

APSA  
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes  
January 27, 2017 at 1344 East Winter Drive  
Called to Order at 9:25 AM

**THOSE IN ATTENDANCE:**

Ron Ezell, Patty Chlebanowski, Luis Figueroa, Eric Sotelo, Tracy Candelaria, John Carpenter & Larry Ratcliff via phone.

**PRESIDENT'S REPORT:**

Ron swore in Board of Directors. We are starting out the New Year, he has had positive feedback about our last Conference in Tucson and CJ and AALPI would like to join us again for this year's conference. Many of the speakers we had, he heard were well received and enjoyable

**VICE PRESIDENT'S REPORT:**

Tom Rankin was not present for any current Vice President's report.

**SECRETARY'S REPORT:**

Minutes presented to the board members via email. Motion made to approve the June 25, 2016 minutes by Tracy Candelaria and seconded by Luis Figueroa. Motion passed. All mail, phone calls are currently up to date as of this week.

**TREASURER'S REPORT:**

Luis Figueroa provided written reports, Profit & Loss Detail for the last quarter September through December 2016, a Profit & Loss Detail from January through December 2016 & Profit & Loss Year Comparison January through December 2016. Balances as of December 31, 2016, Checking Account \$5,896.94, Savings Account \$11,842.04, Legislative Account \$15,384.70 & Pay Pal Account \$4,107.30. The board asked Luis to transfer the Pay Pal account monies to the Checking Account, only leave \$1.00 in the account. Luis needs to contact our accountant Stephanie to make sure the 1099's are sent out by the end of the month. The only ones that need to be sent are to Barry Goldman & Patty Chlebanowski. Ron mentioned to make sure you tell her to file a Non Profit Form 990 and we need to forward a copy of that to NAPPS. Per the Report we show there were some bank charges and he was going to contact Bank of America and find out why, we are being charged fees. A Motion was made to approve the Treasurers Report by Patty Chlebanowski and seconded by Tracy Candelaria. Motion passed.

**COMMITTEE REPORTS:**

**Membership Report:**

All renewal notices have been sent out and have been coming in and correcting or verifying their website information

**Website Report:**

Patty Chlebanowski reported that the website information is current and complete. Discussion made to obtain bids from Trent & one more web designed to see if we could update our system. Eric Sotelo suggested a name; Anthony from Terbush Creative. Patty will contact him for an appointment and consultation.

**Grievance Report:**

John Carpenter reported there were only 2 Complaints. Both complaints have been discussed between the Member and the Complainant.

**Newsletter Report:**

Barry Goldman sent in a written report. The next edition of the APSA Newsletter is due no later than March 31<sup>st</sup>. I plan on putting the next edition to bed by mid-February at the latest.

All APSA officers and board members are requested to submit a biographical sketch to me January 31<sup>st</sup> for editing and publication. Please include a photo for publication.

Documents may be sent directly to me at: [service@rapidrps.com](mailto:service@rapidrps.com).

Standing columns are due from the President and Secretary. Please submit by January 31<sup>st</sup>.

Legislative and rule changes pending will be covered in this edition, including those applicable to process servers effective January 1, 2017.

As information is received or developed, it will be drafted for publication in this and further editions.

A resolution to keep Barry Goldman as the Editor with a \$500.00 fee was made by John Carpenter and seconded by Ron Ezell. Motion passed.

**Continuing Education:**

We need to prepare an Insert for corrections to the printed Manuals that we still have. Example (number of days to serve an Issued Document.) There are about 20 manuals. Patty will reach out to Barry Goldman and see if he could possibly take this project on. Patty will also ask Barry if he could update the presentation for the ACPS Class.

Discussion was made about future dates for classes. Tentative dates were March 11th in Kingman, June 10th in Flagstaff, September 16<sup>th</sup> in Mesa for the Conference and December ?? In Tucson Patty will follow through with the scheduling of these classes and reserving the locations.

We have two possible locations for the Annual Conference, Hilton in Mesa and the Arizona Golf Resort in Mesa. Patty will contact both locals and obtain a bid for approval at the next board meeting.

**Legislative Report:**

Barry Goldman sent in a written report and copies were passed out. We filed a rule change with Supreme Court on January 10, 2017. He provided copies to the board and Patty had a few printed out to pass out to the board. Referenced the SB1018, adding Process Servers, SB 1075 Aggravated Assault, SB 1050 Write on served documents and Rule 3 C and D.

**OLD BUSINESS:**

Ron Ezell was going to reach out to Tom Rankin to see if the By Laws have been reviewed and if any corrections need to be made.

**NEW BUSINESS:**

A motion was made to adjourn the meeting by John Carpenter and seconded by Patty Chlebanowski.

Meeting was adjourned at 10:35 AM.

Submitted by: Patty Chlebanowski, Secretary