

APSA

ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes

February 1, 2014

3110 N. Central Ave, Phoenix, AZ

CALL TO ORDER: The meeting was called to order at 9:25 a.m.

MEMBERS PRESENT : Tom LaVance, Barry Goldman, Frank Brinkman, Sabine Hilten, Luis Figueroa, Bert Young, Jenna Jones, and Larry Ratcliff appeared telephonically.

Members absent: Ron Ezell

APPROVAL OF PREVIOUS MINTUES: An error on the 3<sup>rd</sup> page, 3<sup>rd</sup> line was noted, the word should be "bringing. A motion was made by Mr. Brinkman and seconded to approve the minutes as amended. All voted aye.

**President's Report:** Mr. LaVance apologized for last month's meeting and thanked everyone for attending today. He said his report would be short as there were a number of bills dropped that may affect us and he would like to spend time going over those. He notes he also wanted to concentrate on the conference, training and administrative issues.

**Vice President's Report:** Mr. Goldman state that he did not have a report at this time and would cover most of his issues later.

**Second Vice President's Report:** Mr. Brinkman stated he did not have a report.

**Treasurer's Report:** Mr. Young distributed the latest financial records. The conference was expensive but not much more than was spent the previous year. To date, memberships are down, as they usually are this time of year, and he encouraged all board members to send in their memberships.

There was a discussion about how to increase income and reduce expenses. Mr. LaVance recommended that Board members not seek payment for teaching at the conference. There was discussion about doing the newsletter online quarterly vs. monthly. Mr. Goldman expressed it would be more expensive to do a monthly and due to timing recommended it be kept quarterly. We could also send out email blasts with recent info.

This discussion transitioned into the discussion regarding vendors and how we need to get a price list out early for advertising and booths at the conference. Mr. Gold man said the advertising rates are listed in the newsletter. Ms. Jones will work on getting the price list published. Ms. Hilten also mentioned the idea of using vendors as instructors at the conference.

The Board asked for a comparison of year's expenses at the next meeting.

Mr. Brinkman made a motion to accept the Treasurer's report. It was seconded by Mr. Figueroa.

**Secretary's Report:** Ms. Jones suggested adding a page to the website that addressed which bills the association was following at the legislature. Also, other members stressed adding meetings or other events. We could also add recent news, upcoming events and training. She asked that the training dates be set so we could post them.

One member suggested adding links to other companion sites and adding more information for the public to use, how to choose a process server, what to expect, etc.

She was also asked to investigate conducting a search by name as that is not currently possible.

**Website/Newsletter Report:** It was determined that the Newsletter would be a separate report as they are separate issues. Mr. Goldman reported the newsletter had not been done and he needed columns from Mr. LaVance and Ms. Jones. He welcomed anyone else who would like to submit an article.

The Superior court is working on determining a vendor for the electronic filing. The Justice courts are back to Turbo Court. There was also discussion about the recent information from Pima Superior Court regarding people impersonating process servers. Discussion led the possible addressing of this situation with the AOC since the criminal subpoenas can be served by anyone and the unlicensed individuals are causing problems.

Mr. Goldman reported that he has researched the trade name/trademark info and suggested we consider changing ACPS to “ APSA CPS” or Arizona Process Server Association Certified Process Server. He also recommended obtaining copyrights on the current listing of courses. He estimated the costs for the trademark to be approximately \$400.

There are a number of privacy issues regarding process servers that he is interested in.

He reported that he is working on a CE program separate from the APSA info. He will share with APSA as he expects to do his solely by mail order.

**Committee Reports:**

Membership – Luis had nothing to report.

Legislative – see new business

Conference - see new business

Education – Mr. Goldman reported that the deli has offered to allow us to hold our meetings there and in return we will agree to use their services.

Grievance – none to report

Court – see above.

**Old Business:** None

**New Business:** Mr. LaVance reported on a number of bills that have been dropped, 7 in the House and 6 in the Senate, that may affect process servers, they include the following:

- A. HB2372
- B. HB2338 – aggravated assault changes
- C. HB2312 - regarding witnesses
- D. HB2031- a technical change, likely a placeholder
- E. HB2061 – constable worklogs
- F. HB2275 – regarding mobilehome parks and evictions at same
- G. SB1197 –
- H. SB1192 – confidential information

- I. SB1196 – allows process servers to pull MVD info
- J. SB1061 – service of paternity documents
- K. SB1064 – reclassification of tasers
- L. SB1179 – constable restricted from serving.
- M. SB 2275-

The Board discussed each bill. Many may not be heard and have been double assigned. The Board directed Mr. LaVance to attend the upcoming hearings and support those in favor of the industry and to oppose or offer amendments to those that had concerns.

Mr. LaVance addressed the administrator contract and suggested that the board approve a one year extension to Mr. Young's current contract. He said a job description needed to be established and written. A motion was made by Mr. Ratcliff and seconded by Mr. Brinkman to extend a one year extension to Mr. Young's contract. All voted aye, Ms. Jones abstained.

Ms. Hilten reported that she and Ms. Jones have been working on the Annual Conference. A number of hotels and resorts were contacted for rates. Two other casinos were contacted, one was not interested in the event and the other wanted to charge \$122 per night with food rates comparable or a little less than Wild Horse. The Wild Horse offered \$88 per night with the same food costs as last year. The dates were down to September 20/21 or September 27/28. She would like to change up the happy hour and location. It was suggested we move the Happy Hour into the lobby area where the vendors were set up. The hotel will be consulted to see if this is possible. Everyone agreed that the location, Wild Horse Pass, worked well due to location and price and now that we had a year of experience with the facility next year would be better with less cost as a consideration.

Mr. Ratcliff made a motion to book the Wild Horse Resort and Casino for the 2014 Conference. A friendly amendment was adopted to set the dates of September 27 and 28. Mr. Figueroa seconded. All voted aye.

Concerns were addressed about getting a longer window for the room block and reducing the food costs, AV and meeting space. The Board discussed going to a flat rate fee structure instead of the pay for each class. Due to the food costs it would be much more effective to do a flat rate attendance fee. The Board asked for the administrator to report on the number of attendees in 2013 and each class. It was agreed that we need to use this to raise the bar and increase revenue, if possible, by utilizing vendors, advertising fees, offsetting costs and upgrading the lunch. The Board directed the committee to upgrade the quality and reduce costs.

The subject was discussed that board members should donate time to teach the classes if offered at the conference. Mr. Ratcliff offered to work with the committee to concentrate contacting vendors to see who would be available/willing to teach classes. There should be a \$250 minimum fee to all vendors and table placement would be based on the fee paid.

It was discussed that 2 concurrent classes be offered. The board felt we should offer the ACPS and/or renewal but perhaps in an abbreviated form as the 6 hours seemed very long. There was discussion about a ACPS 101 type course that would include a test and a refresher course that would not. Each class would run 3 hours. Mr. Goldman will work with the education committee on these suggestions for discussion at a future board meeting.

The meeting adjourned at 12:40 pm.

Submitted by JJones