

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
January 23, 2016
Called to Order at 9:15 AM

THOSE IN ATTENDANCE:

Board Members: Larry Ratcliff, Ron Ezell, Patty Chlebanowski, Luis Figueroa, John Carpenter. Tom Rankin, Eric Sotelo & Tracy Candelaria.

Members present: Candace Ratcliff & Barry Goldman via teleconference.

PRESIDENT'S REPORT:

Larry Ratcliff swore in the new board members for 2016. He then presented his letter of resignation to the board. He has personal issues that need to be addressed and can no longer participate in the administration of the APSA board duties. He will continue to stay as a member of the association and attend the Annual Conference.

VICE PRESIDENT'S REPORT:

Ron Ezell is present; he will give his reports in the detailed itemized areas as they come up on the agenda.

A Motion to Appoint Ron Ezell as President was made by Tom Rankin and seconded by Luis Figueroa. Motion approved.

Ron Ezell took charge of the meeting as President of the Association. No Vice President was appointed by the Board at this time.

SECRETARY'S REPORT:

Minutes of November 4, 2015 board meeting working session were prepared by Patty Chlebanowski and emailed to the board for their review prior to the meeting. Motion to accept the minutes as presented was made by Tom Rankin and seconded by Traci Candelaria. Motion to approve the minutes was made by John Carpenter and seconded by Traci Candelaria. Motion Passed.

TREASURER'S REPORT:

Luis Figueroa was not able to obtain any passwords over the phone from the bank. He has found a Bank of America by the board meeting location that is open until 1:00 PM. Luis, Patty & Ron will all go to the bank to approve new signature cards, cancel Larry Ratcliff's Debit Card and obtain a new Debit Card for Patty Chlebanowski. He will obtain an on line password and obtain 2015 records to update the Quick Books for future banking needs for all three accounts.

He did have a current print out from the Arizona Corporation Commission that Patty Chlebanowski did file our annual report with the updated new board members names as of January 4, 2016. We will now need to change the President from Larry Ratcliff to Ron Ezell.

A Motion was made to appoint Patty Chlebanowski as the new Statutory Agent by John Carpenter and seconded by Traci Candelaria. Motion passed.

Ron Ezell asked who we used last year to file our 990 with the IRS. Larry Ratcliff reported it was Stephanie Irwin the CPA who did our audit last year and filed our taxes. He will send Ron Ezell and Patty Chlebanowski her contact information for us to continue to use her services. Patty Chlebanowski also discussed preparing 1099's. We were very fortunate that all our Instructors last year volunteered and did not receive any monies for teaching the classes. Patty Chlebanowski believes the only 1099 that will be issued will be to Barry Goldman for the Newsletter and for a couple months of Administrative duties. Patty asked Barry to please send her a W9 for the year 2015. Patty Chlebanowski will try to obtain the 1099 forms and prepare them and or send to Stephanie Irwin the information so she can prepare them on behalf of the Association.

Discussion took place for Luis Figueroa as the treasurer; he will eventually take the Association computer and will learn Quick Books to keep up with this current year's accounting. Currently Ron Ezell & Patty Chlebanowski will try to get last year's accounting caught up to move forward. Larry Ratcliff suggested proceeding forward with Quick Books On-Line. This way the President and the Secretary could have access to the books if needed. It would require a new laptop, because the current laptop will not allow any more updates from Quick Books, the storage space is not acceptable. Discussion will follow under new business about the laptop computer.

ADMINISTRATOR'S REPORT:

We do not currently have an administrator. It was previously Bert Young and he resigned early in 2015. Barry Goldman then took over and he had to take a leave of absence. Patty Chlebanowski has been catching up and completing the majority of the jobs of the Administrator; updating the website, checking mail, handling phone calls, emailing the membership and depositing all monies with a record of such for the Treasurer.

COMMITTEE REPORTS:

Membership Report:

Patty Chlebanowski sent 2016 Membership Renewals out in January. Patty has been working with Wayne Chlebanowski to prepare a new list of members from the old membership logs and the current membership listed on the website and has currently made a new emailing list. We corrected the bad email addresses of members.

Website Report:

Patty Chlebanowski with the help of Trent Carlyle from Serve Now and Wayne Chlebanowski, has learned how to maintain the website. This includes, but is not limited to; posting newsletters, posting upcoming events, server database maintenance and document uploads.

John Carpenter stated that he did notice that the Membership Application that is currently on the website read (2014). Patty will look into this and get the 2016 Application posted.

Patty Chlebanowski talked about updating the current website. We cannot access a member by name at this time only by city. This does need to be discussed and moving forward with the creating of an updated website in the very near future.

Grievance Report:

Patty Chlebanowski reported there have not been any current phone calls relating to complaints. She did ask for a volunteer to handle this position. John Carpenter volunteered and will be the new committee chair person for Grievance Committee.

Newsletter Report:

Barry Goldman, the Editor, reported that he has completed all 4 newsletters for the year 2015. He forwarded the completed pdf. format in color to Patty Chlebanowski and then she posted the newsletters on the website and then Patty emailed the membership a copy of the newsletter.

Barry Goldman asked each board member to send something of interest in to him for publication. Barry informed the new Board that there is a standing column for the President and the Secretary to always send a report in to the Editor for publication. Patty asked Barry if he has published all the new board members biographies and he has completed their bios in the past newsletters. Barry asked Ron Ezell as the President to write an article and send him an updated profile picture for the next publication.

Barry would like to have the completed Newsletter by February 1st, or the latest by mid February.

Continuing Education Report:

Patty Chlebanowski reported that we need to schedule some tentative updates of Continuing Education classes for 2016.

Patty also received two phone calls from AALPI; Pat Nichols and their current President Matt Brooks, regarding our association and their association doing a joint Annual Conference again. They were currently looking at September 24th & 25th at The Conquistador in Tucson. After a brief discussion with the board and members present, pros and cons about the conference and a possible location, it was decided that Ron & Patty will meet with Matt & Pat to have this discussion and to finalize details for the Conference. Patty mentioned that she already has Judith Costello on board to instruct a Spanish speaking class again for the association and our ACPS 6 hour class.

The tentative dates to be posted and published for CLE classes will be March in the Kingman/Bullhead area. Barry Goldman volunteered to instruct and will check into this location.

June will be in Flagstaff, possibly June 25th if Continental Country Club is available on that date. Patty will follow up with confirmation of this location for Flagstaff. Larry Ratcliff & John Carpenter volunteered to instruct for this class schedule.

September will possibly be in Tucson on the 24th & 25th with our Annual Conference.

December in the Phoenix area, possibly the 3rd. John Carpenter will look into the Conference Room at the Library in Phoenix for December.

Legislative Report:

Barry Goldman prepared written reports of a rule changes to the Arizona Rules of Civil Procedure and a Legislative Report about possible Process Server related changes to the following; SB1088, SB1061, HB2339, HB2288, HB2287, HB2464, HB2258 & SB1018 and has been passed out to all the board members in attendance and will also be publishing in the upcoming newsletter to notify the membership. Discussion about each point was held by the board.

Ron Ezell will update with the Secretary of State the lobbyist list and speakers available for the Association. At this time they are still listed as Larry Ratcliff & Tom LaVance. Comments for the Rules changes can be submitted by April to the Supreme Court regarding the rule changes. It was noticed on Page 9 pertaining to Subpoena Fees, there is probably a typographical error listed in (1) and (2), it contradicts itself.

OLD BUSINESS:

No old business to be completed at this time.

NEW BUSINESS:

Discussion amongst the complete board was had about purchasing a New Laptop for the Association. Patty pointed out that in the past we would then use our old Laptop as the newer Instructor's laptop.

Motion made to purchase a new Laptop for the Association by John Carpenter and seconded by Patty Chlebanowski. Motion passed. Ron Ezell will contact Dell Computers to purchase one.

Discussion amongst the complete board was had about a Resolution for Barry Goldman as the Newsletter Editor.

Motion made to have Barry Goldman, publish 4 newsletters, approximately quarterly at \$500.00 an issue. If any special newsletter publications are necessary it would be by board approvals proposed by John Carpenter and seconded by Patty Chlebanowski. Motion passed.

Traci Candelaria brought up, why we currently do not have an Administrator's Position. A discussion follows in regards to this position.

Ron Ezell asked the board to print out our current By Laws and each of us review them for discussion and or changes to any Laws for the next upcoming board meeting.

Dates for the next board meetings are:

April 16 at 9:00 AM, location to be announced later

June 25th after the ACPS Class in Flagstaff at 4:30 PM

December 3rd in Phoenix

John Carpenter told Larry Ratcliff, he appreciated everything he has done over the years for the Association and wishes him all the best with his situations that he needs to tend to.

Motion made by John Carpenter to adjourn & seconded by Luis Figueroa.
Motioned to adjourn meeting at 11:45 AM.

Submitted by: Patty Chlebanowski, Secretary