

ARIZONA PROCESS SERVERS ASSOCIATION  
ANNUAL MEETING MINUTES September 22, 2012

The annual meeting was held on Saturday, September 22, 2012, at the Embassy Suites Phoenix North located at 2577 West Greenway Road, Phoenix, AZ 85023. The Pledge of Allegiance was given and president Larry Ratcliff called the meeting to order at 12:03 PM. The 2012 Annual Conference Booklet was passed out to everyone as they signed in at the main table. The approximate number of members that attended the meeting and stayed for the luncheon and guest speakers were 70.

**PRESIDENT'S REPORT:**

Larry Ratcliff thanked everyone for coming to the conference and annual meeting. He mentioned this term for him was filled with a lot of Legislative Business, which Joe Abate will talk about in a few minutes. Unfortunately we were not successful with any of the Laws we had attempted to change. He thanked his board members for the support of his last three years and his term as President has come to an end. He has learned a lot and because of By Laws he will not be able to run as President this term. He has made several business acquaintances throughout his term, AzPost, AALPI, Arizona Constables Associations, Fraternal Order of Police, County Deputy Association, Clerk of Courts Association. He thanked Aaron from EZ Messenger for being here and making Identification Cards for the Arizona Process Servers Association Members.

**VICE PRESIDENT'S REPORT:**

Jenna Jones was not able to attend the annual meeting. No report to be made.

**SECRETARY'S REPORT:**

Patty Chlebanowski talked about attending all the board meetings. That she also attended the National Association of Professional Process Servers Annual Conference in Boston Massachusetts, where we did sign up a few out of town members into the Arizona association. I have completed all board minutes from all of the Board Meetings. Wayne the Administrator has published them.

Patty gave a heart warming thank you to Larry Ratcliff and told him in my tenure of serving on the Board, he has been the most active and the best President this Association has seen in many years. He has made contact with Az Post, reconnected our association with ALPI, the Sheriffs Association, The Clerks Association and the Constables Association. He has worked diligently for this Association and love him dearly for it. I will not be running for the Secretary's position again. It is time for me to take a break and let someone else continue for the board. Jenna Jones while not here would like to throw her name in the ring for the secretary position. If you are interested in serving as a board member, tell someone at your table and let them know you are interested in a position. Stand up and be heard this is what the association is trying to do.

Motion was made by; Franklin Dano to accept the minutes from the 2011 Annual Conference. The motion was seconded by Tracy Candelaria. Minutes from 2011 were approved.

**TREASURER'S REPORT:**

Wayne the administrator and Treasurer provided a written report in the Conference Booklet as of September 17, 2012 pages 18 and pages 23 thru 34. Wayne got up and talked about his reports in the conference booklet. These reports include all transactions from September 1, 2011 through September 18, 2012. He also included a Profit & Loss Detail report and also a Profit & Loss comparison from 2011 vs. 2012. The balance as of September 17, 2012 is listed on all three accounts on his Administrator's Report on page 18. The checking account balance is \$ 17,062.21. The money market account balance is \$ 19,820.12. The legislative account balance is \$ 12,656.5. A Motion to approve the Treasurer's report made by; Barry Goldman and seconded by Dan Ronnie. Motion passed. Treasurer's report approved. Wayne also informed the members he would not be running for any position on the board. He thanked the members for their kind words that he has received over the years as the administrator and he has learned a lot about this occupation.

**COMMITTEE REPORTS:****MEMBERSHIP REPORT:**

Wayne Chlebanowski provided a written report on the association's membership which is listed in the conference booklet on page 18. There are approximately 198 Members. There are 198 members from Arizona and 32 associate members. Membership dues are already coming in for 2013! We have had 32 members already pay for their 2013 membership. Remember your 2013 dues are due by January 1, 2013 and delinquent January 31, 2013.

**ADMINSTRATOR'S REPORT:**

Wayne Chlebanowski provided a written administrator's report on page 18. Wayne mentioned his duties still consist of; website, membership, annual conference, membership and balancing of all check books. As of September 17, 2012 there were 49 members pre-registered for the annual conference. With a handful of registrants and walk-ins yet to be counted, puts us at about 62 members for the Conference. These numbers have decreased from last year. We appreciate all of those who registered for the conference. Help us out by enrolling in your CLE classes and completing payments as early as possible during the upcoming year. Your membership and your attendance strengthen our association.

**WEBSITE REPORT:**

Wayne Chlebanowski reported that the new website has been completed. If you have not seen it as yet, check it out. Always remember to check out your name and information to make sure there are no corrections to be made. Newsletters are published and available on the website for viewing and also membership forms for renewing and or new members are also available on the website for

printing and sending in with payment. Barry Goldman created a new application that we are now using.

**GRIEVANCE REPORT:**

Joe Basso had retired this position, but the board of directors did not have any grievances to be handled. Larry said “thank you members you must be doing a good job”.

**LEGISLATIVE REPORT:**

Larry Ratcliff introduced Joe Abate and Joe took over the floor and discussed all the legislation we as an association were trying to change this year, unfortunately to no avail. He talked about 1140 which sponsored the assault bill, HB 2241, this bill was so loaded. HB 2122, SB 1472. None of our changes passed.

Larry Ratcliff then introduced Barry Goldman who then took over the floor and discussed the Rules changes that were filed with the Supreme Court. Again, the court denied the rules changes, but we now have been working with the State Bar and we can try again to change some local state rules.

**NEWSLETTER REPORT:**

Barry Goldman reported that he has taken over for Patty being the editor of the newsletter. We email a blast to everyone when it gets posted on the website. Many members told Barry that he was doing a wonderful job and the newsletter looks great. He stated it is a labor of love and work. Please write something for the newsletter, you do get an hour for writing and publishing an hour.

**EDUCATION COMMITTEE:**

Patty Chlebanowski thanked Tracy Candelaria & Jenna Jones for putting together this conference. We had several new classes again which are being offered this year; The Legislative Process being instructed by Joe Abate, Ethics and Constitutional Law, being instructed by Chris Candelaria, and Working with Law Enforcement, being instructed by Larry Ratcliff. The next 10 hour class will be held in December in Yuma, AZ this year.

**OLD BUSINESS:**

None to be addressed.

**NEW BUSINESS:**

Larry Ratcliff thanked and introduced our Vendors this year. Kay from Aflac, Donna Sparaco from Legal Shield, Dennis Chaples from Tristar Software and from ALPI.

**NOMINATIONS:**

Tom Lavance was nominated by Larry Ratcliff for President and second by Tracy Candelaria. There were no other nominations. Tom Lavance was appointed by acclamation. Vote taken, None opposed.

Barry Goldman was nominated for Vice President by Tracy Candelaria and seconded by Kelli McFarland. There were no other nominations. Barry Goldman was made Vice President by acclamation. Vote taken, None opposed passed.

Jenna Jones was nominated for Secretary by Kelli McFarland and seconded by Patty Chlebanowski. There were no other nominations. Jenna Jones was made Secretary by acclamation. Vote taken, None opposed.

Bert Young was nominated for Treasurer by Patty Chlebanowski and seconded by Kelli McFarland. There were no other nominations. Bert Young was made Treasurer by acclamation. Vote taken, None opposed.

Nomination to appoint Frank Brinkman by Efrain Sotelo and seconded by Scott Decker. Nomination to appoint Scott Decker by Barry Goldman and seconded by Kelli McFarland. Nomination to appoint Ron Ezell by Dan Ronnie and seconded by Scott Decker. Nomination to appoint Luis Figueroa by Larry Ratcliff and seconded by Gerri Gentilquore. No other nominations were made. Ballots were passed out only three could be voted on as a Director because Larry Ratcliff as past vice president is automatically a director for a one year term. The new Board of Directors is: Larry Ratcliff, Scott Decker, Frank Brinkman and Ron Ezell. A Motion to destroy ballots made by: Geri Gentilquore and seconded by Adam. Motion passed.

Tom Lavance was sworn in as President by Larry Ratcliff and then the remaining board members that were present at the annual conference, Frank Brinkman, Scott Decker, Barry Goldman were then sworn in by the new president Tom Lavance.

Meeting was adjourned at 1:10 PM.

Respectfully submitted by:  
Patricia Chlebanowski, Secretary

