

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes at Flagstaff Country Club
June 27, 2015
Called to Order at 4:11 PM

THOSE IN ATTENDANCE:

Board Members: Larry Ratcliff, Patty Chlebanowski, Ron Ezell, Luis Figueroa and Candy Ratcliff and one member present Don Stiver.
Board Members not present: Tom Lavance

PRESIDENT'S REPORT:

Larry Ratcliff welcomed the board members. He made sure that we all received the Meeting Agenda, the March minutes for approval and attachments of items to be discussed in this meeting.

Larry talked about hiring Stephanie Erwin, a CPA who is completing a forensic accounting audit. We had a discrepancy. She will provide us with a list of members. She is working with IRS to make sure they have received everything from the past year. She will also provide us with a P & L when she is done. The CPA will provide us with a budget for the association.

We have now transferred over Pay Pal payments, caught up booking in Quick Books and entered some credits.

For future we need to list each member as a separate Customer in Quick Books for better accounting and tracking,

We need to make sure we complete annual invoices for membership.

We removed a few members that asked to be removed.

VICE PRESIDENT'S REPORT:

N/A

SECRETARY'S REPORT:

Minutes of March 21, 2015 board meeting were prepared by Patty Chlebanowski and emailed to the board for their review prior to the meeting. Motion to approve the minutes was made by Ron Ezell and seconded by Luis Figueroa. Motion Passed.

TREASURER'S REPORT:

Larry Ratcliff printed out two years worth of checking, legislative banking accounts and Candy & Nicole attempted to balance the books.

Motion not made to approve the Treasurer's Report at this time until the accounting and the audit are all current.

ADMINISTRATOR'S REPORT:

Larry Ratcliff also brought the two finalist for the Administrator's Position, we have Adam from Holbrook and Nicole from Lakeside who are both interested. Tom Lavance, Wayne & Patty Chlebanowski were asked to contact Adam to do a phone interview. The administrator's position should be separate from accounting.

A discussion follows and the board feels because of lack of funds the Administrator's position should be put on hold at this time.

COMMITTEE REPORTS:

Membership Report:

Larry Ratcliff & Wayne Chlebanowski sent a blast email to the membership notifying them of the Flagstaff Class & the Annual Conference. We received a lot of bounce backs.

We will be offering a discounted membership fee if paying your Annual Dues at the Conference.

Luis Figueroa will be putting together a new membership list and will compare with the NAPPS Arizona members.

Website Report:

Larry & Candy Ratcliff, Wayne & Patty Chlebanowski took a Saturday and updated the website with the current classes now scheduled. Flagstaff, Annual in Carefree & Tucson tentative information. Larry updated the board members current information. He also added the phone number to the website which was not present. Wayne added the newsletter that Barry just sent out in June.

Patty emailed Serve Now on June 19, 2015 to fix several items, mostly inconsistencies on the website. I have had no response as yet. Ron Ezell stated to send the email to him and he will put another phone call into Trent Carlyle.

Grievance Report:

No grievances at this time.

Newsletter Report:

New newsletter posted in June by Wayne Chlebanowski. Larry also did a blast of the newsletter to the members.

Continuing Education:

Finalization of the classes for Annual Conference are being handled by Patty Chlebanowski who will be working with Dana Young from AALPI.

We need to get the complete scheduling of the Tucson class, date and time and Instructor for the December class.

Legislative Report:

None at this time.

OLD BUSINESS:

Larry Ratcliff is handing Patty Chlebanowski his Debit Card so she has it available for the conference.

We had previously scheduled Tucson for December 12 & 13th. We need to make sure those dates are still good.

We do not have funds at this time. No more scanning of the older documents for uploading into the cloud.

NEW BUSINESS:

Email from the NAPPS Committee regarding State Associations was discussed.

The next board meeting is scheduled for September 19, at Director Patty's house and December 12, Saturday following the Tucson class.

Motion made by Ron Ezell to adjourn & seconded by Patty Chlebanowski.

Meeting was adjourned at 5:00 PM.

Submitted by: Patty Chlebanowski, Secretary