

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
January 22, 2011
Called to Order at 9:19 AM

THOSE IN ATTENDANCE:

Board Members; Larry Ratcliff, Patty Chlebanowski, John Carpenter, Jenna Jones, Luis Figueroa, Wayne Chlebanowski, Joe Basso , Tom LaVance & Ron Ezell & Candy Ratcliff, Member.

PRESIDENT'S REPORT:

Larry talked about the Annual Conference. We had actually made money this year, we spent less money on the Conference, holding it at the Fraternal Order of Police Lodge. He met with the new Navajo County Clerk. In Yuma, Luis introduced himself to his new clerk, Lynn Faz, met with her and told her about the problems with the consistency of the licensing of process servers. In Pinal County the new clerk is Chad Roche. He asked if anyone had dealings with the ALPI Association because he had not been able to contact anyone from that organization.

VICE PRESIDENT'S REPORT:

Jenna talked about searching on House bill 2072, as long it is retained, we will be okay. Senate 1143 is the only other bill found as of Wednesday. Patty discussed ordering Capital Times to keep Jenna up to date about the Legislative on goings. The Maricopa County clerk's called Jenna about adding a link to their website for the APSA, The Board told her to tell them yes, no problem.

SECRETARY'S REPORT:

We reviewed the minutes of October 23, 2010. John Carpenter made a Motion to approve the minutes & seconded by Tom La Vance. MOTION PASSED.

TREASURER'S REPORT:

Wayne submitted a written report as of January 21, 2011 and also submitted a Profit & Loss Report comparing the current year to January through December 2010. The following balances are from the accounts; Checking Account \$44,523.14, Legislative Account \$2,635.91 & Money Market \$22,788.61. He talked about how Bank of America is charging a service charge, perhaps due to the low amount in the Legislative Account? We were going to have John talk to the Bank and have them review their dollar amounts so we do not get charges on any of the accounts. Ron Ezell made Motion to approve the report & was seconded by Tom La Vace. MOTION PASSED.

ADMINISTRATOR'S REPORT:

Wayne submitted a written report as of January 22, 2011. It includes Membership numbers, website updates, & the above banking figures. Jenna, had asked Wayne to double check her membership, she thought she was paid & up to date. Tom mentioned about getting him a list of non paid members, so he could do phone calls to ask about returning their membership to the association.

Brief Recess

COMMITTEE REPORTS:

Membership Report:

There are 83 total members in our database. 6 Associate Members, 79 Arizona Members, 38 Extra City Listings. We talked about contacting Nancy at Supreme Court to obtain a list of licensed Process Servers. If we cannot get a hold of her try Kimberly and also have them update the APSA class list which they have posted on their website. We inquired about passing out membership applications at the other Education Schools. The majority felt they would not allow it. We talked about obtaining a list of Private Investigators through the Department of Public Safety and sending membership information to them. We were informed that The Academy is "bad mouthing" the Association during their classes.

Website Report:

On January 10, 2011 our web developer took it upon himself to (prematurely?) remove any members not paid for 2011 from the database. This has not had the backlash Wayne was expecting. Those not paid for 2011 were to be removed on January 31, 2011. The search results details now show "Dues Paid 2011". Update and clean-up have been applied; scheduled courses showing, board members updated, etc..

Grievance Report:

Tom & Joe reported there were no problems. They were asked to write up a procedure because no one really knew how to follow through with a problem. We were going to use the NAPPS procedures as an example of due process.

Newsletter Report:

The next newsletter is being published in February. I was awaiting more articles from the board and the last updating of our membership for 2011.

Continuing Education:

Patty brought the schedules of classes for CLE. We have a 6 hour class scheduled for February 5 and the hotel on 2nd Street & McDowell. We will have in March the Bullhead City class and suggested the ACPS 6 hour & see if Judith could travel to teach Spanish for the other 4 hours. The specific date and location has not been chosen as yet. We have May or June in Flagstaff, no specific date as yet, also for the 10 hours. We have been asked about Robert Ware teaching a Concealed Weapons CCW class. We do not feel at this time and due to the location where the Annual Conference is being held that it is feasible. We were asked to contact him and find out what his goal was and where he thought it would be taught. We have the dates for the Annual Conference, September 23, 24 & 25th. Friday would consist of a “no host Happy Hour gathering” at the hotel where people will be staying. We will check into the Crowne Plaza Hotel again. We have not confirmed availability as yet. Saturday the 24th provide lunch, continental breakfast & a Happy Hour & the 25th just continental breakfast.

Legislative Report:

Jenna acknowledged that she would be our liaison for the Association with the Legislators. She would do the monitoring. We feel that because of the lack of funds, we cannot follow through with paying someone annually. We also do not have the funds to facilitate pushing through any bills at this time.

OLD BUSINESS:

Candy reported what she had found about Charge Card processing. It was .10 a transaction & \$5.00 a month, ¼ % over wholesale rate. You can buy a terminal for \$250.00. There was no minimum number of members that needed to join. We asked if PayPal was any cheaper, but no one knew for sure.

NEW BUSINESS:

No one had any new business at the time.

Our next scheduled Board Meeting will be on April 16, 2011 at 9:00 AM at EZ Messenger's office, located at 1209 East Washington Street, Phoenix, AZ.

Motion made by John to close & 2nd by Patty. MOTION PASSED.

Meeting was adjourned at 12:15 PM.

Submitted by: Patty Chlebanowski, Secretary