

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
June 29, 2013
Larry Ratcliff's home, Pinetop, AZ

MEMBERS PRESENT:

Board Members: Tom La Vance, Ron Ezell, Frank Brinkman, Larry Ratcliff, Jenna Jones (by phone) and Barry Goldman (arrived at 10:30 am)

Members absent: Scott Decker and Bert Young

CALL TO ORDER: Mr. LaVance, President, called the meeting to order at 10:05 a.m.

INTRODUCTION OF GUEST: Candi Ratcliff, Wayne and Patty Cheblovski, and a few other guests present, all names not provided.

APPROVAL OF PREVIOUS MINUTES: A motion was made by Mr. Ezell and seconded by Mr. Brinkman to approve the minutes of April 13, 2013. The motion carried unanimously.

PRESIDENT'S REPORT:

Mr. LaVance chose to hold his report until later in the meeting.

SECRETARY'S REPORT:

Ms. Jones reported that the Annual Conference is coming along and she needs all the help she can get to organize it. So far, AALPI is willing to join in the fun and we need to get Dana Young the vendor info. We do not have any classes from them yet. Ms. Young had a recent personal incident that has preoccupied her so she has promised she will work on it in the near future.

Ms. Young advised she has confirmed Mark Wilson and Capt. Butler to speak at lunch. The Board discussed timing and if we have each of them speak, we can ask if we can offer 1 hour of CE for the lunch portion. Ms. Jones will follow up with Ms. Young and confirm the speakers and timeframes. The Board discussed blocking 2 hours for lunch as we also need to cover the APSA business meeting in the lunch period. We will schedule lunch 11:30 am to 1:30 pm.

The Board approved the vendor form and we have an option to accept less of a donation within reason.

Ms. Jones reported that she did not find any trademarks that looked like our and the only APSA is the American professional secretary association. There was a lot of information to review and based on her concentration on the Conference, she has not completed any of the applications. Barry offered to assist Ms. Jones in securing the trademark as he has dealt with them before.

It was agreed we would continue the \$45 registration fee for the conference. There is a significant amount of cost that goes into providing food and CE income alone will not offset these expenses. Ms. Jones reported that the Italian lunch buffet seems to be the best option for Saturday's lunch. Breakfast rolls and

Danish will be served on Sat and Sunday mornings. The Happy Hour is up in the air and we hope to have a vendor the menu has not been finalized at this time.

ADMINISTRATOR'S REPORT:

Ms. Jones reported for Mr. Young. Serve Now has agreed to redo the website for free. They expect to have it complete in the next few weeks. The hacking problem was fixed right after the NAPPS convention when the program was corrected. Please clean your cache if you are continuing to get the dating site.

TREASURER'S REPORT:

Mr. Young reported on the balances of the organizations accounts.

Checking: \$11,482.43

Legislative Account: \$14,375.23

Savings Account: \$19,826.95

There are currently 142 members with 68 extra city listings. There are 36 Associate members.

VICE PRESIDENT'S REPORT:

Mr. Goldman asked to clarify we have a D & O policy. Ms. Jones advised yes, it was purchased thru his contact with the insurance broker.

Mr. Goldman asked if the Board wanted to pursue rule changes with the Supreme Court. It was suggested he present his draft/proposal to the Board for further consideration. It was suggested that copies of the proposed changes, once approved by the Board, be presented to the stakeholders. A stakeholder meeting could be held or copies of the changes could be provided to the stakeholders for feedback before filing the request for change. Either way would be a good start and a possible way to avoid the way the last attempt ended.

The Board suggested Mr. Goldman pick two area or topics to address in the rule changes rather than trying to make a long list of changes all at once. We will try to reach a consensus at the September meeting.

Instructor fees were discussed. Mr. Ratcliff suggested a flat fee. A minimum of \$100 per class and a max of \$500 per day. The current CE rates of \$15 per hour for members and \$30 for nonmembers was approved. Discussion was presented for reimbursement of travel expenses, one night's hotel cost or mileage, or both. Many felt a hotel night's cost would be acceptable but would leave it up to the administrator to determine what was reasonable.

Mr. Brinkman made a motion to reimburse for reasonable travel expenses at the discretion of the administrator. Mr. Goldman seconded. Motion passed unanimously.

Mr. Goldman suggested standardized formats for the classes. Everyone agreed and he asked if he could have the current class materials from the Administrator. Ms. Jones will ask Mr. Young to coordinate that with Mr. Goldman.

OLD BUSINESS:

Conference information and everyone needs to pursue door prizes.

SECRETARY'S REPORT:

Ms. Jones reported on the conference planning. A lot of time was spent making the scheduled.

COMMITTEE REPORTS:

A. **Legislative-** Nothing at this time. The session is over.

B. **Education-** Mr. Goldman already covered the information earlier.

- C. **Courts** – Mr. LaVance reported that Mr. Decker should report on his Supreme Court meeting at the next meeting.
- D. **Arbitration and Grievance-** Mr. LaVance reported none to date.
- E. **Webmaster/Newsletter Report:**
The newsletter just went out. Mr. Goldman needs articles or columns.

NEW BUSINESS:

Mr. LaVance reported that we have received contacts and questions about services at the Maricopa County jails. It was reported that serves must be made by sheriff deputies. Mr. LaVance found that was not the case when he recently attempted to make a serve at the jail. He and Mr. Ezell will look into this more and report back to the Board.

Motion made by Mr. Ratcliff to adjourn & seconded by Ezell.

Meeting was adjourned at 12:15 PM.

Submitted by: Jenna Jones, Secretary