

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
March 11, 2017 at 1344 East Winter Drive
Called to Order at 9:05 AM

THOSE IN ATTENDANCE:

Ron Ezell, Patty Chlebanowski, Larry Ratcliff, Tracy Candelaria via phone and Tom Rankin via phone. Member present Candy Ratcliff.

PRESIDENT'S REPORT:

Ron swore in Tom Rankin as a new Board of Director. Ron Ezell heard from a member that the other school was using some of our book for teaching in their class. Our APSA Manual is copywrited and no one should be taking parts of it and re producing it. We need to have Barry when he is creating the new manual add "DO NOT COPY or use an APSA WATERMARK on the pages".

VICE PRESIDENT'S REPORT:

Tom Rankin reported he has reviewed the By Laws and did not see any corrections that really need to be amended or corrected. Ron Ezell had Tom Rankin contact a process server Tom, who had some problems serving inmates at the jail. Tom Rankin did contact this person and told him, every county is different. In his Pinal County, the jail employee takes the papers on behalf of the inmates and that is how you serve inmates. Larry Ratcliff mentioned it is the same procedure in Navajo & Apache County. Patty mentioned they will bring an inmate out for service in Maricopa County.

SECRETARY'S REPORT:

Minutes presented to the board members via email for prior review. Motion made to approve the January 27, 2017 minutes by Tom Rankin and seconded by Larry Ratcliff. Motion passed. All mail, phone calls are currently up to date as of Thursday March 9, 2017.

TREASURER'S REPORT:

Luis Figueroa provided written reports, Profit & Loss Detail for January 1 through February 2016, a Profit & Loss Detail from January through February 2017. Balances as of February 28, 2017, Checking Account \$7,306.20, Savings Account \$11,842.04, Legislative Account \$15,465.20 & Pay Pal Account \$4,729.98. Luis did transfer \$4,000.00 from the Pay Pal account to the Checking Account in early March. The balances do not reflect this as yet because it was through February 2017. Ron Ezell asked if Luis sent the 990 form to NAPPS. Patty did not know for sure, and provided a copy, so will make sure they have one from APSA. A Motion was made to approve the Treasurers Report by Larry Ratcliff and seconded by Patty Chlebanowski. Motion passed.

COMMITTEE REPORTS:

Membership Report:

Patty Chlebanowski reported, all renewal notices have been sent out in January and the second week in February, I started updating the website and removing unpaid members. A mass email was sent to the old membership “to review your listing for any corrections and if you do not see your name that means you did not pay your 2017 membership fee and please send in”. I received a couple more renewals after that email message. I did not verify for the exact number prior to the meeting but estimated we had 90 + members listed at this time.

Website Report:

Patty Chlebanowski reported that the website information is current and complete. We have a Phoenix class scheduled this weekend that is being taught by Barry Goldman and had four pre paid registrants. A couple more were attending Sunday’s classes. I talked to Anthony from Terbush Creative regarding a bid for a new website. He spent a couple hours at my house, reviewing the website and making suggestions. He suggested that the majority of our website was currently working and to try and contact our current website manager just to make the few changes we needed. Patty also contacted Trent Carlyle from Serve Now to obtain his bid about updating the website. He thought it would need to be re created and his bid was about \$3,000.00. The board felt this price was too expensive and I should contact Anthony one more time to see if he would send us a bid.

Grievance Report:

John Carpenter was not present, but did not report any complaints back to Patty nor did Patty answer any phone calls to transfer to John to handle.

Newsletter Report:

Barry Goldman’s previous report was that the newsletter is due at the end of March. Patty reminded Ron Ezell to send in his President’s report and Ron mentioned, he had already sent it to Barry. Patty had not sent her written report in as yet and will make sure this is complete this week. We need to remind Barry about the listing for the NAPPS Conference coming up in May in New Orleans and to also list our Annual Conference in September in this newsletter. Larry asked if we still send a representative from the Association to attend the Conference. We have not in a couple years.

Continuing Education:

Barry Goldman created a supplement to our Manuals that we still have printed. He will add them to the manuals used this weekend.

Barry also has taken on the task to clean up the current Manual with the new rules and updated information and will make sure Patty gets the clean manual for printing prior to the September Conference.

Legislative Report:

Ron Ezell reported SB 1050 did make it out of the Senate. Ron Ezell attended the hearing and was able to voice our opinion of the board. Ron was not sure how the other two bills turned out. Ron mentioned that there are now four other states that now have Assault Bills on the books and 3 states have trespass bills. We have still been unable to pass here in Arizona.

OLD BUSINESS:

Tom Rankin reported on the By Laws previously.

Patty Chlebanowski reported with the help of Larry Ratcliff and Dana Young from AALPI, we have settled on a hotel "The Hilton in Mesa, AZ. We have reviewed the menu and Patty needs to meet with them and see if they can reduce the price just a little bit more in line with the Hilton prices last year. Patty was able to get the hotel rates reduced this week to \$99.00 rather than the \$130.00 that was quoted in the bid.

NEW BUSINESS:

NONE

A motion was made to adjourn the meeting by Larry Ratcliff and seconded by Ron Ezell.

Meeting was adjourned at 10:00 AM.

Submitted by: Patty Chlebanowski, Secretary