

**ADMINISTRATIVE PERSONNEL ASSOCIATION (APA)**  
**National Executive Committee Meeting Minutes**  
**Thursday, November 3, 2011**  
**Las Vegas, Nevada**

The meeting was called to order with prayer at 8:20 a.m. by President, Freda Dye. Theresa Wright was appointed temporary secretary.

**Roll Call and Declaration of Quorum by Acting Secretary, Theresa Wright**

*A. Officers*

Freda Dye, President  
Lori Ferguson, President-Elect  
Carol McGinn, Immediate Past-President  
Open, Secretary  
Carol Ferrantelli, Treasurer

*B. Committees and Councils*

Certification Council, Chair – Trish Deppermann  
Membership Council, Chair – Jerri Smith  
Scholarship Chair – Lynne Powell  
Communications Chair – Kathie Davenport  
Life Membership Chair – Deanna Alford

*C. Jewel McRae – Liaison/Office of Vocations*

*D. Office Manager*

Theresa Wright

*E. Roll Call by Region*

**Florida – Barbara Prieto, President**  
**Greater Midwest – Trish Deppermann, President and Certification Chair**  
**Heartland – Lindy Bearss, President**  
**Mid-Atlantic - Barbara Burger Proxy**  
**Mid-South – June Denney, President**  
**Northeast – Ruth Mikalonis, President**  
**Pacific – Jan Burger, President**  
**Rocky Mountain – Judy Dill, President**  
**Southwest – Marty Burns Proxy**

**Guests:**

**Vicki Thordsen – Greater Midwest President Elect**  
**Annette Houtz – Mid South**  
**Yvette Tuitt – Mid South**  
**Maha Farragha – Regional President Elect**  
**Allyson Criminger – Florida Region President Elect**

**MSP Approval of Minutes – 2010 National Executive Committee Meeting – Attachment #1**

Electronic Votes to Ratify

(1) NCPG guidelines to EC - approved 2/1/11

**MSP Received the Annual Reports for Informational Purposes**

**Attachment #2 (Regional Reports)**

**Attachment #3 (Committees and Council Reports)**

*{Reports are to be read prior to the Executive Committee Meeting and will be approved as an omnibus.}*

National President	Greater Midwest
National President Elect	Heartland
Immediate Past President	Mid-Atlantic
Personnel Committee	Rocky Mountain
Mid-South	Certification
Northeast	Scholarship
Pacific	Certification Council
Southwest	Life Membership
Florida	Communications
PC(USA) Liaison	Membership Council

Jewel McRae - PC(USA) Liaison - shared with the committee information regarding the office of vocations and also the Big Tent Event.

**MSP Certification Council Report presented by Trish Deppermann**

Worked with the 2012 National Executive Board to plan classes to be offered. Reviewing current classes. Currently writing course description

Members to be certified at the banquet

Florida Region

Deffie Drexler – Level 3

Pamela Mills – Level 3

Deborah Burleigh – Level 3

Barbara Prieto – Additional Studies

Heartland

Pat Rose – Additional Studies

Sandra Capoccio – Level 3

Leslie Keusch – Level 2

Mid- Atlantic

Barbara Adams – Level 3

Linda Smith – Level 2

Barbara Burger – Additional Studies

Mid-South

Linda Burrowes – Level 2  
Annette Houtz Level 2  
Yvette Tuitt – Level 1

Northeast  
Ruth Mikalonis – Level 2  
Sara Burke – Level 2

Pacific  
Karleen Dchscherer – Level 2  
Marjorie Robinson – Level 2

Rocky Mountain  
Rena Pedersen – Level 2  
Rose Miller – Level 1 and Level 2  
Bobbi Hoffman – Level 3  
Bonnie Chipman – Level 2  
Johnnie Means – Level 1  
Judy Dill – Level 2

Southwest  
Lynne Ruth – Level 3  
Shelly Ryan – Level 2

**Membership Council Report presented by** Jerri Smith was received as information.

**MSP Guidelines -- Section 2 of Operations Manual - Attachment #4** presented by Lori Ferguson

**Nominating Committee Report** presented by Lori Ferguson  
Election of Secretary and Treasurer (2011-2013)  
MSP That Yvette Tuitt serve as Treasurer (2011-2013).

**Carol Ferrantelli could not attend the meeting due to a bicycle accident. MSP Financial Report for 2011.**

**MSP Budget Proposal for 2012 - Attachment # 5**

**MSP Bylaws Committee Report and Proposed Bylaw Changes presented by** Lori Ferguson  
**Attachment #6**

**Personnel Committee Report was presented by** Carol McGinn  
The committee met in Executive Session to receive report  
Approved a 1.5 % cost of living increase for Theresa Wright with her continuing education to remain the same. Contract will be signed in the presence of Freda Dye and Carol McGinn.

**Scholarship Committee Report was presented by Lynne Powell**

**Forty one scholarships have been granted over the past four years. Committee discussed the possibility of taking another look at scholarship. Concentration has been given to new members and also members with financial needs. Raffles conducted at national conferences have not generated an increase in funds. Committee is investigating other possible opportunities to raise funds. Round trip airfare on Southwest will be offered as a raffle at the conference.**

**Life Membership Report presented by Deanna Alford**

Committee discussed the role of the Life Membership Committee.

It was Moved and Carried that the Life Membership Committee be dissolved and that a Life Member Liaison be added to the Membership committee. The Scholarship Fund will be moved and managed by the scholarship committee.

**Communications Report presented by Kathie Davenport**

Committee met on Wednesday. Kathie Davenport has stepped down as chair of the committee. Committee would appreciate any suggestions for a new chairperson , web skills and a good communicator.

**The committee observed a 15 minute break.**

**Reconvened by Freda Dye.**

**2012 Conference Update presented by Lynne Powell, Chair**

2012 conference will be hosted by the Southwest region on September 13-16, 2012 at the St Anthony Riverwalk Hotel in San Antonio Texas. Historic Hotel located one block from the Riverwalk.

**Recommendations**

**MSP Recommendation #1**

Due to the high cost of conference expenses we would like to recommend a change in Conference Guidelines/Conference Fees #6 which currently reads:

**A 50% registration fee will be charged to Life Members for National Conference attendance, and they will be responsible for paying for meals, hotel and any extra activities.**

We recommend that this sentence be removed from the conference guidelines.

**Rationale:**

We feel strongly that the benefit for Life members is that they do not have to pay any annual membership dues.

The additional benefit of 50% off Life Membership conference registration fees, which include fees set by hotels over which we have no control, is not necessary. APA cannot afford to offer this discount.

If removed Life Members would then pay the same registration as everyone else. Regional conferences are encouraged to follow the same guidelines but are not required.

#### **MSP Recommendation #2**

That the National Scholarship Chair and National Communications Chair be compensated \$200 to help defray the cost of the national conference from the national conference proceeds line item of the budget.

**Rationale:** These Chairs of the Executive Committee are not compensated for attendance. This would be a kind gesture to help them. It would show that we value their attendance and the importance of them being at the conference.

#### **Recommendation #3 – was taken care of in 2010.**

Transfer \$500 from the National savings account to the National Scholarship Fund.

**Rationale:** It is the responsibility of the committee to raise funds and they need to work together as a team to be creative. The recommendation to EC was to transfer interest from the CD to the scholarship account, but that is a small amount (e.g., \$200) the account is underfunded. (CD interest must be voted on each year)

#### **MSP Recommendation #4**

That a monthly report of donations to the National Scholarship Fund be sent to the Scholarship Chair from the National Treasurer when donations are made so a thank you note can be sent to the donor at that time. Also, a quarterly yahoo should be sent to advertise/announce donors making contributions.

**Rationale:** This will allow the chair to send a thank you note or an acknowledgement regarding receipt of the funds. Frequent communications and showing appreciation may entice members to donate.

#### **MSP Recommendation #5**

That yahoo solicitation emails for contributions go out to members more than once a year (Christmas). And an annual fundraiser should be held at the National Conference.

**Rationale:** Even the small \$5.00 frequent donations help to build the fund. If the solicitation includes financial details number of scholarships awarded and the low balance in the account etc. this will demonstrate the need for contributions to our members. This may also preclude members from applying for funds when there isn't a financial need.

**MSP Recommendation #6**

That the National Treasurer and National President (who is currently an ex-officio member) become members of National Scholarship Committee with voice and vote.

**Rationale** This will aid in the sharing of vital information necessary to make an informed decision before awarding scholarships.

**Recommendation #7 (A,B,C) Scholarship has asked that Recommendation #7 (A,B,C) be removed.**

Selection criteria for the Joyce Bauer National Scholarship

Rationale: For the past several years it has been a concern of some that the Joyce Bauer National Scholarship is being awarded to members whose employer is paying a portion of the expenses to attend the National Conference. The following unwritten rule was brought to the National Scholarship Committee's attention in July 2011. "Members who serve on the Scholarship Committee and/or who receive funding from other sources are not eligible for scholarships." During my term as chair, no scholarships were awarded to members serving on the National Scholarship Committee; however scholarships have been awarded to APA members who receive funding from other sources. My committee understands that the Joyce Bauer National Scholarship is intended to encourage APA members to attend a National Conference with priority being given to first time attendees, then secondly to help those with a financial need.

As you know attending a National Conference is expensive. The registration fee, airfare and hotel alone can be well over \$1,000. We ask each applicant what amount, if any, of financial assistance will be received from their employer or APA region. Although some employers and regions are able and willing to cover some or all of these expenses, others cannot which may leave an APA member with a financial hardship. It is not this committee's responsibility to determine what amount of financial hardship is "acceptable."

Screening and possible denial of an application occurs when the number of applicants is greater than the number of scholarships available. The number of scholarships is determined annually by the committee based on the amount of funds available. The current guidelines also state that ordinarily a scholarship will not be awarded to an applicant in consecutive years.

The National Scholarship Committee took the unwritten rule under advisement and recommends the following:

**Recommendation A:** The National Scholarship Committee recommends changing the Guidelines to include the following:

- 1. Members on the National Scholarship Committee are not eligible to apply for a Joyce Bauer National Scholarship during their term of service. (Add to guidelines)**
- 2. Financial need will be a primary consideration. (Reworded the current #6 guideline)  
(Current wording: Financial need will be a consideration when an applicant does not receive or receives limited continuing education funds.)**
- 3. Members who receive funds from an employer or other source to attend a National Conference may still apply for a Joyce Bauer National Scholarship if there is a financial need.  
(Add to guidelines)**

**Recommendation B:** The National Scholarship Committee recommends adding the following questions to the Joyce Bauer National Scholarship application:

**What is your estimated cost for travel to attend the APA National Conference?**

***Rationale: The cost of travel can vary and is a major factor in the total cost of attending the conference. It can be more than a member will receive from their employer or other sources.***

### **Scholarship Funding**

During the last several years, the National Scholarship Committee has found that the dollar amount raised from fundraisers at the APA National Conferences has not been enough to justify the effort. Recent history of raffle proceeds and scholarships awarded is as follows:

- 2008 - \$198 14 scholarships awarded
- 2009 - \$118 10 scholarships awarded
- 2010 - \$170 10 scholarships awarded

This is in part due to the large number of raffles being conducted by various groups as well as vendor sales. Because of the small amount raised from fundraisers, we have had to rely mainly on individual donations to support the Joyce Bauer National Scholarship Fund. A Christmas letter request has also been utilized in the past to ask for donations. Last year the APA Executive Committee voted to move interest from a CD to the National Scholarship Fund.

Currently, there is an option to contribute to the National Scholarship Fund and the Life Member Scholarship Fund on the APA National Conference Registration Form as well as the APA Membership Form.

Investing the National Scholarship funds has been investigated, by Carol Ferrantelli, the current APA National Treasurer. She has stated that because the amount of the fund is so small (\$2,276.60 as of July 31, 2011) and with current interest rates so low on “safe” investments this is not a viable option.

**Recommendation #C: The National Scholarship Committee recommends that \$10 per member of the Conference Fee be designated for the Joyce Bauer National Scholarship Fund.**

***Rationale: This would alleviate the need for the National Scholarship Committee to rely on fundraisers and donations to fund future scholarships. This would also allow the following to be determined earlier:***

- ***Number of scholarships to be awarded***
- ***Move up the deadline for scholarship applications***
- ***Determine scholarship awards earlier***
- ***Notify applicants earlier***
- ***Scholarship applicants could register earlier – currently they are asked to wait until awards are determined so they can deduct the amount from the registration fee***

Respectfully submitted,

National Scholarship Committee  
Lynne Powell, Chair  
Martha Flores, Ruth Mikalonis and Zep Sylvis

**Recommendation #8 was handled in 2009.**

Transfer \$512.63 from the education fund to the national scholarship fund and close that account out.

**Rational:** The fund is closed and needs to be transferred to another line item.

**Recommendation #9 was removed**

That the Scholarship Committee create written criteria to determine who will be awarded a National Scholarship. The criteria should include at the very minimum the following:

1. That the scholarship committee review each applicants conference registration form prior to awarding scholarship.
2. The check made payable to APA should be a personal check or if the employing organization is sending the check it should not exceed the annual continuing education amount.
3. APA will not send Scholarship checks to reimburse employing organizations
4. Only Members who receive \$500 or less in continuing education funds may apply
5. Member must be working toward certification
6. Must be a member of APA for at least 6 months
7. Member is not receiving a regional scholarship to attend National
8. Member did not attend their regional conference
9. Member should opt for a roommate

10. Member is not including voluntary contributions to either the LM Scholarship Fund or the National Scholarship Fund on Conference application
11. Member is not purchasing Entertainment tickets at National Conference
12. Members working on Level one certification are given first priority

**Rationale:** These procedures will assist the committee in determining members which have a true financial need. In the past members have received scholarships but could afford to have their spouse fly with them to the conference (Airfare) or purchase \$90 Cirque du Soleil tickets. Both examples prove there is not a financial need.

**MSP Recommendation #10**

That there be a designated place on the APA website to announce members who have received certification throughout the year. This information (names of members certified, their level of certification, their region and location and date when certified) would be sent to the Chair of the Communications Committee from the Certification Council Chair.

**MSP Recommendation #11**

That the Membership Council announce via Yahoo the names and associated region of all new members on a quarterly basis and that there be a designated place on the APA website to announce new members throughout the year. This information (names of new members, their region and date they joined) would be sent to the Chair of the Communications Committee from the Membership Council Chair.

**Rationale:** It would be nice for all members to see that APA is making a difference and while we may lose members due to funding cuts we are also gaining new members.

**MSP Recommendation #12**

**Task Force Recommendation -- Rocky Mountain Region -- November 2011**

After much discussion, the Task Force that was commissioned to study the recommendation from the Rocky Mountain Region regarding a change to the terms of office for regional officers, we recommend the following:

Under Article V, D. Vacancy-Unexpired Term in the APA Bylaws, it says that in the case of a vacancy, the Nominating Committee will fill the vacancy and 2. If a person fills an un-expired term, they are eligible to serve their own two-year term.

We believe that this will satisfy the proposed needs of the Rocky Mountain Region.

Respectfully submitted,

Lori Ferguson  
Trish Depperman  
Angie Palmer  
Barbara Prieto

Freda Dye and Lori Ferguson were excused from the meeting. The meeting was turned over to Carol McGinn.

### **Recommendation #13**

Finance Committee Recommendations to the Executive Committee -- September 30, 2011

**Recommendation:** To increase the amount the APA President is reimbursed for out-of-pocket expenses to attend the National Conference from \$500 to \$750.

**Rationale:** The national president serves the organization all year and is required to attend the national conference. If her/his employer does not provide a budget line for continuing education, the president has to pay for APA conference expenses. With airfare increasing, the current allocation of \$500 barely covers that expense, leaving meals, shuttle costs, etc. unfunded. The Finance Committee feels the APA president should not have to pay to attend the national conference.

**It was MOVED, SECNDED AND CARRIED that the following recommendation be approved:**

**To increase the amount the APA President is reimbursed for business expenses to attend the National Conference from \$500 to \$1500.**

### **Recommendation Failed      Recommendation #14**

**Recommendation:** Combine the CD and savings account monies and add to that enough from our checking account to total \$25,000. Invest the \$25,000 in a Synod of the Pacific Custodial Account currently earning 2.75%. This would serve as a reserve fund equaling approximately one year of operating budget. The interest generated from this investment would be transferred to the Joyce Bauer Scholarship Fund.

**Rationale:** In the current economy, FDIC insured bank accounts are paying 1-1.15% on CD's and less on savings accounts. The Synod of the Pacific Custodial accounts currently pay 2.75%. While the funds are not insured, they have a proven track record of safety. The money is used to support Presbyterian churches and the rate of return is more than APA can get in an FDIC insured bank account.

Synod funds operate much like PCUSA's PILP funds. Deposits are used to fund loans to churches. There is a thorough vetting of loan recipients and loans to churches are guaranteed by each church's presbytery. The custodial accounts are not FDIC insured, but there has never been a default on a loan. The custodial accounts can be added to at any time and withdrawals can be made upon authorization of two signers on the account.

**It was MOVED, SECONDED AND CARRIED that the \$25000 investment be placed into a FDIC Insured CD earning at least 1.15%**

**Recommendation Failed                      Recommendation #15**

That the office of Regional Immediate Past President be eliminated.

**Rationale:**

With smaller regions struggling to maintain officers, this would be one step in eliminating the need for a larger Executive Board thereby easing the number of officers needed for the region and allowing the person who has just rotated off as President to be in the rotation again sooner if needed.

The meeting was adjourned with prayer at 9:53 a.m. The committee will reconvene at 3:30 p.m. to hear the report of the nominating committee.

The committee was reconvened at 3:30 p.m. by Lori Ferguson to hear the report of the nominating committee.

Committee interviewed Johnnie Means and Leslie Keusch for the position of treasurer. It was MC that Leslie Keusch be elected to serve as treasurer (2011-2013).

There being no further business the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Theresa Wright, acting secretary

ATTACHMENT #1 – Executive Committee Minutes for 2010

ATTACHMENT #2 – ANNUAL Regional Reports

ATTACHMENT #3 – ANNUAL Committee and Council Reports

ATTACHEMENT #4 – Guidelines, Section 2 of the Operations Manual

ATTACHMENT #5 – 2012 BUDGET Proposal

ATTACHMENT #6 – Bylaws