

FLORIDA REGION EXECUTIVE BOARD MEETING
Administrative Personnel Association
Panama City Beach, Florida
May 14, 2004

President Marie Diamond welcomed everyone and called the meeting to order with prayer at 11:00 a.m. at the Bay Point Marriott Resort in Panama City Beach, Florida.

Lunch was provided by our host, Michele Dalton.

PRESENT:

Marie Diamond, President	Pat Blanz, Certification Chair
Roberta French, President-Elect	Jackie Ritter, Secretary
Michele Dalton, Membership Chair	Barbara Yatrousis, Past President
Ginny Gowell, Nominating Committee	Cathie Silbaugh, Web Designer
Wanda Younger, Treasurer	

EXCUSED:

Debbie Prince, Historian; Sandy Palmer, Karin Stewart, Jeannette Carter, Nominating Committee

BUSINESS MEETING:

Marie expressed her thanks to officers and to her host committee and asked Jackie Ritter to open the meeting with prayer, after which we settled "housekeeping" matters before attending to regularly slated business items.

Members were reminded that the Hospitality Room, the Surf Shack, was open during 'non-working' hours.

The Florida Region Business Meeting will be held on Friday, May 15, at 8:00 a.m. in Spanish Moss.

The following concerns and joys were mentioned:

Karin Stewart recently lost her father;
Diane Ditslear has some health issues and is on leave from work;
Nancy Brown lost her husband this year;
Rosanna Balzano is undergoing knee surgery and cannot be here;
Pat and Leonard Blanz will celebrate their 50th wedding anniversary on May 29;
Cathie Silbaugh recently received the Sacrament of Baptism.

A motion was made to approve the minutes of the July 17, 2003, Florida Region Executive Board Meeting; seconded and carried. [Jackie Ritter/Barbara Yatrousis]

The annual Business Meeting minutes of July 18, 2003, were reviewed and placed on the agenda to be approved at the business meeting May 15, 2004.

The following reports were received:

TREASURER: (Wanda Younger)

- Financial Statement ending April 30, 2004, was discussed and will be mailed to all present.
- The proposed 2004-2005 Operating Budget was reviewed to be approved at the business meeting May 15.
- A yearly payment for \$120 for the Web site was approved. [Barbara Yatrousis/Michele Dalton]
- The Treasurer is looking for a user-friendly program to be used so that when the Treasurer changes, it will be easier to keep the same system. A motion was made by Wanda Younger and seconded by Barbara Yatrousis authorizing the expenditure of \$50 for this program; the motion carried.

A copy of the Financial Statement and the proposed Operating Budget are attached to the original of these minutes.

NOMINATING COMMITTEE: (Roberta French)

The following slate will be presented at the Business Meeting:

- President-elect Michele Dalton (2-year term)
- Nominating Committee:
Class of 2006 Jackie Davis (2-year term)
Amy Howard (2-year term)

Esther Harrison was appointed and confirmed as the Scholarship Chairman.

The following appointees will continue to serve:

- Certification Chair Pat Blanz
- Historian Debbie Prince
- Membership Chair Michele Dalton
- Web Page Cathie Silbaugh

MEMBERSHIP: (Michele Dalton)

The region lost 9 members this year due to job changes, retirements, etc.

Michelle asked to remain as membership chair despite the fact that she is also President-elect.

SCHOLARSHIP: (Marie Diamond, Interim)

Three members were presented scholarships for this conference, leaving a balance in the fund of \$1,024.58. The names of the scholarship recipients should be kept confidential.

A copy of the Scholarship report is attached to the original of these minutes.

HISTORIAN: (Roberta French for Debbie Prince)

Scrapbooks are not available this year. Roberta urged everyone to take pictures and send them to Cathie Silbaugh for inclusion on the Web site and to Debbie for inclusion in the scrapbooks.

WEB SITE: (Cathie Silbaugh)

Cathie was thanked for her work on the Web Site and it was agreed that it was very exciting to have our own site.

A job opportunity site will be added to the Web site.

CERTIFICATION: (Pat Blanz)

Pat Blanz reported that Virginia L. Watson will be presented with her certification, Level I, at the banquet Saturday evening. Debbie Woods will finish her Level II in Biloxi. Cathie Silbaugh will finish her Level II at National. Congratulations to all who are making good use of what conferences have to offer.

A copy of the Certification report is attached to the original of these minutes.

PRESIDENT'S REPORT: (Marie Diamond)

Marie presented the following:

- Our new National office manager is Theresa Wright and her address is 1201 West Wall, Midland, TX 79701; Phone: 432.682.5297; Fax: 432.687.6120; E-Mail: apa-office@tresrios.org. Theresa works at Tres Rios Presbytery.

Marie expressed her appreciation to Rosanna Balzano for carrying a double load while a new office manager was found.

- Changes in the by-laws are proposed and will be voted on at the National Business Meeting. A copy is attached to these minutes.

FLORIDA REGION ANNUAL BUSINESS MEETING
Administrative Personnel Association
May 15, 2004

The twentieth-first annual meeting was called to order at 8:00 a.m. by Marie Diamond, President. Marie Diamond had our devotional and prayer. The meeting was declared open and thanks were extended to the Florida Presbytery for hosting this year's Regional Conference.

A special thank you was extended to all our members who helped to make this conference a success.

Members of the Executive Board were recognized and attendance taken by representative presbyteries:

Central Florida	2	Florida	5
Peace River	5	St. Augustine	3
Tampa Bay	1	Tropical	3
Guests	2 (from New Hampshire and Pennsylvania)		

A quorum was declared present.

The President asked for any desire for prayers of joy and need. The following were presented:

Karin Stewart recently lost her father;
Diane Ditslear has some health issues and is on leave from work;
Nancy Brown lost her husband this year;
Rosanna Balzano is undergoing knee surgery and cannot be here;
Pat and Leonard Blanzky will celebrate their 50th wedding anniversary on May 29;
Cathie Silbaugh recently received the Sacrament of Baptism;
Marie Diamond's mother is in the hospital;
Debbie Woods asked for prayers of thanksgiving for her faster-than-anticipated recovery from a fall;
Jackie Davis asked for prayers for the Reverend Jim Choomack who is in Shepherd Spinal Center in Atlanta recovering from injuries from a fall in the bath;
Jackie also asked for prayers for her daughter.

A motion was made to approve the minutes of July 18, 2003. The minutes were seconded and approved.

TREASURER'S REPORT: (Wanda Younger)

- Treasurer's Report ending April 30, 2004, was not available but will be attached to these minutes.

- The proposed 2004-2005 Operating Budget was reviewed. A motion was then made, seconded and carried to accept the report as presented.

NOMINATING COMMITTEE: (Roberta French)

The following slate was presented:

- | | |
|--|--|
| • President-elect | Michele Dalton (2-year term) |
| • Nominating Committee:
Class of 2006 | Jackie Davis (2-year term)
Amy Howard (2-year term) |

There being no further nominations, the motion was seconded and approved and the above members were elected.

- It was announced that Esther Harrison has been appointed as the Scholarship Chair and that the following appointees will continue to serve:

Certification Chair	Pat Blanzly
Historian	Debbie Prince
Membership Chair	Michele Dalton
Web Page	Cathie Silbaugh

SCHOLARSHIP: (Marie Diamond, Interim)

Three members were presented scholarships for this conference, leaving a balance in the fund of \$1,024.58. The names of the scholarship recipients will be kept confidential.

HISTORIAN: (Roberta French for Debbie Prince)

Scrapbooks are not available in the Hospitality Room. Roberta urged everyone to take pictures and send them to Debbie Prince for inclusion in the scrapbooks and Cathie Silbaugh for inclusion on our Web site.

WEB SITE: (Cathie Silbaugh)

Cathie was thanked for her work on the Web Site and it was agreed that it was exciting to have our own site. Pictures of the conference as well as the minutes will be posted. Everyone was asked to forward pictures to Cathie. The Scholarship form will also be posted as will the afterglow.

CERTIFICATION: (Pat Blanzzy)

Pat Blanzzy reported that Virginia L. Watson will be presented with her certification, Level I, at the banquet Saturday evening. Debbie Woods will finish her Level II in Biloxi. Cathie Silbaugh will finish Level II at National.

A copy of the Certification report is attached to the original of these minutes.

A motion was made, seconded, and carried to accept the reports as amended.

OLD BUSINESS:

- Fundraising:

The following ideas were presented:

Shirts – denim and golf-type – long and short sleeve – national logo and Florida logo. We will try to have ready for National Conference. These will be available on the Web site.

Cookbooks – The Florida region will produce a cookbook and Diana McAda offered to lead this project. Recipes are due by July 31.

- Since our Worship Service opened our conference, we know that \$94 received in offering for Border Ministries. Members of the group offered \$6 to make it an even \$100.

NEW BUSINESS:

- Pat Blanzzy agreed to write the afterglow and it will be published on the Web site and sent out to members who attended the conference.
- Members were advised that our new Florida Regional banner is near the classrooms. A motion was made, seconded, and carried to approve up to \$200 for a portable banner stand. The banner will be taken to the National Conference.

Marie asked if there was any more business or matters of interest. There being none, thanks were extended to all and the meeting was closed with prayer by Marie Diamond at 8:35 a.m.

Submitted by: Jacqueline Ritter
Secretary, APA Florida Region

Previous APA Conferences:

HELD AT:	YEAR:	HOST PRESBYTERY:
Longwood, FL	1984	Central Florida
Clearwater, FL	1985	Tampa Bay
Jacksonville, FL	May 16-18, 1986	St. Augustine
Orlando, FL	May 15-17, 1987	Central Florida**
Destin, FL	May 20-22, 1988	Florida
St. Augustine, FL	May 19-21, 1989	St. Augustine
Daytona Beach, FL	May 4-6, 1990	Central Florida
St. Petersburg, FL	May 16-18, 1991	Tampa Bay**
Ft. Lauderdale, FL	May 15-17, 1992	Tropical
Fort Myers, FL	May 14-16, 1993	Peace River
Jacksonville, FL	May 13-15, 1994	St. Augustine
Melbourne Beach, FL	May 19-21, 1995	Central Florida
Clearwater Beach, FL	May 17-19, 1996	Tampa Bay
Palm Coast, FL	May 16-18, 1997	St. Augustine
Ft. Myers, FL	May 15-17, 1998	Peace River**
Ft. Lauderdale, FL	May 14-16, 1999	Tropical
Melbourne, FL	May 19-21, 2000	Central Florida
Sarasota, FL	May 18-20, 2001	Peace River
Jacksonville, FL	May 17-19, 2002	St. Augustine
Sarasota, FL	July 17-20, 2003	Peace River**
Panama City Beach, FL	May 14-16, 2004	Florida
Location TBA	May 13-15, 2005	Tampa Bay
Location TBA	May 19-21, 2006	Tropical
Location TBA	May 18-20, 2007	Central Florida

**National

5/15/04

Florida Regional Treasurers Report (6/30/03 - 4/30/04)

2003 Balances from 6/30/03

Balance carried forward from 6/30/03	\$ 4,324.65		
Beginning Balance	Operating	Scholarship	Total
	\$ 3,313.07	\$ 1,011.58	\$ 4,324.65
Income			
Membership Dues:(6/30/04 - 4/30/4)	\$ 816.00		
2003 FL Share Vendor	\$ 250.00		
Scholarship Donations:(7/1/03 - 4/30/04)		\$ 238.00	
2004 Reg. Conf Deposit (4/27/04)	\$ 8,305.00		
Total Income:	\$12,684.07	\$ 1,249.58	\$13,933.65

Expenses			
Postage	\$ 8.31		
Reimburse President 03 Conference	\$ 316.80		
Website	\$ 120.00		
Banner Supplies	\$ 45.07		
04 Conference Expenses through 4/30/04	\$ 371.59		
04 Regional Conference (President)	\$ 492.00		
04 National Conference President Airfare	\$ 233.70		
General Assembly Booth	\$ 50.00		
Scholarships Awarded through 4/30/04		\$ 150.00	
Bank Fees	\$ 50.00		
National Dues Paid to Registrar in error	\$ 130.00		
Total Expenses through 4/30/04	\$ 1,817.47	\$ 150.00	
Ending Balance (4/30/04)	\$10,866.60	\$ 1,099.58	\$11,966.18