

SOUTHEAST REGION ACPE ADMINISTRATIVE BOARD MEETING  
Hickory Knob State Park, South Carolina, March 29, 2009

Present: Bill Baugh, John Galloway, Amanda Jones, Jasper Keith, Carson Rogerson, Phil Summerlin, Jim Taylor, Joe Whitwell.

At 3:15 PM Regional Chair Amanda Jones called the meeting to order. After Amanda offered a brief meditation and those present shared recent experiences in a period of reconnecting, the Administrative Board addressed the business at hand. The minutes of September 28, 2008 were reviewed.

MOTION 1: To approve 9-28-2008 minutes. Passed.

REPORTS AND ACTIONS

A. Regional Chairperson's Report: Amanda Jones spoke of the Regional Director's Job Description, initiated last year by a Task Force and further refined by the Administrative Board. This has not yet been presented to the regional membership, but is near readiness for the membership's consideration. The new job description will necessitate some changes in the Governance Manual (see MOTION 13).

B. Board of Representatives Report: Bill Baugh, who attended the Richmond meeting last year as an observer, and then participated in the Orlando gathering in January as our representative, offered these summaries: (1) It was helpful to have attended the Richmond meeting first. The Board of Reps lacked clarity about the relationship of ACPE to FCPE (Foundation for Clinical Pastoral Education) at the Richmond meeting. In Orlando, they took the authority they needed in relationship to the Foundation. (2) Issues of Endorsement for candidates were considered; these vary from one faith group to another, and endorsement is not available to every ACPE candidate. (3) The question as to whether Supervisory Education students can supervise on their own without a certified supervisor present provoked discussion. Half the group felt one way; the other half were of a different persuasion. (4) ACPE has a collaborative relationship with five cognate groups. Still other groups, whose practices are not necessarily in harmony with ACPE Standards, have sought to be part of the SCC. ACPE "is concerned that there be a clear and ethical line of communication between the SCC with other non-SCC cognate groups." A motion addressed the relationship between ACPE and the Spiritual Care Collaborative: "ACPE will refer all further formal or informal dialogue with non-SCC cognate groups with regard to professional collaboration to SCC." (5) The ACPE Board of Representatives passed a motion to "authorize, as appropriate, the FCPE to proceed with the Capital Improvement initiative" that has been worked out. (In this motion, Bill says, the Board of Representatives claimed the authority they had seemed unsure about in Richmond).

The Administrative Board adjourned at 4:20 PM for another meeting, followed by the evening meal.

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The Board resumed its meeting at 7:45 PM. Present at this session were Bill Baugh, John Galloway, Amanda Jones, Peter Keese (substituting for Miriam Needham), Jap Keith, Carson Rogerson, Phil Summerlin, Jim Taylor, Larry Wagoner and Joe Whitwell.

C. Regional Director's Report: Jap Keith had e-mailed these documents in advance of the meeting. Jap spoke of his participation in the planning process of FCPE. Bill Baugh expressed appreciation for the thoroughness and clarity of Jap's research and presentation to the Board of Reps.

Actions Needed:

1. Review the proposed contract with Canterbury and program for October 6-9. This action was deferred until later in the meeting.

2. Receive the 2008 Treasurer's Report. Jap noted item 1.8, \$10,580 from the Endowment Fund and item 1.12, \$15,000 withdrawn from reserves, which made it possible for there to be income of \$13,000 over expenses for 2008. He also called attention to item 1.5, the \$91,685 from student fees: "Some of this money has come from centers that have owed us for several years." As for the Balance of all Funds, "this is not so good news. The problem is the market." The Endowment Fund has gone from \$185,000 to \$140,000 between October and the end of December, 2008. "We should not draw any money out of the Endowment Fund. If we have to withdraw, it should come from Ginnie Mae and Fidelity—not Calvert. Otherwise we won't have money for special projects." In the discussion that followed, the suggestion was made to increase student fees by \$10, with half of the money received to go to the Endowment Fund. Consensus was to suspend additional Mission and Development expenditures until the Endowment Fund was brought back up to \$150,000.

MOTION 2: To receive Treasurer's Report. Passed, by consensus.

MOTION 3: To increase student registration fees by \$10, with the increased amount going toward the replenishment of the SERACPE endowment fund until such time as the endowment reaches the \$150,000 seed amount. Motion by Wagoner, second by Whitwell. Passed.

3. The Annual Audit has not yet been completed by the CPA, so no action was taken at the moment. Later in the meeting this matter was addressed (see MOTION 10).

4. Regarding the Cash Flow Report 1/1/09-3/26/09 (pink document) Jap observed that "student fees have been slow coming in. The majority of income arrives in the summer." There are no notable cash outflows.

MOTION 4: To receive the Cash Flow Report. Passed, by consensus.

5. MOTION 5: To direct the Treasurer to pay the expenses of Special Projects in 2009 from operating income and/or cash reserves (implicit in this approval is that no funds will be taken from the Endowment Funds in 2009 because of the reduction in value of those funds in the present market). Motion by Summerlin, second by Whitwell. Passed.

6. MOTION 6: To affirm the reimbursement of travel expenses at .50 per mile or airfare, whichever is least expensive; actual expense of lodging if the room is shared by two members of standing committees, or one half the cost of lodging for single occupants, and actual cost of meals for persons serving on standing committees. Motion by Whitwell, second by Taylor. Passed.

7. MOTION 7: To endorse (contingent on the Accreditation Committee passing this in their meeting today), and upon recommendation from the Accreditation Committee, recommend to the members these increases in accreditation fees beginning January 1, 2010 (note the change of name from the "Annual Center Fee" to "Annual Accreditation Center Fee"):

- a. Satellite, Component or Consultation Reviews (\$250 plus site visitor's expenses, with \$100 to the region, \$150 to the visitor);
- b. Five Year Review (\$250 to the region);
- c. Ten Year Review (\$500, with \$150 to the region, \$150 to chairperson, \$100 to each visitor);
- d. Annual Accreditation Center Fee (\$100 for Annual Report Review and \$75 for each program site). Motion by Wagoner, second by Galloway. Passed.

8. The next item had to do with Certification fees. The regional Certification Committee is discussing the matter. After the Administrative Board discussed the issues without reaching consensus, action was postponed until the following morning.

9. Regarding the need to have a sufficiency of accreditation site visitors and reviewers: MOTION 8: To empower the chair of Accreditation to appoint alternates to the elected committee members for accreditation visits and reviews for 2010. Motion by Summerlin, second by Galloway. Passed.

Item 1, revisited: John Galloway brought a report from the Annual Conference Committee after a consultation with Jap Keith and Eugene Robinson. The 2009 conference is set for October 6-9, Canterbury Conference Center, Oviedo, Florida. This report, with recommendations for reimbursement for presenters, was received by the Administrative Board, and accepted, by consensus.

At 9 PM, business was suspended until the following morning and the meeting was adjourned.

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Chairperson Amanda Jones called the Administrative Board to order at a breakfast meeting at 7 AM, March 30, 2009. Present: John Galloway, Amanda Jones, Jap Keith, Carson Rogerson, Phil Summerlin, Larry Wagoner. Also present, by request, was Woody Spackman, regional Certification Chair, to discuss that committee's recommendation.

Item 8, revisited: After Woody made the point that certification fees have not been raised in around 20 years, and some additional discussion followed, this motion resulted:

MOTION 9: To endorse, and recommend to the members (upon recommendation from the Certification Committee) the increase of \$50 for each of the present certification fees beginning January 1, 2010 (so that future fees will be \$150 for consultations, \$200 for Candidate status, Extension of Candidacy, and Reinstatement from Inactive status; and \$250 for Extension of Associate Supervisor status). Motion by Taylor, second by Rogerson. Passed.

Item 3, revisited: MOTION 10: To designate the Chairperson of the Region (Jones) and the Chairperson of Budget/Investments (Whitwell) to be our audit committee; and to instruct the Treasurer (Keith) to provide them with the audit when it is completed by the CPA. If they approve, the Administrative Board will receive and adopt it in the fall. Motion by Summerlin, second by Rogerson. Passed.

10. Two members of this year's Representations and Nominations Committee (one being the RANC chair) have moved from the Southeast Region. The need is to appoint another chair and at least one other member to serve on that committee.

MOTION 11: To empower the Regional Chairperson to appoint Robin Booth as RANC chair for this year; and to appoint Joan Murray to serve on this year's RANC committee. Motion by Rogerson, second by Taylor. Passed.

11. No recommendations this year have been made by the History Committee for Supervisor Emeritus status.

12. From the previous day's discussions on the ACPE Strategic Plan, the Administrative Board affirmed the ACPE Strategic Plan emphases to be the five objectives of the Southeast Region in 2009 and 2010. These are:

- (1) Contextual and Pastoral Education
- (2) Supervisory Education and Certification
- (3) Development and Fund Raising
- (4) Multicultural and International Learning
- (5) Organizational Relationships in Pastoral Care

The Administrative Board also blessed Jap Keith's participation in "Members Meetings" in other regions similar to the one we had here on the previous day, if he is invited to do so. Agreed, by consensus.

13. MOTION 12: The Mission and Development Committee moves that the annual allotments for REM scholarships and the Florida Supervisory Consortium expenses henceforth (effective 1-1-2010) be transferred to line items in the SERACPE annual regional budget. This was discussed. Motion by Galloway, second by Wagoner. Passed.

14. MOTION 13: The Mission and Development Committee recommends that the Administrative Board pass along RANC the nomination of Larry Wagoner to a second term on the Mission and Development Committee and a continuation of his role as Chair of Mission and Development. Passed.

14. Old Business: The “Old Business” Agenda was affirmed: To take actions by which the membership will be informed, can provide feedback, and be prepared to vote on the proposed Job Description of the Regional Director at the regional business meeting in the Fall of 2009. If the Job Description requires amendments to the Governance Manual, written notice of those amendments are to be “given to the membership at least fifteen days before the meeting in which it is to be acted upon...Any amendment of this Governance Manual shall become effective when approved by the Board of Representatives of the ACPE.” (from Article 13, Southeast Region Governance Manual). MOTION 14: To instruct Larry Wagoner, John Galloway and Jasper Keith to circulate to the Administrative Board possible amendments to the Governance Manual that may be needed as a result of issues discussed and voted upon in this meeting. Motion by Summerlin, second by Taylor. Passed.

15. The Administrative Board discussed with Deborah Whisnand, Bill Baugh and Jap Keith the previous day’s meeting on issues concerning the ACPE Strategic Plan and FCPE, and provided additional feedback.

Business having been completed, the meeting was adjourned 8:50 AM, March 30, 2009.

Respectfully Submitted,  
Phil Summerlin,  
Secretary