



Administrative Personnel Association

www.pcusa-apa.org



Has it been a year already? Wow! Time has flown by. This year has been one of preparing, appointments, meetings, travel, planning, learning, phone calls, and emails (lots of emails!)

I would like to extend my sincere thanks to the Executive Board for their help and encouragement. Also an extra thank you to Rennie Rhodes, Planning Chair and the Executive Board for this year's conference. They have done an amazing job.

Thanks also to all those who serve APA in other capacities, officers, committee chairs, both regional and national, but especially the membership of APA who support the organization by attending the conferences, who work behind the scenes and by referring APA to colleagues and friends. I am encouraged that we continue to add new members despite the current economic situation.

You may ask, "Why should I join APA? What can they offer me?" To answer those questions, I want to tell you what APA has done for me.

In 1998 I attended my first APA conference in Decatur, Georgia. I had received a brochure addressed to my employer from the Administrative Personnel Association (APA). My church had never heard of APA nor were they prepared to offer financial support for me to attend. I researched the organization and even paid my own expenses because I felt the classes offered would be beneficial to the type work I was doing.

After attending that first conference, it opened my eyes to all the possibilities available to me throughout this denomination. I begin to explore more fully my local presbytery and the opportunity for service within the PC(USA) and its various entities. After I reached my first level of certification and was recognized at the Presbytery Meeting by the stated clerk, I began to make contacts and friends throughout the Presbytery and the larger church. It also helped me understand the process by which the church I was working for functioned, thereby making me more efficient in my job.

Since then I have served on several presbytery committees. I am currently serving as a member of the Administrative and Finance Ministry Unit of Middle Tennessee Presbytery and as their Board of Trustees Secretary. Without APA, I would not have been aware of these possibilities nor would the Presbytery have been aware of me.

Through my contacts within the organization, I was recommended for a position with the CREDO program sponsored by the Board of Pensions. I have served as a faculty member of this wonderful program since 2006. Without APA, I would not have made these contacts nor had this opportunity.

In 2010 I was selected to serve as a Committee Assistant at the General Assembly. Again, connections made throughout the organization led me to that position.

This is a great organization and can open doors for you if you want to pursue it. It will help you do your job professionally with continued educational courses and at the same time, give you information on most any administrative need from over 400 administrative professionals all over the country.

The future looks good for APA. Thank you for being part of it as we celebrate this 35th year together.

Blessings,

Freda Dye

APA National President

National President Elect Annual Report November 2011

I would like to begin with a huge thank you to our President, Freda Dye and the rest of the Executive Board for the guidance they have given me this first year of my service to the National APA Board. I am amazed by the amount and level of dedicated work that they've been able to provide for the good of this great organization.

As President Elect, my responsibilities include updating the bylaws and the guidelines which have been a rewarding and educational opportunity for me. Chairing the Nominating Committee is another responsibility of the National President Elect that has been challenging but has also given me the chance to get to know more APA members. Working with the Regional Presidents through the nominating process has reminded me again how blessed we are to have such a high level of leadership throughout our organization.

Thank you for the many opportunities you have given to me by electing me as President Elect. I look forward to visiting with you at the National Conference.

Thanks be to God! Blessings on you all.

Respectfully submitted,

Lori Ferguson
National President Elect

Immediate Past President **Annual Report 2011**

As Immediate Past President my duties include chairperson of the personnel committee and participate as a member of the National Conference Planning Committee. I have been working closely with Rennie Rhodes, conference planning committee chair on the details of the 2011 National Conference registration and preparation of the conference materials. This year the Executive Board is hosting the conference due to the host region's refusal to host this year's conference.

In addition, I provided support and guidance to the National President. APA has grown over the years. We just keep getting better and better thanks to all those who dedicate their personal time to work on behalf of APA.



Certification Council Status Report Year End 2011

The members of the National Certification Council continue in their efforts to provide courses of interest for all APA members as well as an annual review of certification procedures and requirements. Their job includes processing applications, certification fees and tracking courses taken for each individual member during the entire certification process.

National Conference November 2011

- ❖ Courses to be offered were posted on the APA website

One-Day Seminars Held in 2011

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

Regional Seminars

***Greater Midwest, April 7-9, 2011
Mid-Atlantic, April 28-May, 2011
Rocky Mountain, April 29-30, 2011
Florida Region, May 11-15, 2011
Heartland Region, May 20-21, 2011
Northeast Region, June 9-12, 2011
Southwest Region, July 28-31, 2011
Pacific Region, September 22-25, 2011***

The Certification Council is currently working on the recommendations presented by the Executive Board. They are as follows:

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 the 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.

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 hrs. Perhaps level III should be a little more challenging, but would like Council to review and discuss the issue.

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.

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 organizations (i.e., NACBA & PCBAA).

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?

We are also working on possibly adding a Social Media class to classes being offered. This year has been a learning curve for me and I want to thank everyone for all their support and patience. I appreciate having the opportunity to serve such a wonderful organization.

***Submitted by Trish Deppermann
National Certification Chair***

Communications Committee

This year, Theresa Wright assumed the responsibility of APA web master. Initially, there was some good progress with posting the updates and taking down old information. However, there have been some struggles for her to work with the existing software. We have had some discussion about a website redesign by an outside vendor and/or moving to a more user friendly type of website software, such as Word Press. I think that we need to move in this direction so that it would be easier for Theresa to maintain our site.

Lisa Landis continues to keep our Flickr account up to date with new photos from the various regional events as well as National Conference. She has also created a Facebook page for APA.

Zep Sylvis has supplied us with a wonderful photographic montage of our 2010 National Conference and will continue to do so in the future. His creative contributions are a welcome addition.

Additionally, I have worked on the production of some of the print materials for the 2011 National Conference.

Kathie Davenport
Communications Chair

Report to
Administrative Personnel Association
From the GAMC/OGA Liaison

As the liaison from the Office of Vocation, a shared ministry between the General Assembly Mission Council and The Office of the General Assembly to the Administrative Personnel Association, I have assisted with the preparation and planning for the Heartland Regional Meeting in May, 2011 by identifying key leaders for the conference and participating wholeheartedly in all gatherings.

In June I was asked by the Stated Clerk of The General Assembly to help identify members of APA who would be interested in serving as transcribers for the 219th General Assembly (2012) in Pittsburgh. I sent a communication to the National President who recommended several members in the Pittsburgh and surrounding area. The Director of Administration in OGA will be in contact with those whom have been identified.

In planning for Big Tent 3 for 2013, APA has been suggested to be a “participating partner”. More information will be shared at a later date regarding cost, location, and exhibit space. This will give APA more exposure at the local and national level. For Big Tent 2 in Indianapolis, over 1000 participants registered for the event.

In 2010 and 2011, the Office of Vocation launched an innovative new pastoral residency program designed to pair new seminary graduates with small churches in need of leadership. Named for a reference from the Book of Esther *For Such a Time as This*, is calling forth leaders to serve in a rapidly changing and challenging 21st century context. To learn more about this program go to www.pcusa.org.vocation. APA will continue to have a link on the Office of Vocation’s web site under ministry partners.

Respectfully submitted,

Jewel McRae

Life Membership Committee

The Life Member Committee continues to have conversations on how to reach out to our Life Members, not only to get them involved more, but also just to let them know that they have not been forgotten.

The committee has reached out to some life members and had discussions with them about participation and their interest in APA. We have found so far that although there is still a great love for APA a lot of these members have hit a point in their life health wise that is just preventing them from joining us, but they still love to hear from members and to learn about what is happening within APA.

In an effort to keep up this communication the committee would like to suggest that each region find a way to reach out the life members in their region. A simple phone call a couple times a year can go a long way.

One scholarship was awarded for this year's conference.

We added 4 members to the Life Member roster this year, Barbarh Rohrs, Harriet Hoff, Brenda Perryman and Pauline Rhodes. Bringing our total to 104 life members.

Respectfully Submitted

Deeanna Alford

Membership Council Annual Report 2011 –Jerri Smith

It has been a busy year for the 2011 Membership Council Committee. Each regional chair has been busy working to recruit new members and encourage past members to reactivate their memberships.

The Membership Council started early in the year by sending out amnesty letters to all the members who had been moved to inactive due to nonpayment of dues during 2006, 2007, 2008, 2009. This project resulted in three members returning to APA.

In a twofold effort to try to find ways to support our life members while also cleaning up our membership rolls, the Membership Council sent a Life Membership letter and survey to all life members early in the year. These surveys were returned and results were given to the Executive Board in April. This project was helpful in that it helped life members know who their current regional representative is. It helped the regional representatives become more active in knowing what the life members expect of their areas and if they are interested in helping in their regions. It also allowed the Executive Board to establish a better understanding of how to help life members become more active in APA.

In an effort to recruit more members, membership chairs also stepped up to the plate and sent letters/emails along with brochures advertising APA to Presbyteries/Synods in their areas.

Membership for APA as of September 15 is 405. This number includes 235 regular members, 102 life members, 7 honorary members, 9 retired members, and 1 at large member. 51 of these members are unpaid for 2011. An effort was made by the regional chairs to contact those who have not paid for 2011.

Florida Region – Nancy Fine – Membership Chair

43 members (27 regular (1 unpaid), 14 life members, 1 honorary, 1 retired)

Greater Midwest Region – Lori Yoder, Membership Chair

23 members (20 regular (7 unpaid), 1 At Large, 2 retired)

Heartland Region – Jerri Smith, Membership Chair

46 members (35 regular (7 unpaid), 7 life, 2 honorary, 2 retired)

Mid Atlantic Region – Margaret Cook, Membership Chair

51 members (35 regular (8 unpaid), 16 life)

Mid South Region – Linda Griffis, Membership Chair

28 members (21 regular (2 unpaid), 6 life, 1 retired)

Northeast Region – Carol Palmer, Membership Chair

46 members (33 regular (1 unpaid), 13 life, 1 retired)

Pacific Region – Marjorie Robinson, Membership Chair

54 members (37 regular (11 unpaid), 14 life, 1 honorary, 2 retired)

Rocky Mountain Region - vacant, Membership Chair

21 members (20 regular (3 unpaid), 1 life)

Southwest Region – Marty Burns, Membership Chair

93 members (58 regular (11 unpaid), 31 life, 3 honorary, 1 retired)

The Membership Committee is looking forward to the National conference and to working together to move forward with new and exciting ways to establish new memberships. Keep your eyes on this committee for great things in 2012.

National APA Nominating Committee
November 2011

The National Nominating committee has had a very busy season! The agenda for the committee was to find and recommend a candidate to fill the position of National Treasurer, which we have done and are very pleased to recommend Yvette Tuitt. Yvette not only comes with a strong financial background but she is a very delightful person.

Sadly we received the resignation of our National Secretary, Jan Tyson, so we have also been, and are still busy searching for a candidate for the National Secretary position.

Respectfully submitted,

Lori Ferguson, National President Elect

Regional Presidents: Barbara Prieto, *Florida*, Trish Deppermann, *Greater Midwest*, Lindy Berrs, *Heartland*, Linda Smith, *Mid-Atlantic*, June Denney, *Mid-South*, Ruth Mikalonis, *Northeast*, Jan Burger, *Pacific*, Judy Dill, *Rocky Mountain*, Margaret LaPlante, *Southwest*

Personnel Committee Report 2011 National Conference

Committee Members include: Freda Dye, President; Lori Ferguson, President Elect; Carol McGinn, Immediate Past President; Lindy Bearss, Heartland President; Barbara Burger, Mid-Atlantic President Elect

At the Executive Board meeting in April a list of tasks were developed and as chair I put together a project plan in which staff and chair determined the due dates. Monthly conference calls are held to discuss the status of each project, adjust deadlines when necessary and to discuss any current issues or concerns.

Background checks have been conducted for each National Officer and in the future will be conducted for each officer elected.

Quarterly status reports are now being provided by the Office Manager on the first of each quarter.

The APA National Yahoo data base by removing all non-members approx. 145

The ACS system software has been updated with the most recent software free of charge.

The proposal to purchase a laptop for the Office Manager has been approved as of 9/22/11. The budgeted items will be purchased:

Computer	\$1,184.00
Microsoft Office Suite 2007	\$ 35.00
Expression Web Suite	\$ 30.00
Adobe Acrobat Pro	<u>\$ 50.00</u>
Total	\$1,299.00

The Office Manager has reported that since January 1, 2011, we have enrolled 19 new members bringing our total membership to 405 which include:

- 245 members with dues up to date and current
- 51 members with one year in arrears (dues paid through 2010)
- 102 Life Members
- 7 Honorary Members

Also, we have 8 listed as Retired Members but they have not paid the retired dues so they are not included in the 405 total

Executive Committee completed staff evaluation forms are due September 30 and will be reported to Personnel Committee on November 2, 2011.

Respectfully submitted,
Carol McGinn, Immediate Past President

Scholarship Committee Report (under separate cover)

Administrative Personnel Association
Treasurer's Report
Third Quarter 2011

This is my final report as the APA National Treasurer. At the end of 2006 APA had a total of \$27,448.55 in operating funds and investments. At that time APA was paying the expenses of a consultant as well as paying a financial secretary and office manager salaries as employees. Even though we had more members at that time, APA funds were quickly dwindling, with expenses greater than income. In 2007 the Executive Committee made difficult, but necessary financial decisions including moving the salaried positions to hourly independent contractors. Upon the resignation of our founder, Joyce Bauer, the position of consultant was abolished. Upon the resignation of the financial secretary, the financial duties were delegated to the treasurer as a volunteer. The APA Office Manager, Theresa Wright, is now paid hourly wages as an independent contractor. Even with fewer members now, APA is in a much healthier financial position with a balance in excess of \$100,000 in operating funds, board restricted funds and investments as of September 30, 2011. Some of these monies are national conference fees, which will be disbursed in November to pay conference expenses.

At the request of the Executive Board and Scholarship Committee, the balance remaining in the Education Fund (\$512.63) was transferred into the Joyce Bauer Scholarship Fund on June 30.

I would like to thank Deeanna Alford, Denise Faust and Diana Koehler for serving two 2-year terms on the Finance Committee. Barbara Burger and Carol Wetzel are each in their second year of service and Sharon Liggett has just begun her first year on the committee.

The committee is currently looking into alternatives for investing the APA CD/savings monies. We are looking at safe, conservative investments that will earn a little more interest than what the banks are currently paying. Per President Freda Dye's request the CD monies have been transferred into the checking account awaiting investment input from the Executive Committee at the National Conference.

The Finance Committee has submitted two recommendations to the Executive Committee for consideration. The first is to increase the amount the APA President is reimbursed for out-of-pocket expenses to attend the National Conference from \$500 to \$750. The second is to 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.

Looking toward the future, it is imperative that the organization's leadership remains open and accessible and that national and regional leaders continue to work together to create ways to increase and maintain membership. APA membership has decreased significantly over the past 4 years. Income from member's dues is the primary source of income for most of APA's nine regions. Strong regions with active, educated and involved members will increase the validity, integrity and visibility of the national organization as an integral part of PCUSA.

Respectfully submitted,
Carol Ferrantelli, Treasurer