

**FLORIDA REGION  
EXECUTIVE BOARD MEETING**

Administrative Personnel Association (APA)

Thursday, May 18, 2006 – 7:00 p.m.

Barbara Yatrousis' Home – Fort Lauderdale, Florida

The meeting was called to order by Florida Regional President Roberta French at 7:22 p.m. with introductions of Rennie Rhodes, APA National President and Barbara Prieto, APA Florida Regional Certification Co-Chair. Roberta offered Luke 10:33-34 and Hebrews 10:24-25 as our devotions. Prayer joys were for Marie Diamond's mother's return home from the hospital and a report on Ginny Gowell doing well. Prayer Concerns were for Liz Kenna and the soldiers serving in Iraq and Afghanistan and their families.

Roberta thanked Barbara and Steve Yatrousis for hosting us in their home and passed out thank you gifts to the board members.

It was Moved/Seconded/Carried (M/S/C) to approve the Minutes of the Executive Board Meeting – May 12, 2005 and the conclusion of the Meeting on May 14, 2005. It was M/S/C to approve the Minutes of the Annual Business Meeting – May 13 and 14, 2005 adding the "p" to resented the following certificates: on line four of said minutes.

Nominating Committee Report by Michele Dalton reflected the addition of the changes to the Nominating Committee Classes appropriately reflecting their terms and adding Diana McAda as Membership Chair and Diane Ditslear as Secretary Pro-Tem for this meeting and Secretary for the unfulfilled term of Sandy Palmer 2006-2007. The report was M/S/C

Michele Dalton also reported the Membership Committee received nine new members to bring our total to sixty-nine. The one-day seminars in Tallahassee were a big success.

Certification Report by Pat Blanzly generated good discussion regarding members who have taken the 40-hour course in Sacramento and the need to attend conferences to receive their certificates after completion of classes or after attending conferences. References were made to the National website to keep up-to-date on conference requirements, membership categories, NACBA members' attendance at conferences, and APCE members' attendance at our conferences. For any questions we are to contact Carol McGinn, National Certification Chair. Raffle items will be available during this conference with the funds generated to be used for material for continuing education supplies. It was M/S/C **Note: Upon receipt of further information from National Office, money from the raffle is to go to help fund Certification Chair Participation in National Conference.**

Historian Debbie Prince gave an oral report requesting identification of pictures from the Regional and National 2005 conferences. Her report was gratefully accepted.

Scholarship Chair Shari Lowe requested a review of the written guidelines for the Florida Region Request and Award of Scholarships. **It was agreed to bold the second paragraph and change the wording to "A current employed member of the Administrative Personnel Association" (Not Life Members) and to add the words "up to \$50" for other events.** It was M/S/C to present this to the general membership at the Florida Regional APA Business Meeting on Friday, May 19, 2005. It was M/S/C to donate \$200.00 to the National Scholarship Fund.

Lorraine Loeffler, Treasurer, presented the financial statement ending April 30, 2005 with a balance of \$19,019. It was M/S/C to receive this report. **It was M/S/C adding a financial report regarding the 2006 Florida Regional Conference expenses breakdown to the Regional Conference Guidelines. This report is to be submitted 90 days following event and submitted to the Florida Regional Board and Regional Conference Host for the next year.** The 2006-07 Budget was presented and **approved with the addition of a to be determined amount line item for attendance to annual National APA Conference for the President, Certification Chair, and President-Elect (one conference only) on a conference-by-conference basis. (The (to be determined) amount will depend upon the costs to be incurred by attending a conference in California -vs.- Georgia.)**

The website report by Cathie Silbaugh included approving payment of the \$120.00 annual fee and adding a stress relief page including but not limited to devotions, artwork, meditations and music. M/S/C

President's Report by Roberta French requested approval of the annual donation to General Assembly of \$50 for a National APA booth and to continue our offering collection to be sent to Border Ministries. M/S/C

National Conference matters were reported by Marie Diamond, APA National President-Elect and APA National President, Rennie Rhodes. There will be a Chaplain present at the 2006 National APA Conference. There have been many clarifications made to the Bylaws and all are available at the National website, which we were encouraged to review. The addition of a Caring Committee at the 2006 conference will include three Stephen Ministers.

Regional Conference matters by Barbara Yatrousis included advising Board members to encourage and welcome our new members and invite them to the Hospitality Room #201; All classes will be held on the second floor of the Neumann Center on the First Presbyterian Church - Ft. Lauderdale campus; Sunday Breakfast will be in the Hospitality Room at 8:00 a.m.; and a big "Thank You" to all her committee members in making the behind the scenes work ready for this year's conference and especially

to Lynn Anderson for finding the replacement entertainment.

#### Old Business

Pat Blanzky will receive the Florida Regional Banner following 2006 conference and add large loops for hanging of our banner for the 2006 National APA Conference in Nashville. Michele Dalton will see that a new/separate lightweight banner is made especially for easier transportation to future National Conferences.

Diana McAda has had little response for a cookbook. We discussed what to do with the recipes she has received and Cathie Silbaugh came up with a suggestion to help enhance our website and possibly have more participation from the membership by adding a page that would include the recipes. Diana will continue to collect and Cathie will put them on our website.

Job Descriptions for Regional Chairs were discussed and Regional Host Guidelines will be included to help with Regional Conference planning.

#### New Business

A table at National Conference for fundraisers will cost twenty dollars (\$20) M/S/C

Donation from Florida APA to Florida churches for hurricane damage repairs was discussed with a recommendation to send equal amounts after the regional conference expenses are cleared and permitting we have sufficient operating funds to Tropical Florida Presbytery and Central Florida Presbytery for disbursement to their churches in need, preferable those which our APA members support or work. M/S/C

Information Card and free items are needed for the APA booth at General Assembly in Birmingham, AL this year. M/S/C to send the Information card as attached and leftover post-it notes, bringing back any that remain after the meeting.

Afterglow report will be written by Debbie Prince and published on the website.

Adjourned at 9:32 p.m.

Respectfully submitted,  
Diane E. Ditslear, FPCA I  
Florida Region APA Secretary Pro-Tem

Attachment

**Next Regional Conference: May 18-20, 2007 – Hosts: Central Florida Presbytery**

**FLORIDA REGION  
BUSINESS MEETING**

Administrative Personnel Association (APA)  
Friday, May 19, 2006 12:35 p.m.  
First Presbyterian Church-Ft. Lauderdale, FL  
Neumann Center

Devotion of "Living Hope" given by APA Florida Region Past President, Marie Diamond.

Conference hostess Barbara Yatrosis introduced her committee members Shari Lowe, Barbara Prieto, and Lynn Anderson. There will be 30 on the Friday night (optional) Riverfront Cruise and a volunteer for opening the Hospitality Room for Friday evening would be needed. Michele Dalton volunteered to open room 201 at 8:30 p.m. Roberta introduced our President-Elect, Michele Dalton and Past President, Marie Diamond.

Attendance by Presbytery was taken:

Central Florida - 5	Florida - 6	Peace River - 5
St. Augustine - 5	Tampa Bay - 5	Tropical - 4
Total - 30 plus our National President, Rennie Rhodes		

Called to order by President, Roberta French and a quorum declared.

Joys - Yolanda Bang made the conference after a trip to the emergency room on the way to Ft. Lauderdale; for our inspiring instructors; and APA group sharing.

Marie Diamond, APA National President Elect, reported the 2006 National Conference in Nashville, TN will be APA's 30th Anniversary Celebration. Rennie Rhodes shared there will be a Chaplain, many new classes, a visit to the Grand Ole' Opry, and many surprises. We were asked to introduce APA to our area churches and encourage participation for their staff members. The most important announcement was that Marie Diamond would be installed as APA National President.

#### Reports

Secretary Pro-Tem Diane Ditslear recommended approval of the 2005 APA Regional Conference Minutes submitted by Sandy Palmer as amended on page 19 of the Conference Booklet changing the second paragraph word "resented" to "p"resented and the correct spelling of the Reverend Dr. Gerald Tyer on same page. M/S/C

Treasurer Lorraine Loeffler presented the following financial statements:

1. Financial Statement for APA Florida Region ending 4/30/2006 - M/S/C
2. Proposed APA Florida Region Budget for 2006-2007 - M/S/C
3. Payment of annual APA Website fee \$120.00 - M/S/C
4. Payment of bi-annual General Assembly fee for APA Booth of \$50.00 - M/S/C
5. Line item for President - Elect for APA National Conference the amount to be determined after conference. - M/S/C

6. Line item for Certification Chair to attend APA National Conference the amount to be determined after conference. M/S/C

#### Committee Reports

##### Nominating Committee - Michele Dalton

1. Election of Secretary, Diane Ditslear, for unfilled term of 2005-2007 - M/S/C
2. Election of Nominating Committee 3 year term/3 classes - 2 per class Pam Mills and Debbie Prince for Class of 2009
3. Election of President-Elect, Cathie Silbaugh - M/S/C
4. Appointment of Membership Chair, Diana McAda - M/S/C
5. Continuing to serve – Shari Lowe, Scholarship Chair; Pat Blanzky, Certification Co-Chair; Barbara Prieto, Certification Co-Chair; Cathie Silbaugh, Web Master; and Debbie Prince, Historian.

Membership Committee report was reviewed by Committee Chair, Michele Dalton. It was M/S/C to accept as presented.

Certification Committee report was given by Committee Chair, Pat Blanzky. She recommended to the attendees a \$1.00 per ticket raffle fundraiser with the funds remaining within Florida Region for materials needed in continuing education supplies. Both M/S/C **Note: Upon receipt of further information from National Office, money from the raffle is to go to help fund Certification Chair Participation in National Conference.**

Scholarship Committee report was presented by Committee Chair, Shari Lowe. She recommends the addition of Guidelines for Request and Award of Scholarships as amended by the Executive Board to be used for future requests for scholarships. She also recommended a disbursement of \$200.00 to the APA National Scholarship Fund. Both recommendations were M/S/C

Historian Debbie Prince reported the photo albums are in the Hospitality Room and she needs 2005 Regional Conference pictures. The ones submitted from last year were too grainy. M/S/C

Web Designer Cathie Silbaugh reviewed her report as submitted and added a recommendation to produce a Devotional/Inspirational Page and a Recipe Page (With Diana McAda supplying the recipes submitted to her by all Florida APA members.) M/S/C

President Roberta French highlighted her report. M/S/C  
She thanked her Executive Board for all their support and encouragement.

### Old Business

The Florida Regional banner needs to be made lighter for National meetings. Michele Dalton and Pat Blanzky will be working on this during the next year.

Job Descriptions were discussed and asked members to refer to them on the National Website in the Manual folder as posted. It was reported there would be a new section for host committees on Regional Conference Guidelines. We were reminded and encouraged to complete the Evaluation forms to help expedite this process. Instructions were to leave them in the Hospitality Room.

### New Business

- a. National Conference table for fundraisers cost of \$20.00. M/S/C
- b. Donation from APA Florida Region to Florida churches for hurricane damage not to exceed \$500.00. Recommendation to contact Presbytery Ex's (Tropical & Central Florida) for disbursement of equal amounts (funds permitting) for church repairs from hurricane damage (preferably the churches of our members). M/S/C
- c. Information Cards/Post-It Notes for APA booth at General Assembly Meeting in Birmingham, AL. M/S/C
- d. Non-budget item posted on website. M/S/C

M/S/C to Recess to Banquet Saturday, May 20, 2006

### Closing Prayer

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Saturday, May 20, 2006 Reconvened Meeting 8:14 p.m. at Riverside Hotel

Shari Lowe introduced Tropical Presbytery Executive, the Reverend Dr. Arlene Gordon, who gave our welcome and opening prayer.

Called to Order by President, Roberta French.

The Gensel Quartet, from Lynn Anderson's church, First Presbyterian Church in Hollywood, treated us to some special music and wonderful old hymn singing.

APA Florida Regional Certification Chair, Pat Blanzky presented the following certificates:

Level I - Barbara Prieto, Pamela G. Mills, Deffie Drexler and Carol McMichael

Barbara Yatrousis presented "Special Thanks" gifts.

Roberta French presented "Special Thanks" gifts.

Marie Diamond and Rosanna Balzano presented to Lorraine Loeffler a "Life Membership" certificate to the APA Florida Region.

Roberta French presented a special "Florida" gift to APA National President, Rennie Rhodes.

Roberta presented a "Special Gift" from the Executive Board to Marie Diamond in honor of her election as APA National President.

APA Florida Region Past President, Marie Diamond installed new officers:

Michele Dalton - President

Cathie Silbaugh – President-Elect

Diane Ditslear - Secretary

Roberta French officially passed the gavel to newly installed President, Michele Dalton, and presented her with a gift.

Marie Diamond presented a "Special Gift" to Roberta French from members of APA Florida Region.

President, Michele Dalton adjourned meeting at 8:50 p.m. It was unanimously M/S/C

Respectfully submitted,  
Diane E. Ditslear, FPCA I  
APA Florida Region Secretary

**Next Regional Conference: May 18-20, 2007 – Hosts: Central Florida Presbytery**

## APA FLORIDA REGION

### GUIDELINES FOR REQUEST AND AWARD OF SCHOLARSHIPS

The Administrative Personnel Association of the Presbyterian Church (U.S.A.) has established Scholarship Funds for its members to assist them with the cost of attending Conferences (National and Regional) and Continuing Education Events.

**The requirement for a scholarship is that you are a current paid (employed) member of the Administrative Personnel Association.**

The following guidelines have been established for and by the Florida Region

Applications for a scholarship through the Florida Region must be received by the Regional Scholarship Chair no later than one month prior to the event; however, submission is encouraged as early as possible.

Based on the availability of funds, consideration will be limited to one event in a twelve (12) month period and subject to the following guidelines:

\$75 – 100	Florida Regional Conference
\$100 – 150	National Conference / 40 hour Course
Up to \$50	Other Events

Applications submitted in the calendar year subsequent to having received an award may be reduced (up to 50%) and in the year following two consecutive awards may be denied (e.g., 2006 scholarship award; 2007 request reduced up to 50%, 2008 request denied).

*Note:*

*You may also request a scholarship to attend the National Conference through the National Scholarship Chairperson. The deadline for submitting applications to the National Scholarship Chairperson shall be ninety (90) days prior to the event you plan to attend.*

# FLORIDA REGION APA

*Administrative Personnel Association*



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## 2007 REGIONAL CONFERENCE



May 18-20, 2007  
Hosted by Central Florida Presbytery  
Contact: Diane Ditslear  
(386) 734-6212  
Email: dditslear@firstpresdeland.com



[www.floridaapa.org](http://www.floridaapa.org)





# Presbyterian Border Ministry

319 Camden St.  
San Antonio, TX 78215  
Tel/Fax 210-299-5011  
e-mail: [borderministry@swbell.net](mailto:borderministry@swbell.net)  
[www.binationalministry.org](http://www.binationalministry.org)



June 5, 2006

APA Florida Region  
6219 34th Place East  
Palmetto, FL 34221

Dear Partners in Mission,

Grace and peace to you in the name of Jesus Christ, and greetings in Christ's name from Presbyterian Border Ministry!

Thank you for your recent contribution of \$200.00, check #376. Your generosity and partnership in our ministry with the Presbyterian Church (USA) and the National Presbyterian Church of Mexico are gifts we never take for granted.

We recently concluded our annual meeting of the U.S. and Mexican Coordinators from each of our seven ministry sites, along with representatives from presbyteries, synods, and each country's General Assembly. We continue to seek God's calling and direction as we look toward the future of mutual Presbyterian ministry at the U.S.-Mexico border and beyond.

Thanks to your gifts, the Board has been able to say "yes!" to several projects in 2006: starting and nurturing two new churches in cooperation with the Mexican presbyteries, strengthening three nutrition programs, granting scholarships for seminary students, supporting a leadership retreat, and forming a "Just Trade Center." We ask for your continued prayer and financial support of these ministries.

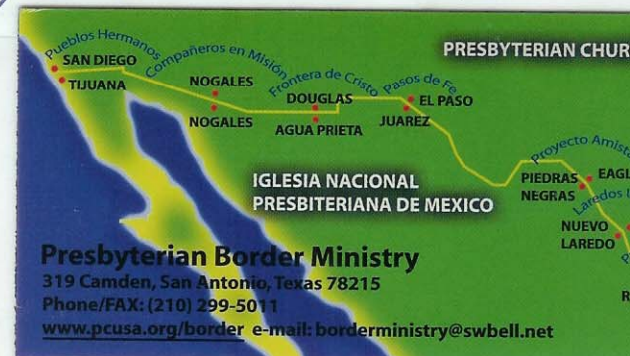
Thank you again for your generosity and partnership in our ministry.

In Christ,

*monica*

Monica Thompson Smith  
PBM Treasurer

*Thank you for your support!*



Presbyterian Border Ministry is a joint labor of the Presbyterian Church (USA) and the National Presbyterian Church of Mexico. It is called to share a holistic gospel with those who live along the 2,000 mile US/Mexican border, by responding to their spiritual, emotional, physical, and materials needs.

