

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes Work Session
November 4, 2015
Called to Order at 6:00 PM

THOSE IN ATTENDANCE:

Board Members: Patty Chlebanowski, Ron Ezell, Luis Figueroa.
Member present: Barry Goldman

PRESIDENT'S REPORT:

Larry Ratcliff took of leave of absence.

VICE PRESIDENT'S REPORT:

None

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. Correction in the minutes to state "Barry Goldman took a leave of absence" not resigned. Motion to approve the Amended minutes was made by Ron Ezell and seconded by Luis Figueroa. Motion Passed.

TREASURER'S REPORT:

Discussion was made about Ron Ezell showing Luis Figueroa how to use Quick Books. No accounting has been done for several months in the Quick Books system. Luis Figueroa to ask Larry Ratcliff for the passwords to get into the checking accounts to obtain monthly statements. Unable to approve any reports as of this meeting.

ADMINISTRATOR'S REPORT:

None.

COMMITTEE REPORTS:

Membership Report:

Patty Chlebanowski talked about sending 2016 Membership Renewals out in January. Has been working with Wayne and a currently updating the membership list to be more current and taking out old bad email addresses.

It was suggested to look into Constant Contact for mass mailing.

Website Report:

None.

Grievance Report:

Patty Chlebanowski did receive one phone call about a process server. She instructed the caller to contact Superior Court to file a complaint with them.

Newsletter Report:

The last newsletter was published on the website. Luis was not able to get it sent out to the membership. He will get a hold of Trent Carlyle from Serve Now and get a new membership list. Patty will work with Wayne to get the newsletter sent out next week.

Continuing Education:

Finalization of the classes for Tucson at 10 East Pennington, Lowe Level, Tucson, AZ, scheduled for December 12 and December 13. Luis Figueroa will teach both classes and Ron Ezell will be there to help set up and sign members in. The ACPS class for Saturday and Sensitive Service and Personal Safety for Sunday. Patty Chlebanowski will get all Manuals, tests and class information to Ron to have ready for Luis in Tucson.

Legislative Report:

Barry Goldman prepared written drafts of a rule change. After discussion, we felt we were opening a problem with being specific about age requirements. We chose not to file them with Supreme Court.

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:

We will hold our next board meeting in January 2016 and get the board sworn in at that time.

Motion made by Ron Ezell to adjourn & seconded by Luis Figueroa.

Meeting was adjourned at 7:00 PM.

Submitted by: Patty Chlebanowski, Secretary