

APSA  
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes  
January 15, 2015  
Called to Order at 5:38 PM

**THOSE IN ATTENDANCE VIA VIDEO CONFERENCE:**

Board Members: Larry Ratcliff, Patty Chlebanowski, Tom LaVance, Ron Ezell, Luis Figueroa and Barry Goldman.

Board Members not present: Jenna Jones and Gerri Gentilquore.

**PRESIDENT'S REPORT:**

Larry Ratcliff welcomed the board members. He made sure that we all received the Meeting Agenda information he had sent via email. Larry did electronically file the Annual Report with the changes of the board with Arizona Corporation Commission because it came due and needed to be done fast as we were ready to be delinquent.

**VICE PRESIDENT'S REPORT:**

Barry Goldman was present but the majority of his report will be followed in the Administrator's report.

**SECRETARY'S REPORT:**

Jenna was not available to attend the meeting.

Minutes of December 11, 2014 were emailed to the board for their review. Motion to approve the minutes was made by Barry Goldman and seconded by Luis Figueroa. Motion Passed.

Larry held a follow up discussion regarding the transcribing of the October 2014 Annual Board Meeting minutes. The recording was found and he will send to Jenna a Flash Drive and also to Patty in case Jenna is still unavailable to transcribe the minutes.

**TREASURER'S REPORT:**

Luis Figueroa is present, however does not have access to the account as yet. We still need to change the checking account names at the bank.

Patty Chlebanowski reported what Bank of America had told her. We needed to obtain the Minutes from the 2014 Annual Conference which states Luis Figueroa is now the current Treasurer. They possibly would take the Arizona Corporation Commission filing of the changes but they are not current as yet. She looked it up while I was having our conversation and it did still show Bert Young as the treasurer.

Barry Goldman as the current administrator reported balances as of December 31, 2014 as follows; Legislative Account: \$ 14,949.83 and Checking Account: \$4607.44 and Savings Account \$19,836.00 for a total of \$ 41,367.72. He had found a Paypal account which holds about \$1,900.00 which has not been transferred over to the checking account as yet.

Barry Goldman talked about a couple bills that need to be paid and was asking the board for their approval. There is a CPA bill for 2013 Taxes to be paid in the amount of \$175.00. Barry Goldman needs reimbursement for the Telephone purchased in the amount of \$141.94 to change from Vonage to TMobile to save monies. Also Larry Ratcliff will need to be reimbursed for the Arizona Corporation Commission fees paid out by him. A Motion was made to approve the paying of these bills by Ron Ezell & seconded by Larry Ratcliff. Motion Passed.

Barry Goldman also asked the board about obtaining a Debit/Credit Card which can be used for online payments, ie: Cloud Storage, Cloud Quick Books & Phone Minutes. The board agreed it would be a good idea since we are all located in different parts of the state.

#### **ADMINISTRATOR'S REPORT:**

Barry Goldman is still trying to sort out the several boxes that were given to him from the previous administrator. He has been scanning the documents into the computer to eliminate all the papers. He has found papers going back to 2008. He found the list from the CPA firm which had a list of which documents needed to be saved for future information regarding the board's dealings. He does still need some passwords. He has the Cox account all set up. Found the Gmail account also. He is going to start using the Cloud Drop Box, also changing the Quick Books we have to Cloud Storage.

Barry Goldman also gave us a report regarding what APSA currently has in regards to Insurance. He has had a very long discussion with Vicki and the policy that we currently have is not the correct policy for APSA. It would be best to cancel the Insurance thru Eric Vennes and get both of the needed policies thru Vicki who currently does handle one of the two policies. It was suggested that a written letter be sent to Eric Vennes to transfer our file to Vicki to proceed with one carrier rather than two.

Barry did find the mailbox key and Patty Chlebanowski told him the box is located at the Fillmore and Central Avenue Post Office in Phoenix. If Barry needs help checking the box Patty volunteered.

#### **COMMITTEE REPORTS:**

##### **Membership Report:**

No report given at this time.

##### **Website Report:**

No report given at this time.

**Grievance Report:**

No report given at this time.

**Newsletter Report:**

Barry Goldman stated the newsletter should be going out soon. Barry also talked about getting the approval from the board to add the Sheriff's Association and the Civil Deputies Association to the mailing lists. We all agreed that would be great to send the newsletter to them. Also add the Clerk of the Courts Association & Constables Association to the mailing list. Patty Chlebanowski suggested to include a notice in the upcoming newsletter about needing new Committee members.

**Continuing Education:**

Larry Ratcliff talked about the next upcoming class. Patty Chlebanowski stated it is usually in Bullhead City or Kingman around March. Barry Goldman will be the Instructor for the class this year and if needed a helper Luis Figueroa volunteered.

**Legislative Report:****OLD BUSINESS:**

Barry Goldman presented the board with some Conference Expense figures. The expenses consisted of \$2,000.00 deposit on 5-10, \$2,000.00 received from Alpi on 9-13, \$450.00 for Aaron Peterson, Edit M \$2,000.00 on 9-18, \$2147.96 Federal Express on 9-22. \$286.67 on 9-25-14, Wild Horse Pass \$ 5449.41 on 10-30-14. Totaling Expense \$12,334.04, Income \$9350.00 plus \$2000.00 ALPI total \$11350.00. There was a Loss of \$984.04.

**NEW BUSINESS:**

Larry & Candy Ratcliff will be traveling to Coconino County, Friday for the swearing in of the New Court Clerk; Valerie Wyant. We would like to once again keep going with our good repore with the clerks.

Motion made by Ron Ezell to adjourn & seconded by Tom LaVance.

Meeting was adjourned at 6:56 PM.

Submitted by: Patty Chlebanowski, Director  
Via Recording and notes taken at the meeting

