

**NEW YORK STATE
PROFESSIONAL PROCESS SERVERS ASSOCIATION
BOARD MEETING**

**MAY 2, 2019 AT 3:00 PM
MARRIOTT HOTEL, ORLANDO, FLORIDA**

Meeting called to order by President – Ellen Eakley

PLEDGE OF ALLEGIANCE

Roll Call of Officers and Directors – Kim Letus

President	Ellen Eakley
1 st Vice President/Past President	Jillina Kwiatkowski
2 nd Vice President	Bernard Hughes
Secretary	Kim Letus
Treasurer	Vinnie Gillis
Director/Past President	Larry Yellon
Director	Jason Tallman
Director	Josh Miller
Director	Heather Mathe
Past President	Gail Kagan
Past President	Irving Botwinick
Past President	Mark McClosky
Past President	Bruce Lazarus
Past President	Vincent Gillis
Past President	Joel Graber
Past President	Bruce Kenney
Administrator	Brenda Geedy, WNY Admin Services, Inc.

Past President, In Memoriam

Robert Guilinello

MEMBERS AND GUESTS PRESENT

APPROVAL OF THE MINUTES OF SUNDAY, FEBRUARY 3, 2019

Attached to the end of this agenda

OFFICERS REPORTS:

PRESIDENT – ELLEN EAKLEY

1st VICE PRESIDENT – JILLINA KWIATKOWSKI

2ND VICE PRESIDENT – BERNARD HUGHES

SECRETARY – KIM LETUS

TREASURER – VINNIE GILLIS

DIRECTORS REPORTS:

Larry Yellon
jason Tallman
Josh Miller
Heather Mathe

ADMINISTRATORS REPORT

There have been 28 new members added this year (8 regular, 11 basic, 9 associate). Total membership is 203 members. Membership renewal is continuing with about 65 members yet to be renewed. The majority of members renewed via the website this year with only a handful of problems.

We were able to sell 23 ID cards to date. We plan to have a table at the convention to promote the card and generate more interest in them.

COMMITTEE REPORTS:

Advertising – Brenda Geedy

We generated \$5,200 in print advertising for the newsletters and directory. There currently is \$900 in website revenue. Jason has created several “Advertise Here” spots on the website that are now for sale. I continue to solicit advertising for the upcoming directory, newsletters and website.

Arbitration & Grievance – Bernard Hughes

Awards – Bernard Hughes

By-Laws/Election – Vinnie Gillis

Budget/Finance – Vinnie Gillis

Benefits – Jillna Kwiatkowski

Bob Gulinello Scholarship Committee – Jillina Kwiatkowski/Josh Miller

Fundraising – Jillina Kwiatkowski

Legislative – Larry Yellon/Gail Kagan

Website – Jason Tallman

Education/Certification – Larry Yellon/Rob Gillis/Jason Tallman

For the past year I have been involved in designing and co ordinating the first adult education class for process serving in the United States. The class which was initially attempted to be introduced in April will be included in the Eastern Suffolk Board of Cooperating Educational Services (BOCES) fall catalog which will be mailed to 350,00 Suffolk County New York residences. The resource material will be the book I compiled and will be offered on the NYSPPS website.

Technology – Bernard Hughes

Secure Document Trading – Bob Musser/Jason Tallman

Membership – Kim Letus

Promotion & Growth – Paula Parrino

Public Relations – Gail Kagan

Social Media/Marketing/Promotion – Ellen Eakley

Sunshine – Kim Letus

Robert Marcus Award – Brenda Geedy

A Zoom meeting will be coordinated for July with the previous recipients and Ellen Eakley. A list of nominations will be created and then voted on.

Convention – Heather Mathe

OLD BUSINESS

NEW BUSINESS

GOOD OF THE ORDER

MOTION TO ADJOURN

NEW YORK STATE
PROFESSIONAL PROCESS SERVERS ASSOCIATION
MINUTES - BOARD MEETING
DATE/TIME: February 3, 2019, 9:00 a.m.
VIDEO MEETING

MEETING CALLED TO ORDER BY PRESIDENT

PLEDGE OF ALLEGIANCE

ROLL CALL OF OFFICERS AND DIRECTORS BY SECRETARY, KIM LETUS

- | | |
|---|-------------|
| • President, Ellen Eakley | PRESENT |
| • 1st Vice President/Past President, Jillina Kwiatkowski | PRESENT |
| • 2nd Vice President, Bernard E. Hughes | ABSENT |
| • Secretary, Kim F. Letus | PRESENT |
| • Treasurer, Vincent Gillis | PRESENT |
| • Director/Past President, Larry Yellon | PRESENT |
| • Director, Jason Tallman | PRESENT |
| • Director, Josh Miller | PRESENT |
| • Director, Heather Mathe | PRESENT |
| • Past President, Gail Kagan | PRESENT |
| • Past President, Irving Botwinick | ABSENT |
| • Past President, Mark McClosky | ABSENT |
| • Past President, Bruce Lazarus | ABSENT |
| • Past President, Vincent Gillis | PRESENT |
| • Past President, Joel Graber | ABSENT |
| • Past President, Bruce Kenney | PRESENT |
| • Administrator, Brenda Geedy (WNY Admin. Services, Inc.) | PRESENT |
| Past President, Robert Gulinello | IN MEMORIAM |

ALL OTHER MEMBERS AND GUESTS PRESENT:

- Michael Kern, via Facebook

MINUTES FROM PRIOR BOARD MEETING ON OCTOBER 22, 2018:

One correction was required to the minutes. Vincent Gillis was stated as present and was absent. Correction made. A motion was made by Jillina Kwiatkowski to approve the minutes. Motion was seconded by Vincent Gillis. Motion passed/minutes approved.

OFFICERS' REPORTS:

PRESIDENT, ELLEN EAKLEY: Under committee.

FIRST VICE PRESIDENT, JILLINA KWIATKOWSKI: Under committee.

SECOND VICE PRESIDENT, BERNARD HUGHES: Absent

SECRETARY, KIM LETUS: Under committee.

TREASURER, VINCENT GILLIS: We have opened a new checking account with Citibank.

DIRECTORS' REPORTS:

LARRY YELLON: Under committee.
JASON TALLMAN: Under committee.
JOSH MILLER: Under committee.
HEATHER MATHE: Under Committee

ADMINISTRATOR'S REPORT: BRENDA GEEDY:

New member acquisition has slowed, but there are three new applications that have been submitted. There are currently 197 total members.

COMMITTEE REPORTS:

***ADVERTISING (BRENDA GEEDY)**

Brenda is currently working on securing advertising commitments for 2019. Jillina mentioned she would like to add more advertising on the website, but we are out of space. Jason Tallman indicated he can add additional advertising spots to the bottom of the page. Gail Kagan questioned whether the spots can be rotated. Jason responded that he can add columns at the bottom of the page. In response to a question raised by Vincent Gillis, Jason responded that most advertising is on the front page. Vinnie asked about putting advertising on "Find a Server" page. Jason responded that he could, but it could prove difficult. It would need to be along the bottom or the side. He could probably add an additional six spots. Brenda questioned how much could be charged for each spot. Jason questioned how much is currently being charged for the ads. Brenda responded \$425 or \$450 for the main page. Josh Miller indicated spots on the bottom should be priced cheaper. Jillina Kwiatkowski suggested \$250. Brenda advised that all spots on the main page are taken. Price was reduced from prior price of \$500. Jason suggested that advertising spots at the top of the home page should be bumped up to \$500, and that bottom of home page should be \$250. Ellen Eakley stated she believes those rates are too high. Josh asked about scrolling or limiting ads on the home page. Jason will look into that. Jillina asked Jason how many views the site gets per month. Jason responded about 400. Vinnie asked when we first started to go from print advertising to web site advertising. Web site advertising was less expensive at the start. Vinnie suggested we reverse that and offer better or package deals on print advertising. Ellen questioned what type of package could be put together. Brenda responded that currently Platinum is \$550 a year (3 newsletters and directory); one-half page ad is \$425, and one-quarter page ad is \$250. Jason asked Brenda what happened with the email blast advertising. Brenda responded that it never took off. It was 5 email blasts for \$100. Jason suggested that it be lowered to \$50 to entice people to buy that. Vinnie will get together with Brenda about cost to establish packages that are profitable. Brenda made the point that we're losing advertising venue every year. Jason will speak with Zack about members who have paid advertising spots to be returned in search results at top of the list. Brenda asked if that would be additionally charged. Ellen made the point that we need to keep rates reasonable. There was further discussion amongst the board on this subject. Ellen asked what time of year can members sign up? Brenda responded that it is ongoing, and can be renewed or purchased at any time. Advertising year is January to December. Ellen questioned how long it would take to come up with a sheet with the various options. Jason will speak with Zack this week. Ellen also instructed that the email blast advertising should be added at \$50. Brenda mentioned that when we were originally

asking about doing email blasts we were asking for a logo. Jillina asked what we can designate as a term for when a name is on top of the list. She suggested "Featured Response". Jillina suggests we use the existing packages, already priced, and add an additional \$150 for the "Featured Response". If just website advertising, then \$250. Ellen proceeded to instruct Brenda to work on the advertising packages this week.

***ARBITRATION & GRIEVANCE (ELLEN EAKLEY, FOR BERNARD HUGHES):** There is nothing new to report.

***AWARDS (BRENDA GEEDY):**

We will start working on the Robert Marcus Award in July. Brenda asked Jason if we can do that meeting on the computer, and he indicated we could, via Zoom. Jason believes we should do meetings during cold season via Zoom as well. Jason went through the cost and function of Zoom. Jillina Kwiatkowski made a motion to get a subscription to Zoom for \$179.88 per year for January meeting and special meetings. Jason Tallman seconded. Board voted, motion passed. (\$179.88 is unlimited use). Ellen specified that there will be no stipend for any online meeting. Jillina Kwiatkowski made a motion that there will be no stipend to the board members for an electronic/virtual board meeting. Jason Tallman seconded. Board voted, motion carried.

***BY-LAWS / ELECTION (VINCENT GILLIS)**

Proposed by-law changes must be submitted sixty (60) days prior to general meeting in September.

***BUDGET/FINANCE (VINCENT GILLIS):**

Bank Account and Credit Card: There is approximately \$22,500 on deposit in TD Bank, which will be transferred to our new account with Citibank. As to the credit card for NYSPPSA, the husband of the banker is a NYSPPSA member, and she is looking into which would be the best card for us. Larry Yellon asked whether we want to use for convention expenses. He noted there is a 90-day window on points. Ellen noted that any expenses NYSPPSA pays we can ask Vinnie for a check. Kim Letus noted that many banks now offer the option of online negotiation of checks. Vinnie responded that no such option is available with this account. Larry mentioned that Inter County uses Citibank, and he can negotiate checks with a scanner. Gail Kagan noted Chase is free. Vinnie will look into it. Ellen asked Vinnie to look into cost of scanner for Brenda to use. She does not want checks sent by mail, as she doesn't want them to get lost. Gail asked whether we have ever considered using a credit union instead of a bank. Jillina questioned whether we would be able to find a credit union with branches statewide. Gail suggested we look into that. Gail will explore options and email Jillina. Brenda would like to be informed of NYSPPSA's expenses on a regular basis. Jillina agreed that as Administrator, Brenda should be informed of everything that is going on with NYSPPSA. Brenda is the constant with the board. Board members change. Vinnie indicated that if the access she needs is available online that would solve the problem. He is working on that and expects it to be set up within the next few months. Brenda has never had full access to QuickBooks. Larry asked why Brenda would have been limited at all. Vinnie suggested that we make Brenda the back-up person for Vinnie. Ellen asked if we have the online version of QB, and Vinnie responded that we do. Ellen questioned whether the balance is up to date for 2019. Vinnie responded that we should have that done soon. We can't make recommendations on costs without all being

accessible. Gail (to Jason) mentioned that if administrator is able to provide information that would be very helpful.

501(c)(6) and 501(c)(3): Ellen had another conversation with Vinnie about this. This is an opportunity for us to be tax exempt. Ellen doesn't believe the work that needed to be done on this was ever completed and asked if anyone has any input on what the outcome was. Jason Tallman recalled that two meetings ago we discussed the pros and cons. One of the concerns was the lobbying issue. Gail is not a lobbyist and does not obtain any monetary compensation. Vinnie mentioned that in the books he has there were monies indicated for a lobbyist and legal fund. Vinnie isn't sure of the specifics. The major difference is that a 501(c)(3) strictly prohibits political activity and lobbying. Larry has spoken with Gary Crowe of NAPPS for clarification. He said that it only pertains to actual support of political candidates, which we do not do. Larry noted that we would save a lot of money were we to become tax exempt. We should look into this thoroughly. Gary Crowe believes we are eligible. Jason mentioned that if we agree we want to proceed, we can get prices from several accounting firms who do this. We should get several quotes.

***BENEFITS (JILLINA KWIATKOWSKI):**

Legal Shield: Jillina asked Ellen if she got application for Legal Shield. Ellen responded no. NAPPS is almost concluded. It takes six to seven weeks after submitting the application. She is remarkable with marketing strategy. We can put that into newsletter as a member benefit. Also in tweets, blogs, etc.

PI magazine: Jillina has to get with Jason to put this benefit on the web site.

Gulinello Scholarship: Jillina and Josh are working on that. On 3/1 a letter will be going out to membership introducing it. The deadline for the application would be 5/1. Recipient would be announced 7/1. As to amount, we do not want to set the amount so high that it fizzles out. Jillina suggests \$500. This year Jillina will donate the \$500. If anyone else wants to contribute, we could raise the amount or put the money away toward next year. Brenda Geedy suggested we could also award a scholarship to two people. Applicants must be a child, step-child or grandchild of a full member only. Applicants must be either high school seniors or higher. They must be applying to or attending an accredited college, tech school or BOCES. Vinnie asked how many regular full members we have right now. Brenda responded 102. Gail suggested we have a box on the bottom of the membership application for voluntary donations toward the scholarship. Jason noted that a lot of process servers do not attend college. Josh backed up Jason's point. Larry mentioned that we're giving this scholarship out of respect for Bob Gulinello, who was a founding member. Jillina reiterated the scholarship is for children, step-children and grandchildren of full members of NYSPPSA and is not limited to college. Jason asked if there could be years where no scholarship would be given due to lack of applications. Larry agreed there would be. Larry said the winner should be announced at the convention every year. Brenda indicated that if we wait to announce at convention it will be already into a semester. Jillina gave a thank you to Alan Goodman for the scholarship idea and his assistance.

***FUND RAISING (ELLEN EAKLEY):**

"99 Pledges" fund raiser did not go over well. Ellen doesn't believe we can successfully fund raise online. Josh Miller believes with fund raising we need a specific cause. Ellen and Jason indicated agreement. The planned fund raiser with the dog rescue did not pan out due to permit requirements, etc. We get together four times a year for meetings. Perhaps we could do a restaurant fund raiser event during one of those meetings. Restaurants will sometimes donate a percentage back. Jillina will

try to set that up. Vinnie asked if NYSPPSA pays for the dinners. Jillina responded no. We would get money back from the restaurant. Brenda suggested we send out a flyer asking for donations back. Jillina will help organize, but will need to find a host.

***LEGISLATIVE (LARRY YELLON, GAIL KAGAN):**

Log Book Bill, Secretary of State Bill and Certificate of Service Bill: Gail is waiting for the bill numbers assigned. Larry has the two that have been assigned: A03379 (Log Book) and A03300 (SOS). Gail has visited an assemblyman who is interested in supporting us. Gail spoke to staff members of former Assemblyman Scofield, who now is in the Senate. He will likely support us in the Senate. The Certificate of Service bill has not been introduced yet. Larry maintains that the single signature Certificate of Service is very important. Larry gets calls every day regarding this. He made the point that this is a simple change. Gail will be traveling to Albany to promote. Josh thinks we should try to get Certificate of Service usable across the board, not for just out-of-state services. Larry agrees but doesn't think we would be able to be successful with that. The problem is that many out-of-state agencies have difficulty meeting the notary requirement. It delays them getting the affidavit of service to us. Josh suggested we should email the membership to get them involved. Larry believes the state would be hesitant to approve across the board. Larry believes we should speak with an attorney. Larry went on to say that, years ago, he and John Perez spoke with the National Notary Association. They have no use for having affidavits notarized. Josh asked if we could try to get a letter from them stating that. Larry will look into it. Gail will speak with Office of Court Administration as well. The NNA believes that requiring notarizing of affidavits dilutes the purpose of the notary public.

Prohibiting attorneys from ownership interest in process serving companies: Larry believes we should consider pursuing legislation for this. Gail made the point that it defeats the whole purpose of process servers being impartial. The fallout from the Rosicki/Enterprise Process situation was terrible. We have good cause to get people involved on this issue. Gail Kagan asked about people like Howard Goldman, who just run a process serving company and is not a practicing attorney. We would have to make sure it doesn't affect attorneys who strictly run process serving companies. Ellen indicated she recently received a call from an attorney who was interested in starting a process serving company. She went over what has been going on. He said he would put the company in his son's name. She said we should use the term, "fiduciary interest" in any proposed bill prohibiting practicing attorney from owning a process serving company.

Additional Note: Per Larry, there is a bill in Albany right now to raise rates of sheriffs.

***WEBSITE / TECHNOLOGY (JASON TALLMAN):**

Ellen made the point that we need to keep the web site current. Jason replied that Brenda is now doing that. Ellen noted that the board meeting was not announced on the web site. Jason replied that it is under Events on the home page. Ellen questioned why it wasn't under News, and made the point we should be consistent. Jason stated that going forward it will be under Events. Ellen stated that it was under News for the prior board meeting. Jason responded that the focus should be that it is an Event and should be listed under Events. There is an option from the Events page to add to members' calendars. Gail mentioned that we should mention that option in the newsletter to advise membership it exists. Jason mentioned members can subscribe to events so that they don't even have to go to the page to look it up. Per Jason, web site views have been consistent at about 400 per month. Secure Document Trading is actively working now. Brenda and Jason have both tested it, and it is working.

Brenda suggested that we should send something to the membership that this is up and running. Jason will ask Bob Musser for a tutorial that can be included in the email.

Brenda asked Jason if we can add details of the Bobby Gulinello Scholarship to the website. Jason replied that he can. Jillina asked that it be put on a separate tab setting and include guidelines, qualifications and requirements. Jason indicated it should be included on the same tab as the Robert Marcus Award, but below it. Larry made the point we should put the scholarship details in the policy manual. Larry indicated that in the future, possibly for the restaurant fundraiser previously discussed, when we have a meeting in Long Island, we should consider going to Bob's son's restaurant in Sayville, when we get together on Saturday night. Jillina will contact Bob's son regarding that. Everyone agrees this is a good idea.

Jason asked if the convention registration packets were out yet. We should encourage people to register for the convention through the website. Brenda doesn't think this is a good idea. She is afraid of mistakes. Jason suggested we could make it only available to the board at first to make sure it works. Josh agrees with Jason. Jason also believes vendors should be able to register through the web site.

***EDUCATION AND CERTIFICATION (LARRY YELTON/JASON TALLMAN):**

Online Class and BOCES: Jason advised this has turned into a huge project. We are struggling to make this into something that people want to watch. Initially, we planned to base the class on the book. The first video is "Become a Process Server", It deals with why process servers are needed and what they do, etc. It is an overview. Ellen asked how this is rolling out with BOCES. Isn't this supposed to roll out with the class in the spring? Larry responded no. He has gone through the process to be certified as a licensed instructor. He met with BOCES in January. The class would be offered in April as a roll-out to test for catalog advertisement for fall. Larry has prepared a class outline. Larry is prepared to do a class in April with input from Rob Gillis and John Leonard. Larry wants to work out the kinks before it becomes an advertised class. BOCES is part of the New York State Education Department. This is the largest organized special education program in the United States. People with minor disabilities can become process servers. This class will be an advantage for NYSPPSA. BOCES will be advertising throughout New York State. Process serving is a profession that someone can jump into and produce an income for themselves. Larry will be turning over any monies he receives from teaching the class to NYSPPSA. Larry will be away for the month of February but reachable by phone. BOCES has a paralegal program, so some of those students may take the class as a point of reference.

Jason stated that Rob Gillis will finish the video in process and send to the board for input. If the board likes the feel, we can move forward. Jason will touch base with Rob and try to get something back in three weeks.

Ellen is anxious to have the online class up and running by September. Jason is doing his best to do that.

***MEMBERSHIP (KIM LETUS):**

Bob Gulinello: Founding member and past president of NYSPPSA, Bob Gulinello, passed away in October of 2018. Bob had written an article regarding state membership years ago. We're approaching both ServeNow and NAPPs to publish the article and a tribute to Bob. Michael Kern suggested contacting Adam at ServeNow to arrange this.

Paralegal Associations: The ad in the CDPA newsletter did not result in any new members, but it has resulted in exposure for NYSPPSA. Ellen indicated that the Greater New York Association is having a symposium at Long Island College, and Ellen would like for Larry to speak there. Ellen will get the date

and let Larry know. Kim will be checking with CDPA regarding the 2019 Spring Fling and possibly attending on NYSPPSA's behalf.

We have at least one new member that is not directly associated with the profession who has joined. He is with the New York State Liquor Authority.

We are doing well on membership. We have doubled membership in 18 months. We should do our best to continue on this route. We should stay in touch with the paralegal associations and maintain the momentum. Josh has reached out to a few up near him, but has not gotten a very good response. Ellen made the point we have to work to maintain the connections we've made, as there are new officers every year. Ellen asked whether we fixed the issue regarding membership online. Kim replied that Jason had done it during the last meeting. Brenda added that a flyer for renewals will be sent out in mid-February. Do we want to do the same flyers that we sent last year? Jason indicated we should get advertising prices out with it.

***PUBLIC RELATIONS (GAIL KAGAN):** Nothing to report.

***SOCIAL MEDIA/MARKETING (ELLEN EAKLEY):** Nothing to report

***SUNSHINE(KIM LETUS):**

John Perez suffered a stroke recently. We sent flowers to his home. Larry advised that he has recently spoken with John, and he is improving, but not very mobile as of the date of this meeting.

***CONVENTION (ELLEN EAKLEY/HEATHER MATHE):**

Ellen and Heather have done a lot of work to move the convention back to Long Island this year. They looked into six properties and picked the best price and venue. Theme is NYSPPSA Family Feud. Bob Musser will host in a blue tuxedo and white frilly shirt. There will be no DJ. On Friday night, anyone interested can go to an amusement arcade after the cocktail hour. There is food available there. It's in a mall. We would take Ubers or drive. Larry advises there are bars and restaurants within walking distance of the hotel. Larry will speak with Lou Tortorelli, one of our members who is a beverage manager for Marriott. Committed vendors are: Process Master, ServeNow, Database Services, Yergie Insurance and Crackerjack Promotions. We have also contacted Tracers, Aflac and a Marketing/Social Media Company. Jason mentioned obtaining stickers from vendors. We used to do this at conventions. The cocktail hour will be held in the same room as the vendors. We're hoping to have at least ten vendors. Fifteen can be accommodated. The only definite "no" thus far was from Tristar. We may even have a jewelry vendor. Jason suggested we should reach out to other associations to see if they're interested in having someone there. Jason suggested we cut the price for other state associations. Josh asked if we charge the same price for a vendor who is a member as for others. Jason mentioned NAPPS gives a discount to members who are vendors. Jason will check the exact cost. Jillina indicated that we don't have a lot of wiggle room on price. We have a tight budget. Ellen is taking this off the list. It won't work. Speakers include Linda Cruz, Social Media consultant, who also works with and is under contract with NAPPS. She is speaking at NAPPS convention. There was question whether NYSPPSA involvement would be a conflict of interest with NAPPS. Michael Kern agree to check their contract with her and advise. It may be a conflict. Jillina also made the point that NYSPPSA has never paid for a convention speaker. Ellen indicated that Cruz is her first choice but she has someone else in mind as well. Ellen suggested we consider asking someone from the DCA to come and speak. Jason thinks this is

a bad idea, as he doesn't know how people would react. Larry also thinks it is a bad idea and doesn't think they would come. Many other ideas were mentioned for speakers. Time management, how to grow a business and financial planning were some of the topics considered. Jason mentioned that a lot of members are approaching retirement age and retirement planning would be an interesting topic to many. Jillina commented that it is hard to retire. Jason also mentioned that the attorneys who attended last year were interesting. Michael Kern texted Ellen and offered to speak on marketing. Ellen would like to do an early bird registration. Ellen has also gotten a lot of response. Jason asked how much room we have to give a discount to early birds. Jillina advised there will be a drawing among early birds for one registration. We have a cut-off date of 6/1/19 for early registration. Jillina indicated we will stay in the background during the weeks going into NAPPS. Jason doesn't see anything wrong with continuing to push for registrants. It benefits everyone to get people going to both conventions. Ellen indicated we will offer a 25% off discount on membership in NYSPPSA at NAPPS. We will also have ID cards available for the conventions.

***NEWSLETTER/DIRECTORY (BRENDA GEEDY):**

The next newsletter will be out in the spring. Please get articles to Brenda early. Ellen made the point that writing an article is the responsibility of every board members. Every article does not have to be about process serving.

***OLD BUSINESS:** None.

***NEW BUSINESS:**

Next board meeting is 5/2/19 at 3 pm at NAPPS convention in Orlando.

The July meeting will be in White Plains. Jason indicated he would like a meeting up in his area. No meeting has been held in that part of the state in quite a while. Brenda agrees. Ellen will look into Embassy Suites in Syracuse. Breakfast is included. Likely date is 7/21.

Transitioning a position: There is a transition period when someone leaves a position and someone new comes in. There should be something in writing defining the position. Brenda indicated we have spoken about this before. Everyone should have a list of what we do and what our duties are. Vinnie stated there are only two positions where this would be an issue. Treasurer is one. Planning has to be done before the election. It is supposed to be done immediately after election, not be delayed as it has been. The other is Secretary. The whole board could change at any time. We will address prior to the convention at a future meeting.

Kim Letus announced she will not be running for Secretary again this year for personal reasons.

Ellen indicated we need to find members interested in serving on the Board. Jason added that Secretary is a lot of work, so we need to find someone interested in that and capable. Ellen tabled the discussion for conference call.

***GOOD OF THE ORDER** N/A

MOTION TO ADJOURN: Jason Tallman

SECONDED: Joshua Miller