

**MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS**  
**BOARD OF DIRECTORS MEETING**  
Phone conference  
Saturday, July 19, 2014

CALL TO ORDER

9:04 a.m.

ROLL CALL

Mindy Dexter, President; Elsa Jorgensen, President-Elect; Sharon Kandt, Vice President; Dawn Houghton, Secretary-Treasurer; Cheryl Anne Farmer, Executive Assistant; Tammy Nielson, Director; Roberta Flick, Director; Laurel Jacoby, Director; Annette Blough, Director; Sheri Pavlovich, Director; Rob Smith, Director; Anissa Nierenberger, Senior Advisor.

SIGN ANTITRUST DOCUMENT

Forms signed and emailed to Cheryl Anne.

**PRESIDENT'S MESSAGE:** Thanks again for everyone willing to serve on the board. We will have a quick meeting today. I would ask the chairs to look at your committee charges, communicate with members, brainstorm, so we have something to report about our committees and we can have a productive meeting at our convention.

ITEMS OF BUSINESS

1. Reading and approval of the Minutes from Saturday, April 25, 2014. There were no corrections. Elsa J. made a motion to approve, Anissa N. seconded. Motion carried.  
  
1, 3, 4, 5, 6, 9 were pulled from the consent agenda. Elsa J. made a motion to approve the consent agenda; Rob S. seconded. Motion carried.

CONSENT AGENDA

1. Convention/Seminar (Jorgensen, Dexter, Nielsen, Pavlovich) – Cheryl A. decreased the cost to \$175 for the convention and has gotten calls since the brochures went out. Cheryl A. asked the board to encourage people to come at the discounted rate. Cecile Gordon has volunteered to administrate the real-time contest. Mindy D. asked the board to please encourage everyone to come. The board was asked to get their silent auction basket put together and to let Cheryl A. know the theme. Elsa J. indicated she thought we could register without paying right away.
2. Fundraising (Smith, Jorgensen, Jacoby, Flick) - Cheryl A. said we will do the silent auction at the fall convention. She asked for basket donations. Cheryl A. will send out an email listing themes. Please email Cheryl A. what basket you are donating. She reminded us we can solicit donations for our baskets.

Cheryl A. indicated the golf outing was the smallest it's ever been this year. We may need to come up with new fundraising idea as our budget is very slimmed down as a result. We also need to find a new golf outing chair. Possibilities were discussed but nothing was decided on. Mindy D. asked the fundraising committee to get sponsors for the fall convention. Cheryl A. will get the forms to the fundraising committee. Laurel J. asked for list of past sponsors.

3. Membership (Jacoby, Kandt, Smith, Blough, Pavlovich) - Anissa N. asked whether the 20 non-members mentioned at last meeting had renewed. Cheryl A. indicated a couple of them have renewed but many are retiring. Cheryl A. sent surveys to them and will make cold calls to them. The membership committee can help on that. Rob S. indicated he will help. Anissa N. would like the membership committee to stay on top of this and make personal phone calls. Mindy D. composed a letter to the firm owners and asked for input on it. Various dues discounts were discussed. Sharon K. asked for a list of the Federal Court Reporters so they could be contacted. Rob S. can get a list of Federal Reporters. We could do a promo email - \$60 membership. Sharon K. made a motion in that regard; Elsa J. seconded. Motion carried.
4. Freelance Official (Kandt, Houghton, Smith, Pavlovich) – Mindy D. talked about the NCRA letter to North Carolina asking about what state courts pay for. She would like a committee to put together a monkey survey to ask what is provided by their county.
5. Students/Testing/Education (Kandt, Blough, Nielson, Pavlovich) – Sharon K. indicated NCRA sent a survey to administrators of court reporting programs and to past students, gathering information, very comprehensive. NCRA is unveiling a big student recruiting marketing campaign. Sharon K. will see a webinar about it on Tuesday. Mindy D. saw a commercial about careers in demand and a court reporter was in it.

Sharon K. and Shari P. are handling the student seminars. The real-time theory doesn't include briefs so they will do a seminar on that. Sharon K. asked if she could contact Varallo to use his book. The board agreed she should do that.

Mindy D. asked Sharon K. for a list of scholarship recipients. The board agreed to give one \$500 scholarship this year, which would be presented at the fall convention. The teachers will nominate a student and Mindy D. will contact the student. Sharon K. will get the student's name to Mindy.

Anissa N. discussed the NCRA survey to instructors/students. Indianapolis BPA setup was disappointing but Anissa N. would like the BPA presented in San Francisco. Elsa J. suggested contacting DRA. March 1<sup>st</sup> is the next BPA in Grand Rapids at Amway which Anissa N. will take care of.

6. Public Relations (Blough, Flick, Kandt, Smith) – The booth at State Bar meeting was discussed. We will have a booth and get volunteers. The volunteers will talk about the pro bono program, pass out a directory of freelancers and officials who do real-time, demonstrate real-time to

computer and iPad. The meeting is September 17 to 19<sup>th</sup>, 2014 at DeVos Place in Grand Rapids.

#### REPORTS OF STANDING COMMITTEES

1. Past Presidents Advisory Council (Nierenberger) – Nothing to report.
2. Awards Committee (Houghton, Perrish, Dexter) – Nothing to report.
3. Audit/Finance (Houghton, Nielsen) – Dawn H. indicated an audit has been completed.
4. Bylaws/ Procedures (Dexter) – Mindy D. indicated bylaws will be discussed in new business.

#### REPORTS OF SPECIAL COMMITTEES

1. Golf Outing (Brandell, Flick) – Nothing to report.
2. Historian (Nierenberger) – Nothing to report.
3. Website/Social Media (Farmer, Jorgensen) – Nothing to report.

#### UNFINISHED BUSINESS and GENERAL ORDERS

None

#### NEW BUSINESS

Bylaws changes were discussed. We will go from six directors down to five. There will be one convention during each fiscal year or first quarter of the year or change to 30, 45, 60 days out and don't put specific date in there. Changing of the directors needs to be at the annual convention. Mindy D. will edit and send to board for a vote. Cheryl A. indicated we need to let the members know there will be a bylaws vote at the convention. Cheryl A. indicated hiring a parliamentarian can get expensive and she will ask if Pat Hyland would be willing to serve as our parliamentarian.

Mindy D. composed our strategic plan, along with Cheryl A. It is not proofed. Mindy D. will send it out to the board for feedback. Elsa J. inquired whether there was any follow-up on getting the raffle license reissued? Cheryl A. indicated we can't apply unless we are having a raffle. We need the date of the raffle to apply.

Annette B. made a motion to adjourn; Roberta F. seconded. Motion carried.

Adjourned at 10:12 a.m.