

ILLINOIS ASSOCIATION OF PROFESSIONAL PROCESS
SERVERS
BOARD MEETING
MINUTES JUNE 17, 2016

AGENDA

Call to order: M. Manias calls meeting to order at 3:00pm

President's Report: M. Manias read president's letter

Treasurer Report: J. Keeley (attached)

Secretary Report: K. Kienzle

A. Election nominations

President: Manny Manias

Vice President: Tom Denton

Secretary: Kelly Kienzle

Treasurer: Jerry Keeley

Executive Director: Melisa Fraase

Northern Director: Randy Mucha

Central Director: Tammy Mastesevac-Runchey

Southern Director: Catherine Stone

At-Large Director: Fred Zakula

At-Large Director: vacant seat

OLD BUSINESS:

A. MEMBERSHIP (attached)

B. CONFERENCE ATTENDEES (attached)

C. CONFERENCE CONTRACT COST (attached)

D. CONFERENCE OTHER EXPENDITURES (attached)

NEW BUSINESS:

A. BYLAWS COMMITTEE

M. Manias motions to appoint T. Denton to head the bylaw committee

K. Kienzle 2nds motion

Motion unanimously passes

B. LEGISLATIVE COMMITTEE

M. Manias motions to appoint T. Denton, M. Fraase, M. Manias

T. Denton 2nds motion

Motion unanimously passes

C. EXECUTIVE DIRECTORS RAISE

M. Manias motions to pay M. Fraase

\$13.00 for secretarial duties

\$15.00 for active lobbying duties

25% of new sponsors M. Fraase brings in effective today's date

T. Mastesevac-Runchey 2nds motion

Motion unanimously passes

T. Denton motions to appoint a board of officers for personal committee

M. Manias appoints K. Kienzle, T. Denton, J. Keeley to the committee

T. Mastesevac-Runchey 2nds motion

Motion unanimously passes

D. FUNDRAISING

T. Denton motions to have fundraiser at SOUTHERN WINE TRAIL

K. Kienzle 2nds motion

Motion unanimously passes

M. Manias motions to have F. Zakula, J. Keeley, T. Denton to Fundraising committee

T. Denton 2nds motion

Motion passes unanimously

E. COST OF DUES/VOLUNTARY FUNDING

M. Manias motions PERC Card holder dues \$25.00 with no voting rights

M. Pinto and T. Denton 2nds motion

Motion unanimously passes

M. Manias appoints T. Mastesevac-Runchey and M. Fraase to membership committee board

R. Mucha 2nds motions

Motion unanimously passes

M.MANIAS MOTIONS TO ADJOURN MEETING AT 4:18PM
K.KIENZLE 2NDS MOTION
MOTION UNANIMOUSLY PASSES

7:58 AM
 06/17/16
 Cash Basis

ILAPPS PROFIT AND LOSS 2016 v 2015 YTD

	Jan 1 - Jun 17, 16	Jan 1 - Jun 17, 15	% Change
Income			
Member Dues/Conf Registration	7,236.00	4,619.19	56.7%
Total Income	7,236.00	4,619.19	56.7%
Expense			
Accounting	0.00	715.75	(100.0)%
Advertising & Promotion	403.94	748.53	(46.0)%
Annual Lobbyist Registration	0.00	622.00	(100.0)%
Bank Service Charges	0.00	75.00	(100.0)%
Conferences			
Conference Hotel	116.60	1,257.87	(90.7)%
Conference Speaker	0.00	1,000.00	(100.0)%
Conference Supplies	0.00	42.88	(100.0)%
Total Conferences	116.60	2,300.75	(94.9)%
Independent Contractors			
Melisa Fraase	3,934.00	4,017.00	(2.1)%
Total Independent Contractors	3,934.00	4,017.00	(2.1)%
Office Supplies	50.97	113.88	(55.2)%
Total Expense	4,505.51	8,592.91	(47.6)%
Net Income	2,730.49	(3,973.72)	168.7%

8:00 AM
06/17/16
Cash Basis

ILAPPS

PROFIT AND LOSS Entire Year 2016 v 2015 Entire Year

	Jan - Dec 16	Jan - Dec 15	% Change
Income			
Member Dues/Conf Registration	7,236.00	9,904.17	(26.9)%
Total Income	7,236.00	9,904.17	(26.9)%
Expense			
Accounting	0.00	715.75	(100.0)%
Advertising & Promotion	403.94	1,062.73	(62.0)%
Annual Lobbyist Registration	0.00	622.00	(100.0)%
Bank Service Charges	0.00	135.00	(100.0)%
Cash	0.00	0.00	0.0%
Conferences			
Conference Hotel	116.60	4,138.70	(97.2)%
Conference Speaker	0.00	1,000.00	(100.0)%
Conference Supplies	0.00	42.88	(100.0)%
Total Conferences	116.60	5,181.58	(97.3)%
Independent Contractors			
Melisa Fraase	3,934.00	8,133.20	(51.6)%
Total Independent Contractors	3,934.00	8,133.20	(51.6)%
Office Supplies	50.97	113.88	(55.2)%
Printing	0.00	11.92	(100.0)%
Total Expense	4,505.51	15,976.06	(71.8)%
Net Income	2,730.49	(6,071.89)	145.0%

8:00 AM
06/17/16
Accrual Basis

ILAPPS
Balance Sheet
As of June 17, 2016

	<u>Jun 17, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	2,751.96
Total Checking/Savings	<u>2,751.96</u>
Total Current Assets	<u>2,751.96</u>
TOTAL ASSETS	<u><u>2,751.96</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	11,894.84
Unrestricted Net Assets	-11,873.37
Net Income	2,730.49
Total Equity	<u>2,751.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,751.96</u></u>