

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
October 22, 2011
Called to Order at 9:25 AM

THOSE IN ATTENDANCE:

Board Members: Larry Ratcliff, Patty Chlebanowski, Tom La Vance, Ron Ezell, Wayne Chlebanowski, Efrain Sotelo and Jenna Jones.

Board Members not present: Luis Figueroa.

Members present: Tracy Candelaria & Candy Ratcliff

PRESIDENT'S REPORT:

Larry Ratcliff welcomed the board members and the members that attend the meeting. We discussed the bylaw changes to include guidelines for removal of board members. We discussed at length to add two additional board members to obtain membership participation. We discussed a bylaw change to allow proxy voting by mail or by email, again, to obtain more participation from the membership. Patty Chlebanowski is to put a survey in the next newsletter about their thought of proxy or email voting. Wayne Chlebanowski will need to create a new email address for survey voting. We reviewed the bylaws and in Article V: Section 1 it still list 2nd vice president. This was removed several years ago and needs to be taken out both on website and in our publishing of by laws. Tom La Vance & Larry Ratcliff to propose changes to bylaws.

VICE PRESIDENT'S REPORT:

Jenna Jones reported she had very good responses to the email request of stories pertaining to assault. She will be using them as examples for the upcoming legislative changes. The legislative report will be listed under committee reports.

SECRETARY'S REPORT:

We reviewed the minutes of July 30, 2011. Motion was made to approve the minutes by Ron Ezell and seconded by Jenna Jones. Motion passed, minutes approved.

TREASURER'S REPORT:

Wayne Chlebanowski submitted a written report as of October 22, 2011, also submitted was a Profit & Loss Report for January 1 through October 22, 2011. The reported balances were as follows; Money Market: \$19,804.75, Legislative Account: \$ 6,050.19 and Checking Account: \$46,968.57. We are no longer being charged a service fee on the Legislative Account, we brought the balance up to the banks requirements. The checking account balance does not include monies to be transferred for manuals sold through the website, via our Pay Pal account. We had 1 NSF check returned from the conference and are currently trying to arrange for payment. A motion was made to approve the report by Ron Ezell and seconded by Jenna Jones. The motion was passed, report approved. A Motion was made to transfer more than \$20,000.00 from the checking to the money market by Tom LaVance & seconded by Patty Chlebanowski. The Motion passed.

ADMINISTRATOR'S REPORT:

Wayne Chlebanowski submitted a written report as of October 22, 2011.

Brief Recess

COMMITTEE REPORTS:

Membership Report:

Wayne Chlebanowski submitted a written report. There are 164 total members in our database paid through 2011. We have 28 members paid already for 2012. 18 Associate Members, 146 Arizona Members, (68 members have additional extra city listings). Patty Chlebanowski addressed the board about clarification for members. We had a request for a new membership, however is not currently licensed. We cannot list her on the website until receiving an Arizona license.

Website Report:

We have updated all the new committee information and additional changes that resulted from the 2011 Conference. At that time also deleted any outdated information. We have attempted again to get our web developed to get the "county" search option functioning. We are still awaiting a response. Dennis of Tri-Star has offered to update our website for a fee. This new website would be user friendly and would allow us to make changes. This only includes cosmetics and documents, the search engine would need to be developed by Tri-Star.

Grievance Report:

Joe Basso was not present but Wayne did forward an out of state request to Joe Basso. We have not heard any results. The complaint was not on an APSA member.

Newsletter Report:

Patty Chlebanowski asked the board for some articles/paragraphs to be published in the newsletter. Efrain Sotelo a biography about you as a new board member & Jenna Jones maybe a letter from you about the responses you did receive from members. Patty read the thank card received from Dale Micale and I was asked to publish it in the next upcoming newsletter.

Continuing Education:

Patty Chlebanowski announced our next class is scheduled in Tucson in December. The final date and location has not been determined as yet but we are working on it. The classes to be held will probably be the ACPS for 6 hours & the Finding People & Assets for 4 hours.

Tracy Candelaria has joined the committee for helping with locating hotel or a local accommodations for the 2012 conference. We informed her of the criteria and room sizes we needed.

Patty Chlebanowski read several of the Surveys that were completed at the Annual Conference. We do need to have a discussion with the instructors about how to handle the class and keep the class room in check to continue. We also had some suggestions for new classes to approve for the next annual meeting. Overall responses were positive about the 2011 conference.

Jenna Jones will create a new survey form as these forms are outdated and will be destroyed.

Legislative Report:

The board told Jenna Jones to proceed with the assault bill first while this item is hot and on the burner. Ron Ezell provided the wording of four different states Assaults bills to use for the wording to get to our lobbyist. The Trespass issue needs to be addresses in the Criminal ARS Title 13 & 28. Jenna was asked to proceed with a Request for Quote which would include the scope of work: Change Assault Law, Criminal Trespass, monitor legislative bills pertaining to Process Servers, benefits Sheriff's Office & Licensed Servers.

OLD BUSINESS:

Thomas La Vance & Ron Ezell to set up a meeting with Nancy Sweatname at Supreme Court. We would like to get a list of the Process Servers from each of the county Clerks for promoting the Association. Bring examples of the process servers license since they are talking about changing them.

NEW BUSINESS:

We calendared the next upcoming board meetings. January 21, 2012, April 21, 2012, July 14, 2012 in Pinetop or Show Low area. Calendared in 2012 conference as September 21 to 23 or September 28 to 30.

Ron Ezell made a announcement for NAPPS membership for anyone who is not a NAPPS member to please join. Patty Chlebanowski also pointed out the APSA gets a sponsorship rebate for every Arizona member we have in NAPPS.

Motion made by Jenna Jones to adjourn & seconded by Patty Chlebanowski.

Meeting was adjourned at 11:35 AM.

Submitted by: Patty Chlebanowski, Secretary