

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
December 15, 2012
2502 N. Black Canyon Hwy, Phoenix, AZ

MEMBERS PRESENT:

Board Members: Tom La Vance, Ron Ezell, Barry Goldman(arrived at 9:45 a.m.), Scott Decker, Frank Brinkman, and Jenna Jones.

Board Members not present: Larry Ratcliff and Bert Young

CALL TO ORDER: Mr. LaVance, President, called the meeting to order at 9:20 a.m.

APPROVAL OF PREVIOUS MINUTES: Ms. Jones reported that she thought she had emailed the minutes from the 10/20/12 meeting to the Board members, she will email them this afternoon. She apologized for the confusion. The approval of the minutes was tabled.

PRESIDENT'S REPORT:

Mr. LaVance reported that would like to discuss the 2013 calendar.

2013 Board meetings: February 16, April 13, June 15, August 17, October 12, and December 14.

April 18-20, 2013 NAPPS will be holding their meeting here in Phoenix. APSA members are needed to volunteer to stuff bags.

2013 Training dates were set as follows:

Annual Conference – September 14 and 15.

March 16, Phoenix training classes (to be led by Barry Goldman).

June/July- Tamara's training in Flagstaff. Ms. Jones will follow up with her for dates.

November 9, Tucson training classes.

December- AALPI meeting.

VICE PRESIDENT'S REPORT:

Mr. Goldman reported that he needs articles for the newsletter. The President and Secretary have standing columns but he would appreciate articles from any other members.

He attended the recent meeting at the Supreme Court regarding changes to the process servers program. Mr. LaVance and Mr. Ezell were also present.

He reported that the constables were going to run three pieces of legislation in this upcoming session. One item includes changing the issuance dates for the issuance of summons in eviction actions. The Board asked to see any legislative language before agreeing to support it. It was requested that the language be submitted to the Board for further consideration and determination. Mr. Goldman reported he would.

Mr. Goldman reported that he had the surveys taken at the annual meeting. Overall, the membership would like benefits but do not wish to directly participate.

TREASURER'S REPORT:

Mr. Young was sick and was not present.

Ms. Jones reported that the Checking account has \$12,048.43.

The Money Market account has \$19,823.01 and the Legislative account has \$14,093.99.

She reported the figures from this past year and the amounts from the annual conference.

It was confirmed that the association does not have D&O coverage and the current agent could not provide a quote as the carrier has already provided a quote to another agent on our behalf. A motion was made by Mr. Ezell and seconded by Mr. Goldman to move forward with purchasing D&O coverage based on the bid submitted at the previous meeting. Motion carried unanimously.

SECRETARY'S REPORT:

Ms. Jones thanked the Board for setting up the 2013 calendar. She will work on finding a location for the conference in September and get the administrator to post the dates on the website. She reported that the site has been hacked several times in the past weeks.

Mr. Brinkman asked that the court meeting dates be added to the website too.

The Board discussed moving the hosting of the webpage and APSA sites to GO Daddy along with an email address. Ms. Jones will investigate this move and the costs involved.

Ms. Jones also mentioned that the phone system currently used is not optimum. If someone calls the APSA number they are automatically sent to voice mail. There is no phone with the current system. She would like to get a phone so that if the administrator is available they could answer the call personally rather than relying solely on voice mail. Mr. Goldman suggested a listed phone number with Century Link as a market expansion and then referring the calls to another phone or obtaining a TMobile account with 1000 minute card. Ms. Jones or the administrator will check into these options and let the Board know by email.

ADMINISTRATOR'S REPORT:

Mr. Young did not have a report at this time.

WEBMASTER/NEWSLETTER REPORT:

Mr. Goldman reported that he needs articles NOW!! PLEASE!!!

He noted California has had several court closures throughout the state as they are responding to a severe financial crunch. He plans to list the new court names for Maricopa county and info on the new vendor for the e-file system. Mr. LaVance will report on the Supreme Court meeting in his column.

COMMITTEE REPORTS:

A. Legislative- Mr. LaVance advised he was appointing a legislative committee to address the issues. He would like the committee to be made up of the past President, Larry Ratcliff, Barry Goldman, Ron Ezell, and himself. The session will start in January but the Board will not be running any legislation. The committee will need to evaluate the constable's bills. It is unknown if other parties are running language at this time. Due to the lack of funding for a lobbyist, it will be incumbent on the Board to follow legislation.

B. Education- Mr. Goldman said that he would and Mr. Brinkman would like to see written standards for the committee to use. In addition, that all instructors are familiar with the course materials and

literature. He also suggested shortening programs and offering them bimonthly or on a quarterly basis. He asked the Board to consider a 1 day versus a 2 day conference but the committee will draft both options for consideration.

Mr. Decker asked the Board to start an Advanced Service course to enhance the knowledge on criminal, juvenile and probate services. He suggested a 4 hour course. The Board was in favor of this and the committee will work on a curriculum.

C. Membership- Mr. Decker reported that he and Mr. Young attended the AALPI meeting in December and staffed the table for APSA.

He suggested all members ask other process servers to join APSA. He said if each member could get two or three people to join it would be great. There was discussion about some issues that may deter members to join, the response would be to encourage all licensed process servers to join a group to build the profession.

He would also like to offer a quarterly, free introductory class on a Saturday morning to possible new process servers. He would also like to offer lunch and learns on a monthly or quarterly basis where members could get 1-2 CE credits while learning from local speakers on variety of subjects. He will continue to foster relationships with other associations like AALPI.

D. Courts – Mr. Decker reported that he will meet with Mr. Wilson of the Supreme Court in January.

E. Arbitration and Grievance- Mr. LaVance reported no grievances to report.

OLD BUSINESS:

The Board discussed the need for Board member manuals for guidance and continuity. The books would include the bylaws and Robert's Rules of Order. In addition, they would contain the job outline for each officer and any other information the officer feels would assist future officers. Mr. Ezell noted that the bylaws give the general descriptions. There should also be consideration given for the committees and the administrator's book would include a procedures manual. It was agreed this would need to be a project developed over the year and hopefully finalized by year end.

NEW BUSINESS:

Mr. Goldman suggested a permanent site office for APSA materials. This matter will be investigated by Mr. LaVance and Mr. Goldman.

REMINDER: NAPPS is coming to Phoenix in April 2013 (April 17-18). The Board agreed to order banners and staff at table at the meeting. We will use the 40th year anniversary as a backdrop for the 2013 year.

Motion made by Mr. Brinkman to adjourn & seconded by Mr. Decker. Motion carried

Meeting was adjourned at 12:05 PM.

Submitted by: Jenna Jones, Secretary

