

## MINUTES

Florida Region Business Meeting  
Administrative Personnel Association of the PC(USA)  
17 July 2009  
Orlando, FL

Present: Central Florida Presbytery – 4; Presbytery of Florida – 2; Peace River Presbytery – 2; Presbytery of St. Augustine – 7; Tampa Bay Presbytery – 2; Presbytery of Tropical Florida – 2.

The meeting was called to order by President, Diana McAda. Past-President Michèle Dalton opened with prayer.

*Approved* the agenda as submitted.

Diana McAda introduced the Florida Executive Board.

The minutes of the 2008 Florida Region Business Meeting were *approved* as submitted.

The presentation of the financial statements and 2009-10 budget were postponed for eight weeks pending a full audit as is required in the APA bylaws during the transition of outgoing and incoming Treasurers.

*Approved* the following reports as submitted:

Scholarship (*Appendix A*)

Membership (*Appendix B*)

Certification (*Appendix C*)

Diana McAda announced the following appointments:

Communications Chair – Allyson Criminger-Apunte

Co-Certification Chair – Debbie Burleigh

Fundraising Chair – Michèle Dalton

The Florida Region *approved* the following recommendations from the Nominating Committee and Michèle Dalton conducted the installations.

Secretary – Allyson Criminger-Apunte

Treasurer – Paula O'Connor

Nominating Committee, class of '12– Ginny Gowell and Carol McMichael

A motion on the floor was seconded and *approved* that the Presbytery of St. Augustine host the 2010 Regional Conference in May 2010.

With there being no further business, Diane Ditslear closed the meeting in prayer and Diana McAda adjourned.

Respectfully submitted,  
Allyson Criminger-Apunte, Secretary

**Report of the Scholarship Chair**

**APA Florida Region**

July 2009

There were four (4) scholarships awarded by the APA Florida Region since April 30, 2008, for a total amount of \$525.00 to the recipients.

The names of the scholarship recipients will be kept confidential.

The balance currently in the account is \$1325.00.

Shari Lowe

# Florida Region Membership Report

## July 2009

Florida Region Members are wonderful. At our Regional Conference in May of 2008 there were 68 members on the roll and 52 that were listed as current.

Membership status as follow:

- 1 Honorary Member
- 12 Life Time Members
- 16 transferred to inactive status
- 0 New Members

Several members have asked to be removed from APA for the following reason.

- No longer interested in being a member
- Member of NACBA
- This will bring our membership roll to 50 members, 11 of the members dues are not current. Members were notified by email or phone of their dues status with only 2 responding.

Respectfully submitted,

Alice Mickles

## **2009 APA Florida Certification Chair Report**

Respectfully submitted - Barbara Prieto Certification Chair, Florida

### **The following APA members will be receiving certification at the end of the Orlando Conference:**

Lynn Anderson - Level 2  
 Yolanda Bengo - Level 2  
 Deborah Burleigh - Level 2  
 Allyson Criminger - Apunte - Level 1  
 Diane Ditslear - Level 2 and 3  
 Virginia Gowell - Level 1 and Level 2  
 Tamara Lacher - Level 3  
 Shari Lowe - Level 3.  
 Diana McAda - Level 3  
 Carol McMichael - Level 2 and 3  
 Karen Martin - Level 1 and 2  
 Judith Nickerson – Level 2  
 Paula O'Connor - Level 1  
 Barbara Prieto - Level 3  
 Jacqueline Ritter - Continuing Education 50 Hours  
 Susan Wills - Level 2  
 Ellen Yates - Level 2

### **Online Courses for Professional Seminar Credits:**

Pendaflex Learning Centers is no longer providing online courses.

Please check [www.gcflearnfree.org](http://www.gcflearnfree.org) - they offer free online courses with a certification of completion. They have computer training, software and career development courses available. Please contact me first to let me know which class you are interested in taking. Please submit a copy of your job description as well with the request. After you have taken the class please submit the certificate of completion so that I can credit your Level.

You are allowed 10 hours of Professional Seminar Credits per Level.

At the time of writing this report I will be presenting to the Certification Council the following information for another possible website for their approval

Free online exempt courses - [www.stayexempt.org](http://www.stayexempt.org)

Free online educational resources for tax exempt organizations from the Exempt Organizations office of the IRS. Each course has an approximate time - members can download or view the course on the computer - once the class is taken they can send the downloaded course in hardcopy to the certification chair for credit. Each course has an approximate time on the website - it will be up to the member and the certification chair to keep track of the time and credit appropriately on the course record sheet.

There is also a virtual workshop that takes about 3 hours to complete.