

SOUTHEAST REGION ACPE ADMINISTRATIVE BOARD MEETING  
Canterbury Retreat Center, Oviedo, Florida, October 7-8, 2009

Present: Bill Baugh, John Galloway, Amanda Jones, Jap Keith, Miriam Needham, Carson Rogerson, Jim Stapleford, Phil Summerlin, Jim Taylor, Larry Wagoner, Joe Whitwell.

At 2 PM on October 7 Regional Chair Amanda Jones called the meeting to order. After Amanda offered a brief meditation on the theme "Play the Ball Where the Monkey Drops It" and this was followed by a period of reconnecting, the Board addressed its tasks.

MOTION 1: To approve the Administrative Board minutes (green) March 29, 2009. (Motion Stapleford, Second Taylor). Passed.

REPORTS AND ACTIONS:

1. Recommended Changes to the Governance Manual of SERACPE. Four changes were up for approval:

- a. Article 5, Section 5.2: Add Treasurer to officers of the region
- b. Article 6, Section 6.2: Treasurer three consecutive 2 year terms
- c. Article 6, Section 6.3: Treasurer ex-officio member of committees
- d. Article 8, Section 8.4: Delete Treasurer from Regional Director duties

These changes, having been circulated previously, required only brief discussion.

MOTION 2: To confirm previous decisions to approve these recommended changes (Stapleford, Taylor). Passed.

2. Revised Job Description of the Regional Director: This was received as information, to present it to the regional body in this meeting and consider it for action in the 2010 regional meeting. This was quickly approved by consensus, the Job Description having previously been circulated and discussed.

3. Treasurer's Report: Jap Keith led the Administrative Board through (a) a review of the region's actual income and expenses 2005-2009 (green). The major issue is escalating expenses, diminishing income. "We will have to do something very creative about governance procedures that impact our budget." (b) Next, Jap focused the Board's attention on "End of Year Adjusted Balances 2000-2008 (and to 9-30-09)" (purple). The diminishment of assets is largely due to what has happened in the market over the past two years. "All our accounts except the Calvert Fund are our cash reserves. That money is available. The Calvert is our Endowment Fund." The Calvert dropped from \$185,886 at the end of 2007 to \$139,892 at the end of 2008. It has recovered to \$163,652 as of 9-30-09, but since the corpus of the Endowment Fund is \$150,000, that leaves only \$13,000 that might be considered for special projects. "We are not looking for a lot more income from student fees this year," since most of those have been collected. "The good news is that the market has gone up. The bad news is that Accreditation costs also have gone up, without sufficient income to cover these costs. Looking at our income and expenses as a whole, the region has been "in a downward spiral" economically. Jap pointed to what we were doing in 2007 and 2008 that brought expenses up to those levels. (c) Finally, he

drew the Board's attention to 2009 Income and Expenses thus far (pink), with the information that this particular regional meeting's costs will exceed income by several thousand dollars. Jim Stapleford observed, "We need to budget on the basis of projected income." Concern focused on how special projects may be affected by the fiscal crisis.

4. Budget and Investment Committee Report: Joe Whitwell reported. (a) At the March 29 meeting at Hickory Knob, the 2008 Annual Audit had not yet been completed by the CPA. MOTION 10 of that meeting read, "To designate the Chairperson of the Region (Amanda) and the Chairperson of Budget and Investments (Joe) to be our audit committee, and to instruct the Treasurer (Jap) to provide them with the audit when completed by the CPA. If they approve, the Administrative Board will receive and adopt it in the Fall." The audit was completed by the CPA, reviewed and approved by that ad hoc committee. The Administrative Board received this report and approved it, by consensus. (b) The Board also approved the B&I recommendation that, at this meeting, mileage be reimbursed at \$.50 per mile, or actual air fare, whichever is least expensive. Lodging and meals will be covered, to the extent recommended, by the region for those serving on committees.

5. Accreditation Fees: From the Hickory Knob meeting in March, certain changes in Accreditation fees had been recommended and subsequently circulated. These were reviewed for potential action by the region, and discussed. Presently, each accredited CPE center within the region pays an annual regional fee of \$75.

MOTION 3: To increase the annual accreditation fee from its present level to \$125 as of 1-1-2011; to \$175 as of 1-1-2012; to \$225 as of 1-1-2013 (Galloway), but the motion initially died for want of a second. In further discussion, the proposal to change Accreditation fees as previously approved (and printed) was rescinded.

MOTION 4 : To rescind the previous recommendation on Accreditation fee increase (Stapleford, Needham). Passed. Then, after further discussion, MOTION 3 was revived (Galloway, Stapleford) and passed. The complete text of MOTION 3 is in four parts:

1. Annual center accreditation fees will be \$125 as of 1-1-11; \$175 as of 1-1-12; \$225 as of 1-1-13.
2. The Five-year review fee will be \$250.
3. On-site Accreditation reviews for Satellites or Component Sites will be \$250, plus expenses of the reviewer (\$150 of the \$250 will be an honorarium for the reviewer).
4. On-site Accreditation reviews for accredited members and Ten-year reviews will be \$500, plus the expenses of the reviewers (of this \$500, \$150 will go to site visit chairperson if chairperson is from SERACPE; and each additional reviewer will receive \$100).

6. Certification Fees: Recommended changes in Certification Fees, to become effective on 1-1-2010:

1. Consultation: \$150
2. Candidacy, Extension of Candidacy, and Reinstatement: \$200
3. Extension of Associate Supervisory Status: \$250

This, having been approved in March at Hickory Knob, was confirmed by consensus.

7. Student Registration Fees: In discussion on this matter, general feeling was that 2010 was too early to begin an increase, and that it made sense to increase the fee more than had been originally proposed. The motion that emerged was as follows:

MOTION 5: To increase the Student Registration Fee to \$90, beginning 1-1-2011 (Stapleford, Rogerson). Passed.

8. REM Scholarships: The proposed recommendation that the annual allotment for REM scholarships be transferred to line items in the annual budget generated a discussion around consequences of the recent loss of money in the Calvert Fund due to the market. Since a minimum of \$150,000 must remain in the Endowment Fund, a decision was made by consensus to send this recommendation back to the Mission and Development Committee for further consideration before any proposed action is made to the region.

9. Florida Supervisory Consortium: As with the REM Scholarships, the Administrative Board by consensus referred this recommendation back to the Mission and Development Committee.

10. Annual Regional Meeting 2010: MOTION 6: To hold the 2010 meeting at Oceanside Inn and Suites, Jekyll Island, Georgia October 5-8, 2010 (Galloway, Summerlin). Passed.

11. Annual Regional Meeting 2011: MOTION 7: To hold the 2011 meeting at Hyatt Regency Hotel, Greenville, SC, October 4-7, 2011 (Galloway, Stapleford). Passed.

12. Representations and Nominations Committee: Copies of the RANC Report (pink) were circulated and reviewed. A few changes were noted, and the slate was approved, by consensus.

13. Report from the ACPE Board of Representatives: The Administrative Board received both written and oral reports by Bill Baugh and Miriam Needham, SERACPE Representatives. A lengthy discussion on certain current issues followed. MOTION 8: To accept the report from our Representatives (Galloway, Rogerson). Passed.

14. Welcome to ACPE President-Elect Sally Schwab: The Board noted with approval that Sally Schwab is scheduled to be present for the Business Meeting, and she will address the regional body listing some present opportunities and concerns.

15. Reports from Standing Committees: Accreditation, Certification and Peer Review Committees are active in this meeting, and will be reporting in the Business Meeting. Other committees will be meeting as well. This was noted and approved.

The Board recessed for the day at 5: 48 PM.

The Administrative Board reconvened on Thursday, October 8 at 8:30 AM.

Present: Amanda Jones, John Galloway, Jap Keith, Carson Rogerson, Phil Summerlin, Jim Taylor, Joe Whitwell. We were later joined by Larry Wagoner, who initially met with the Mission and Development Committee.

16. Spring Meeting 2010, Hickory Knob: Discussion focused on which committees will need to meet in the Spring. Accreditation, Certification, Administrative Board, Peer Review and, likely Mission and Development will need to meet. Given current economic constraints, the question arose as to whether we actually need to retain other committees, such as Standards, History, Seminary/Denomination, and Budget/Investment. We certainly do need a knowledgeable person representing these committees, but perhaps there is not a need for entire committees to meet. Consensus was that we need to cut travel costs wherever possible.

17. Travel Reimbursement: Following some consideration of the possibility of pro-rated travel reimbursement, with attention to carpooling, that issue was tabled until the Spring meeting of the Administrative Board.

18. Recommended 2010 Budget: Jap Keith, who has functioned as his own Secretary, asked the Board to approve cutting out the Secretary line item in the 2010 budget. This was approved, as was the 2011 Projected Budget. MOTION: To approve the 2010 Budget and 2011 Projected Budget, with revisions noted (Whitwell, Taylor). Passed.

19. Regional Director Report: Jap asked the Board members for their perspectives on how much travel he may need to make in the coming year. In 2008, responding to requests from the region, he traveled a lot, but it cost over \$13,000. One side of the issue is that his presence is useful, often needful. As one member observed, "When Jap shows up, good things happen." The other side is that reduced travel lowers regional expenditures. Jim Taylor offered that, when SERACPE centers need consultation from the Regional Director, maybe some of those centers can pay for those visits out of their own budgets, rather than assume that the region will bear the travel costs.

The Administrative Board adjourned at 10:05 AM.

Respectfully Submitted,  
Phil Summerlin, Secretary