

APSA  
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes  
May 19, 2012  
Called to Order at 8:15 AM

**THOSE IN ATTENDANCE:**

Board Members: Patty Chlebanowski, Tom La Vance, Ron Ezell, Wayne Chlebanowski, Luis Figueroa, Efrain Sotelo and Larry Ratcliff via telecom.  
Board Members not present: Jenna Jones.  
Members present: Barry Goldman & Legislative Speaker – Joe Abate.

**PRESIDENT'S REPORT:**

Larry Ratcliff welcomed the board members and the members that attended the meeting. Larry talked about attending the National Association of Professional Process Servers, a first for him. He made several good contacts and talked to several new Associations, Georgia & Colorado want to add links on their website to our website. They thanked Arizona for mentoring their association. Byers helped Georgia with their education & Colorado to add to other state associations. Larry asked about following through with AzPost to do a video along with Joe & Ron. This is an educational video for all Police Officers to watch. We believe there should be a courtesy membership to the Arizona Process Servers Association. He was going to check with Nancy Swetnam to see if Continuing Educational hours could be approved for this video for the Police Department.

Larry reminded everyone to think about the presidency position because he has filled his term of three years and will not be able to run again. He also reminded us to list board openings in the newsletter.

**VICE PRESIDENT'S REPORT:**

Jenna was not here but we will here from Joe Abate spoke about legislative issuers which will be listed under the Legislative Committee report.

**SECRETARY'S REPORT:**

Minutes of January 21, 2012 were presented to the board and reviewed. Motion to approve the minutes from after a correction was made deleting a sentence. Motion was made by Ron Ezell & seconded by Tom Lavance. Motion Approved.

Patty also talked about attending the NAPPS conference. We hosted the Association table for Arizona. It was new both to Larry & I, so we did a lot of introductions and obtained a few new out of state members through this meeting. Tax was filed for the year 2011. The 990 form is completed by the Accountant who prepares our taxes and we are up to date according to her.

### **TREASURER'S REPORT:**

Wayne Chlebanowski submitted a written report as of May 19, 2012, also submitted was a Profit & Loss Report for January 2, 2012 through May 19, 2012. The reported balances were as follows; Money Market: \$19,814.83, Legislative Account: \$19,153.47 and Checking Account: \$13,329.50. A motion was made to approve the report by Ron Ezell and seconded by Tom LaVance. The motion was held awaiting the bank statement of April 2012 which had not been received as yet. Due to Wayne's administrative contract ending in June, he feels that he should also resign his Treasurer's position effective June 30, 2012.

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

Wayne Chlebanowski submitted a written report as of May 19, 2012. As of June 30<sup>th</sup>, 2012 my annual administrator's contract will be expiring. I regret I will not be renewing the contract for the upcoming year. Over the last five years I hope I have met the association's needs, it is time for me to step down and turn over the position to the next eligible candidate. I will assist in the transition to the new administrator as best as I can. I will be submitting a "job description" for the administrator position to Larry to better help select the next candidate. It has been a privilege serving the board and I look forward to participating as a member of the association in the future.

### **Brief Recess**

### **COMMITTEE REPORTS:**

#### **Membership Report:**

Wayne Chlebanowski submitted a written report. There are 143 total members in our database paid through 2012. 23 Associate Members, 120 Arizona Members, (54 members have additional extra city listings).

#### **Website Report:**

DC Designs of Los Angeles, CA is our new website developer. We have chosen our Word Press template design and have begun to move forward with the development of the new website. Costs include \$900 for overall development of the website. This was reduced from the \$1,800 estimate I was given due to the fact we are not for profit. Our domain host is Bluehost.com; the cost for the domain transfer is \$10, reduced from \$65 by piggybacking the domain along with Frontier Private Process. This in no way ties Frontier to the ownership of APSA's registered domain name arizonaprocessservers.org. I have contacted DBS, our current web developer, for a complete "backup" or a copy of our existing site. This includes all web files and our membership database. The new designer will be building a widget for us to be able to update our database remotely, as we can now and will support the new website at minimal cost. We do not have an estimate for completion, but barring any unforeseen circumstances, I predict 3-4 weeks in development.

**Grievance Report:**

Joe Basso was not present, neither Wayne nor Patty knew of any complaints to be handled.

**Newsletter Report:**

Patty Chlebanowski passed her baton to Barry Goldman who is currently working on the newsletter edition. He asked about the content and how the membership gets blasted to let them know the newsletter is available and on line. He also suggested adding the County Group to the membership blast for notification and any other organizations that we are currently working with.

**Continuing Education:**

Patty Chlebanowski announced our next class is scheduled in June in Flagstaff. We had a long discussion and the class schedule for the upcoming conference has come together. Joe Abate will be hosting a ½ hour class during the later part of the lunch schedule; Introduction to Legislature.

We have set about a \$5,000.00 budget for the Conference. We figured to serve lunch for about 100. Jenna will email the contract.

We would like to invite a couple members from each of the following groups for lunch, AALPI, Constable Association, Civil Deputies, Sheriff's Association, & FOP.

Traci is still working on vendors.

**Legislative Report:**

Joe Abate gave us a synopsis of the last legislative session. Senator Crandall introduced our bill #1140 and it passed in the Senate at 20-10 Vote. 10 no votes were due to the aggravated assault. I met with Mr. Farnsworth who said, "No, he would not put it through." Joe thinks that we made very good contacts during this session with the Constables, AZPost. He would like to have a grass roots session with the members at the September conference. The other association's bill #2341 was introduced by Russ Jones. It was stripped down by Farnsworth, while it also got out of the house; it never made it to a hearing in the Senate because of getting into the gated communities. He did mention that having another Association in the State is going to hurt what this organization is trying to do. He informed us about the State Bar opposing our Rule Changes. Bill #1041 got out of senate, and then the Constables provided constructive language about Process Serving. This bill also died. #1341 was defeated in Senate. Photo Rader also died in Committee. #1472 Private Investigators, which we supported, moved through the process but died at State Chamber. #HB2122 Constables being able to contract work passed. We were neutral after meeting with them and having a lengthy discussion. Joe thanked us for the opportunity of working with us and hopes we continue to use him in the future, now he knows more about what we are doing and trying to complete for our association.

Barry Goldman gave us a rundown of what the State Bar was opposing in regards to our rule changes. He will be filing an Amended Petition with some of the corrections requested by the State Bar.

Barry inquired about making 2 identification cards. We could provide members with a separate identification card as being a member.

**NEW BUSINESS:**

Larry discussed about obtaining new volunteers to be the liaison for the current Associations and Committees we have made contact thru this year. Barry Goldman, Luis Figueroa & Ron Ezell all volunteered.

The groups are:

- The Sheriff's Association
- Clerk of the Courts
- County Clerks Association
- Security Guard Association
- Constable's Association
- AALPI
- Civil Deputies

Barry suggested sending the newsletter at each print to each of these groups. Larry will get the information of contact person to each of the new liaisons.

Luis talked about asking for police assistant on a service. He then wrote a thank you letter to the police officer and department.

Motion made by Tom LaVance to adjourn & seconded by Patty Chlebanowski.

Meeting was adjourned at 11:35 AM.

Submitted by: Patty Chlebanowski, Secretary