

APSA
ARIZONA PROCESS SERVERS ASSOCIATION

Board Meeting Minutes
April 10, 2010
Called to Order at 9:15 AM

THOSE IN ATTENDANCE:

Board Members; Randy Smith, Patty Chlebanowski, John Carpenter, Jenna Jones, Luis Figueroa, Wayne Chlebanowski, Larry Ratcliff , Ron Ezell & member, Candy Ratcliff..

PRESIDENT'S REPORT:

Larry updated us on the confirmation of Kelly Wood from Pinetop Fire Department coming down to the Phoenix Conference in September to put on a CPR Class. It will be worth 4 hours and the classes need to be small such as 20 people limited to each class. We will have to hold one on Saturday & Sunday to get everyone in the class. He talked about going to the last Clerks of the Courts Meeting. He stated it went well. They were receptive to him being there and it was better than expected. He did mention that they talked about numerous complaints being filed against process servers, however most of the complaints were related to Red Flex Ticket services. He was hoping to get asked to their next meeting in June or July to follow up with them on various subjects.

He has received numerous phone calls about complaints on Process Servers. Most are from Maricopa County with one from Safford and one from Prescott. Most of the complaints do come from persons not knowing the rules of service and once this is explained to them they are content. I did refer several of Maricopa County & the Prescott complaint to the County Clerk and the Presiding Judge.

Larry mentioned he wrote a safety note in the last newsletter & guess what Candy got bit from a dog while serving papers.

Larry talked about if we were going to do social networking on Friday evening at the FOP for the conference.

Larry also mentioned if we had any other ideas about getting more members. What can we give them to boost the membership?

VICE PRESIDENT'S REPORT:

Jenna talked about signing the contract with the FOP hall for the conference. She still had two hotels which she was getting information from about a discounted rate. So we have not formally picked the hotel for our guest as yet. One of the hotels discussed was the Crowne Plaza at I-17 & Peoria, they could hold 15 rooms for us at \$ 49.00 a night. The FOP did ask us how many tables up front for sign in, vendors, prizes. We need to get back to them on that. There is no charge for vendors setting up tables.

We still had not confirmed up about the Friday night, but will publish this in the Newsletter. Saturday a Continental Breakfast will be served, Coffee, Fruit, Donuts or Muffins at \$3.00 per person. Lunch an Italian type lunch, or a Barbeque Lunch, Brisket, Pork, Potato Salad, Beans, Cole Slaw, Cookies & Brownies or a Mexican Lunch. This is at \$10.00 per person. We voted on the Barbeque luncheon. They could provide us a Happy Hour on Friday on your own & dinners are about \$10.00 per person. This will also be published for the members. Saturday night for Happy Hour, they can serve us Hor'Douvers; ie; Wings, Chips, Salsa Bar & Veggie Tray at \$3.00 per person. So totaling all the food except Friday night, Saturday morning, Lunch, Happy Hour Saturday Evening & Sunday breakfast is about \$20.00 per person. We will keep the registration at \$45.00 per person this year, which would include all of the above per member.

Larry thanked Jenna for handling all of this at a new place. She is doing a great job.

SECRETARY'S REPORT:

We reviewed the minutes of January 23, 2010. There was a correction and motion made by: John to approve the minutes and Jenna, seconded it. Minutes approved. I was asked about the letter to members for donations for door prizes. We will send it out via email and list it in the next newsletter. We did not remember to bring all the credit card information to the meeting so we did table this again.

Patty talked about the ABC Channel 10 interview. It was basically bad press for process servers, however we were able to explain about services, what is construed as good service versus bad service. A few members did catch it on TV.

TREASURER'S REPORT:

John Carpenter mentioned Wayne wrote up the written report. He talked about the last Class up in Bullhead. We had 15-16 for ACPS class, 15 for Personal Safety & 15 for Sensitive Services.

Wayne submitted a written report as of April 10, 2010, also submitted was a Profit & Loss Report for January 1 – to April 8, 2010. The reported balances were as follows; Money Market: \$22,771.47, Legislative Account: \$ 2,623.23 and Checking Account: \$38,429.98. Ron Ezell made a suggestion to Wayne when printing the report to show it back to a full year, ie; April 1, 2009 to April 1, 2010. A motion was made to approve the report by Ron Ezell and seconded by Luis Figueroa. The motion was passed.

ADMINISTRATOR'S REPORT:

Wayne submitted a written report as of April 10, 2010. 2009 members were purged from the system if they had not renewed. The bulk emails for the membership has been set up and completed in the computer. The phone message has been updated to refer people to the website and email address. 2 different email notices have been sent to the members so far. We have received positive feedback. Randy and Wayne are currently

evaluating a laptop that Wayne selected. Specs have been produced and we are now looking for the best price.

Wayne was asked to project the expenses and the income for the upcoming 2010 conference. He did not have the figures about the rooms and the food until now. Calculating was done while all present at the meeting.

Wayne also reported, all phone calls & emails are up to date.

Brief Recess at 10:45 AM

COMMITTEE REPORTS:

Membership Report:

There are 203 total members in our database. 14 Associate Members, 153 Arizona Members. 36 Extra City Listings.

Wayne & Patty brought to the board about changes the membership application to ADD; a personal email address for the members for the data base records only. Not to be posted on the website. This way mass mailings are not sent to the employers they are sent to each member about CLE Classes, Conference, Newsletters, etc.. The board approved this idea.

Website Report:

Updated and cleaned up all; information, committees, upcoming classes/meetings. We deleted broken links by adding two additional links, one to the Supreme Court , one to Superior Court. We added a reminder under "News" that certificate must be approved prior to bring them to superior court for renewals. All available meeting minutes have now all been posted.

We need to consider home-page changes. I want to add a "How to become a process server" tab under training. This tab would lead to the "generic" statement we email constantly.

Flagstaff training class is the next scheduled CLE class and has been put on the website.

Grievance Report:

Joe Basso reported he had no complaints to be taken care of.

Jenna mentioned about a report that she was called on and we told her how to handle it and direct them to the correct entity to file a complaint. The person was not a member of the Association.

Newsletter Report:

Patty reported the next Newsletter is due out in July and will be posted on the website. An email notification will be sent to members informing them when the newsletter is available. Larry mentioned about the board writing a little something to include in the newsletter. He felt they were looking sort of slim. I mentioned I have

always asked this from the board and sometimes will get it and sometimes not. Larry wanted the Code of Ethics to be posted in the Newsletter not just on the website.

Continuing Education:

A previous class was approved but because we are having guest instructors at this years conference we will only be holding ACPS 6 hour class, 2 CPR classes and a 3 hour renewal ACPS Class. We talked about holding another 6 hour Phoenix class because we are losing potential members by not having classes at least every 2 months instead of every 3 months. Another Phoenix class which John Carpenter offered to be the Instructor will be held at this Quality Inn in July.

Legislative Report:

Jenna talked about going to the meeting at the capital. She did think the majority of the meetings, they were not going to proceed with the officer being able to serve papers. She would continue to keep us abreast of the situation. She wanted to know if anyone had gotten any response over the Assault/Trespass issues. No board members had any current activity to report to Jenna to log for the records. She will also start getting bids for lobbying this upcoming session again with the Assault/Trespass bill.

OLD BUSINESS:

Luis reported on obtaining Vendors for the 2010 conference. He has not had any positive feedback and wanted to know what other Vendors could possibly be called. We mentioned Kevin with Serve Now, John McIntyre with Prepaid Legal, David Lessner with Philadelphia Insurance or Eric Vennes for Insurance.

Barry Goldman sent a written report about ID Cards, the Power Point presentation of the ACPS Class. He also mentioned suggestions about the Newsletter and a written grievance form.

The board after reviewing the process servers new format of our licenses, have decided to bring up identification cards at the annual meeting and talk to the members if could be a useful idea or not.

NEW BUSINESS:

Motion made to go into Executive Session. Wayne Chlebanowski left the room and Candy Ratcliff left the room and the rest of the board stayed.

No current new business at this time to be brought up.

Our next scheduled Board Meeting will be on July 23, 2010 in Pinetop area. Exact location to be announced.

Meeting was adjourned at 12:20 PM.

Submitted by: Patty Chlebanowski, Secretary

