

SOUTHEAST REGION ACPE  
ADMINISTRATIVE BOARD MEETING  
Embassy Suites, North Charleston, SC  
September 30, 2015

Call to Order

Larry Wagoner

Larry Wagoner called the meeting to order at 2:25 pm and Larry Wagoner reconvened the meeting at 7:44pm.

Review of Minutes

Brenda Wallace

**Reports from Regional Chairperson Regional Director**

- 1) Continue RD's contribution to the ACPE Task Force on the Relationship of the RDs to the ED of ACPE through his participation of the 2015-16 Governance Task Force of the ACPE Brd of Rep. (See attached information)
- 2) Resource history/archival project in 2016. Jap is meticulously reviewing the records and discarding what is not needed.
- 3) Resource Seminary/Faith Group Committee in 2016
- 4) Discuss and receive the report of the RD. (See attached information)

**Accreditation Committee**

- 5) No report.

**Annual Conference Committee**

- 6) Contract has been negotiated with Crown Plaza, Jacksonville, FL for 2016 as per previous action by the Members. Keith recommends that we explore contract offerings with Marriott in Decatur, GA 2017, and accept a contract from Orlando Marriott at Lake Mary for October 2-4, 2018. Consensus agreement.

**Budget and Investment Committee**

- 7) Receive the *End of Year Adjusted Balances* as of 31 December 2014.
- 8) Receive the Treasurer's Report of *Fund Balances* as of August 31, 2015.
- 9) Receive the Treasurer's Report of *Financial Statement* as of September 27, 2015.
- 10) Reaffirm Section 14, *Certification Fee*, by establishing the following fees to be effective January 1, 2016:

- |                           |       |
|---------------------------|-------|
| a. Consultation           | \$150 |
| b. Readiness Review       | \$200 |
| c. Candidate              | \$300 |
| d. Extension of Candidate | \$350 |
| e. Supervisor Action      | \$400 |

[**Note:** the SE Region has not increased these fees since 2006. These modest increases in fees reflect the increased responsibility of each sub-committee meeting, and they may encourage more intentional evaluation of one's ability prior to meeting with a committee. In any event, these increases will close the gap between our revenue and our costs of the certification process.]

- 11) Affirm the reimbursement of travel expenses at \$.50 per mile for single, \$.60 for double, and \$.70 for three or more passengers, or airfare reserved two weeks in advance (whichever is least expensive): actual expense of lodging if the room 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 at both the 2015 and the 2016 Annual Fall Conferences.

Budget and investment items (7 to 11) were grouped together for a motion. Woody Spackman moved to accept the budget and investment committee and seconded by Olen Grubbs.

- 12) Receive the 2016 "recommended" and the 2017 "projected" budgets, and instruct B & I to finalize their recommendations for the Members' Meeting. (See the attached information)
- 13) Discuss and make recommendation about with and by whom our Endowment Fund corpus of \$150,000 will be invested in the foreseeable future. No action.
- 14) Discuss and make recommendation about confirming or increasing the amount of the corpus (\$150,00 or more) of our Endowment Fund. No action.
- 15) **Committee Reports (none received by the following committees):**
- a. Certification Cecelia Walker
  - b. History Jonathan Ball
  - c. Mission and Development Committee Harvey Rogers
  - d. Peer Review
  - e. REM Sharon Garlington
  - f. Standards
  - g. Representatives to the ACPE Bd of Reps Amanda Jones

Old Business

Adm. Board mtg w/ budget and finance committee met to discuss the proposed 2016 budget and the projected 2017 budget. The continued SES Supervisors training in January 2016 with Judy Ragsdale will be the speaker. Fred Smoot will also join the training to help students understand how to meet the committees using role-plays. The committee is contemplating allowing supervisors outside the region to attend the training. The supervisors will possibly be invited and they will incur all expenses.

Line item 1.7 adjusted budget from \$6,000 to \$10,000 for adjustments were moved by Woody and 2nd by Ramona. Approved to recommend to members.

The Calvert funds will be closed and funds will be divided equally between the Income Fund of America and Washington Mutual funds. Jap will provide proposal for office space for RD in 2016 and 2017, and a line item will be made and the cost covered. A definite proposal will be made at the next meeting.

Respectfully submitted,

Brenda Perry Wallace  
Secretary