

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
April 16, 2011
Called to Order at 9:30 AM

THOSE IN ATTENDANCE:

Board Members; Larry Ratcliff, Patty Chlebanowski, Jenna Jones, Luis Figueroa, Wayne Chlebanowski, Tamara Nieto, Tom LaVance. Members present; Randy Smith, Laurie Smith, Candy Ratcliff. Ron Ezell absent.

PRESIDENT'S REPORT:

Larry reported that he sent the Arizona Conference Memorandum to be published for the upcoming NAPPS Conference in San Antonio. Larry called the public and membership (Consideration of comments and complaints from public and association members. Members of the board may not discuss items that are not on the agenda, therefore action taken as a result of public comment will be limited to directing staff to study the matter or schedule the matter for further consideration at a later date.)

The board discussed the situation about John Carpenter. John contacted Larry via a phone call to resign his position. He is no longer able to act on the board as he is no longer licensed. A motion was made by Tom LaVance to remove John Carpenter as Treasurer, seconded by Larry Ratcliff. A motion was made to appoint Wayne Chlebanowski as the interim Treasurer, seconded by Larry Ratcliff. Larry will write a letter of resignation as Treasurer for John for the record. John's name needs to be removed from the website as Treasurer. Wayne Chlebanowski will be appointed as Treasurer in the interim until the Annual Conference. Larry discussed how the updating of the by-Laws are coming along. Luis Figueroa & Tom La Vance have started this project but it is not completed for review as yet.

VICE PRESIDENT'S REPORT:

Jenna reported the new dates for the conference. Due to scheduling problems, the conference will now be held September 17th & 18th. We will hold it at the Fraternal Order of Police located at 12851 North 19th Avenue, the same location we were at last year. The Crowne Plaza, at 2532 West Peoria Ave., will be the allotted hotel for our guests. Crowne Plaza has offered, in the future, to hold events at their hotel. CALSPRO's California conference is September 23rd, 2011 so there should be no problem with our date. We will have an un-hosted Happy Hour on Friday September 16th, 2011 at the Crowne Plaza.

SECRETARY'S REPORT:

We reviewed the board minutes of January 22, 2011. Jenna talked about correcting the minutes to include the exact wording of HB 2072. Jenna made a Motion to approve the minutes and were seconded by Tom and the motion was passed.

TREASURER'S REPORT:

Wayne submitted a written report as of April 16, 2011. He also submitted a Profit and Loss Report comparing January 1, 2010 through April 16, 2010 to the same period in 2011. The following balances are from the accounts; Checking Account \$43,789.65, Legislative Account \$2,606.40 & Money Market \$22,794.24. The account balances are through the March 31, 2011 reconciliation. Jenna Jones made a motion to approve the report and was seconded by Tom La Vance. The motion was passed.

ADMINISTRATOR'S REPORT:

Wayne submitted a written report as of April 16, 2011. It includes Membership numbers, website updates and the above banking figures. He stated membership includes 14 Associate Members, 74 Arizona Members and 54 Additional Extra City Listings. NOTE: This is the most accurate listing as there was an error in counting some members twice in the January Board Meeting Administrator's Report.

There were no significant changes to the website. Wayne reported no more fallout from the 2010 members purged prematurely by our web hosts. Wayne has continued posting courses as they are scheduled and newsletters as they occur.

Brief Recess

COMMITTEE REPORTS:

Membership Report:

In the above written report the numbers of members are listed.

Website Report:

In the above written administrator's report, the website is covered. A discussion of having a "cut and paste" logo and link to the APSA Website in which members could attach to their company websites showing they are a member and having a quick link to the association website. Wayne was asked to remove David Rolf as the E-Filing

Committee chair as he is no longer a member and has not reported anything to the board. Tom LaVance stated he would take over this chair. He has been working with the Supreme Court E Filing system and could also arrange for a class at the conference for the members to view. We are removing Bill Barber as the Justice Court Liaison because he is also no longer a member and just leaving Patty Chlebanowski and Randy Smith as the contact chairpersons.

Grievance:

Tom LaVance stated that there were no grievances reported.

Newsletter Report:

The next newsletter will be published in May. Patty would like the board to send some information or paragraph to publish in this newsletter. Send to Patty right away. Patty has a "Due Diligence" article that will be copied into our newsletter.

Continuing Education:

Traditionally we have held the March CLE classes in Bullhead City, because of John Carpenter's resignation; we were able to get Franklin Dano to teach the classes last month. We have scheduled CLE classes in Flagstaff on May 21st and May 22nd; ACPS 6 hours, Due Diligence 2 hours and Personal Safety 2 hours. Tamara is actively working on getting a CPR class to replace the Due Diligence and Personal Safety courses for that weekend.

Legislative Report:

Jenna reported that the legislation is extending the debt collection for 6 years. The Colt .45 is now the official weapon of our state. The Budget has passed. She is receiving the Capital Times newspaper. The same members are still in the house and the Senate, there have been no changes.

OLD BUSINESS:

Candy Ratcliff reported she was attempting to obtain the second bid for credit card acceptance, and has had no other leads. We instructed her to contact the company NAPPS currently uses to see if they would attend the annual conference and offer credit card acceptance to the members at that time.

NEW BUSINESS:

Discussion of Tee Shirts, Polo Shirts, Coffee Cups, Pens or other items that could be printed and sold at the conference in order to promote the Association and create revenue.

The following is the schedule worked out for the September Annual Conference:

Friday, September 16th at Crown Plaza Hotel a no host "Happy Networking Hour" from 7pm – 9 pm.

Saturday, September 17th, Continental Breakfast will be served at the FOP.
Lunch will be Barbeque and a Happy Hour after classes Wings will be served at 4:00 PM.

Saturday Classes:

ACPS 6 hours, instructed by Larry Ratcliff & Luis Figueroa.

Finding People & assets 4 hours, instructed by Tom LaVance & Dick.

Sunday, September 18 classes:

New Forcible Detainer class 2 hours, instructed by Franklin Dano.

ACPS Condensed Renewal class 3 hours, instructed by Tamara Nieto.

E-Filing Class 1 hour, instructed by Tom La Vance & Jeff from the courts.

We need volunteers to obtain door prizes, two for each class, to be given away.
Examples; Clip Boards, Flashlights, Gift Cards, GPS units, Blue Tooth headsets, etc.

We will have a 50/50 Raffle this year and monies will be given away at the Saturday Night after class Happy Hour.

Luis was asked to check into the Vendors again this year, Prepaid Legal, Merlin Information, Insurance Tek E & O & the Credit Card vendor.

We are adding to the registration form "options" for donations. Platinum, Gold and Silver level donors are to be listed in the Conference Booklet.

Our next scheduled Board Meeting will be on July 16, 2011. Location to be announced (possibly up in the Pinetop area).

Motion made to adjourn the meeting by Jenna Jones and seconded by Tamara Nieto. The motion was passed.

Meeting was adjourned at 12:15 PM.

Submitted by: Patty Chlebanowski, Secretary