

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

JANUARY 21, 2018 AT 9:00 AM
COURTYARD HOTEL, 475 WHITE PLAINS ROAD, TARRYTOWN, NY
914-631-1122

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	William Mlotok
Director/Past President	Gail Kagan
Director/Past President	Larry Yellon
Director	Jason Tallman
Past President	Irving Botwinick
Past President	Robert Guilinello
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.

MEMBERS AND GUESTS PRESENT

APPROVAL OF THE MINUTES OF FRIDAY, SEPTEMBER 15, 2017
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 – BILL MLOTOK

DIRECTORS REPORTS:

Gail Kagan

Larry Yellon

Jason Tallman

ADMINISTRATORS REPORT

I have been very busy working with Ellen keeping the membership up to date by organizing email blast schedules, keeping membership apprised on all the new benefits and features that she has implemented. I have finalized and generated a new invoice for the ID badges and have worked with the company in order to order the badges as they are submitted by the members. A mass mailing to members was sent this month regarding the ID badges, advertising, the study guide and membership renewals. I continue to work with Jason learning the inner workings of the website; keeping it updated with legislative news, the newsletters, The Empire, as well as keeping the membership profiles up to date. Some membership renewals have been sent in already. I have processed 28 new members since the convention and have mailed the latest directory and newsletter to them as part of their welcome package.

To date the membership is as follows:

Full members – 121 (15 new)

Associate members – 51 (1 new)

Basic members – 27 (12 new)

Total of 199 members

I also have been working with Gail, Ellen and Jason in publishing the letter writing campaign for the log book bill.

COMMITTEE REPORTS:

Advertising – Brenda Geedy

I have emailed the 2018 advertising invoices to those that advertised in 2017.

That total is \$5,500. I will continue to contact other companies to see if there is an interest. If anyone has ideas for new advertisers, please let me know.

Arbitration & Grievance – Bernard Hughes

Awards/By-Laws/Election – Vinnie Gillis

Convention – Jillina Kwiatkowski

Fundraising – Jillina Kwiatkowski

Benefits – Jillina Kwiatkowski

Legislative – Larry Yellon/Gail Kagan

An act to amend the Civil Practice Law and Rules, in relation to the proof of service required for service of process located outside the geographics boundaries of the State of New York.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

- 1 Section (d) of Rule 306 of the Civil Practice Law and Rules, as amended by chapter 274
- 2 of the laws of 1989, set out as a note under CPLR 312-a is amended to read as follows:
- 3 (d) **Form.** Proof of service shall be in the form of a certificate if the services is made by the
- 4 sheriff or other authorized public officer, **or if the location of the service is completed outside**
- 5 **of the geographical boundaries of the State of New York.** In the form of an affidavit if **the**
- 6 **service is completed within the boundaries of the State of New York and** made by any other
- 7 person **other than a sheriff or other authorized public officer. Or** in the form of a signed
- 8 acknowledgement of receipt of a summons and complaint, or summons and notice of petition
- 9 as provided for in section 312-a of this article.

EXPLANATION – Matter in **italics (underscored)** is new

Website – Jason Tallman

Education/Certification – Larry Yellon

Technology – Bernard Hughes

Secure Document Trading – Bob Musser/Jason Tallman

Budget/Finance – Bill Mlotok

Membership – Kim Letus

I had commenced working with Gina Eannucci, who brought new ideas to the Membership Committee and was very proactive. She was able to obtain lists of licensed servers in the boroughs. She established an IContact account for email blasts to non-member servers to promote the organization. WE made numerous phone calls to obtain permission from the servers to send the emails. Almost everyone I spoke with was amenable to that. This generated new interest in the association and helped us get some new members. Ellen has been working with me on membership and has assigned each board member a list of members to stay in contact with and obtain feedback from. We are also continuing to pursue nurturing our relationship with paralegal associations and attempting to generate interest in the supporting membership from that sector.

Newsletter/Directory – Brenda Geedy

The next Liberty will be published the beginning of March. Articles will be due by February 16, 2018.

Public Relations – Gail Kagan

Social Media/Marketing/Promotion – Ellen Eakley

Sunshine – Kim Letus

It has been an active few months for the Sunshine Committee (about as active as Sunshine gets at least). We've had two hospitalizations for which we've sent flowers and two family deaths for which we've sent cards. I also have a thought for next year – I think the association should send holiday cards to it's members, and would like to get input on that.

Robert Marcus Award – Larry Yellon

OLD BUSINESS

NEW BUSINESS

GOOD OF THE ORDER

MOTION TO ADJOURN