair, as she will be moving into the National Membership Chair.

Scholarship Report by Carol Kosinski. It was determined that the normal \$5.00 donation for the Conference registrant will be waived this year due to the merged Conference with Mid-South.

Treasurer's Report by Valerie Marlow. Valerie will have an audit done before turning over the funds to new treasurer.

Secretary's Report by Valerie Marlow

President ' s Report by Nancy Fine

No Old Business

New Business was brought before the membership. Merger between Mid-South and Florida was discussed. Nancy Fine explained the difficulties we were having and the amount of paperwork that was involved.

At this point Sharon Gowdy presented Nancy Fine with a thank you card and a gift card for her years of service above and beyond .

Since there was no further new business.

Nancy moved to recess the meeting until the banquet on July 30, at 12 p.m. Motion so moved.
Nancy Fine gave the closing prayer.

ACTION: The Business meeting of the Administrative Personnel Association of the PCUSA
Florida Regional Business Meeting reconvened on July 30, at 12 p.m.

Announcements were shared by Florida Region President Nancy Fine and Mid-South President Annette Houtz.

It was noted that the National Conference will be on October 6-9 in Las Vegas, Nevada.
And the Regional Conference for 2017 will be held in Orlando, Florida on May 10-13, 2017.

The Blessing of the meal was given by Eddie Kosinski.

The meeting was called to order by President, Nancy Fine

Thank you's were mentioned for the members rotating off committees and the board.

A\$235.00 offering was received from the Church Service collection. It will be donated to the local food pantry.

Thank you was shared by all to the Host Committee, and a gift was presented to Annette Houtz.

The Closing prayer was presented by Sharon Gowdy.

Nancy asked for a motion to adjourn the meeting. Valerie Marlow made the motion and Carol Kosinski seconded. Motion Passed.

Meeting was adjourned.

Respectfully submitted,

Valerie Marlow
Secretary

Administrative Personnel Association of the Presbyterian Church (USA)
Florida Regional Executive Meeting
July 28, 2016
Lawrenceville, Ga.

Present: Nancy Fine, Valerie Marlow, Barbara Prieto, Sharon Gowdy and Carol Kosinski

Absent: Melissa Morgan

Meeting was brought to order by President Nancy Fine.

Joys and Concerns were shared by Members of the Board.

Opening prayer was led by Sharon Gowdy .

ACTION: Minutes of the May 16, 2015 Executive board meeting were reviewed. Carol Kosinski moved to accept the minutes as written, seconded by Barbara Prieto. Motion carried.

ACTION: The Treasurer Report was presented by Valerie Marlow Sharon Gowdy moved to accept the report, seconded by Barbara Prieto. Motion carried.

ACTION: The proposed 2016-17 Budget was presented. After a short discussion by Nancy Fine Carol Kosinski made a motion to present the proposed budget to the general membership. Sharon Gowdy seconded. Motion carried. The Nominating Committee report was reviewed and presented by Sharon Gowdy. Discussion ensued over the slate of officers and how the process will run through to the proposed merger of Mid-South and Florida Regions. Motion to accept report by Valerie Marlow. Motion Carried.

ACTION: Nancy Fine brought a discussion concerning the scholarship fee we had previously put into the fund for each Conference participant . Motion was made by Barbara Prieto to forego the \$5.00 fee due to the Joint Conference . Motion carried.

Nancy Fine presented the Certification Report for Melissa Morgan, Chairperson. Motion to accept by Valerie Marlow . Motion carried.

Membership Report was reviewed by Nancy Fine. There are 31 on the rolls. Two were removed and one new member. There were three gains for the year. Nancy Fine will be looking for a new Membership Chair. Motion to accept report made by Sharon Gowdy. Motion carried.

Communication report was presented by Barbara Prieto Last year facebook had over 100 likes 2016 only 65 likes. She discussed the possibility of dropping website and using Facebook as our communication link. Motion to accept report by Carol Kosinski. Motion carried .

The Presidents report was presented by Nancy Fine. There was a discussion about the realignment of regions. Nancy worked diligently to get approval. There was a lot of frustration with Nationals .

No New Business. Discussion ensued concerning merger.

No Old Business

Closing Prayer Barbara Prieto

There being no other business the meeting was adjourned.

Respectfully Submitted

Valerie Marlow
Secretary

**Called meeting for the Joint Meeting of the Mid-south and Florida Regions
Of the Administrative Personnel Association**

July 29, 2016

Lawrenceville, Georgia

Meeting was called to order by Nancy Fine

Opening Prayer was led by Janet Roberta

Roll Call was taken .

Present were 11 members from Florida Region

4 members from Mid South Region .

Sharon Gowdy presented the Nominating Committee report. If the way be clear upon acceptance of the Florida and MidSouth merger request by APA National. The following officers are nominated :

- Immediate Past President - Nancy Fine, class of 2018
- President - Sharon Gowdy, class of 2018
- President -Elect - Valerie Marlow class of 2018
- Secretary- Cheryl Campbell, class of 2017
- Treasurer- Susan Carpenter, class of 2017

A Motion was made to accept the nominated officers as listed .

Motion approved unanimously

Closing prayer led by Annette Houtz

Meeting Adjourned by Nancy

Respectfully submitted,

Valerie Marlow

Secretary

Southeast Executive Board Meeting Minutes
May 24, 2017
Tele-Conference

Meeting was brought to order by Valerie Marlow

Members present Valerie Marlow, Nancy Fine, Cheryl Campbell, Susan Carpenter, Lisa Lovelady, Barbara Prieto and Carol Kosinski.

A Draft for the Southeast Region Guidelines was assigned to and prepared by Nancy Fine as the first order of business.

The guidelines were distributed to the Executive Board to be reviewed and voted

President, Valerie Marlow made a **recommendation to open a Capital One Business Spark Account.**

- Benefits are that deposits can be done through a mobile device
- Ease of access since there are no branches.
- Items needed to establish an account:

A motion was made and seconded to assign the President to open the bank account.
Motion passed unanimously.

Discussion concerning the Transfer of funds from Florida and Mid-South accounts into new checking account. Nancy Fine and Valerie Marlow will transfer funds once new account is established. Nancy Fine will close the Wells Fargo Account.

Nancy discussed the need to establish a budget for the balance of 2017. At the regional meeting in July 2016, both Florida and Mid-South voted on budgets. However, after the merger in October 2016, no budget was done for the newly merged region. The President, Valerie Marlow and Treasurer, Susan Carpenter will prepare the budget for the 2017-18 year.

Both Florida and Mid-South had restricted funds for use of scholarships.

A motion was made and vote was taken to combine those funds into the Southeast restricted scholarship account as well as establish the scholarship policy for the new region. Motion passed unanimously.

Carol Kosinski, the Scholarship Chairperson, will review previous scholarship guidelines and forms and make a recommendation to the Executive Board.

Tax Exemptions were discussed

Per the National Guidelines, Each region should apply for a tax exempt status within each state of their region. Visit your state government website for information on tax exemption application.

Valerie explained that she had previously gone on each website concerning the Sales Tax Exemption and found that only Florida and Tennessee recognizes Non-profit Organizations. Alabama, Georgia and Mississippi do not. However, Mississippi has a waiver application you can apply for prior to an event, just in case we have a Conference in that State. Tennessee allows you to use your Federal 501c federal exemption.

This task was assigned to Treasurer, Susan Carpenter to complete applications.

The nomination committee needed to be assigned to **the Immediate Past President, to Chair this position, since Valerie Marlow, President-elect moved into the President position due to the resignation of the President, Sharon Gowdy**

Per the National By-laws, the President is an ex-officio member of all committees EXCEPT Nominating. Nancy Fine will serve as Chair of the Nominating Committee. Normally we elect members to serve on the Nominating Committee. Historically, it has been a committee of six members with three classes of two. These individuals should be voted on by the membership. However, due to the merger, Nancy recommends that these individuals be appointed and then elected at the regional business meeting.

Positions to be voted on in 2017:

- Secretary
- Treasurer
- Nominating Committee Members

Discussion by Nancy Fine concerning certification records. Lisa Lovelady, Certification Chair was assigned to procure the certification records from Mid-South According to Nancy's records, that position was vacant for Mid-South.

There was no further business.

Meeting was adjourned by Valerie Marlow

There were no other meetings, motions or recommendations.

Due to the resignation of the current Secretary
This report is submitted by Valerie Marlow, President

Administrative Personnel Association Balance Sheet

Cash Basis

As of September 22, 2017

September 22, 2017

ASSETS

Current Assets

Checking/Savings

5706 • Capital One Bank Account

57061 • Operating Funds

8,241.80

57062 • Scholarship Funds

3,130.24

Total 5706 • Capital One Bank Account

_____ 11,372.04

Total Checking Savings

_____ 11,372.04

Total Current Assets

_____ 11,372.04

TOTAL ASSETS

_____ 11,372.04

LIABILITIES & EQUITY

Equity

300 • Opening Balance Equity

9,090.32

320 • Unrestricted Net Assets

6.58

Net Income

2,205.14

Total Equity

_____ 11,372.04

Total LIABILITIES & EQUITY

_____ 11,372.04

Administrative Personnel Association

Profit & Loss

09/22/17

Cash Basis

August 1, 2016 through September 22, 2017

Aug 1, '16 - Sep 22, 17

Income	
500 · Membership Dues	1,025.00
510 · Conferences	
511 · Registration Fees	4,320.00
512 · Meals	193.00
513 · Lodging	4,703.00
514 · Certification Fees	50.00
515 · Excursions	550.00
Total 510 · Conferences	9,816.00
520 · Fundraising	224.00
535 · Regional Scholarship Funds	25.00
540 · GoodSearch	33.03
550 · Grant Presbytery Tropical FL	1,822.50
Total Income	13,045.53
Gross Profit	13,045.53
Expense	
610 · National Conference	
612 · President--Elect	350.00
613 · Certification Chair	500.00
Total 610 · National Conference	850.00
640 · Network Technologies	39.99
650 · Supplies	242.26
660 · Conference Expenses	
663 · Lodging	7,506.42
668 · Excursions	362.89
Total 660 · Conference Expenses	7,869.31
675 · Scholarships	775.00
680 · Bank Service Charge	149.59
690 · Grant Presby Tropical FL Exp	
691 · APA Membership	310.00
692 · Conference Expenses	1,512.50
Total 690 · Grant Presby Tropical FL Exp	822.50
Total Expense	11,748.65
Net Income	1,296.88

Administrative Personnel Association - Southeast Region

Proposed Budget 2017-18	Budget 2016	Actual	Proposed Budget 2017-18
Income			
Dues from National	\$ 630.00	\$ 1,025.00	\$ 1,025.00
Regional Conference	\$ 750.00	\$ 9,816.00	\$ 9,800.00
Good Search	\$ 50.00	\$ 33.00	\$ 45.00
Memorials, Donations, Other	\$ 50.00		
Fundraisers	\$ 300.00	\$ 224.00	\$ 300.00
Scholarship		\$ 125.00	
Total Income	<u>\$ 1,780.00</u>	<u>\$ 11,223.00</u>	<u>\$ 11,170.00</u>
Expenses			
Regional Conference		\$ 7,869.00	\$ 8,500.00
National Conference-President	\$ 500.00		\$ 500.00
National Conference-President-Elect	\$ 350.00	\$ 350.00	\$ 500.00
National Conference- Certification Chair	\$ 500.00	\$ 500.00	\$ 500.00
Website		\$ 40.00	\$ 100.00
Scholarship		\$ 775.00	\$ 800.00
Bank Charges		\$ 150.00	
Other Supplies			\$ 270.00
Fundraising			
Total Expenses	<u>\$ 1,350.00</u>	<u>\$ 9,684.00</u>	<u>\$ 11,170.00</u>

PRESIDENT'S REPORT
Administrative Personnel Association Southeast Region
September 2017

Welcome to the Southeast Regional Conference in Orlando, Florida. This is our first Regional Conference since the Florida and Midsouth Region merger. We also have several first time conference attendees this year, and we welcome you. I hope your time at this conference will be both educationally valuable, and spiritually reviving.

I would like to thank the Conference Planning team for their hard work in both the preparation and advertising of this conference. The team consists of Nancy Fine, Sandra Figueredo, Susan Carpenter, Lisa Lovelady, Barbara Prieto, Carol Kosinski and Valerie Marlow. Many hours of work go into planning a conference. My hats off to the team.

Acknowledgement and thankfulness also go to our instructors, keynote speakers and worship leader. They have graciously donated their time to be here this week, and their commitment to furthering the education of our conference attendees is greatly appreciated.

This year has been an especially busy and challenging year. The merger of our two regions Midsouth and Florida, and all of the challenges that came with this endeavor. I would like to especially thank Past-President, Nancy Fine for her perseverance and work on the merger. Truly without Nancy the road would have been much more difficult.

Hopefully, while you are here at the Conference, you will also find some time to relax and enjoy your time here in Orlando. Maybe visit Disney World, or enjoy some of the shopping, entertainment and nightlife at Disney Springs.

It is my privilege to be able to serve the Southeast Region as your President, and I thank you for entrusting me with the position.

In His Service,

Valerie Marlow