

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
November 7, 2009
Called to Order at 9:05 AM

THOSE IN ATTENDANCE:

Board Members; Randy Smith, Larry Ratcliff, Patty Chlebanowski, John Carpenter, Jenna Jones, Luis Figueroa, Wayne Chlebanowski & members; Candy Ratcliff.

PRESIDENT'S REPORT:

Larry brought up, due to the membership consensus during the annual meeting and the board's same consensus, all Legislative efforts will be tabled until 2011 due to the governmental budget. Larry mentioned comparing John Moody's contract to an individual lobbyist. Jenna pointed out we could always get a request for proposal.

Larry wanted the Board to focus on the October 2010 Convention and Training. Larry talked about classes all day on Saturday and having an evening gathering/party on Saturday night for the attendees. He would like us to focus on keeping Sunday short, ending about 1:00 PM, this way it allows for traveling time for those attendees who came from out of town. Larry suggested having an evening class on Friday night, due to the fact out-of-towners usually drive down earlier in the day and are available to attend. Patty mentioned there is a lot of work to get the sign in tables, registrations and name tags out, Friday night is a very hard job to manage. Larry appointed Luis to check into obtaining some vendors for the 2010 conference. Ideas that were suggested included the Merlin Information Data Company, Humane Society has some wonderful K9 Tee-shirts that could be sold to the members and trying to get AAA out there again. Luis mentioned about having a guest table, where we can put out business cards, newsletters, job possibilities and any mail groups listing for servers, so it may be available to all the members and give them something to look at on breaks. Larry had talked about bringing in more outside instructors AZPOST. No policy or procedures need to be changed to do so. He was going to check into obtaining an instructor.

VICE PRESIDENT'S REPORT:

We discussed moving the conference date to the end of September due to a price break at many hotels, etc. Jenna had already made some calls and we were able to obtain, Friday September 24, Saturday, September 25 & Sunday, September 26. She had located the Fraternal Order of Police at 12851 North 19th Avenue. Jenna mentioned, they could hold a No Host Happy Hour gathering, they did have a full kitchen and would be able to give us a lunch buffet and possibly morning snacks, coffee, water, tea. Lunch will be about \$25.00 per person. Motion made by Jenna Jones to keep those dates and Seconded by John Carpenter. Motion passed.

SECRETARY'S REPORT:

Approval of the June 13, 2009 minutes. Question of the wording under New Business, checking with Jeff Evert to review wording. He did not recall the question. Motion made to approve minutes by; Larry Ratcliff. Seconded by; Jenna Jones.

A discussion was held about purchasing a new lap top for the Administrator & Secretary duties. The old computer is very outdated and runs very slow, also no mobile internet capabilities are on the old lap top. We also want the capability of a Power Point presentation, so possibly using the old lap top for this function for future classes.

The close out date for old members not paying current membership will be floated until February 28. Each year we will remove unpaid members at that time. Membership dues will be at \$50.00 and are due January 1st each year. Dues are delinquent after January 31st and there will be a late fee of \$ 25.00 added to the membership if paid after that date or \$75.00 to reinstate your membership.

We did check into mass emailing with Cox Communications and Wayne will address that in Administrators report.

Larry wanted a letter drafted to send to members about the donation of door prizes to be given away during the conference. Items we are looking for are stuff Process Servers use such as clip boards, flashlights, GPS, seat organizers, etc. Make a sign for said sponsors of prizes.

TREASURER'S REPORT:

Wayne submitted a report as of November 6, 2009. Also sent was a Profit & Loss for 2008 and 2009 Comparison Report. Balances were as follows Money Market: \$37,759.09, Legislative Account: \$ 2,691.82 and Checking Account: \$31,417.10. Wayne was asked by Larry to give a review of the Conference 2009 versus 2008. There were 102 attendees in 2009 and 134 in 2008. The loss of income in 2009 was \$5,600.00. Motion made to approve the report by; Jenna Jones and Seconded by; Randy Smith. Motion passed.

ADMINISTRATOR'S REPORT:

Wayne submitted a summary report as of November 7, 2009. Wayne had contacted Cox Communications, who we use for internet services, about the mass emailing to members. We do not currently have a business account so there are some rules, but as long as the mailing is not "unsolicited" you can do a mass mailing to the members. Wayne currently has, as of this date, an emailing list compiled. He wants to break it down a bit for faster emailing. We will be handling the next newsletter this way. Another list need to be created to list any members that do not have an email address so those members could receive a hard copy of the newsletter in the mail. He asked about changing the phone message to something a bit different.

"You have reached the automated voice mail for the Arizona Process Servers Association. If you have any questions regarding what it takes to be a process server or

questions of upcoming educational classes, please refer to our website at www.arizonaprocessservers.org. If you have further questions, please leave you name and phone number or email us at apsaadmin@cox.net and we will respond to you as soon as possible. Thank you.”

The board has decided for him to proceed with that project.

Brief Recess

COMMITTEE REPORTS:

Membership Report:

Wayne sent in a written report as of November 7, 2009, we had 17 Associate Members in 2009 (2 renewed through 2010), 225 Arizona Members (33 renewed through 2010), 16 Extra City Listing (5 renewed through 2010).

Website Report:

Currently the website interface is not functioning. The interface allows us to update the website from a remote machine. I notified DBA (Bob Musser/Chris Tilley) and was told Florida is currently experiencing the same errors we are. They were looking into it as of 11/4/09. The situation has not been resolved as of 11/6/09.

We are looking into putting general information on the web site. Items such as “What does it take to become a process server?” and any other pertinent information that can reduce the amount of phone calls we currently experience.

The board also wanted connecting links to the Superior Court and the Supreme Court on the website. Also check into picture availability for the website.

Grievance Report:

Joe Basso is the Grievance chairperson and was not there. Randy Smith was appointed to the second chair if needed.

Newsletter Report:

Patty reported the Winter Final Newsletter will be printed and mailed out in next week in November. She asked for the board members biographies to be included in the newsletter.

Continuing Education:

Larry talked about assigning a task to Luis, Joseph & Ron of setting up one class each for the 2010 Conference, find an instructor and find us a class that has not been scheduled in the last three years. This will help Patty and Wayne to come up with some new ideas. Patty stated Franklin currently is reviewing a class previously presented that will be ready for this year's conference, "Conflict Resolution". Larry is currently working with Pinetop Fire Department and coordinates with Phoenix Fire and the Supreme Court to get a First Aid and CPR Class that will take a 6 hour slot. Of course our ACPS and condensed renewal classes. Check into an Ethics program?

OLD BUSINESS:

We are getting a price quote and presentation prepared by Barry Goldman regarding new Identification Badges. He will be invited to the next meeting. Also he is working on a Power Point presentation for the ACPS Class.

NEW BUSINESS:

Our next scheduled Board Meeting will be on January 16, 2009 at 9:00 AM and then April 10, 2009 at 9:00 AM also at Track Down's office.

Meeting was adjourned at 11:19 AM.

Submitted by: Patty Chlebanowski, Secretary