

**Professional Association of  
United Methodist Church Secretaries  
35<sup>th</sup> Annual Business Meeting  
Friday, May 5, 2017  
Chicago, Illinois**

**Establish the Bar of the Conference**

Tish Schultheiss, President, established the Bar of the Conference as the stage area and the room with the exception of the last two (2) rows of chairs and tables. She said that in order to vote, members must be seated in the established area and are members in good standing. She reported that the tellers will be the Nominations Committee. Tish also informed the Annual Conference that the Robert Rules of Order would be followed. Karen Albro, (VA), presided as parliamentarian.

**Call to Order**

The 35<sup>th</sup> Annual Business Meeting was called to order by President, Tish Schultheiss at 6:00 pm.

**Acceptance of Agenda**

Shelly McBurney, (TN), motioned to approve the agenda, Wendy Miller, (IL), seconded. Motion passed.

**Welcoming and Introduction of Natalie Schuette**

Tish welcomed everyone attending the Annual Conference.

Tish welcomed Natalie Schuette, the GCFA Liaison Representative. Natalie greeted the Annual Conference and thanked the PAUMCS members for their enthusiastic support of the online certification course.

**2016 Annual Conference Minutes**

Gail Douglas-Boykin, Recording Secretary, presented the 34<sup>th</sup> Annual Business Meeting minutes for acceptance. Minutes were approved as presented. Patricia Lloyd, (NC), motioned to accept the minutes as presented. Lou Ann Phillips, (GA), seconded. Tish stated that the minutes were approved as amended.

**Proposed Bylaws Changes**

Gail Douglas-Boykin presented the proposed Bylaws changes. Kyle Henderson, (FL) motioned to accept the proposed bylaws changes. Wayne Hester, (SC) seconded. The motion passed.

**2016 Treasurer's Report**

Josie Hickom, Treasurer, presented the Treasurer's Report:

- General Fund balance: \$102,715.68
  - Leslie Bayles Scholarship fund balance: \$4,951.41
  - Promotional Items Fund balance: (\$692.53)
  - Annual Conference Fund balance: \$27,922.16
  - Endowment Fund balance: \$57,163.87
- Total fund balances: \$192,060.59

*Josie presented the 2015 account balances:*

- GCFA savings account: \$22,021.35
  - Administrative checking account: \$43,708.58
  - Administrative Money Market Account: \$69,121.79
  - Administrative savings account: \$45.00
  - Endowment fund at GCFA: \$57,163.87
- Total account balances: \$192,060.59

*Josie presented the 2016 Income and Expense Report:*

- Net income: (\$3364.48) this was due to the drop in membership dues.

*Josie presented 2016 Annual Conference Report*

- Net income: (\$1134.04)

Sonia Gallimore, (AL), requested an explanation of the over net loss amount of \$1134.04 for the 2016 Annual Conference. Josie explained that the amount was due to the cost of the transportation to the Adam Hamilton Seminar at First UMC, Wichita.

Tish announced that the 2016 Treasurer's Report will be filed for audit.

### **Proposed 2018 budget**

Josie Hickom, Georgia, Finance Chair, presented the proposed 2018 Annual Budget for approval. The proposed budget was approved.

### **Proposed Organizational Name Change**

Lori Sluder presented the choices for the proposed organizational name change as follows:

1. Professional Administrators of the United Methodist Connectional Structure (PAUMCS)
2. Professional Administrators of the United Methodist Church (PAUMC)
3. Professional Association of United Methodist Church Support Staff (PAUMCSS)

Discussion was had regarding the cost of changing the logo. Natalie Schuette confirmed that there would not be a cost to change the logo.

120 ballots were cast, 3 were invalid. The votes were as follows #1 received 81 votes, #2 received 32 votes, #3 received 4 votes. Tish declared that the new name of the organization would be Professional Administrators of the United Methodist Connectional Structure (PAUMCS).

### **Communications Report**

Lori Sluder reported that the next issue of the Vital Link would be published at the end of May. E-Link is published once per week, usually on Tuesday or as needed. Linking Hands is published as needed for requests to challenges. The new email address for Linking Hands is [PAUMCSLinkingHands@gmail.com](mailto:PAUMCSLinkingHands@gmail.com) Lori invited everyone to like our Facebook page and requested help from anyone who is knowledgeable with Flickr. Sherry Heath and Jeanette Coffelt were thanked for their work on Prayer-Net.

### **Finance Committee Report**

Josie Hickom reported that PAUMCS promotional items are now available online. Additional items will be coming soon. The link to the e-store can be found on the PAUMCS webpage.

### **Membership Report**

Denise Wilson, Membership Secretary, reviewed the criteria to be considered an active member of PAUMCS and reported that there 241 members of which 212 were renewals and 29 were new members.

### **Chapter Report**

Denise Wilson, Membership Secretary, reported that there are 17 active chapters and apologized for neglecting the chapters in the wake of dealing with the membership database. She requested that if there was anyone interested in starting a chapter to contact her and she will provide assistance.

### **Nominations Committee**

Barbara Buck, Nomination Committee Chair, thanked the nominating committee for all of their hard work. She presented the 2017-2018 proposed Slate of Officers.

### **Executive Committee:**

President – Gail Douglas-Boykin (NY)  
Vice President – Rhonda Ramsey (MI)  
Secretary – Mary Schramm (MD)  
Treasurer – Josie Hickom (GA)  
Membership Chair – Denise Wilson (GA)  
Finance Chair – Bev Amperse (AZ)  
Professional Training and Standards Chair – Barbara Buck (MO)  
Communications Coordinator – Lori Sluder (TN)

### **Finance Committee:**

Class of 2018: Nancy Gardner (TN), Lesly Baskette (GA)  
Class of 2019: Lisa Gleason (OH), Wayne Hester (SC)  
Class of 2020: Bev Amperse (AZ), Betsy Lovelady-Smith (IL)

### **PTS Committee:**

Class of 2018: Debra Blackburn (IA), OPEN  
Class of 2019: Amy Johnson (NC), Brenda Lockhart (TN)  
Class of 2020: Barbara Buck (MO), OPEN

## **Membership**

**Committee:** Class of

2018: OPEN Class of

2019: OPEN

Class of 2020: Denise Wilson (GA)

## **Nominations Committee:**

Class of 2018: OPEN; OPEN

Class of 2019: Jackie Powers (GA); Landa Wallace (NC)

Class of 2020: OPEN; OPEN

## **Elections**

Tish Schultheiss discussed the process for nominations and voting.

Tish opened nominations for the *Executive Committee*

Debra Sampiller (IL) nominated Betsy Lovelady-Smith for Vice-President Ballots were distributed for the position of Vice President.

## **2016 Certification Class Report**

Natalie Schuette reported that 2016 was the first year for the certification class to be held online. There were 51 registrants for the course of which 48 were certified. There are 17 members of the 2016 Certification Class present. The registration for the 2017 Certification class opened on April 14<sup>th</sup> and will run until June 1<sup>st</sup>. Natalie will facilitate the course. Natalie also reported that there will finally be an Advanced Certification Course. It is scheduled for August 2018 and will be a three day course which will take place in Nashville, TN. The Leadership Team is currently developing the course which will include a research project. The class size will be limited to 30-40 participants. Registration will open in January 2018.

## **Elections Continued**

After receiving the majority of votes, Rhonda Ramsey will remain on the slate for Vice-President.

Tish opened the floor for nominations of all open positions.

### ***PTS Class of 2018***

Donna Ireland (NC) nominated by Linda Young (NC)

### ***PTS Class of 2020***

Wendy Miller (IL) nominated by Debra Sampiller (IL)

### ***Membership Committee***

Class of 2018: Libby Craven (NC) nominated by Donna Ireland (NC)

Class of 2019: Jennifer Hobbs Kendrick (TX) nominated by Patty Ruane (GA)

### ***Nominations Committee***

Class of 2018: Stacye McCain (TX) nominated by Cathy Powledge (TX)

Cathy Powledge (TX) nominated by Nancy Gardner (TN)

Class of 2020: Sonia Gallimore (AL) nominated Maurita Bowie (MD)

Natalie Rekemeyer (IA) nominated by Tammie Ruffle (TN)

Hearing no other nominations from the floor, nominations were closed. Lonna Nunn (TX) moved to accept the 2017-2018 Slate of Officers as presented. Judy Gross, (LA), seconded the motion. Motion passed. Tish declared the 2017-2018 Slate of Officers are elected by acclamation and announced that the Executive Committee will be voted on and approved at the next meeting of the GCFA Board. The report would be published in the Vital Link.

## **Recognition of Outgoing Officers:**

The following outgoing officers were recognized and thanked for their service: Bev Amperse, Evi Melberg, Judy Gross, Tish Schultheiss, Gail Douglas-Boykin, Josie Hickom, Rhonda Ramsey and Mary Schramm.

## **Membership Database**

Denise Wilson gave a live demonstration of the PAUMCS membership database and made herself available to assist anyone who has questions or needed assistance with the site. She reported that the login page has been improved and is more user friendly. The URL for the site is [www.paumcsmembership.org](http://www.paumcsmembership.org)

### **PTS Committee Report**

Mary Schramm, PTS Committee Chair, reported that there were 12 scholarships for a total of \$2400.00 approved. She also said there would be an offering for the Leslie Bayles Scholarship Fund which is the sole source of funding for scholarships. Through April of this year the PTS Committee approved 16 chapter and or individual requests for CEU credit. The 2016 Certification class will be honored during the Celebration Banquet and all even number Certification Classes 1984 -2014 would be recognized for re-certification. Mary thanked the PTS committee for their dedicated work on the committee.

### **Vice President's Report**

Rhonda Ramsey, Interim Vice President, thanked the Northern Illinois chapter for a job well done. Rhonda announced that the 2018 Annual Conference will be hosted by the Tennessee Chapter and that we have accepted an invitation from Educational Opportunities to host the 2019 Annual Conference aboard a cruise ship. She asked chapters to prayerfully consider hosting the 2020 and 2021 Annual Conferences.

The Tennessee Chapter gave a presentation on the 2018 Annual Conference which will be held in Nashville Tennessee, April 12-14, 2018. The theme presented is "Make a Joyful Noise". Brenda Lockhart 2018 Site Committee Chairperson presented the winners of the raffle with their prizes. Judy Gross (LA) won the board game Nashvilleopoly and Magnolia Oliver (IL) won a complimentary registration for 2018 Annual Conference.

Tish Schultheiss asked for a motion to entertain the closure of the business meeting. Wayne Hester, (SC), motioned to close the business session. Robin Stanfield, (TN) seconded. Motion passed.

### **Adjournment**

The business meeting was closed at 8:05 pm.

Respectfully submitted,

Gail Douglas-Boykin, Recording Secretary