

APSA  
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes  
July 24, 2010  
Called to Order at 9:00 AM

**THOSE IN ATTENDANCE:**

Board Members; Randy Smith, Patty Chlebanowski, Luis Figueroa, Wayne Chlebanowski, Larry Ratcliff , Ron Ezell, Joe Basso & members, Candy Ratcliff, Nicole Osborne & Laurie Smith.

**PRESIDENT'S REPORT:**

Larry had on the agenda a time for the members at the meeting who were in attendance if they had any issues to address the board to be discussed. He allowed five minutes on each topic. Nothing was brought up or needed to be discussed by the members present. Larry mentioned he was invited to the Clerk of the Court meeting to speak, however the meeting in June was cancelled and the next upcoming meeting in October he will attend to discuss a few items he wanted to address the clerks about; fingerprinting within all counties & the licensing procedure to be consistent across the state.

**VICE PRESIDENT'S REPORT:**

Jenna was not able to attend the meeting. However, Larry and Jenna have had several emails back and forth in regards to the upcoming conference, he had attached them as a reference. The Meeting is scheduled and all contracts signed with the Fraternal Order of Police. We will be holding a Meet N Greet gathering on our own on Friday September 24. Saturday, September 25, they will provide a Continental Breakfast consisting of Bagels, Donuts, Coffee & Juice. Lunch will be served which is, Pulled Pork & Beef, Potato Salad, Cole Slaw, Veggie Tray & Cookies. Saturday evening, we will be holding a Happy Hour at 5:00 PM. Consisting of Mild/BBQ, Teriyaki Chicken Wings, veggie tray, chips and salsa. Sunday, September 26, we will also have Continental Breakfast, Donuts, Bagels, Coffee and Juice. As far as the hotel we have booked a guarantee of a minimum of 10 rooms at the Crowne Plaza Phoenix hotel, located at 2532 West Peoria Avenue, Phoenix, AZ 85201. They have until August 25 for a guarantee of the rate of \$69.00.

Joe Abate, a lobbyist is willing to work for us and run the bill we want for the aggravated assault for a total of \$ 30,000 for the entire legislative session. If we want him to merely monitor legislation it would be less \$\$\$\$. He does represent big companies like AT & T down to the smaller health care associations. He has been around forever, has a very good, honest reputation and I have no doubt he can get the job done if it can be done. Something for us to discuss in the future.

## **SECRETARY'S REPORT:**

We reviewed the minutes of April 10, 2010. Ron Ezell made a Motion to approve the minutes and Randy, seconded it. Motion passed. Minutes approved.

## **TREASURER'S REPORT:**

John Carpenter was not able to attend the meeting. He did send an email of which Larry printed out as his written report for our review. He had just taught the Saturday's ACPS six hour class (7 continuing/ 1newbie/ 1 office manager were in attendance). He had no additions to the newsletter.

Wayne Chlebanowski, the Administrator, submitted a written report as of July 22, 2010, also submitted was a Profit & Loss Report for January 1, 2010 to July 22, 2010. The reported balances were as follows; Money Market: \$22,777.14, Legislative Account: \$ 2,594.59 and Checking Account: \$37,135.91. He also talked about the purchase of the new Quick Books for the new updated Laptop for the Association. A motion was made to approve the report by Joe Basso and seconded by Luis Figueroa. The motion was passed.

## **ADMINISTRATOR'S REPORT:**

Wayne submitted a written report as of July 22, 2010. 2009 members were purged from the system and will be deleted from the "current" mailing list. A New Letter and the Application has been placed on the website for membership. He brought up about purchasing of the Quick Books about how much needs to be preauthorized for a purchase. The board's consensus was if more than \$500.00 this needs to be preapproved by the board.

Wayne also reported, all phone calls & emails are up to date.

## **Brief Recess at 10:45 AM**

## **COMMITTEE REPORTS:**

### **Membership Report:**

There are 221 total members in our database. 15 Associate Members, 197 Arizona Members & 38 Extra City Listings.

### **Website Report:**

Updated membership application in .pdf format has been posted. I left the "late notice" attached as page one of the application ensuring any renewals will be aware of the \$25.00 late fee. Current certificates to be sent. Will update for the Conference and classes.

**Grievance Report:**

Joe Basso reported he had no complaints to be taken care of. He did listen to a few phone calls and sent them to the court for filing a complaint if they choose to do so. Nothing regarding a member thru another member to be handled by him. He also received a few phone calls about Private Investigators and Servers being licensed and told them how to check those questions out.

**Newsletter Report:**

Patty reported the Newsletter is due out in July and will be posted on the website. Board members please send me something to include in the newsletter. I am always asking for something to report from our board for the printing.

**Continuing Education:**

Joe Basso was asked to send an updated list of our classes to the Arizona Supreme Court to have them update the information on our classes available. Larry was asked by a couple members about the Ride-A-Long with the Police Department if it was a preapproved class from Nancy Sweatnam. The current board said that it has been listed and that the certificate needed to be signed off by the Supreme Court. However it is not listed on their website.

**Legislative Report:**

Jenna reported that in order for us to proceed we needed to do a fund raising event or an increase in the membership dues. Looking at California at \$125.00 individually, a Company at \$1200.00, members at \$250.00-\$500.00 or even NAPPS at \$125.00.

**OLD BUSINESS:**

Luis reported on obtaining Vendors for the 2010 conference. He has obtained Pre Paid Legal to attend and the Serve-Now, Process Servers.com organization to attend the conference. We talked about handing out raffle tickets and have some feedback for door prizes to be given away. Each class would hold at least one drawing. The credit card information was not printed out for us to discuss. This will be brought up at next meeting.

**NEW BUSINESS:**

Wayne's Contract for renewal for the upcoming year which expired in June will be reviewed and approved by Larry Ratcliff, the president. There was no new business at this time to be discussed.

Meeting was adjourned at 12:00 PM.  
Submitted by: Patty Chlebanowski, Secretary