



# Florida APA Region News October-November, 2007

## **2007 National Executive Committee Proceedings July 12, 2007, Sacramento, CA**

Updates to the Bylaws, Policies and Procedures Manual, and Conference Planning Guidelines were approved. Those updated files should be available to you on the National Website at [www.pcusa-apa.org](http://www.pcusa-apa.org) under "publications" soon.

We also approved offering our administrative services to the General Assembly to help them man the "Information Desk" at meetings. We are doing this in lei of having a booth at GA that is seldom visited; our presence will be better known if we are in the middle of things helping out. The National Immediate Past President, Rennie Rhodes, will be handling those arrangements.

The National Education Fund was deactivated with the remaining balance to be used for Education only, but not encompassed in a Fund. Salary surveys were suspended until a better form is composed (the minutes are not ready, but I recall that this will be completed by 2008 or 2009). Regions will now receive 10% or a minimum of \$1,000 from the proceeds of a National Conference. Additionally, when you register for a National Conference you will have the option of having all pertinent information printed for you in a packet as they offered in previous years, or you can opt to download them yourself.

Regions are being encouraged to pay a portion or all of the travel costs to the National Conference for the President and Certification Chair each year, as well as the President-Elect and Certification Vice-Chair one time prior to taking office. This region has had a long standing practice of paying for your President, and is striving to attain the financial means to pay for all of your Certification Chair's expenses as well. Your board is diligently working to reimburse as much as possible for your representatives to attend this year's conference, while remaining within the \$2,500 budget you approved in May.

Typically the money received during the worship offering at the National Conference has been given to the Border Ministry. Because different regions hosting the conference may wish to donate to other causes (in Florida we may want to pick Hurricane relief for instance), the decision on which ministry is to receive the offering collection will be determined by the Host Committee.

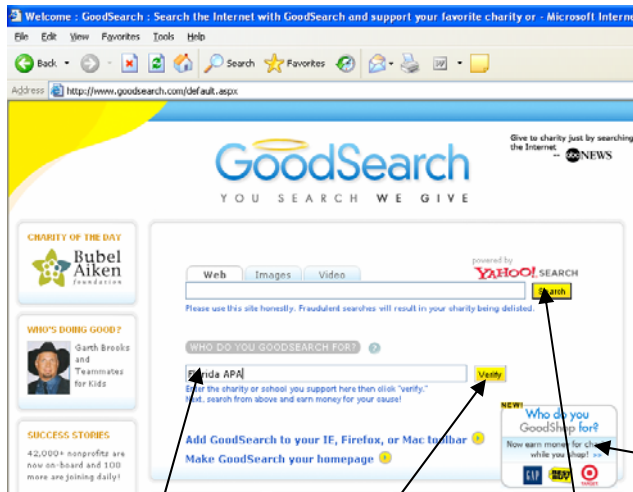
A Taskforce has been created to investigate possible guidelines for the hosting of combined Regional Conferences. (How very Presbyterian, huh? ☺) If you have any suggestions for how this could be done, please contact Freda Dye as leader of this Taskforce at [Fredadye@bellsouth.net](mailto:Fredadye@bellsouth.net).

Rosanna Balzano, longtime Florida Region Member, is retiring from the Presbytery of Tampa Bay at the end of this year. Additionally, she resigned from her position as National Financial Secretary effective July 31, 2007.

*From president Michele Dalton's email to region membership July 26, 2007*

# APA on the Web

Good news for those who would like to help APA financially, but just don't have enough left after paying bills, feeding the family, and giving to the church. Next time you search the internet, go directly to



[www.goodsearch.com](http://www.goodsearch.com) and select Florida Region of APA as your charity of choice. GoodSearch.com is powered by Yahoo! and with each search, advertisers contribute to the charity of your choice, usually averaging 1 cent per search per charity. So if 100 people use goodsearch and select Florida APA twice a day for a year, we get \$720. You can even use goodsearch to shop eBay and the top online retailers like Amazon, Target, and Best Buy. Tell your office mates, pastoral staff, members, and friends about this. Thanks to Michèle Dalton, Florida Region President, for setting this up.

1. Type in Florida APA BEFORE YOU SEARCH
2. Select the yellow "verify" button
3. Enter your search term and select "search"
4. Select here to go shopping.

Have you checked out the APA blog yet? This is a great resource for exchanging information, especially if you couldn't make the National conference in Sacramento. Read first-hand experiences at conference festivities, River Cats game and great classes. Everyone's raving about the Records Management course taught by Sunset Presbyterian Church Minister of Operations Matt Singley. He covered everything from managing email to job security in the information age, and links to a plethora of web resources dedicated to church administration. Go right now to [www.apaconference.blogspot.com](http://www.apaconference.blogspot.com). You can also get there on the APA home page [www.pcusa-apa.org](http://www.pcusa-apa.org).



## Conference Planning

Preparations have begun for the 2008 Florida Regional Conference at Memorial Presbyterian in St. Augustine. The Florida Region of APA is also planning the 2009 National Conference at the Regal Sun Resort (formally the Grosvenor Resort) in Orlando. To check out the hotel online go to [www.regalsunresort.com](http://www.regalsunresort.com). We will offer 50 hours of courses for you to choose from. In order to make this event successful, we will need your help. If you would like to work on a particular committee, please contact the liaison listed below.



- Facilities:** Diana McAda [office@oldfirstchurch.org](mailto:office@oldfirstchurch.org)
- Hospitality:** Barbie Prieto [barbara.prieto@att.net](mailto:barbara.prieto@att.net)
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- Theme, Activities & Decorations:** Michele Dalton [michelecd1234@aol.com](mailto:michelecd1234@aol.com)
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- Administrative Requirements:** Barb Yatrousis [barbaray@firstpres.cc](mailto:barbaray@firstpres.cc)

# Calendar

## October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Northeast  
Regional  
Conference

Heartland  
Regional  
Conference

St. Augustine  
Presbytery  
Meeting

## November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Peace River  
Presbytery  
Meeting

Tropical FL  
Presbytery  
Meeting

December  
Newsletter  
Deadline

## December—Merry Christmas!

## January

APA Introductory  
Seminar, Sarasota

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Save the Dates:

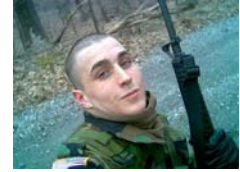
2008 Florida Regional Conference, St. Augustine, FL May 15—18

2008 National Conference, Denver, CO July 17— 20

2009 National Conference, Orlando, FL July 15—19, with classes starting July 12

# In Our Prayers

Allyson Criminger-Apunte's stepson, Simon Apunte (age 19), was sent to Iraq on August 20.



# Certified!

Jackie Davis (right) was honored at the national conference in Sacramento with Level III certification.

Ellen Yates received Level I at the Florida Regional in Daytona Beach .



**Did you know that you can get up to 5 hours of credits for your level certification online?** Here are two sources for online classes and tutorials:

- [www.gcflearnfree.org](http://www.gcflearnfree.org) has computer basics, Microsoft Office, Open Source, and life skills
- [www.pendaflexlearningcenter.com](http://www.pendaflexlearningcenter.com) has courses on Microsoft Word and Excel and Adobe Photoshop, plus courses on marketing and office efficiency.

Now you can earn your credits at home and in the office, and save your travel budget for the next APA conference! See the calendar on page 3 for upcoming conference dates. 2008 budgeting time is just around the corner.

# New Members

2007 brought 8 new members to the Florida region: Allyson Apunte, Leslie Benson, Alice Mickles, Melissa Rotarius, Eva Smith, Nancy Stoner, Donna Dayock and Maria Vitola. Welcome!

# Best Practices

## Voicemail Etiquette

VoiceMail has many benefits and advantages when used properly, but can be frustrating for both callers and message receivers. Here are a few guidelines borrowed from the California State University IT web site

[www.fullerton.edu/it/services](http://www.fullerton.edu/it/services).



## Voicemail Greeting

1. Keep your greeting short and informative. "This is John Smith with First Presbyterian Church. I can't take your call right now, so please leave a message." is enough. Long greetings, no matter how clever or polite, are frustrating to the caller.
2. Record your own personal greeting; don't use the standard default greeting or have another person record your greeting. The caller will not be convinced that you listen to your voicemail if the voice doesn't sound like yours (especially if a male voice says, "This is the voice mailbox for Carol Jones").
3. If you know that you will be on vacation or away from the office, record an alternate greeting so callers will know when they can expect a call back.

## Leaving a Voicemail Message

1. Speak clearly and slowly.
2. Leave your name and phone number
3. State the purpose of your call. "Please give me a call" is not enough information. "I'm calling about \_\_\_\_\_" is better, but:
4. Keep the message short and to the point and include the following information:
  - Your full name and phone number (even if you think he or she knows it).
  - The date and time of your message.
  - The best time to call you back.