

**SOUTHEAST REGION ACPE  
ADMINISTRATIVE BOARD MEETING**

Embassy Suites, Greenville, SC

5:00 – 9 pm, October 2, 2013 & 11:00 – 12:15pm, October 3, 2013

Call to Order 5:14 p.m.

Brenda Green

Devotional: We will wait for the slowest, sooner, or later we will catch up with the fastest to remain in relationship. Focus on the relationship and not the task; the task will get done and get to the finish line or you are alone at the finish line. Brenda Green

Review of Minutes/Approval

Brenda Wallace

**Reports and Actions needed:** received reports from:

**Regional Director's Report**

1) Establish history/archival projects as a primary emphasis of RD's job in 2014 working with Ed Wilder, Jonathan Ball, and Michael Gross to get information from history archival to the SERACPE website;

Motion made by Olan Grubbs Seconded by Joe Whitwell approved by consensus

2) Establish the resourcing of Seminary/Faith Group Committee as an emphasis of RD's job in 2013 - 2014;

Motion by Steven Robinson and Seconded by Harvey Rogers approved by consensus. Discussion continued for the region to remain engaged with accredited seminaries. It was further noted that Level II CPE and accredited seminary education is required for APC Board Certification.

3) Establish RD's contribution to the ACPE Task Force (Jap Keith, Karrie Oertli, and David Johnson) will be working with the new ED of ACPE (Trace Haythorne) on the relationship building between the RDs and ACPE, Inc. in 2014. Jap Keith presented an historical report.

Motion by Joe Whitwell and Seconded by Benson Thomas approved by consensus.

**Chairpersons of Standing Committees**

**Accreditation Committee – Wayne Mayberry**

The Commission is challenged to prove how ACPE meets the outcome of 75% student enrollment to completion rates. Site teams for 10-year reviews have added a practitioner. SE Region is the only region with a registration fee and can determine enrollment rates to completion rates. The other regions register students at the end of the unit. Eugene Robinson and Jerry Williamson are considering conducting a pilot project to implement the SE Region's registration process in all regions to demonstrate to DOE how ACPE meets the outcome 75%.

**Annual Conference Committee – Stephen Robinson**

This conference education is through the Parker Palmer Center. The focus is to remain connected to the soul of SERACPE and to name feelings of anxiety and fear of the future.

The session will be a long session with one long break. There will be two worship services (a short memorial service on Thursday and a concluding reflection service on Friday) using water as a theme in both services. The region will pay the presenters for the banquet dinner tomorrow night, the mileage, and \$500 honorarium for each facilitator. However, it is recommended that we pay lead facilitator \$1000, since she is also speaking at the banquet.

Motion: Stephen Robinson Seconded: Wayne Mayberry approved by consensus. The SERACPE meeting is going to be at Epworth by the Sea in 2014 with the theme: Race Relationships. Where and when in 2015 and October 2016 are still to be determined.

### **Budget and Investment Committee – Joe Whitwell**

Receive and approve the 2012 Annual Audit. – At the spring meeting a draft was presented and the official document is the same. 2012 Annual Audit has been incorporated into the ACPE national audit. Received and approved by consensus.

Received the Treasurer's Report for period of Jan 1 through Sep 30, 2013. The market was down last fall therefore decision made not to withdraw income last year because the region had enough cash reserves to operate. When the market changed, stock was then sold to cover the Florida Consortium as allocated from last year's budget. More stock will be sold to pay for special projects in December to cover the Atlanta Consortium, which is anticipated to be approximately \$22,000. There were fewer student fees received this year compared to last year. The SE Region also paid ACPE Governance insurance in the amount of \$1,076.95.

Motion received by Joe Whitwell and seconded by Benson Thomas; approved by consensus.

Affirmed the reimbursement of travel expenses at current rates of \$.40 per mile for single occupant, \$.55 for double occupants, and \$.70 for three or more occupants, or airfare reserved two weeks in advance 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 received by Joe Whitwell and seconded by Benson Thomas; approved by consensus.

Reviewed proposed 2014 Budget and "projected 2015 Budget" and referred both to Budget and Investment Committee for refining and final recommending at the Members Meeting.

**Board took a recess at 9pm until Thursday morning at 11:00 am reconvened with other members of the coordinating council.**

### **Certification – Elwood Spackman**

Due to a student's need for hospitalization, their committee meeting will be handled in a special meeting of the committee. All persons meeting committees were successful. This represents a 100% successful meeting. One referral was made to the national ethics committee.

### **History – Rhonda Daniels**

The committee is gathering names for 2013 emerging leaders and DSA awards. Ed Wilder is converting VHS tapes to DVDs that will be added to the SE Region's history stored in the Pitts Library at Emory - Atlanta, GA. The history committee is requesting that each center give a one to two page history of their center to include but limited to: name of center, address, type of center, levels of CPE offered, significant persons, dates, factors in development, program funding sources, and any unique features. Please forward this information to Jonathan Ball or Ed Wilder. The goal of the History Committee is to interview all the retired CPE supervisors and to add their

stories and personal journeys to the history files to be uploaded to DropBox or emailed to Jonathan Ball or Ed Wilder. A "Book of Remembrance" will be added to memorials on SERACPE website for person to provide information celebrating the life of former CPE supervisors who have made their final transition.

#### **Mission and Development Committee – Harvey Rogers**

The provided a budget that equals last years requested of \$15,500.

#### **Seminary and Faith Group Committee – David Nowlin**

Nowlin stated that the committee is revamping. They are emailing the seminaries and sending out emails to the membership to obtain a list of seminary and faith group schools and possible contact information in surrounding areas.

#### **Peer Review Committee – Tolly Williamson**

Williamson provided that there were 21 persons up for peer review; all met meetings except 2 persons. Five or six of the 21 persons are retired or inactive. Next year there will be 17 persons up for peer review. Only two persons on the committee came to this meeting, changes are expected to occur that came from ACPE standards. Based on new standards from ACPE the designated person to the SERACPE Peer Review Committee will be the chairperson. Other regions will be modeling themselves after the SEREACPE.

#### **REC – Sharon Garlington**

Bridget Piggue reported the primary focus of REM is to address the needs of CPE students. REM Leadership is working on a document that will clarify the support of students in CPE at any conference event. The 2013 REM meeting ended in the black offering a \$3000 surplus to national conference fund. The 2014 REM Invitational will be held in Charlotte, NC details are on the ACPE website.

#### **Standards – Jim Taylor**

Taylor stated the revised ACPE standards are on the ACPE website. Some time will be allowed for questions and answers during the business meeting. Please review the Standards so that a discussion and dialogue can occur at the business meeting.

#### **Representatives to the ACPE Bd of Reps – Amanda Jones**

See Amanda Jones detailed report attached to these meeting minutes.

#### **Old Business:**

ACPE requested that regional participation in the costs of ACPE Governance and was invoiced \$2300; Jasper Keith will investigate.

#### **New Business:**

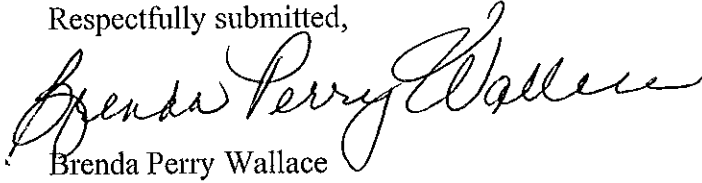
Regional governance manual revised with two by-law changes and will need approval prior to the RANC report. Additionally, the SERACPE governance was revised to match ACPE governance changes.

Regional administrative policy & procedures manual was updated and reorganized to assist with easier functionality. No action by the board is necessary.

The major news is that the new Executive Director is Trace Haythorn.

The ACPE conference committee is requesting that each region sponsor the Annual Conference from \$1000 to \$20,000. And, that the regional directors are asked to encourage the membership to have their centers to take out advertisements in the souvenir booklet. Amanda Jones is available for conversation

Respectfully submitted,

A handwritten signature in cursive script that reads "Brenda Perry Wallace". The signature is written in black ink and is positioned above the printed name.

Brenda Perry Wallace

*Microsoft Office/Seracpe/Meetings/AGENDAAdmBdMtg2Oct13.doc*