



## The Administrative Personnel Association 2009 Annual Reports

### Report from the National President – Carol McGinn

This past year has been a very educational and rewarding experience for me. I am thankful to have had the opportunity to serve as President Elect to Marie Diamond and to share in her presidential experience in preparation for my term of office. I plan to continue this tradition as I work with Freda Dye. Having daily communication with the Executive Board and Executive Committee, as well as their support, has been a tremendous help. This organization runs most efficiently when we work together as a team. It is an honor to serve you as your national president. I appreciate all the notes of support and encouragement that I have received. Thank you very much.

I have been working closely with Rennie Rhodes, Immediate Past President, and Freda Dye, President Elect, sharing ideas and keeping tasks on target with monthly conference calls, weekend and evening calls. Currently, the Executive Board is working with the host committees for the 2009 and 2010 national conferences; both conferences will be educational and unique in their own way.

I would like to thank the host committee of the 2009 National Conference and Certification Event for taking on the challenge of putting together this weeklong event for APA. I can assure you that it was not an easy task. Sixteen people pulled together their talents and worked together as a team to create for our members an experience that will be “Magical”. If you are attending the conference, you will not be disappointed! The Florida Regional Host Committee members are:

Diana McAda, Co-Chair  
Michele Dalton, Co-Chair  
Jackie Davis  
Diane Ditslear  
Tamara Lacher  
Allyson Criminger Apunte  
Jackie Ritter  
Shari Lowe

Alice Mickles  
Debbie Burleigh  
Jeannette Carter  
Paula O'Connor  
Barbie Prieto  
Carol McMichael  
Susie Wills  
Lynn Anderson

This year the **Communications Committee** (Kathie Davenport, chair, Lisa Landis and Jennifer Mulhall) has made tremendous progress with the new web site design and the redesign of the APA brochure. Both have an updated look reflecting our professional and ever-growing organization.

Lisa Landis has worked on maintaining the Blog and Flickr aspects of the web site. At the National 2009 Conference, index cards will be available at each table during lunch for members to jot down a comment or two that Lisa will post to the Blog. If you are attending, I hope that you will help Lisa by providing a comment or two regarding your experience at the conference. In addition, Lisa will be available in the vendor area to assist anyone needing additional help in blogging.

If you are attending the conference and taking digital pictures, we do hope that you will share them with Lisa and allow them to be posted to the APA flicker site.

The **National Scholarship Committee** (Lynne Powell, chair, Harriett Hoff, Martha Flores and Cathy Ballenger) has worked diligently throughout the year trying to raise funds in order to provide the maximum number of scholarships to members needing financial assistance to attend the Weeklong Certification Event/National Conference. The Committee approved ten scholarships for \$100 each this year.

Scholarship funds are low and in need of your assistance. Over the past three years, the fund has been eroding, so this year we need your help in building the account balance. Please help by sending a yearly contribution and participate in the fundraiser at the national conference.

Year	Contributions	Balance	Amount Awarded	Ending Balance
2006		1965.11	700.00	\$1265.11
2007	125.00	2550.11	600.00	\$1950.11
2008	528.00	2660.11	1400.00	\$1788.11
2009	65.00	1853.11	1000.00	<b>\$853.11</b>

Since the guidelines require a minimum of \$500 in the account, the Scholarship committee will need to raise approximately \$700.00 by April of 2010 in order to award 10 scholarships for next year's conference. I hope that we can count on your support.

The **Membership Council** (Terence Burke, chair; Jerri Smith, vice chair; and all the regional chairs) is now working cohesively, and new ideas are surfacing. Members with dues in arrears have been dropped from the role and the chairs are contacting members individually to convince them to return to APA, or at the very least finding out why they decided to leave APA. Stay tuned for some exciting changes from our membership council. So far, the number one reason why we are losing members is due to the continued budget cuts to the continuing education funds. We are projecting that the demand for scholarships will increase and in order to meet those needs the national scholarship committee desperately needs your generous support.

The **Life Membership Committee** (Deeanna Alford, chair; Marilyn Mittelstadt and Harriett Hoff) is working on contacting all the life members to keep them active in APA. Life Members will also have a fundraiser at the national conference to raise scholarship funds to assist life members attending the national and regional conferences. This committee has done a wonderful job so far. Please show them your support by either sending a contribution, or by participating in the fundraiser at national. Your support is greatly appreciated.

The **Certification Council** (Judy Franconi, chair; Kelly Cahill, vice chair; and all the regional chairs) is the most efficient and creative group that we have. They are constantly working on new classes and keeping track of our member's course credits. They are a valuable asset to APA and they have the most challenging job by far. This year Council has added 6 classes to the list of APA courses.

1. Basics of Project Management
2. Coaching and Mentoring Skills for Successful Leadership
3. Going Green in the Church Office/Guide to Going Carbon Neutral
4. Grammar, Punctuation and Spelling
5. Sexual Harassment
6. Public Speaking

In addition, the council is contributing \$1000.00 toward the cost of the hands-on technology classes offered this year at the National Conference.

### **Book of Order (BOO) Update**

As you know, in 2008 General Assembly approved changes to the BOO. These changes now require that APA certified members are asked the Constitutional Questions normally asked of Officers and Commissioned Persons within the PCUSA. APA is a multid denominational organization and the questions are not appropriate for some of our certified members. We are working on an overture to correct the language, so that is applicable to APA.

In October 2008, the Executive Board met with the host committee of the 2009 National Conference. The Florida host committee is a creative group who is working vigorously to offer an enjoyable and educational conference! This conference will not be as any other you have ever attended. This is the first ever Weeklong Certification Event and National Conference. This event has been a tremendous amount of work for the host committee, in addition to their regular job. If you are attending the conference this year, you are in for a "magical" experience!

I would like to thank all the Regional Presidents and their Boards for doing a great job and ask that you continue to participate in the growth of APA and take this organization into the future.

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## **Report from the Immediate Past President – Rennie Rhodes**

Due to the resignation of Marie Diamond as Immediate Past President, I find myself once again serving as Immediate Past President.

The duties of the Immediate Past President are as follows:

- ❖ Will serve as advisor on the Executive Committee for two years, or until there is a new Immediate Past President
- ❖ Will serve as chair of Personnel Committee
- ❖ Will attend the Executive Board, Executive Committee and Planning meetings
- ❖ Will be reimbursed expenses from the National Treasury in the amount as specified in the annual budget to attend the National Conference where the National Business Meeting will be conducted.

In the past year, I have done all of the above and more.

- ❖ I have participated in monthly conference calls with Carol McGinn and Freda Dye. These calls keep us focused and on top of many situations that occur regarding the National Conference and the daily duties of President. I am also available to consult with the President after hours and on weekends, trust me this happens quite frequently.
- ❖ I have not only served in an advisory capacity to Carol, the President, but to Freda as President-Elect.
- ❖ I have worked on projects assigned by the president; specifically,
  - 1) an Overture for the 2010 General Assembly on the most recent change to the Book of Order G-14.0740-G-14.0742 which affects the questions asked on the floor of Presbytery;
  - 2) writing a guideline for APA members who volunteer to work at meetings of the General Assembly.
  - 3) updating the National Conference Guidelines for the Manual of Operation

I thank you for the opportunity to serve APA in this capacity.

## **PERSONNEL COMMITTEE REPORT**

The Personnel Committee reviewed the Personnel Committee Handbook and made edits, corrections and changes. This will be submitted to the Executive Committee for approval.

The Personnel Committee received and responded to evaluation forms for Theresa. From the comments received, the questions have been created that will be used during Theresa's review during the week of the conference.

The Personnel Committee members are: Debbie Hamrick, Mid-South; Beth Gilleece, Rocky Mt; Carol McGinn, Northeast and Freda Dye, MidSouth. For their many hours of work and dedication, on behalf of the Administrative Personnel Association (PCUSA), I give them thanks.

We are truly blessed to have Theresa Wright, Office Manager, as a dedicated staff person who "loves APA with all her heart. "

Respectively submitted,  
Rennie Rhodes  
Immediate Past President and Personnel Committee, Chair

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## **Report from the National President Elect – Freda Dye**

### **By-Laws Committee**

As National President-elect and chair of the By-Laws Committee, one of my first jobs was to make sure that everything from our National Conference in 2008 was recorded in the proper place. Then our committee reviewed the By-laws and we requested any changes to be considered for 2009. As of May 4, 2009, no changes have been received. Upon our review of the By-Laws, the committee sees no changes other than "housekeeping" items. These changes will go out to the membership on May 13<sup>th</sup>

### **Nominating Committee**

The nominating committee opened up nominations for the office of National Treasurer and National Secretary.

We have one candidate for the office of National Treasurer and two candidates for the office of Secretary.

We will submit the name our current treasurer, Carol Ferrantelli as our nominee for the office of treasurer.

We will interview the candidates for secretary at the conference in July and submit our recommendation after the interview.

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## Report from the OGA/GAC Staff Liaison – Jewel McRae

In an effort to help promote the Administrative Personnel Association (APA) to the church at large, the Office of Vocation, through its liaison, sent two bulk electronic mailings to Executive Presbyters and Stated Clerks with a cover letter and APA's new brochure. The brochure was also sent to administrative assistants in the Office of the General Assembly, Presbyterian Council on Chaplains and Military Personnel, director of Human Resources and the Presbyterian Foundation.

APA's national conference is listed on the PCUSA's web site under Calendar of Events. You will find links to APA under the new Office of Vocation's web site at <http://www.pcusa.org/vocation/index.htm> and Ministry and Vocations at <http://www.pcusa.org/navigation/ministryvocations.htm>.

The liaison has participated in several conference calls with the President and President-elect to discuss matters related to APA and has replied to several emails from APA members concerning job descriptions, procedures, etc.

The Office of the General Assembly is also faced with a financial shortfall in 2009 and 2010 and has requested that each office reduce their budgets by two percent. Voluntary separation packages have been offered to "qualified" employees to help with the financial crises. As of May 15, it will be decided if restructuring is necessary.

Currently the Office of Vocation is preparing for the Big Tent Event, June 11-13, 2009 in Atlanta. For more information about the Big Tent go to [www.pcusa.org/bigtent](http://www.pcusa.org/bigtent)

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## CERTIFICATION COUNCIL ANNUAL REPORT – Judy Franconi

The National Certification Council regulates all courses offered by APA and meets as a group yearly at the National Conference. Council meets electronically throughout the year to discuss changes and to make recommendations on certification matters. The Certification Program is updated as necessary to keep it flexible and relevant for its members.

### Accomplishments over the Past Year

#### Members Certified at National Conference in July, 2008 in Denver

Level I	4 Members
Level II	2 Members
Level III	7 Members

#### New Classes Approved

- Basics of Project Management
- Coaching and Mentoring Skills for Successful Leadership
- Going Green in the Church Office/ Guide to Going Carbon Neutral
- Grammar, Punctuation and Spelling
- Public Speaking
- Sexual Harassment

#### New Core Classes for Level III

Two core courses were added to Level III, *Book of Confessions* (2.5 hours) and *GA Entities* (2.5 hours) (effective 1/1/09)

### **Outside APA Credit**

Members may now take up to 10 credits per certification level of courses offered outside of APA which includes online courses

### **One Day Seminars**

Three regions, Florida, Mid-South and Southwest have made use of funds in the APA budget to offer one day seminars during 2008.

### **Online Courses**

The following recommended websites are now posted on the APA website as well as listed in the Certification handbook as resources for those members who wish to take courses online.

[www.pendaflexlearningcenter.com](http://www.pendaflexlearningcenter.com)

[www.gclearnfree.com](http://www.gclearnfree.com)

### **General Assembly Directory Guidelines**

- ❖ The Council approved Task Force recommendations for members listed in the General Assembly Directory
- ❖ Members whose dues are three years in arrears will be dropped from the book

### **Funds for Technology Courses**

The Certification Council approved a contribution of \$1000 to the Florida region, hosts of the 2009 National Conference in Orlando, to aid in the expense of offering technology courses

### **Certification Council Scholarship**

- ❖ Scholarship guidelines were established for one scholarship to be awarded annually from the council members who submit an application

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## **Life Membership Committee – Deeanna Alford**

Deeanna Alford has accepted the Life Membership Committee Chair position.

The Committee has modified the guidelines for the Life Membership Scholarship and has submitted it for approval.

Two scholarships in the amount of \$75 each have been awarded for attendance to this years national meeting. This leaves the balance of the fund at \$743.

The Life Members have expressed their interest in being able to stay informed about APA. The Committee will be exploring ways to accomplish this. We want our Life Members to always be informed and feel welcome at all the APA functions. With the economy weighing heavily on everyone these days, we want to find a way to keep our life members active in APA.

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## **National Scholarship Committee Report – Lynne Powell**

The National Scholarship Committee, composed of Cathy Ballenger, Martha Flores, Harriet Hoff, and Lynne Powell, Chair, received 15 applications for the Joyce Bauer National Scholarship to attend the 2009 National Conference in Orlando, Florida. Out of the 15 applicants, nine have never received National Scholarships and five will be first time National Conference attendees. One of our goals in revising the scholarship guidelines was to encourage APA members who have never attended a National Conference to go and offer scholarship assistance as an incentive.

Carol Ferrantelli reported the total income for 2008 was \$528; total expenses were \$1400 (14 scholarships awarded); net income was a negative -\$872. The balance in the fund at the end of 2008 was \$1788.11. A total of \$65.00 in donations to the Joyce Bauer National Scholarship Fund have been received so far in 2009 leaving a balance of \$1,853.11 prior to awarding the 2009 scholarships.

The National Scholarship Committee determined that ten \$100 Joyce Bauer National Scholarships would be awarded in 2009. The Scholarship Recipients have been notified by email of their award and were asked to deduct \$100.00 from their registration fee unless they had already sent in their application. A check will be mailed to those who have already registered by Carol Ferrantelli. A list of the recipients has been emailed to Carol Ferrantelli. The Scholarship Applicants who did not receive a scholarship were also notified by email with our regrets.

A Yahoo Group Email was sent out to thank the 2008 and 2009 contributors who donated to the Joyce Bauer National Scholarship Fund, and to encourage additional contributions and support of the raffle at the National Conference so future scholarships can be awarded.

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## **Membership Council Annual Report – Terence Burke**

The Membership Council Committee has endured major transitions this year with so much uncertainty of employment and with out continuing education funding for APA members. The grant fund has allowed members who would not normally attend national to actually attend this year.

All membership chairs along with the members are working earnestly to increase membership. We are trying to implement a way for all new members to be recognized on a regional and national level.

In 2008 Membership of APA: (530 – Members & 100 – Life Members)

*Florida Region – Alice Mickels, Membership Chair*

❖ 61 Members

*Greater – Midwest Region – Mari Shineman, Membership Chair*

❖ 22 Members

*Heartland Region – Jerri Smith, Membership Chair*

❖ 66 Members

*Mid-Atlantic Region – Terence Burke, Membership Chair*

❖ 72 Members

*Mid-South Region -*

❖ 33 Members

*Northeast Region – Carol Palmer, Membership Chair*

❖ 53 Members

*Pacific Region – Lisa Landis, Membership Chair*

❖ 80 Members

*Rocky Mountain Region – Becky Beckstrom, Membership Chair*

❖ 24 Members

We have several projects in the works and are looking forward to even greater things for the year 2010.

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## **Annual Report for Communications Committee – Kathie Davenport**

The following tasks were completed in 2008-2009:

- The fall 2008 edition of our newsletter was created and distributed via Yahoo! email blast.
- Lisa Landis joined the Communications team as Blog Administrator.
- A proposal for new software to administer the APA web site was submitted and approved. Flickr software was purchased and is implemented on our blog page.
- The new web site was launched on December 9, 2008. We have received mostly favorable feedback. A few minor changes have been implemented since the launch.
- The APA brochure was redesigned. It was circulated to the regional presidents and Jewel McCrae, our liaison with PCUSA for distribution to the EPs and Stated Clerks. It is also posted to the “downloads” section of our web site.
- Team conference calls are held quarterly to discuss ideas and changes to the format of the APA web site.

It was decided that a quarterly newsletter for email distribution was no longer needed. An email blast was sent out to solicit help with writing and producing the newsletters. Only three responses were received – two for editing, one for proofreading. Due to the lack of interest and minimal content, we thought that it would be better to communicate news items in real-time through Yahoo! email and postings on the web site. An area on the web site has been designated specifically for this purpose.

Our future plans include further development and improvement of our web site and blog. We are seeking ways to build interest and encourage people to visit there more often.

A redesign of the APA logo is still on the table. We will research this further during the summer.

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## **Report from the Florida Region of APA - Annual Report 2009**

The Florida Region has not met since our last Regional Meeting in May of 2008. Our next Regional Meeting is to be held in July, 2009 during the Certification Event and National Conference being held in Orlando.

### **Membership**

Our regional membership rolls show 53 members, as of 05-05-09. Of the 53 members we show 8 that have not paid their 2009 dues. We are doing a letter campaign this month to follow up everyone and request payment of dues.

### **Nominating Committee**

The Nominating Committee is working on nominations for Secretary, Treasurer and the Nominating Class of 2012.

### **Scholarships**

A total of \$525.00 has been awarded to four Florida Regional Members to help them with expenses of the 2009 Conference.

### **Communications Committee**

Communications will have a new chair for this coming year. Allyson Apunte has agreed to take over for Susie Wills. Susie will be attending seminary in the fall. This past year we have emailed a newsletter each quarter keeping our membership up-to-date on the upcoming events and Presbyterian happenings.

### **Conference Planning**

The major part of the year has been directed at the planning of 2009 Certification Event and National Conference. What started in 2006 in Nashville is finally coming to an end. We have planned out the hotel, food, outings, and have scheduled 44 classes for a total of 122.5 hours. As President of the Region and Co-Chair of the conference, I could not be more proud of the work that has been completed and have full faith that this will be a conference to be remembered.

We have been able to get a Chaplain (Pastor Brant S. Copeland, First Presbyterian Church of Tallahassee) for the week that has not only agreed to lead worship, but to teach classes. The cost for this is minimal, since he will be doing this for just room and board. He has offered to pay the rest of his own expenses. The Planning Team does plan to honor him during the banquet with a plaque.

Most teachers are following suit. As instructors we have Presbyterian Ministers, Presbytery Exec's, a Synod Exec, lawyers, police officers, a B.O.P. rep and APA members. This is the first experiment with a Technology Day. We have invested in Certified Microsoft Instructors and have Power Point, Excel, Word and Access classes being taught mid-week to accommodate both the members attending just the Certification part of the week as well as those attending the National Conference.

Respectfully Submitted by:  
Diana F. McAda  
Florida Regional President

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# Greater Midwest – 2009 Annual Report

## Regional Conference

**April / May 2009**

Report to the Executive Committee

The Regional Conference was held April 30, May 1 and 2 at the Heartland Presbyterian Center in Parkville, MO. The following courses were offered for certification:

Better Photography with a Digital Camera

GA Entities

Christology

Legal Matters

Pneumatology

Polity I

Spiritual Growth and Discipline

Directory for Worship

Book of Confessions

At our regional meeting the following actions were taken:

1. It was agreed that at this time the Greater Midwest Region is not in a position to host the National Convention in 2011 and so will remove our region from that date.
2. It was agreed that current members would work to host area one-day seminars; emphasizing and encouraging attendees to join the APA and apply for certification.
3. It was agreed to encourage members to make plans now to attend the National Conference in New York in 2010 where we plan to hold our Greater Midwest Regional Conference.
4. Discussion was held regarding open positions for 2010. No nominations were made and no positions were filled.
5. Since the banners will not be transported to the National Convention this year, several people expressed an interest in using them at Presbytery functions from time to time. It was agreed to work together to transport the banner and stand to locations as requested whenever possible for the most exposure.
6. The minutes of the meeting in April, 2008 were approved.
7. The budget was modified and then approved for 2009 / 2010.

Respectfully submitted,

Linda Bridges

President

Greater Midwest Region

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## **HEARTLAND REGION - 2009 Annual Report**

The Heartland Region is made of the states of Indiana, Kentucky, Ohio and Michigan members of APA.

### **Current officers:**

President – Sandra Posey  
President-Elect – Lindy Bearrs  
Past President – Brenda Smithers  
Secretary – Lorie Ellett  
Treasurer - Carol Wetzter  
Certification Chair – Deeanna Alford  
Membership Chair – Jerri Smith  
Scholarship Chair – Sandra Capoccio  
Historian – Pat Rose

### **Membership**

Our membership has had some ups and downs in the last few months. Our report from last year showed that we had 69 members. Our current report shows 65 members. Even though our numbers do not seem to reflect that we have had new members, we have had about eight new members to join. But unfortunately, because of the economic situation and other reasons we have lost a few members also. Our Membership Chair, Jerri Smith, has done a great job. She has been recruiting, contacting active and inactive members.

### **Regional Meeting**

Our regional meeting took place in the beautiful city of Grand Rapids, Michigan on October 10-12, 2008 at the County Inn & Suites. There were 34 members present. We celebrated and rejoiced around the verse from Psalm 118:24, "This is the day that the Lord has made; we will rejoice and be glad in it." The weather could not have been more perfect for October. There were core classes for all levels and electives for all. Many thanks to the Michigan local committee headed by Karen Grant for the great job.

### **Certification**

The certification chair, Maureen Brown, acknowledged those receiving certification at the National Meeting in Denver, July 2008: Level I – Toni Roppel and Jerri Smith, Level III – Brenda Smithers and Carol Wetzler.

Those certified at the APA Heartland Regional Conference on October 11, 2008 were: Level I – Patricia "Patty" Wessel; Level II – Sandra Posey; and Level III: Deeanna Alford, Maureen Brown and Adelaide "Addie" Marceau

Thanks and appreciation was given to Maureen Brown for all of her many years of dedication as Membership Chair and we welcome Deeanna Alford as the new chair.

Our next regional meeting will be in Louisville, Kentucky October 9-10, 2009.

Respectfully Submitted  
Sandra Posey  
Heartland Region President

**APA Heartland – Regional Meeting  
Business Meeting Minutes  
“Comfort Inn & Suites,” Grand Rapids MI  
October 11, 2008**

Brenda Smithers called the meeting of the Heartland Region to order at 4:00 p.m.

Dana Constance offered the opening prayer.

**Present:** Deeanna Alford, Lindy Bearss, Dana Bourne, Maureen Brown, Sandra Capoccio, Cathy Conner, Dana Constance, Gloria Davis, Lynne Davis, Lorie Ellett, Pat Finley, Karen Grant, Jane Hedges, Kirstie Johnson, Leslie Keusch, Minjung Ko, Mary Lidtke, Judy Lucas, Mary L. McAdory, Cristina Pitts, Sandra Posey, Georgetta Poyntz, Toni Roppel, Pat Rose, Deborah Senile, Jerri Smith, Brenda Smithers, Patty Wessel, Carol Wetzel, and Donna Williams

**Minutes:** The October 2007 minutes were **accepted by common consent.**

**Membership:** Membership for the Heartland Region is currently at sixty-six – fifteen were added this year.

**Treasurer’s Report:** In the absence of the Treasurer, the proposed 2009 budget will be emailed for approval.

**Certification Report:** Maureen Brown, Certification Chair presented all the new members with a New Member Packet for Certification. A written report of highlights from the National Conference in Denver, CO Certification Meeting was submitted by Maureen Brown, Certification Chair. (attached)

Members who were certified at the APA National Conference in Denver, CO in July 2008 were: Level I – Toni Roppel and Jerri Smith, Level III – Brenda Smithers and Carol Wetzel.

Those who will be certified at this APA Heartland Regional Conference on October 11, 2008 will be: Level I – Patricia “Patty” Wessel; Level II – Sandra Posey; and Level III: Deeanna Alford, Maureen Brown and Adelaide “Addie” Marceau.

After Level III certification is achieved classes will still be tracked for continuing education but not time schedule will be enforced for adding additional courses or attending conferences. Special recognition will be given to those completing an additional 50 credit hours at the regional/national level. This will be left to the discretion of the regional certification chair.

Since not all regions are holding fundraisers for the Certification Program it was decided that fundraisers for certification will be held only at the National Conferences starting in 2009 and funds will be awarded on a scholarship basis.

At the end of this regional conference Deeanna Alford will officially take over as the Heartland Region Certification Chair. **Report received.**

**Standing Rules**

Task Force members: Beth Wenner (Chair), Brenda Smithers, Jennifer Mulhall, and Donna Williams. The Standing Rules were sent to each member for review. The Standing Rules were presented and approved.

**Scholarship Report:** Six \$100 regional scholarships totaling \$600 were awarded in 2008. Sandi Capoccio asked for a scholarship committee (one person from each state) to work on a set of guidelines for distribution of scholarship money. Cathy Conner, from Michigan will serve on the scholarship committee since she is the coordinator for the Chinese Auction. The Chinese Auction money goes to the Scholarship Fund. Georgetta Poyntz from Kentucky and Judy Lucas from Indiana will also serve on this committee.

**Nomination Committee Report:**

The nomination committee consists of Sandra Posey (Kentucky), Deeanna Alford (Indiana), Lorie Ellett (Ohio) and Lindy Bearss (Michigan.) Sandra Posey presented the slate of officers: Secretary, Lori Ellett, a one year term, renewable; Treasurer, Carol Wetzel, a one year term renewable; and Lindy Bearss, President Elect. **All positions were approved.**

**Other Business**

**Historian** – Jane Hedges has resigned as historian. Pat Rose has volunteered to fill this position.

**Heartland Banner** – The Heartland Banner needs to be updated. Kirstie Johnson will take on the roll of designing and presenting a new banner for the Heartland Region.

**National/Regional Conference(s)**

Due to the high cost of attending the National Conference, Brenda Smithers presented a suggestion to the group to combine the 2009 Regional Meeting with the National Conference in July. Concern was expressed that many of our members would not be attending the national conference and thus would not be able to obtain any class credits for 2009. Pat Rose made a motion that the Heartland Region continue with it's annual October regional conference. The motion carried. The meeting will be in Kentucky. Carol Wetzel will serve as coordinator. Generally the date is the second weekend of October. Sandra Posey amended the date to be determined by the Kentucky delegation.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,  
Jerri Smith, Secretary  
Heartland Region APA

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**Mid-Atlantic – 2009 Annual Report**

The 33<sup>rd</sup> Annual Mid-Atlantic APA Conference “Sail into God’s Future” was held in Historic downtown Portsmouth, Virginia with classes being held at First Presbyterian Church and lodging at Hotel Governor Dinwiddie June 5-7, 2009. We had 25 in attendance, two of which are new members to APA.

We offered classes in Theology, Polity II and III, Legal Matters, Better Photography with Digital 35mm Camera, Presenting Your Church/Organization to the Public: Marketing, Church History, PowerPoint, and Office Administration.

The following nominations were filled for Secretary, Treasurer, Historian, Vice-Certification Chair and Membership Chair. The installation of the treasurer took place during our banquet and the installation of the secretary will take place at Nationals. We awarded one Life Membership to

Patricia O'Neal and two members received their certification certificates:

- ❖ **Level I:** Margaret Cook
- ❖ **Level II:** Cheri Bowman

The following officers and committee members were introduced:

<b>President</b>	René	Baker
<b>President Elect</b>	Linda	Smith
<b>Past President:</b>	Barbara	Fletcher
<b>Secretary</b>	Terence	Whitehead
<b>Treasurer</b>	April	DiYorio
<b>Historian</b>	Sharyl	Monkovich
<b>Membership</b>	Barbara	Burger
<b>Certification</b>	Patricia	Donofrio
<b>Vice-Certification Chair</b>	Barbara	Adams
<b>Nominating Committee</b>	Tine	Hair
<b>Nominating Committee</b>	Laura	Taylor

The Mid-Atlantic region held a very powerful and successful conference this year and I wish to thank the planning team for all of their hard work, planning and implementing the 2009 conference. Our Regional Conference for 2010 will be held June 10-13, 2010 at Murrells Inlet Presbyterian Church, Murrells Inlet, SC and April 28 – May 1, 2011 at Massanetta Springs Camp & Conference Center, Harrisonburg, Va.

A very special thank you to Joyce Bauer founder of APA for everything you've taught us and for all the things you continue to do for APA.

**Respectfully submitted,**  
*René Baker, President*  
**Mid-Atlantic Region**

**MINUTES OF**  
**Administrative Personnel Association**  
**Mid-Atlantic Regional Conference**  
**Business Meeting**  
**Portsmouth, Virginia**  
**Saturday, June 6, 2009**  
**12:50 PM**

President René Baker called the annual business meeting to order. René then welcomed everyone and Linda Smith opened the meeting with a prayer.

**Members Present:** Barbara Adams, René Baker, Maureen Bard, Cheri Bowman, Barbara Burger, Karen Cagni, Patty Caldwell, Margaret Cook, April DiYorio, Pat Donofrio, Jessica Fitzgerald, Tina Hair, Debra Keeney, Sharyl Monkovich, Barbara Pell, Carol Pettigrew, Gail Reynolds, Lynn Ruth, NeTanyia Samuel, Karen Scheboth, Barbara Schmidt, and Linda Marley Smith

**Excused:** Terence Whitehead, and Regina Thomasson

René submitted and read a report titled: *2009 President's report to APA members Mid-Atlantic Region.*

The minutes from the 2008 Business Meeting Minutes were reviewed. Pat Donofrio made a motion to accept the minutes as written, Tina Hair seconded the motion, and the motion passed unanimously.

Treasurer Barbara Burger reported on the financial statement for June 6, 2009 and the 2010 Proposed Budget. Barbara reminded everyone that she would allow for contingencies, but intends to keep as close to the budget as proposed. Anticipated expenses will be the same, as the 2010 conference plans are to stay at a hotel and meet at a local church. This will help reduce the cost incurred to the Regional budget. Margaret Cook made a motion to accept the report as written and Pat Donofrio seconded the motion. Motion passed unanimously.

Regional Conference Host Linda Smith reported that 24 members registered for this conference and thanked the 2009 host committee for all their work. Linda and the APA members expressed thanks to the ladies of 1<sup>st</sup> Presbyterian Church for all their work in providing our lunches, snacks for our breaks and banquet meal.

Certification Chair Pat Donofrio reported that one person would receive her level 1 certification and one person would receive her level 2 certification at this conference, and there would be one life time membership awarded.

### **NEW BUSINESS**

Barbara Burger invited everyone to the next Regional Conference to be held June 10-13, 2010 at Murrell's Inlet, South Carolina. The theme of the conference, "A Quaint Little Fishing Village" was noted on a flyer, included in the member's registration packets. Barbara also noted other 2010 planning committee members, including Linda Borgman, and Tina Hair.

Tina requested that dates of scheduled conferences remain the decision of the planning committee. This hopefully will allow for more flexibility and help to avoid conflicts with other events within that area.

Cheri Bowman invited everyone to mark their calendars for the 2011 Regional Conference, to be held at Massanetta Springs in Harrisonburg, Virginia, April 28 – May 1, 2011

**The following new officers were elected:**

Secretary – Terence Whitehead.

(Terence will be installed at the National conference in July.)

Treasurer – April DiYorio

Vice-Certification Chair – Barbara Adams

Historian – Sharyl Monkovich

Membership – Barbara Burger

The 2009 host committee distributed door prizes.

President René Baker closed the meeting in prayer.

Submitted by,  
Karen L. Scheboth  
Acting Recording Secretary

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## Mid-South Region - 2009 Annual Report

The annual regional conference of the Mid-South region of APA was held in Norman Park, Georgia in March of 2008, where five of our members received certification:

<b>Level I</b>	Linda Burrowes
	Denise Faust
	Paula Godbee
	Connie Smith
<b>Level II</b>	Janet Roberta

Officers were installed as follows:

President	Debbie Hamrick
President-Elect	June Denney
Treasurer	Denise Faust
Secretary	Paula Godbee

Appointments to the following offices were made:

Certification Chair	Linda Burrowes
Membership Chair	Janet Roberta
Life Membership	Ernestine Eavenson
Scholarship Chair	Gay Alston

By vote of the membership it was approved that the 2009 regional conference would be held in conjunction with the national conference in Orlando, Florida. A regional business meeting will be held during the national conference at a time to be determined. Much discussion was held regarding the costs associated with attending two conferences per year with many indicating that they are forced to make a choice as to which to attend. Plans are to hold the 2010 regional conference in Oxford, MS.

Those attending the 2008 National Conference were Freda Dye, Debbie Hamrick, Linda Burrowes, and Paula Godbee. During this conference **Linda Burrowes and Paula Godbee received Level I** certification and **Debbie Hamrick received Level III certification**. In addition, **Freda Dye** was elected to serve in the position of National President-Elect.

A one-day seminar planned by Gay Alston and held in Atlanta, GA, was extremely successful and well attended.

Membership chair, Janet Roberta, surveyed the membership to determine possible reasons why new membership in APA is often low. Her report indicated that the top three reasons were, 1) time, 2) financial assistance, 3) lack of support from employer. We are extremely pleased to have added four members to the region in 2008/09 – Judy Bellamy, Tavia Harrison, Linda Rogers, and Ann Willeford. We are also saddened to accept the resignation of Janet Roberta as our membership chair. Janet is an amazing woman who has battled breast cancer in the past year and offers her resignation with this closing statement, “My involvement in APA has always been a blessing to me and I treasure the relationships that have been developed. Thanks for all you do and keep *on keepin’ on!*”

Respectfully submitted,

Debbie Hamrick  
President  
Mid-South Region

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## **APA Northeast Regional – 2009 Annual Report**

The Northeast Region has been in transition for the last couple of years, both in terms of members (44 members and 11 life members) and officers. We have mourned the loss of family members and celebrated the birth of grandchildren. We rejoice that God is present with us in all of our life events!

In October of 2008, we held our Regional Conference in North Sutton, New Hampshire. Since we were established in 1990, our conferences have been held in either New Jersey, New York or Pennsylvania. This was our first opportunity to experience New England in the fall. It was truly outstanding! The foliage was breathtaking, the lake and scenery beautiful, the food was outrageously delicious and the Follansbee Inn was a charming bed and breakfast inn.

Our region has traditionally held a continuing education event in the spring at Princeton Theological Seminary as well as our Regional Conference in the fall. Early on, Princeton sponsored the Spring Event, covering the cost of the leadership and meeting space. These two events helped our members achieve certification more easily. As a result of budget cuts at Princeton a few years ago, the Northeast Region was required to cover the expenses of the event. In addition, as churches began to feel the financial crunch of the failing economy, budgets were tightened and members were no longer able to attend both events but had to choose between the two. This resulted with lower attendance at both events, thereby making them more expensive to host. After much discussion of this matter at our regional meeting, the membership voted to discontinue holding two events for the next couple of years. Instead of the continuing education event, the members decided to get together for a leisurely lunch on a Saturday in April. It was a lovely way to re-connect between our conferences. I highly recommend a "social gathering" if there is a cluster of APA members in a radius where you can "eat and meet."

The following recommendations were made by the Northeast Region and approved by the National Executive Committee regarding the location and date of the 2010 National APA Meeting:

**National Conference 2010:** The Northeast Region recommends changing the site of the 2010 Conference from Niagara Falls, New York to Pittsburg, Pennsylvania.

**Rationale:** After holding our 2007 Regional meeting in Buffalo, members who attended were concerned with how depressed and deserted the area has become. Conversation with the meeting planner at the Niagara Falls Convention Bureau confirmed that our concerns were valid. Another factor that became a concern was the \$50 cost of a one-way shuttle ride from the airport to the hotel.

After checking out several other locations in the Northeast Region, Rennie Rhodes, Co-chair of the 2010 National Conference, recommended that we move the location to Pittsburgh. The downtown area has recently been called one of the "safest cities to walk in." The hotels have

views of the “three rivers” and are near the theater district -- with Broadway shows and great singing groups -- a great night out. The airport is 10 minutes from downtown and most hotels have free shuttles. Additionally the cost of flying into Pittsburgh is cheaper than Buffalo because it is an off-site hub for Southwest and United/USAir.

National Conference 2010: The Northeast Region recommends changing the date of the 2010 National Conference from the third weekend in July to October 6-10, 2010.

Rationale: The October dates would offer lower room rates at the downtown hotels. Honestly, there is no better time to be in the Northeast -- the colors of the fall will be breathtaking!

We look forward to welcoming you next year in Pittsburgh!

Respectfully submitted,

Merry Matlock  
President – APA Northeast

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## **Pacific Region – 2009 Annual Report**

The Pacific Region hosted its first regional conference as a new region at the Zephyr Point Conference Center on the shores of beautiful Lake Tahoe, September 25-28. The following classes were offered: Healthy Lifestyles, Theology, Risk Management, History since the Reunion, Financial Reporting, and Digital Photography. It was possible to earn 12.5 hours toward certification. At our business meeting the following members received certification awards: Level I - Becki Fulton, Level III – KamalaDietz, Ani Lelea and Carmen Siegel. Carol Ferrantelli received her Level III certificate at Nationals in Denver.

Twenty-four registrants from four states attended the conference for the week-end and one attended just the Friday sessions. Opening worship was held down on the lake front on Friday Morning. Our social activities with a western theme included Bunco on Friday night and movies on Saturday night. Everyone is welcome to join us for our conference this year at Zephyr Point, September 24-27. We have added a sharing and mealtime on Thursday evening before class.

Pacific Region Officers:

Diana Koehler, President  
Jan Burger, President-elect  
Donna Perry, Secretary  
Sharon Liggett, Treasurer  
Barbara Rohrs, Certification Chair  
Lisa Landis, Membership

Respectfully submitted, Diana Koehler, President

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## **Rocky Mountain Region**

### **Angie Palmer, President**

#### **2008 Rocky Mountain Conference**

The 2008 Regional Rocky Mountain Conference was held in conjunction with the National APA Conference in Denver, Colorado from July 17-20. We had 14 people from the Rocky Mountain Region in attendance at this conference. During the banquet Britteny Beckstrom received her Level I certification and both Naomi Okoye and Angie Palmer received their Level II certification. Our President and President-Elect were also installed at this time.

A big thank you goes to our conference planning co-chairs, Bobbie Hoffman and Judy Franconi, for organizing the conference. I would also like to say thank you to all those who worked behind the scenes. It was all of their hard work that made our Regional/National Conference a success.

#### **Nominating**

After prayerful thinking, Judy Dill accepted the nomination and we elected her at our regional business meeting as our President-Elect.

Judy Dill has been the Administrative Assistant at the First Presbyterian Church of Berthoud, Colorado for two and half years. Her experience as an administrative assistant was gleaned through various positions at Hewlett Packard and Agilent Technologies. She is a member of the First Christian Church (Disciples of Christ) in Loveland, Colorado for over 30 years. During that time she has been chairwoman of many committees, an Elder, and Moderator of her Church Board. She also is a wife, a mother, and grandmother. She says working for First Presbyterian Church in Berthoud is a dream come true. She says, "God put me exactly where I needed to be at exactly the right time."

We are excited to have Judy Dill as our President-Elect and I personally am looking forward to working with her.

#### **Certification**

Currently fourteen of our twenty-five members are certified. We continue to encourage our members to work on certification by attending either our conferences or one-day seminars that are held within our region. For 2009, Bobbi Hoffman and Judy Dill have announced a one-day seminar to be held on May 16<sup>th</sup> at the First Presbyterian Church in Berthoud, Colorado and Angie Palmer is planning another one-day seminar in Kearney, Nebraska for the month of June of this year.

#### **Membership**

At our regional conference meeting we voted to remove four members from our rolls and transfer one. We are currently at 25 members. Our current membership chair, Britteny Beckstrom, is working on new ideas to help our membership to grow for our region.

#### **Officers**

Our current officers are:

- Angie Palmer – President
- Judy Dill – President Elect
- Aneta Martinez – Past President
- Bobbi Hoffman – Certification Chair
- Britteny Beckstrom – Membership Chair

Bethany Bieth – Secretary  
Alayne Stevens - Treasurer

### **Scholarship Fund**

Since our inception in 1999, we have been blessed with start-up funds and continuing grant monies from our Rocky Mountain Synod and several of our Presbyteries. This has enabled us to create a scholarship fund for members to attend our conference as well as our officers to participate in the National Conference. For the 2008 conference we gave out four scholarships to our members.

### **2009 Conference**

Brittney Beckstrom and Rebecca Plambeck have been hard at work planning our 2009 Rocky Mountain Regional Conference. The theme for our 2009 conference is “A Cheerful Heart is a Good Medicine...”, Proverbs 17:22.” We will be holding our 2009 conference in Grand Island, Nebraska. Accommodations have been booked for the Midtown Holiday Inn and classes will be held just blocks away at the First Presbyterian Church. This year’s conference is extra special because we will be recognizing our 10<sup>th</sup> Anniversary. The regional conference is scheduled to begin the evening of August 27<sup>th</sup> and will conclude the evening of August 29<sup>th</sup>. Classes that will be offered: Healthy Lifestyles, Dealing with Difficult People, Polity II, Personal Investing, Angelology and Better Photography. We are using many resources to help with the teaching of our classes to include the Presbyterian Foundation, Board of Pensions, Presbytery of Central Nebraska minister members, and our local television personnel. They have also planned for Miletta Vista Winery to be the hosting place for our banquet. Their vineyard sets a top a small hill that overlooks God’s beautiful work. A lot of planning has already taken place and we are excited about revisiting old friendships and starting new ones at this year’s conference.

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### **Rocky Mountain Region Administrative Personnel Association Business Meeting**

**July 17, 2008**

**Denver, Colorado**

The annual business meeting of the Administrative Personnel Association of the Rocky Mountain Region was called to order by President Aneta Martinez at 6:00 p.m. Aneta offered the opening prayer.

Present: Brittney Beckstrom, Ann Berndt, Bonnie Chipman, Judy Dill, Judy Franconi, Beth Gilleece, Bobbi Hoffman, Aneta Martinez, Sue Nedderman, Naomi Okoye, Angie Palmer, Rebecca Plambeck, and Alayne Stevens.

### **Secretary Pro-Tem**

It was VOTED to appoint Bobbi Hoffman as Secretary Pro-Tem for this business meeting.

### **Welcome**

Aneta welcomed everyone to the National APA conference and to the Regional APA conference. She made note of our regions first time regional attendees and first time national attendees.

### **2007 Regional Minutes**

It was VOTED to approve the 2007 regional minutes.

### **Treasurer’s Report**

It was VOTED to accept the financial report. The report is attached. This report includes all

income and expenses through May 31, 2008. The difference in the 1/1/08 bank balance that Alayne shows from Janet Thurston's ending balance of \$4,426.93 is that Janet was showing a book balance based on checks written but a \$50.00 check to Noel Matthews as an honorarium (regional meeting 2007) was never cashed.

It was VOTED to accept the 2009 budget. It was discussed to rename the line item "Local Group Support" to show that this line item is for help with one-day seminars. This budget shows an income reduction of \$100.00 for membership dues. Our region seems to hold at about 25-26 members and receives \$30.00 of the total membership dues for each person who does pay. The 2009 regional conference income was also reduced by \$100.00 to be a bit more in line with past conference income.

The GA Booth line item expense for 2008 & 2009 was removed because the National APA has removed the 2008 line item and the next GA meeting will be in 2010 (which will NOT be in our region).

### **Election of Regional Officers**

Angie Palmer is the current President-Elect and it was VOTED to elect her at the President for 2008-2010. It was VOTED to elect Judy Dill as President-Elect for 2008-2010. The installation of these two positions will be held at the National banquet on July 20, 2008.

### **Membership Report**

It was VOTED to remove Crystal Berig, Mona Boyd, Kristi Benson, and Debby Sandborgh from the membership rolls.

It was VOTED to transfer Janet Sprenger off of our regional rolls. As of this meeting, she has not been in contact with the region that she is currently living in.

It was VOTED to accept the membership report. The report is attached. We are currently at 26 members after the deletion of the five. Britteny reported that she plans on contacting the new members with welcome packets and contacting persons who have come to some of the one day seminars or last year's regional but are not members. She also plans on sending out mailing to churches in our region to advertise and pump up APA.

### **Certification Report**

It was VOTED to accept the Certification Chair report. The report is attached. It was noted that Rebecca Plambeck did NOT finish the required courses for Level I; therefore, she will not be certified at the National banquet.

The courses and the certification process are an ongoing change as the APA looks towards the future. For any information regarding this check out the national website at [www.pcusa-apa.org](http://www.pcusa-apa.org).

### **Historian**

Bobbi would like more memorabilia for the scrapbook. She does not have 2007 completed and will also need help collecting pictures for 2008.

### **Offering Taken at the National Conference**

It was VOTED that the offering taken at the national conference go to Christ's Kitchen. This is a free food kitchen in Montrose, Colorado, that offers a full hot meal (soup, salad, entrée, and dessert) at lunch time five days a week. Christ's Kitchen opened its doors September 2, 2005 and is now serving approximately 100 needy people per day. It is ran totally by volunteers and a volunteer board. In 2007, over 18,000 meals were served, and is on tract to serve 25,000 meals in 2008.

## **Scholarship**

It was VOTED to accept the following email vote: It was VOTED that an additional \$1,500.00 be added to the \$500.00 that is already designated for scholarships. \$150.00 of this scholarship money is to be reserved for a drawing amongst regional attendees to be granted during the conference. And that \$500.00 be reserved for a special dispensation for the first five new members and their sponsors (if attending the conference) - \$50.00 each. The remaining \$1350.00 will be used as scholarship for anyone applying; with priority given to first time attendees, those attendees without (or insufficient) Continuing Education money, then those that are working at the conference. All scholarship requests would need to fill out the scholarship form.

The \$500.00 for new members was not used. The \$150.00 drawing was given to Ann Berndt, life member. The following is a list of members who were given scholarships (all that applied were given a scholarship):

- Kathy Hunter           \$300.00
- Britteny Beckstrom   \$100.00
- Sue Nedderman       \$550.00
- Angie Palmer           \$300.00

## **2008 National Conference**

It was noted that the conference was going well and there were no problems to be seen. Judy Franconi and Bobbi Hoffman are the co-chairs and Sue Nedderman is the hospitality/registration chair. There are 86 participants this year.

## **2009 Regional Conference**

It was VOTED to consider and look into having our 2009 regional conference with Greater Midwest. Angie said that she would contact their president and see if this is a possibility.

The meeting was adjourned at 8:00 p.m. with thanks to all of the members who are helping with this national conference.

Respectfully submitted,  
Bobbi Hoffman, Secretary Pro-Tem

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## **SOUTHWEST EXECUTIVE BOARD MEETING MINUTES**

November 5, 2008

Carrie Walker, President, called the meeting of the Executive Board to order at 6:50 p.m. and opened with prayer. Those present were Carrie Walker, President; Lori Ferguson, President-elect; Harriet Hoff, Secretary; Dianne Boan, Treasurer; Theresa Wright, Certification Chair; and Marty Burns, Membership Chair.

Theresa Wright passed out packets for the Board to review and the consensus was that they were fine.

### Secretary:

The minutes of the November 11, 2007 planning meeting were approved by consensus.

Treasurer:

Dianne Boan, Treasurer gave her report. The scholarship fund has been set up as a savings account with a balance of \$1,067.34. She closed the Wells Fargo account and set one up at Chase Bank. Balance in this account is \$1,182.00. A motion was made, seconded and carried to approve the financial report and file it for audit.

Mini conferences:

***Discussion about mini conferences concluded that there should not be too many in any one area as they detract from the National and Regional conferences. There should be a three-month gap between the mini conference and a National or Regional conference.***

Membership:

There are 118 active members in APA. Twelve new members have joined in 2008. Carolyn Howell is eligible for a life membership and Betty Cordell for a retired membership.

At the National membership meeting, it was decided that upon receiving an application for membership, a new member packet should be sent in welcome; perhaps a small gift. It was suggested that at the SW Regional new member meeting Carrie would present them with a remembrance. In the packet, should be a welcome letter with the list of officers, pad of paper with the APA watermark and pertinent brochures, (Lori will send a box of pads to Mary who will get the APA logo on them), and certification information and application.

Terms of office of the National Membership Chair – appointed by the President for a two-year term, serving a maximum of five years. Marty Burns will serve two more years until 2011. She plans a phone follow-up for those behind in dues or send a reminder postcard.

Suggestion was made for an e-mail prayer list. Theresa will send out the prayer list as well as the birthday list to each Board member: January-February – Lori Ferguson; March-June, Marty Burns; May-June – Carrie Walker; July-August – Theresa Wright; September-October – Harriet Hoff; and November-December – Dianne Boan.

Nominating Committee:

Lori Ferguson, Chair, reported on the slate of suggested officers: Harriet Hoff, President-Elect; Karla Collins, Secretary; and Sharon Darden, Nominating Committee to replace Karla Collins.

Certification:

Theresa Wright, Chair, reported that two people will receive certificates for Level 1 and three for Level II. The Certification Council has been put into classes. Theresa finishes in 2010. Southwest Region is the only region that keeps its own individual records. It is now mandatory for Certification Chairs to attend the national conferences.

National Conference:

There will no longer be an APA booth at General Assembly. Instead, APA members will support the General Assembly staff in an administrative capacity.

Record Books:

Carrie will check with Lucy Newlin and Janice Schessler, past secretaries, to try to locate our past minutes' books. Dianne will check with Liz Benoit to get the scrapbooks.

### 2008 Conference:

There are 13 raffle gifts, one of which is a free registration for the 2009 or 2010 conference and must be used within two years. Door prizes are gift cards provided by the Board and will be put in a basket allowing winners to choose their own prize.

### 2009 Conference:

Need more of the red nametags for this conference, having SW Region printed on them. Attendees for this conference will be asked to bring their nametags and evaluation sheets to the banquet as their entry. Fundraisers for the National Conference suggestions: blankets or shawls with the APA logo; short-sleeve APA denim shirts; and t-shirts.

A motion was made, seconded, and carried to refund Becky Ghazi's registration fee.

### SW Region Schedule:

2011 – Oklahoma – Kay Brown  
2012 – San Antonio (National)  
2013 – Houston  
2014 - Arkansas

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,  
Harriet Hoff, Secretary

## EXECUTIVE BOARD MEETING MINUTES

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***one area as they detract from the National and Regional conferences. There should be a three-month gap between the mini conference and a National or Regional conference.***

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Nominating Committee:

Lori Ferguson, Chair, reported on the slate of suggested officers: Harriet Hoff, President-Elect; Karla Collins, Secretary; and Sharon Darden, Nominating Committee to replace Karla Collins.

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Theresa Wright, Chair, reported that two people will receive certificates for Level 1 and three for Level II. The Certification Council has been put into classes. Theresa finishes in 2010. Southwest Region is the only region that keeps its own individual records. It is now mandatory for Certification Chairs to attend the national conferences.

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banquet as their entry. Fundraisers for the National Conference suggestions: blankets or shawls with the APA logo; short-sleeve APA denim shirts; and t-shirts.

A motion was made, seconded, and carried to refund Becky Ghazi's registration fee.

SW Region Schedule:

2011 – Oklahoma – Kay Brown

2012 – San Antonio (National)

2013 – Houston

2014 Arkansas

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,  
Harriet Hoff  
Secretary

**ADMINISTRATIVE PERSONNEL ASSOCIATION**

**EVENING BUSINESS MEETING**

Carrie Walker called the meeting to order at 8:07 p.m. A quorum was present.

Certification:

Level I – Jeannine Caldwell and Margaret LaPlante from the Southwest Region.

Level II - Linda Castleman, and Kathy Dane from the Southwest Region; and Anita Martinez from the Rocky Mountain Region.

Harriet Hoff, Past President, installed Lori Ferguson as the new president of the Southwest Region.

Carrie Walker, Past President, installed Harriet Hoff as President-elect and Karla Collins as Secretary of the Southwest Region.

Carrie Walker passed the gavel to Lori Ferguson who adjourned the meeting at 8:30 p.m. with prayer.

Respectfully submitted,  
Harriet Hoff  
Secretary

**\*\*\*\* END OF REPORTS \*\*\*\***