

Minutes of the National Council Meeting

October 23, 2019

Myers Park Presbyterian Church, Charlotte, NC

The meeting was opened with prayer by René Baker at 9:00 a.m.

Call to Order – Bobbi Hoffman

Roll Call: Bobbi Hoffman – National President, René Baker – National Secretary, Becki Fulton – National President-Elect, Rose Miller – National Treasurer, Melissa Willis – National Certification Chair, Nancy Fine – National Membership Chair, Donna Scully – Atlantic President, Laura McCallum – Pacific President, Dana Bourne – Heartland President, Naomi Okoye – Rocky Mountain President and Karla Collins – Southwest President. A quorum was declared.

Voice but no vote: Anita Green, Susan Carpenter, Theresa Wright, April DiYorio and Kathy Crane

Approval of Agenda

A motion was made to approve the agenda by Donna Scully, seconded by Karla Collins.

Motion carries.

Approval of Minutes

A motion was made to approval the minutes of the May 31, 2018 Council Meeting by Nancy Fine, seconded by Rose Miller. **Motion carries.**

Email VOTES to be Recorded in Minutes

Council VOTED to use \$3,000 out of the “EB Annual Meeting” line item and \$1,000 out of the “NCPC Planning” line item to offset each member attending the national conference by \$50.00

Council VOTED to merge the Northeast Region and the Mid-Atlantic Region, with their new name being “Atlantic”. Effective – May 14, 2019.

Treasurer Report – Rose Miller

Rose reported that having meetings in churches have helped with the overall budget. Six (6) \$150.00 scholarships were given for a total of \$900.00. There will be a fundraiser raffle with the prize being the membership dues for 2020 paid for the winner. -Scholarship Balance \$7,227.71. The Proposed 2020 Budget will remain the same as 2019 with one exception of the adding of \$2,000.00 to the National Conference Attendee Assistance line. (\$50.00 per attendee to attend the conference) **Approved.**

Reports of Committees

Executive Board – Bobbi Hoffman

-APA tax exempt status is still being worked on.

-Rocky Mountain region asked to be dissolved after this national conference. Idaho, Montana, and Utah will be going to the Pacific Region; Wyoming and Colorado will be going to the Southwest Region; and Nebraska, North Dakota, and South Dakota will be going to the Heartland Region. Motion from Naomi Okoye, Nancy seconded. **Motion carries.**

-Position description update. Position description should be in the Manual of Operations and taken out of the By-Laws and Guidelines to make it consistent. Melissa made a motion to approve the position description change. **Motion carried.**

-By-laws, clean up the language to be more consistent and concise. Change to affiliate member status that will be done at the business meeting:

- Line 18 – remove the ‘n’ in American. Should be ... Church in America, the ...
- Line 36 – removed the ‘ed’ in attended. Should be ... maintain dues and attend certification ...
- Lines 39 through 41 – change to ... b. Job elimination due to downsizing, involuntary retirement, restructuring, or whole church dismissal from PC (USA). Changes due to voluntary retirement would fall into “Retired Member”.
- Line 42 and 43 – change to ... This membership can also be applied to those employed by other Presbyterian organizations/denominations.
- Line 69 – remove “from any Presbyterian Church (U.S.A.) entity. Should be ... acceptance of a retirement package.
- Line 69 – remove ‘may’ at the end of the line. Should be ... May vote and hold ...
- Line 396 – remove ‘and/or Vice Chairperson’ and add an ‘(s)’ to Chairperson. Should be ... and Standards Chairperson(s)
- Line 397 – add an ‘(s)’ to Chairperson. Should be ... Membership Chairperson(s)
- Line 404 – remove ‘Conference Liaison’ as it is not needed
- Line 451 – remove ‘also’. Should be ... Costs shall be announced to membership ...
- Line 500 – replace capital ‘N’ with ‘n’. Should be ... declared to the national President ...
- Line 532 – change odd to even. Should be ... renewed in the even years ...

Communications – René Baker

Communications had no report.

Council on Accreditations and Certification - Melissa Willis

-CAS recommends that the option of participating via Zoom in one selected core class other than Polity be offered at each national conference beginning with the 2020 national conference, for a \$25 fee.

-CAS will offer one grant of up to \$150 per each region that applies, for use toward a one-day event in 2020 to help members achieve their certification.

- CAS will be reapplying for certification with PC(USA).
- CAS recommends the following courses be offered at upcoming APA National Conferences:

2020

Core

- Level I: Polity I
- Level II: Directory for Worship
- Level III: Book of Confessions
- All levels: Biblical Interpretation I (May fulfill the 2.5-hour requirement of Spiritual Growth and Discipline)

Electives

- Living with Grief (Recommend inviting 2019 conference vendor Shelley Craig, Faith and Grief Program Director, to instruct)
- Time Management
- Webinars and Virtual Meetings
- Going Green in the Church Office/Guide to Going Carbon Neutral (Note: Several APA members who serve at a PC(USA)-Certified Green Church might be qualified instructors)

2021

Core

- Level I: Church History (Before the Reunion) – Parts A and B
- Level II: Polity II
- Level III: GA Entities
- All levels: Biblical Interpretation II (May fulfill the 2.5-hour requirement of Spiritual Growth and Discipline)

Electives

- Stress Management
- Healthy Lifestyles (Recommend offering in conjunction with Stress Management; recommend participation in an activity, such as a local Breast Cancer Walk, Tai Chi class, Meditation, etc.)
- Basics of Project Management (Recommend focus on digital tools available)
- Financial Reporting

Additional suggestions for 2022:

Core: Level II – PC(USA) History Since Reunion
Level III - Polity III (To complete three-year cycle)

A motion was made to accept the classes for the 2020 and 2021 National conferences.

Motion carries.

Finance Committee – Rose Miller

Executive Board National Conference Fee – Executive Board members pay only the cost of the meals for the National Conference

National Conference Fee Refunds – A full refund will be given if the attendee cancels their registration before the deadline date. After the deadline date, a full refund will be given only in the case of a medical emergency or death of an immediate family member (spouse, child, parent, grandparent or grandchild) if cancelled before the day prior to the conference beginning date.

Rationale: Fixed costs of meals since contracts are signed with a certain number of attendees after the deadline date and instructor honorariums.

Membership – Nancy Fine

-A recommendation was made to include Puerto Rico in the Southeast region. Motion to Approve Puerto Rico into Southeast. **Motion carries.**

-The 2020 membership forms, dormant forms, and organizational forms will be updated and sent out to the committee for review. The Certification Committee has requested that we ask members when was the last time that they took a Polity class.

-Organizational members will no longer need to renew their membership each year. Anita has organized a breakfast on Thursday for the 17 conference attendees who work in a Presbytery office. She will encourage them to ask their Presbytery to become Organizational Members.

-The membership handbook will be updated after the conference to accurately reflect the actions taken here.

-A discussion was held on how to better use technology to promote APA, including the website and social media.

-Name tags will be ordered only once a year on April 1st.

-Following a discussion, multiple recommendations for changes were made to the By-Laws concerning Article III - Membership.

-A policy was made that when a region awards someone Life Membership, they will remain in that region, regardless of where they live. If an active, retired, or affiliate member moves to a different region, they will be transferred to the region where they reside.

-The Vice-Chair will develop a system for loaning out the Membership's APA tablecloth so that it will be available for use at one day seminars.

-A discussion was held about receiving membership dues online and the challenges that presents. This desire will be expressed to the executive board.

National Conference Planning Committee

2020 New Orleans, LA (October) - Motion to approve. **Motion carries.**

2021 San Clemente, CA (October) - Motion to approve. **Motion carries.**

2022 Orlando, FL (October sometime around Columbus Day) **Motion carries.**

2023 Denver, CO

Nominating Committee – Becki Fulton

Nominating Committee is bringing forth:

National Secretary Nominee: Theresa Wright

National Treasurer Nominee: Susan Carpenter

Motion to approve by Nancy Fine, second Donna Scully. **Motion carries.**

Adjourned with prayer by Rose Miller 11:18 a.m.

Respectfully Submitted by René Baker, National Secretary