

**Administrative Personnel Association  
National Certification Council Meeting Minutes  
November 2, 2011, Las Vegas, NV**

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**PRESENT**

Trish Deppermann	National Certification Council Chair
Debbie Burleigh	Regional Certification Chair, Florida Region
Deeanna Alford	Regional Certification Chair, Heartland Region
Barbara Adams	Regional Certification Chair, Mid-Atlantic Region
Linda Burrowes	Regional Certification Chair, Mid-South Region
Paula Terrell	Regional Certification Chair, Northeast Region
Lisa Landis	Regional Certification Chair, Pacific Region
Theresa Wright	Regional Certification Chair, Southwest Region

**EXCUSED**

Kelly Cahill	National Certification Council Vice Chair
Emily Holman	Regional Certification Chair, Greater Midwest Region
Bobbi Hoffman	Regional Certification Chair, Rocky Mountain Region

**GUESTS**

Freda Dye	National President
Lori Ferguson	National President Elect

Roll was taken by sign-in sheet.

The meeting was called to order by Chair, Trish Deppermann and opened with prayer by Linda Burrowes at 4:00 pm.

**WELCOME AND INTRODUCTIONS**

All members of the Certification Council were welcomed by Chair, Trish Deppermann and introductions were made.

**Agenda was approved as written.**

**2010 MINUTES**

The October 6, 2010 minutes were approved as written

**OLD BUSINESS**

Chairs were reminded to send the Presbyteries the form letter after members are certified.

**NEW BUSINESS**

## **RECOMMENDATIONS**

### **Recommendation #1:**

That the Certification Council solicit input from Regional Members who have completed all three levels of certification to determine what APA could provide them in a way of continuing education and keeping their interest and membership.

**Rationale:** With budgetary concerns some churches are requiring participants to have a goal or working toward a level of certification in order to attend a conference.

**Will revisit after January 1, 2012.**

### **Recommendation #2:**

That Certification Council review and discuss the possibility of increasing the number of core classes for each level while insuring additional core classes are relevant to church and MGB workers.

**Rationale:** Currently cores are Level I=20, Level II=17 and Level III=12.5. Perhaps level III should be a little more challenging, but would like Council to review and discuss the issue.

**No decision was made.**

### **Recommendation #3:**

That Certification Council updates the content of existing classes (i.e. GA Entities and Polity).

**Rationale:** Polity will change with the changes to the BOO and GA Entities has incorrect departmental names listed for the PC (USA). It is imperative that our course descriptions are up-to-date to maintain the professional image of APA.

**Will review.**

### **Recommendation #4:**

That the Certification Council creates additional finance classes for APA members who are financial secretaries and treasurers.

**Rationale:** Offering new finance classes will keep the interest of our financial members and we would be competitive with other organization (i.e., NACBA & PCBAA).

**Will consider.**

### **Recommendation #5:**

That the Certification Council research what is required to qualify for continuing education units for APA members. The NACBA hosts many webinars throughout the year; can APA members gain continuing education units for this?

**Currently have policy for outside credit hours.**

**FOR INFORMATION ONLY**

**ONE DAY SEMINARS**

Mid-South	March, 2011 (\$100 grant awarded)
Rocky Mountain	April 2011
Arkansas Chapter APA	June 2011

**REGIONAL FUNDRAISERS**

No money was contributed this year from Regional Fundraisers.

**NEW CERTIFICATION BROCHURE**

It was decided at this time the current brochure is adequate until changes are made.

**BUDGET SUMMARY**

Certification Fees	\$5,256.62
Certification Fundraisers	\$2,160.89

**OTHER BUSINESS**

**2012 National Conference**

Discussion on possible classes to be held at the 2012 National APA Conference in San Antonio, TX.

It was decided that we will try to offer the following classes:

Polity I, Polity II, Polity III, Developing Professionalism, Problem Solving Through Communication, Microsoft Word, Social Media I, Spiritual Growth and Discipline and Essentials of Budgeting.

**MEMBERS TO BE CERTIFIED**

**Greater Midwest**

None

**Heartland**

Level II

Leslie Keusch

Level III

Sandy Capoccio

50 Hours

Pat Rose

## **Florida**

### Level III

Deffie Drexler  
Pam Mills  
Debbie Burleigh

50 Hours of Continuing Ed  
Barbara Prieto

## **Mid-Atlantic**

### Level II

Linda Smith

### Level III

Barbara Adams

50 Hours – 2<sup>nd</sup> Time

Barbara Burger

## **Mid-South**

### Level II

Linda Burrowes  
Anne Houtz

## **Northeast**

### Level II

Sara Burke

### Level III

Ruth Mikalonis

## **Pacific**

### Level II

Karleen Duchsherer  
Marjorie Robinson

## **Rocky Mountain**

### Level I

Johnnie Means  
Rose Miller

### Level II

Rena Pederson  
Rose Miller  
Bonnie Chipman  
Judy Dill

### Level III

Bobbi Hoffman

**Southwest**

Level II

Shelly Ryan

Level III

Lynne Ruth

**MEETING ADJOURNMENT**

**5:25 PM**