

**MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS
BOARD OF DIRECTORS MEETING AGENDA**

Lansing, MI
Friday, July 27, 2012

CALL TO ORDER

Meeting called to order by President Paul Brandell at 6:15 p.m.

ROLL CALL

Paul Brandell, president; Melinda Dexter, vice president; Pat Hyland, director; Sharon Kandt, director; Elsa Jorgensen, secretary-treasurer; Kelli Werner, senior advisor; Laurel Jacoby, director; Darlene Fuller, director; Anissa Nierenberger, president-elect; Cheryl Anne Farmer, executive director; Annette Blough, director, by phone.

SIGN ANTITRUST DOCUMENT

Antitrust agreements signed by board members.

PRESIDENT'S MESSAGE

President Paul Brandell thanked the board members for their attendance, expressing gratitude for the board members' involvement, ideas, and activity.

ITEMS OF BUSINESS

1. Reading and approval of Minutes from Saturday, April 13, 2012.

Pat noticed that Gerald Hanson's last name was spelled H-a-n-s-e-n in at least one spot. The 4/13 minutes are Friday, not Saturday.

It was requested that the meeting minutes be finalized within two weeks and sent to the board members.

Mindy made a motion to approve the minutes of the April 13, 2012, meeting, with the corrections noted above; motion seconded by Kelli. Motion carried.

CONSENT AGENDA

The following reports were pulled for discussion: Convention/seminar, Executive Director Report, Fundraising, Public Relations, Testing and Education, Record Times

Mindy moved to approve the remainder of the consent agenda; seconded by Darlene. Motion

carried.

CONVENTION/SEMINAR (Nierenberger, Jacoby)

The flyer for the fall convention is all set and mailed. Anissa asked for volunteers to pick up and return convention speakers from the airport, noting it saves MAPCR money and it's a nice, personal touch. Pat and Elsa offered to do this.

Cheryl Anne heard from Cecile Gordon regarding NCRA CEU points for the MAPCR realtime contest. Cheryl Anne and Cecile received conflicting info from NCRA representatives. Cheryl Anne will check and verify with NCRA. Going forward with RT contest, but there are some changes due to PDCs: two legs for PDCs.

Paul and others have had good feedback on the conventions. Anissa and Mindy will communicate regarding the spring 2013 seminar. Mindy suggested a big name in a.m. (TRAIN/NCRA) and then perhaps a different big name in the afternoon. This would probably rule out speakers such as Mark Kislingbury due to how his speaking engagements are usually run. It was mentioned that 63% of NCRA members do not realtime. Still need to put an emphasis on the importance of realtime. Kelli and others suggested Margie Wakeman-Wells. Kelli said people like the nuts and bolts of grammar. Margie Wakeman-Wells is known for having informative and interactive grammar seminars.

Kelli asked about the euchre game. Mindy is planning it. It will be moved from the president's suite. Some options were discussed (cash bar, purchasing snack trays from hotel) to keep it in a public or conference room, rather than a member's room. Alternatives will be looked at.

Mindy inquired about convention committee help. Paul advised her to contact anyone she thought would be suitable.

EXECUTIVE DIRECTOR REPORT (Farmer)

FUNDRAISING (Jorgensen, Werner)

Kelli would like to see a bookstore area created so people will linger and browse. Focus on stocking items in line with the speakers.

Inquiries have been made regarding Brief Encounters books and Briefs Encountered CD-ROM programs. Order new grocery totes

We Are Technology gear – shirts, wristbands, mugs, other items being priced.

Other ideas mentioned: stackable USB drives, USB drive storage zipper case, depo kit (stapler, clips, Band-Aids, etc.)

Laurel mentioned a bib to cover suit while eating in the car.

Margie Wakeman-Wells has a grammar book that was released about a year or so ago. Price may prohibit purchase for MAPCR store, though.

PUBLIC RELATIONS (Dexter, Nierenberger)

Discussion about We Are Technology (WAT) brochures and who they should be distributed to.

Paul said that the court administrators need to see the info. Inquiry was made about checking for

an association for court administrators to have the brochures distributed at their seminars/meetings/newsletters. Mindy said that would need to have a booth at a seminar and volunteers showing realtime technology in action. Paul suggested a starting point would be to find out the structure of any such organization and contacts. Cheryl Anne will check with bar journal contact.

Elsa shared an e-mail from a member regarding the member's feelings about MAPCR's e-mails regarding SB 1115-1118 bill, feeling it was too political and that not all members agree. Paul and others stressed that MAPCR is in a position to let reporters know of all news regarding the reporting profession.

Cheryl Anne will bring WAT T-shirts (\$15) to the NCRA Philadelphia convention in August 2012. Anissa said Cheryl Anne could use her NCRA booth for the T-shirts. Mindy will check for a media forum (Twitter, etc.) to notify people about the WAT shirts at the NCRA convention.

BREAK FROM CONSENT AGENDA

From 7:05 to 7:50 p.m. to hear Sue Deer regarding issues in the CART field.
See NEW BUSINESS (3).

Break at 7:50 for approximately ten minutes.

TESTING/EDUCATION (Kandt, Dreger, Gordon)

Discussed May 2012 RPR

Registrants: 28 for the RPR, 3 for the CRR, and 1 for the RMR.

Three people passed, despite extreme delays and problems with testing procedures. Sharon and others were on the test site from 7 a.m. to 6 p.m.

The August RPR will be through Realtime Coach w/CD backup.

Paul asked for recommendations to help with August test. Concerns will be outlined in email.

RECORD TIMES (Werner, Dexter)

Kelli expressed her need for articles promised but not delivered, and she will follow up with those people.

REPORTS OF STANDING COMMITTEES

1. Past Presidents Advisory Council (Werner)
Kelli – nothing to report
2. Awards Committee (Perrish, Zimmerman, Hanson)
Paul asked the board members to look at the MAPCR site and read about the awards.
Think about members who could be nominated for something
3. Audit/Finance (Jorgensen)
Per Cheryl Anne: Spring seminar net was \$8632. Budget was \$9375.
Golf outing \$10,251 less golf course bill, which was approximately \$3,000.

4. Bylaws/Procedures (Kandt)
Sharon – nothing to report

REPORTS OF SPECIAL COMMITTEES

1. Student Seminar/Outreach/Career Day (Nierenberger, Kandt, Blough)
Anissa talked about bringing the WAT campaign to high schools, and she went to her alma mater. She has found that career days are few and far between, but she had a roundtable with the business teacher. Anissa found that high schools are cutting business teachers, business classes. Darlene said these classes are going to college prep. Anissa mentioned Business Professionals of America (BPA). It has high school student members and is much like a National Honor Society. They are in 23 states, and they have competitions. BPA already consists of students interested in business courses, and this would be a good target audience for a court reporting PR campaign. There is a March breakout session at BPA. The business teachers have a meeting coming up. It was suggested that MAPCR volunteers go speak to teachers of BPA chapters. Abandon the idea of going from high school to high school.

Kelli will check with Lansing Community College.

2. Golf Outing (Brandell, Hanson)
Paul reported that there were 76 golfers this year, up from last year. The course was changed from Eagle Eye to less expensive Hawk Hollow.
Paul will continue with the Golf Outing Committee. He has some insight into attracting more golfers, which involves more legwork, prizes – free stuff – and advertising. Look to advertise in the bar journal or law firm periodicals.
Kelli suggested Paul track what he does and how and when he does it so whoever takes over the committee will be able to continue in his steps.
3. Historian (Werner)
Kelli asked about what items to include. She will use recaps. She will contact Terri Zimmerman as well. Conversation centered on whether to include deaths and how far the relation should go (parents, spouses, etc.) Pat said that historically spouses were included in the notices. Kelli would like submissions for the historian report.
4. Website (Farmer, Dexter)
Cheryl Anne – nothing to report.
Laurel mentioned a group called Language on Demand and that they were looking for a CART reporter. Laurel directed them to Cheryl Anne. Mindy heard from Voice to Text. Need clarity on where board members should direct people.

UNFINISHED BUSINESS AND GENERAL ORDERS

1. PR Campaign
2. Scholarship Money Policy (Jorgensen)
Elsa provided a printout of the NCRF guidelines for their Student Intern Scholarship. Elsa believes MAPCR should follow this, but there are some changes MAPCR should

make. The pool of eligible students is not large, so discussion centered on how many students should be nominated, how they should be nominated, and how much money should be awarded and towards what. It is imperative that the teaching board members guard against the appearance of favoritism with their students.

The nominee must be a current Michigan resident and current MAPCR student member.

The nominee must be currently enrolled in a state-approved court reporting program. Any student who has been in his/her school's intern program in the past 12 months is eligible.

The nominee must have passed at least one of the program's Q&A tests at a minimum of 190 words per minute.

The nominee must have a grade point average of at least a 3.5 overall, based on a 4.0 standard or equivalent.

The nominee must possess all the qualities exemplified by a professional court reporter, including professional attitude, demeanor, dress, and motivation.

All criteria must be confirmed and verified by the submitting program.

Economic need will not be a factor.

The scholarship award will be used to (a) pay towards the RPR exam or (b) pay towards the next MAPCR seminar/convention.

Cheryl Anne will look into opening a scholarship bank account.

A letter will be drafted on MAPCR letterhead, and that will be sent to the applicable court reporting/CART/captioning programs in Michigan.

NEW BUSINESS

1. Certification/lack of temporaries/students' inability to pass.
Kelli stressed the need of certification. New reporters can't get temporary licenses. Students need a path from school to working. Paul shared the concerns from firm owners that they need certified reporters. Paul will follow through to find out exactly what the temporary rules are.
2. Contracting awareness campaign
Paul asked about the Ethics First brochures and where they should be distributed. Mindy suggested sending the brochure to reporters so the reporters can give them to attorney clients. Paul would like to see the information go to the plaintiff's bar. The brochure will be put in the fall convention folders. This needs to get this going before working on legislation.
3. Sue Deer report on CART consumer concerns
Sue talked about issues in the CART field, particularly consumer complaints/concerns with live and onsite CART, not remote CART. Sue gave her background in reporting and then her transition to CART in the 1990s. CART providers are involved in CART consumer's personal moments (weddings,

funerals, business affairs).

Interpreters (sign) have a strong association, especially since 2007 PA 204. A flyer was distributed to the board, outlining the Michigan Deaf Person's Interpreter Act. This act is not necessarily applicable for CART because of length of time to enact this legislation, and there was mention of some alienation in the interpreter field. California, Texas, and Massachusetts have CART guidelines. Michigan is in need of requirements/guidelines regarding confidentiality, ethics, etc., for CART providers.

CART providers may be behaving in an unethical or insensitive manner without even knowing it, due to a lack of training and oversight.
Pat, Kelli, Mindy, Anissa talked about a seminar and article on this subject.

Paul asked about education for the CART consumer.
Pat and Anissa asked about the responsibility of the firm (usually a court reporting firm) sending out a reporter for a CART assignment.
Anissa and Kelli talked about a "dos and don'ts" list. CART has been available for at least 20 years.
How do consumers find a CART provider? It is usually not the consumer hiring a CART provider, and the person hiring generally is following requirements and may not be fully aware of consumer concerns.

Paul talked about educating both the consumer and the provider. Sue Deer said she has never had anyone ask for certifications. Many times, the bottom line is about cost of service.
Where should focus be? Pat said hit CART reporters first, but Cheryl Anne said that so few are listed as CART providers.
Cheryl Anne will post the CART consumer bill of rights on the MAPCR site.

IDEAS: Fall 2013 – CART track for students and breakout session for CRs
Short e-mail blasts – Did you know?
Kelli – Facebook page
Sue will write some pieces and MAPCR can decide what to send out.
Pat – don't call it "CART corner." Need exciting headline to grab people's attention.
Anissa – target firms
Cheryl Anne talked about separate membership category for uncertified CART people – lower rate? (MARC was more captioners)
Anissa asked Sue for her CART dos/don'ts sheet.

OTHER ITEMS OF BUSINESS

Eleven members are going to the national convention in Philadelphia. Cheryl Anne asked board members for their letters to Tami Smith for her booklet.
Cheryl Anne shared a thank-you note from Sharon Sweet.
Darlene asked about making donations in lieu of flowers.

Paul asked board members to share news they hear regarding members. When someone receives notice of a death, all board members and past presidents should be notified.

Pat asked about the other category of membership (CART). This would need to be brought up for fall convention by August 16. Question: Should there be a category for CART, and, if so, why?

Paul spoke about Bylaws Committee issue. Val Rissi may resume role at a later date.

ADJOURNMENT

Anissa made a motion to adjourn. Darlene seconded. Meeting adjourned at 9:02 p.m.