

SOUTHEAST REGION ACPE ADMINISTRATIVE BOARD MEETING  
Hickory Knob State Resort Park, South Carolina, September 28, 2008

Present: Irene Albritton, Amanda Jones, Jasper Keith, Woody Spackman, Phil Summerlin, Jim Taylor, Larry Wagoner.

Regional Chair Irene Albritton called the meeting to order at 3:50 PM and led a brief devotional meditation. A period of reconnection among members of the committee followed. As the first item of business, the Board reviewed the minutes of the March 12 meeting at Jekyll Island.

MOTION 1: To approve minutes, as previously amended, now printed. Passed.

REPORTS AND ACTIONS:

1. Regional Chairperson's Report: Irene Albritton reported verbally that she had attended memorial services for Wynelle Eubank and for Mary Crist Brown.
  
2. Regional Director's Report: Jasper Keith brought a written report of his activities, including numerous visits in various locations. Irene Albritton expressed her appreciation to Jap for all the meetings he has attended. Discussion followed around the difficulty Jap has experienced in getting timely student registration forms and fees. These are to be reported to the region at the beginning of a unit. In many instances, these have not been reported to the region at all, and Jap has learned of these from other sources after the unit has been completed. Secretaries generally have been more reliable reporters than supervisors.

MOTION 2: To receive the Regional Director's report. Passed.

3. Regional Director's Advisory Committee: This committee has not met recently.
  
4. Annual Conference Committee: Peter Keese is the current chair of this committee. John Galloway is incoming chair, beginning 1/1/09. In the last meeting at Jekyll Island, the SERACPE body accepted this committee's proposal to meet at Canterbury Conference Center, Oviedo, FL, October 6-9, 2009. The contract is for about \$22,000, including meals and lodging. Cost of the total package likely will be near \$28,000. Arrangements are for double occupancy, and there is only sleeping space for 85 people. Jap expressed his concerns about economic issues and questions: (1) Will people come? (2) If they come, will several want to stay elsewhere for single occupancy? (3) If Canterbury can only sleep 85 people, does that mean only 85 people can be fed there? Discussion of these questions followed, with no immediate decisions made.
  
5. Budget/Investment Committee: (a) Copies of the 2008 and 2009 budgets were distributed. These have previously been adopted. The Administrative Board reviewed the adopted 2009 budget (let it be noted that the 2009 housing allowance for Jasper Keith will be \$24,008). A reduction of \$3000 from an earlier figure has come mainly out of reduction of the budgets of three standing committees: Certification, Professional Ethics, and Mission/ Development. There also is a reduction in regional office expense. Jap said

he believed this budget was “doable.” (b) Jap circulated copies of the “Balance of All Funds” for the region. At the end of 2007, the region’s fiscal balance was \$304,953. Projection of the balance at the end of 2008 is about \$275,000. Values of our regional investment funds, in parallel to the investments of nearly everyone in the country, have gone down considerably. The IDS fund has taken a huge hit. Jap observed, “We’ve lost \$25-30,000 in the market...We will end the year with a depreciated value in our portfolio.” (c) Treasurer’s Report (circulated): This year, we have bottom-line income over expenses of \$17,329.55—BUT we have taken \$19,000 from our reserves and our Endowment Fund, or our expenses would exceed our income. Discussion of these figures and their implications led to additional consideration of the questions about Canterbury. That conversation led to the following motion that the Administrative Board refer these economic issues back to the Annual Conference Committee.

MOTION 3: That the chairs of the Annual Conference Committee, the Budget and Investment Committee, and the Regional Director meet, discuss, review and analyze the wisdom of holding the 2009 conference at Canterbury, based on present economic realities. This meeting is to include a review of the situation and decisions to be made on the expenses and reimbursements that will need to be made at the meeting, if carried out as planned. A report from this meeting is to be made back to the Administrative Board as soon as feasible. Passed. (Implied here, though not part of the motion itself, was the idea that the Administrative Board may have to meet again, or make additional decisions by e-mail or conference call).

MOTION 4: To receive the Treasurer’s Report. Passed.

MOTION 5: To affirm the reimbursement of travel expenses for this meeting, as previously set forth. Passed.

At 6 PM the Administrative Board took a one-hour break for supper.

At 7 PM Irene Albritton called the meeting back to order.

6. Nominations: Several committee slots need to be filled, due to moves from the region or other changes. Irene Albritton, with consensus approval by the Administrative Board, will appoint these persons (if they agree to serve). Further approval by the regional body will need to be made later. These are the appointments:

(a) Budget/Investment: Joe Whitwell as chair, class of 2012, replacing Woody Spackman.

(b) Annual Conference: Steve Lemons, class of 2010, replacing Cristina Stevens.

(c) Certification: Cecilia Walker, class of 2009, replacing Mary Crist Brown.

(d) Mission/Development: Gale Kennebrew, class of 2010, replacing Dean Luther.

7. Mission/Development Committee: Larry Wagoner reported that the M/D Committee has approved: (a) \$5000 grant to the Florida Consortium. (b) \$5000 grant to the REM Committee, with \$1000 of that grant to be used for consultation with CPE Centers on developing diversity. (c) The committee is also recommending a grant of \$5000 on an as yet incomplete project studying families of CPE students in North Georgia. The M/D Committee members have agreed to “push to have some sort of regular creative meeting at every annual conference.” Committee members also have agreed to be available to

chairs of other committees “for planning and encouraging proactive impulses toward creativity in the Southeast Region.”

8. History Committee: A report from Ed Wilder, chair of this committee, recommends eight CPE supervisors be granted the status of Supervisor Emeritus. To be eligible for “Supervisor Emeritus”, one must have been active as a certified supervisor for a minimum of ten years, and active in supervision up until the time of retirement. These eight supervisors qualify, and the History Committee requests the Administrative Board to recommend this action to the region. Those to be so honored include Jerry Alexander, Fred Hall, Hayden Howell, Will Manley, Dan McRight, John Patton, Richard Stewart and Todd Walter.

MOTION 6: To recommend these be granted status of Supervisor Emeritus, for further action to be taken by the regional body. Passed.

## NEW BUSINESS

1. Request for Information: Jap Keith reported on a request by Harry Simmons, supervisor from another region, who requested regional directors collate data on ethnicity of students from each unit. Jap’s position is that action could be done much more easily from the ACPE office, which already has that information available.

2. Clinical Member: Laura Raines, the Southeast Region’s Clinical Member Representative, is in need of expense reimbursement funds for attending the ACPE Conference in Richmond. The national ACPE office will pay part of her expenses.  
MOTION 7: To approve reimbursement for Laura Raines for actual conference expenses not covered by ACPE; up to \$275. Passed.

3. Clarification for Term of Office for Clinical Member: Following discussion of the situation with Jap Keith, the Board agreed by consensus that Laura Raines is Clinical Member for the region, Class of 2009.

4. Reimbursement Expense, Board of Representatives: Bill Baugh is replacing Peter Keese on the ACPE Board of Representatives in 2009. Bill is willing to sit in on the 2008 meeting, as an observer, as he prepares to transition into this new position. (Miriam Needham, the Southeast Region’s other representative, has one more year to serve). The recommendation is to reimburse Bill for costs of meals and lodging for three days at the meeting of the ACPE Board of Representatives.

MOTION 8: To approve reimbursement for Bill Baugh for meals and lodging expenses at the ACPE Board of Representatives meeting. Passed.

5. Comparison of Fees (see document): Jap Keith circulated a document reflecting his research that compared the Southeast Region’s fee schedule for Accreditation and Certification matters with the fee schedules from each other eight ACPE regions. This information was requested by the Southeast Region’s Accreditation Committee. Jap pointed out that fees in the Southeast Region have not been changed in several years. Consensus of the discussion was that this may be something that the Accreditation and

Budget and Investment Committees can work out together, and present any new recommendations to the region through the Administrative Board. Jap, as Regional Director, will offer some recommendations to these committees for consideration.

6. Spiritual Care Collaborative Conference: This meeting will take place in February, 2009. At the Jekyll Island meeting in March, the region approved \$5000 for scholarships to attend this conference. No specific plans or regulations for awarding these scholarships have been made. Questions arose: How will this be done? To whom will the scholarships be given? What are the limits? What are the categories? Why is this important to the Region?

MOTION 9: To place Irene Albritton and Amanda Jones in charge of this. Others who may have energy for this project may work with them to review the situation and set criteria, as needed, to determine how this money is to be allocated. Passed.

7. Communicating that Registration Fees are Due at the Beginning of a Unit: The Board reconsidered the matter mentioned in the Regional Director's Report (see item 2, in "Reports and Actions", above). The question: How shall we communicate this matter more clearly? Consensus after considering the matter: Jap will continue to announce this in the regional Newsletter. Centers that are tardy or delinquent in reporting units and sending in student registration fees will be listed in the Newsletter.

8. Board of Representatives Report: Copies of this written report from Peter Keese and Miriam Needham were circulated. No action was needed.

At this point, Jap Keith left the meeting. The Administrative Board then considered one more matter of Old Business, the proposed Job Description of the Regional Director.

#### OLD BUSINESS

Proposed Regional Director Job Description: At the March meeting in Jekyll Island, the Administrative Board reviewed and revised a document brought by the Task Force appointed for the purpose of creating a Job Description for the person who will become the Southeast Region's Regional Director on January 1, 2011. The secretary provided copies of this document, as amended by the Administrative Board in March, for review. One minor addition to the wording was suggested and agreed upon. After additional review, this motion was offered.

MOTION 10: (a) That the members of the Administrative Board present in this meeting tonight will review this document, for a period no longer than one week. (b) That any concerns or changes will be forwarded to the Regional Chair. (c) Barring any substantial concerns or questions, the Regional Chair will distribute this document to the regional membership for information. Passed.

Business having been completed, the meeting was adjourned at 8:50 PM.

Respectfully Submitted,  
Phil Summerlin, Secretary

