

**FLORIDA REGION BUSINESS MEETING  
Administrative Personnel Association  
Eckerd College, St. Petersburg, Florida  
May 13, 2005**

The twenty-second annual meeting was called to order at 1:00 p.m. by Roberta French, President. Marie Diamond opened with prayer. The meeting was declared open and thanks were extended to the Presbytery of Tampa Bay for hosting this year's Regional Conference.

A special thank you was extended to the host committee: Rosanna Balzano, Michèle Dalton, Marlene Gailey, Carol Walker, and Ginger Watson.

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

Central Florida	4	Florida	5
Peace River	7	St. Augustine	4
Tampa Bay	6	Tropical	3
Guests	2 (from New Hampshire and Ohio)		

A quorum was declared present.

The President asked for any desire for prayers of joy and need. She asked the members to sign the cards that were being circulated.

A motion was made to approve the minutes of May 14, 2004. The minutes were seconded and approved. [Rosanna Balzano/Debbie Woods]

**INTERIM TREASURER'S REPORT:** (Lorraine Loeffler)

- Treasurer's Report ending April 30, 2004, as revised was approved. [Debbie Woods/Jackie Ritter]
- The Interim Treasurer's Report ending April 30, 2005, was approved. [Debbie Woods/Christine Anderson]
- The proposed 2005-20065 Operating Budget was reviewed. A motion was then made, seconded and carried to accept the report as presented. [Marie Diamond/Jackie Davis]
- It was announced that the Executive Board approved the \$120 website fee.

## **NOMINATING COMMITTEE: (Michele Dalton)**

The following slate was presented at the Business Meeting:

- Secretary Sandy Palmer (2-year term)
- Treasurer Lorraine Loeffler (2-year term)
- Nominating Committee:  
Class of 2007 Diane Ditslear (2-year term)  
Diana McAda (2-year term)

The following appointees will continue to serve:

- Certification Chair Pat Blanzky
- Historian Debbie Prince
- Membership Chair Michèle Dalton
- Web Page Cathie Silbaugh
- Scholarship Chair Shari Lowe

The floor was opened to other nominations. There being none, the nominations as made by the Nominating Committee were elected. [Jackie Davis/Valerie Esterly

## **MEMBERSHIP: (Michèle Dalton)**

The region currently has 59 members.

Michèle will remain as membership chair.

This report was accepted as presented. [Diana McAda/Rosanna Balzano]

## **SCHOLARSHIP: (Shari Lowe)**

Four members were presented scholarships for this conference, leaving a balance in the fund of \$929.58. The names of the scholarship recipients should be kept confidential.

This report was accepted as presented. [Rosanna Balzano/Debbie Woods]

## **HISTORIAN: (Roberta French for Debbie Prince)**

Debbie Prince sent the scrapbooks from the latest conferences. They were placed in the hospitality suite for all to enjoy.

Roberta again 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 Fellowship site was added to the Web site, which has a place for prayer requests, job opportunities, post-its, and notes on both regional and national conferences. A postcard will be sent to all Florida PCUSA churches, encouraging them to make use of this employment information.

Cathie also said that a template for conference registration would be placed on the website for use year after year so that no important information would be forgotten.

Cathie stated that 10,000 hits had been made on this site since September 2004.

This report was accepted as presented. [Barbara Yatrousis/ Michèle Dalton]

## **CERTIFICATION: (Pat Blanz)**

Pat Blanz reported that the following have earned certification since our last conference:

Level I – Jeannette M. Carter, Linda L. Shanks, and Sharon B. Moody

Level II – Cristine A. Anderson and Jackie T. Davis

Congratulations to all who are making good use of what conferences have to offer.

This report was accepted as presented. [Debbie Woods/ Michèle Dalton]

## **PRESIDENT'S REPORT: (Roberta French)**

The President's report was received as information and is attached to these minutes, [Jackie Ritter/ Jackie Davis]

## **OLD BUSINESS:**

- Roberta has the region's banner and feels it needs something more.
- The recipe book fundraiser has not gotten off the ground as not nearly enough recipes were received. Anyone who sent recipes last year was asked to resend them.

Recipes will be received until August 31.

A motion was made, seconded, and carried that if there were fewer than 100 recipes at that time, others would be added to make 100 and that the cookbooks would be sold for \$5 over the cost of producing them, not to exceed \$15. [Marie Diamond/Jackie Davis]

- A discussion was held on the costs of conferences. Several suggestions were made to keep costs down:
  - A. Use Eckerd College
  - B. Use a church near the hotel for meeting rooms

The Executive Board expressed a desire to keep conferences on a rotating basis.

#### **NEW BUSINESS:**

- A motion was made to pay \$20 for a fundraiser table at the National conference to sell our padfolios and sticky notes. [Cathie Silbaugh, Debbie Woods]
- An afterglow for this conference will be written by Barbara Yatrousis and published on the Web Site.
- Job Descriptions are part of the bylaws published on the website. Roberta asked that we each take a look at them and make any regional suggestions.
- National requested that each region bring a 'basket' to National
- Containing gifts indicative of that region. These baskets should be
- work at least \$50 and will be auctioned off in a silent auction. [Barbara Yatrousis/Debbie Woods]

All business having been concluded, Roberta thanked everyone for their participation and the meeting was adjourned at 1:50 p.m. with prayer by Roberta until Saturday night's banquet.

Submitted by: Jacqueline Ritter  
Secretary, APA Florida Region

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After a wonderful meal, the Reverend Dr. Gerry Tyer, Executive Presbyter of the Presbytery of Tampa Bay, addressed APA on the topic of "Striving for Excellence" after which the President reconvened the business meeting.

Certification Chair Pat Blanzky presented the following certificates:

Level I – Jeannette M. Carter, Linda L. Shanks

Level II – Cristine A. Anderson and Jackie T. Davis

She also announced that Cathie Silbaugh received her Level II at National and Debbie Woods earned hers in Mississippi.

The following officers were installed by past president Marie Diamond: Sandy Palmer as Secretary in absentia standing in for Sandy was Jackie Ritter and Lorraine Loeffler as Treasurer.

The president called the Host Committee forward and presented each with a gift: Marlene Gailey, Carol Walker, Marie Diamond, Michèle Dalton and Rosanna Balzano.

Roberta French, president, thanked the following members for their service on the Executive Board, as their terms have ended and presented them with gifts: Jeannette Carter and Jackie Ritter. The president congratulated Diana McAda and Diane Distlear for being elected to the 2007 Nominating Committee

Linda Connell, Life Member, good friend and coworker of Jackie Ritter, presented a life membership to Jackie, as she will be retiring at the end of June 2005.

Rosanna Balzano presented a Certificate of Appreciation and gift certificate to Rev. Dr. Gerald L. Tyer, Executive Presbyter, for his generous support and encouragement throughout the years to Florida Region APA.

There being no further business, the meeting was adjourned and Rosanna Balzano introduced our entertainment, the Victory Singers.

Submitted by: Jacqueline Ritter  
Secretary, APA Florida Region