

**ARIZONA PROCESS SERVERS ASSOCIATION  
ANNUAL MEETING MINUTES September 17, 2011**

The annual meeting was held on Saturday, September 17, 2011 at the Fraternal Order of Police located at 12851 North 19<sup>th</sup> Avenue, Phoenix, AZ 85029. The president Larry Ratcliff called the meeting to order at 11:43 AM. The Pledge of Allegiance was said. The 2011 Annual Conference Booklet was passed out to everyone as they signed in at the main table. The approximate number of members that attended this conference is 81.

**PRESIDENT'S REPORT:**

Larry Ratcliff thanked everyone for coming to the conference and annual meeting. He introduced the current board members, Patty Chlebanowski, Secretary, Wayne Chlebanowski, Administrator., Lois Figueroa, Director, Ron Ezell, Director, Tom LaVance, Director & Tamara Nieto, Director. He introduced the vendors, Cheryl & from Aflac & Dennis from Tri-Star Software. Larry Ratcliff talked about the 50/50 raffle this year and also each class would be holding two prize drawings. He addressed the membership to talk about By Law Changes and asked for discussion about changing it prior to the annual meeting. A discussion followed and we decided to publish the changes and must be presented to secretary 60 days prior to and 30 days to the membership. Same as what it is now. Larry discussed about term limits for board members. Currently the only limit is for the president of a term of 3 years. We thought any by laws changes would be in the newsletter which can be obtained on line. We also want your stories for publishing in the newsletter to make it interesting for all to read. The conference takes a year to put together, we could use volunteers to help put together prizes, locations to have it, new ideas for Conference. Tracy Candelaria volunteered to help with this committee.

**VICE PRESIDENT'S REPORT:**

Jenna Jones was not present at the meeting. However, Larry Ratcliff, thanked Jenna for putting together the location of the conference, the food and the Happy Hours. We feel she did a great job this year.

**SECRETARY'S REPORT:**

Patty Chlebanowski asked for the members to review the minutes from the 2010 Annual Conference which are listed in the Brochure pages 13 thru 17. A Motion was made to approve the minutes by Tom Martel and seconded by Terry Ringey. Motion was passed.

**TREASURER'S REPORT:**

Wayne Chlebanowski was appointed by the board as interim treasurer since the resignation/withdrawal of John Carpenter. Wayne got up and talked about the reports in the conference booklet pages 24 thru 33. These reports include all transactions from September 1, 2010 thru September 14, 2011. He also included a Profit & loss Detail report and also a Profit & Loss comparison from September 1, 2010 through September 14, 2011. The balance as of September 14, 2011 is listed on all three accounts on his Administrator's Report on page 18. The checking account balance is \$ 53,567.42. The

money market account balance is \$ 19,803.45. The legislative account balance is \$ 5,556.96. He mentioned the checking account has an additional \$1,328.36 in manual sales pending transfer from our Pay Pal account. A motion to approve the Treasurer's report made by Kelli McFarland and seconded by Larry Padilla. Motion was passed Treasurer's report approved.

#### **COMMITTEE REPORTS:**

##### **MEMBERSHIP REPORT:**

Wayne Chlebanowski provided a written report on the association's membership which is listed in the conference booklet on page 18. There are approximately 154 members. There are 15 Associate members from other states. I saw a record 87 extra city listings by our members! Membership dues for 2012 are already coming in! Thank you to our members who are already enrolled through 2012. Remember, dues for 2012 are due by January 1, 2012 and delinquent as of January 31, 2012.

##### **ADMINSTRATOR'S REPORT:**

Wayne Chlebanowski provided a written Administrator's report on page 18. As of September 14, 2011 there was 71 members pre-registered for the annual conference. Most of these individuals chose to become members prior to attending the conference. With a handful of registrants and walk-ins yet to be counted we can anticipate an increase in these numbers. We appreciate all of those who pre- registered for the conference. Your membership and your attendance strengthens our association.

##### **WEBSITE REPORT:**

Wayne Chlebanowski reported that the website has been kept current with new members being added and the newsletter and board minutes being available on the website for viewing. Membership forms for renewing and or new members are also available on the website for printing and sending in with payment. Please be sure to check your listing on the website to make sure your entry is correct.

##### **GRIEVANCE REPORT:**

Joe Basso reported he had no problems this year and no member to member problems. It was a good year. Keep up the good work members!

Brief Recess for our demonstration. Larry Ratcliff introduced Tom Martel, so he may introduce the guest speakers. Tom talked about the K9 Association called ALECA and he introduced Brett Tollakson the handler and Brett introduced us to his K9 companion Tarzan. Bret talked about how the dogs are trained and then bought by Police Departments, Military, Hospitals. He talked about ALECA having a show called Desert Dogs were the K9's put on a show in April 14 & 15<sup>th</sup>, 2012 for fund raising efforts. Tom Martel volunteered to have Tarzan attack him while wearing a sleeve. I do believe in my opinion Tarzan won that battle. Brett fielded many questions about the dogs and retirement of them and everyone had fun and it was exciting for all.

**LEGISLATIVE REPORT:**

Jenna Jones was not present however, Larry Ratcliff reported to the members that once again we are trying to get the Legislation to pass the assault & trespass issue. Ron Ezell reported to the members from the National level that Illinois just recently had a new Association formed in order to combat their legislative issues pertaining to Assault & Trespass. It did pass in their state. Trespass issues were also passed were a process server would not be charged while serving legal papers.

**NEWSLETTER REPORT:**

Patty Chlebanowski reported that all newsletters were completed. We will continue to post them on the website to save costs of printing and mailing. We always send out a mass email to the members to let them know when it is posted. Patty mentioned to the owners that are present to be sure to tell their employees when the newsletters do get posted because most of the email addresses are related to the business incoming mail.

**EDUCATION COMMITTEE:**

Patty Chlebanowski spoke at the same time about the Education Report when she had completed the Newsletter report. We again had some new classes added this year and hope you are enjoying them.

**OLD BUSINESS:**

There was none to be addressed.

**NEW BUSINESS:**

Larry Ratcliff once again made an introduction of the vendors that are attending, Cheryl & Kaye from Aflac & Dennis from Tristar Software. Larry Ratcliff at this time held another drawing.

**NOMINATIONS:**

Larry Ratcliff was nominated for president by Kelli McFarland and seconded by Tom LaVance. There were no other nominations. LARRY RATCLIFF was made President by Motion to appoint by acclamation by Ron Ezell and Dan Ronnie seconded. Vote taken, Motion passed.

Jenna Jones was nominated for Vice President by Kelli McFarland and seconded by Joe Basso. There were no other nominations. JENNA JONES was made Vice President by Motion to appoint by acclamation by Ron Ezell and seconded by Jody Chamberlain. Vote taken, Motion passed.

Patty Chlebanowski was nominated for Secretary by Tom Martel and seconded by Terry Ringey. There were no other nominations. PATTY CHLEBANOWSKI was made Secretary by Motion to appoint by acclamation by Kelli McFarland and seconded by Dan Ronnie. Vote taken, Motion passed.

Wayne Chlebanowski was nominated for Treasurer by Terry Ringey and seconded by Kelli McFarland. There were no other nominations. A discussion was held do to the fact Wayne is also the administrator. The membership did not have a problem with Wayne holding both positions. WAYNE CHLEBANOWSKI was made Treasurer by Motion to appoint by acclamation by Joe Basso and seconded by Barry Goldman. Vote taken, majority passed 1 nay. Motion passed.

Directors: Luis Figueroa from Yuma was nominated as a Director by Ron Ezell and seconded by Larry Ratcliff. Efrain Sotelo from Phoenix was nominated by Lois Figueroa and seconded by Patty Chlebanowski. Ron Ezell from Tucson was nominated by Nicole Osborne and seconded by Candy Ratcliff. Tom LaVance from Phoenix was nominated by Nicole Osborne and seconded by Terry Ringey. No other nominations. Motion was made to appoint by acclamation by John Carpenter and seconded by Larry Ratcliff. Vote taken, Motion passed.

All Board Members were sworn in by our President Larry Ratcliff.

Another door prize drawing was made.

Meeting was adjourned at 12:50 PM.

Respectfully submitted by:

Patricia Chlebanowski, Secretary