

MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS
BOARD OF DIRECTORS MEETING
CONFERENCE CALL
December 14, 2013

CALL TO ORDER

9:35 a.m.

ROLL CALL

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

SIGN ANTITRUST DOCUMENT

Forms signed and sent to Cheryl Anne by email.

PRESIDENT'S MESSAGE: Thank you everyone for making an effort to call in so we can have the meeting. The minutes are very thorough and thank you to Dawn. Thank you to Cheryl Anne for setting up the conference call.

ITEMS OF BUSINESS

1. Reading and approval of Minutes from September 27, 2013 - Mindy D. indicated there were corrections, should be "careersincourtreporting.com" and "Justice" Cavanaugh, not "Justin." Mindy D. also had a question regarding the database of \$7.56 an hour. Sharon K. said it was in regards to the No Worker Left Behind and that it also indicates \$12,000 a year in the statute. Mindy D., on a side note, said the Bureau of Labor Statistics Occupational Handbook had an old picture of a court reporter using a paper machine. Mindy sent the Bureau an updated photo which she hopes they will use. Sharon K. said CECR gets their info from the Michigan Department of Labor and they have to take the info as is. Sharon K. will check with her Macomb people that deal with that. Mindy D. indicated after page rate is dealt with, we could deal with the antiquated language in statute. Laurel J. made a motion to approve the minutes; Rob S. seconded. Motion passed.

1, 5, 9, 10 were pulled from the consent agenda. Rob S. made a motion to approve the consent agenda; Tammy N. seconded. Motion passed.

CONSENT AGENDA

1. Convention/Seminar (Dexter, Jorgensen, Pavlovich, Nielsen) - Mindy D. indicated the Varallo Group is coming for the seminar. There will be a TRAIN session. She is considering a CART session but she wants to talk to Anissa and Tammy. Sue Deer Hall and Tammy N. can do the CART seminar for spring. Mindy D. asked our input. Mindy D. indicated TRAIN is for beginners. Laurel J. said the first session of CART was wonderful. Annette B. has session 2 and 3 available already. Laurel J. would like it more on the ethics and how to deal with the people. Mindy D. indicated we need to have a prep for test because the next weekend is the NCRA testing. Sharon K. would be willing to participate in that but we would need one more person for two-voice but we could get something

together. Macomb is doing an eight-week RPR prep. It ends two weeks before the MAPCR seminar. It is for anyone, not just Macomb students. Sharon K. would like to put it in the MAPCR minutes. Cheryl Anne asked if Shari Pavlovich would be willing to help. Sharon K. said yes. Sharon K. will email flyer to Mindy D.

Mindy D. wanted to do a dictionary edit session for TRAIN but Anissa N. won't be at the spring seminar. She will be at the Eclipse user's seminar. Anissa N. could meet with Mindy and go through how to properly edit the file so we have the information available. Cheryl Anne asked if we could do CART in the Fall if it doesn't get done for the Spring. Mindy D. would like to have more content for everyone but the Varallos will be a pretty good draw. Sharon K. thought an hour session would be sufficient for the RPR prep and thought it may attract more people. Mindy D. asked Cheryl Anne to put on the brochure a check-box regarding prep of RPR and CRR, then we can decide whether to have that. Mindy will also be doing the TRAIN session.

2. Executive Director's Report (Farmer) - Approved.
3. Fundraising (Jorgensen, Jacoby, Smith, Flick) - Approved.
4. Membership (Smith, Kandt, Blough, Jacoby, Pavlovich) - Approved.
5. Public Relations (Blough, Flick, Kandt, Smith) – Mindy D. talked to Mr. Mark Sutton who is very excited for the Veteran's history project. He would like five reporters available for the Flint convention to take the veteran's oral history. We need to have our PR committee work on the Vet history project, or if others are interested, just to make sure everything is thought through. National has an outline on what we need to do with this project. This is also right before Court Reporting and Captioning week. We may get press releases and have the Governor recognize our week this year if we are involved with the veterans. The PR Committee consists of Annette, Roberta, Sharon and Rob. Rob S. doesn't mind having part in that, being one of the reporters. The date is February 15, a Saturday. Anissa N. and Roberta F. asked to be one of the reporters on that also.

Mindy D. indicated there are different events throughout the year. We can discuss as a group where we want to take this. It would only be about an hour time commitment but will be huge for us to get involved. Tammy N. agreed it's important. Mindy D. said we can branch it out to the attorneys, media, public, legislation because we are going to be asking for things in the future. She thanked Anissa for meeting Mark Sutton. He is high energy which will be a good thing.

Mindy D. said TRAIN is going great. She is stopping until April and she wants to get a committee together. She would like to go into the engineer mode instead of conductor mode. She has been getting very good feedback and would like more regional TRAIN workshops.

6. Freelance/Official (Kandt, Houghton, Smith, Pavlovich) - Approved.
7. Captioning/CART (Blough, Nielsen, Nierenberger) - Approved.
8. Legislative (Dexter, Flick, Houghton) - Approved.
9. Testing/Education (Kandt, Blough, Nielsen, Pavlovich) – Laurel J. asked if Sharon had a chance to call Kirtland College. Sharon K. indicated she did not

but will make a note to do it. Sharon K. indicated Stautzenberger is discontinuing. Sharon K. had a meeting with their associate dean on Thursday when Lynette Eggers visited. Lynn talked about how important, since Macomb is already accredited, that they should put things in motion to get an on-line program. They want Sharon to try to get college accredited with a CART program. Macomb is very interested in starting an online program. The associate dean is in the process of setting up meetings with the necessary people. Macomb is the only brick and mortar program in Michigan. Sharon K. asked if anyone knows anyone who knows how to set up an on-line program. Mindy D. suggested contacting the current on-line programs to see if they will help. Stark State College of Technology in Ohio may be able to help.

Mindy D. asked about the student internship scholarship that Elsa J. put together which hasn't been implemented and wondered if Sharon K. can share it with the teachers. Cheryl Anne said we still have a fund but we would need to set up a separate bank account for that. Cheryl Anne can determine what we haven't given away. Mindy D. said it should be in our policy, guidelines of how we are going to handle the funds. Cheryl Anne wasn't sure if what Elsa put together was voted on. We would need to decide whether to implement it, how to fund it. The fundraising committee is to work on that.

Mindy D. wanted to talk to Anissa N. about the ISD contact, if there is anything else she needs. Anissa N. asked if the email went out. Cheryl Anne indicated she sent the email to the people who requested an email. Anissa N. wants to email to every one of the ISDs and that we should follow up the second week in January. Mindy D. will follow up on some of them. Mindy D. asked if we could send the info out to our membership, have them look, see if they will contact their schools. Trish Houpt was asked to do a career day at her school.

10. MAPCR Minute (Dexter, Farmer) - Mindy D. looked back on the Minutes, realized she was supposed to do a combined November/December but forgot, so she asked if there was any problem doing a combined December/January, winter edition, and also a summer edition. Anissa N. said NCRA does November/December combined. January starts a new year and would present new things. She would like November/December in the future rather than December/January.

Mindy D. would like to do a random drawing of membership so the store can get rid of inventory. She would also like to get rid of the MAPCR store except at conventions, not continue it as an on-line enterprise. Cheryl Anne said it's been 13 years where we put money into the store, it makes a little bit, but in the long term it ends up losing money and we have leftover items around. Maybe we could sell them for a dollar to get rid of it. Anissa N. indicated the store only exists still because of her son who ran it the last couple of years, and they won't be at the spring convention, so unless someone steps up, it will just need to go away. Cheryl Anne said we need to focus on what we're good at, what is important for where we want the funds to go to. We can do shirts occasionally but all the other stuff is a money pit. We could use the money saved for vendors and vendor tables. Mindy D. indicated we will do the random drawing at the spring seminar, and in the fall seminar we will have a fire sale and sell everything we have. Fall, 2014 will be our last MAPCR store. Anissa N. would like it done away with at spring. Elsa questioned about having the raffle. Cheryl Anne indicated we stopped it because it showed a rapid decline in participation and it cost us postage to send out.

REPORTS OF STANDING COMMITTEES

1. Past Presidents Advisory Council (Nierenberger) - Nothing to report.
2. Awards Committee (Houghton) - Nothing to report.
3. Audit/Finance (Houghton, Nielsen, Farmer) - Dawn and Tammy will be setting up a date in January or February for the audit.
4. Bylaws/Procedures (Dexter) - Nothing to report.

REPORTS OF SPECIAL COMMITTEES

1. Golf Outing (Brandell, Flick) - Mindy D., reading Paul's report, said it looks like we need money for advertising in the budget. Cheryl Anne talked to Paul about it. They are going to try to make contacts to get on calendar listings for free. All the other advertising is a minimum of \$400. If we get big names like Justice Cavanaugh, it would be a good draw.
2. Historian (Nierenberger) - Nothing to report.
3. Website (Farmer, Jorgensen) - Elsa J. indicated Paul had wondered whether anything posted on the MAPCR Facebook page needs to be approved by one member of executive board. Mindy D. said Elsa is a member of the executive board so she can post.

Sharon K. made a motion to approve the special reports, Tammy N. seconded.
Motion approved.

UNFINISHED BUSINESS and GENERAL ORDERS – Mindy D. will finish the revising of policies in January.

NEW BUSINESS – Court Reporting and Captioning Week and the Vet's history project was discussed. Sharon K. was asked whether Macomb was doing an open house again this year. Sharon K. indicated it was an expense and all she can do is ask them. Mindy D. said we should contact local media, show what we can do, get an interest piece in the paper to get more publicity. Cheryl Anne suggested changing our Facebook photo again and to let the people we are calling in January know that. Anissa N. said we need to put that in the script for January. Mindy D. said she is going to NCRA boot camp. Because of the page rate issue and anti-contracting, she would like two people. Boot camp will be run every other year. She would like everyone to think about it. Cheryl Anne asked if anyone has heard of Just Justice. She found him on-line. He does keynotes for court reporting and associations. He is from Atlanta, Georgia. Cheryl Anne sent us the link. Elsa J. indicated she was getting different calls for pro bono, such as pro se litigants who want free services, also calls from attorneys at substantial law firms. She's not sure what to suggest. She is having trouble getting coverage, especially in remote areas. Should we rally the troops to get more reporters on the volunteer list? Roberta F. indicated she received the same call yesterday from that same person. Elsa J. had asked him if he had applied for Legal Aid. He indicated he was eligible for it but hasn't found an attorney to take the case. Elsa J. would like it to be a little clearer on the MAPCR website that the Pro Bono program is funneled through Legal Aid and that they shouldn't be just calling MAPCR directly. Cheryl Anne could add the specific wording and put it in bold. Elsa J. would prefer the request come by email rather than calling.

We could also send out a flyer with the pro bono details and put an email link on it, something like “click here” to find out more about the program. We will ask in the next Minute for reporters to sign up for pro bono. It was decided Elsa J. will handle the whole state instead of splitting into an east and west side. Cheryl Anne indicated that Laurel J. is not eligible to serve on the awards committee and she had sent out an updated board roster this morning. Mindy D. will get that changed.

ADJOURNMENT

Laurel J. made a motion to adjourn; Elsa J. seconded. Motion passed.

Adjourned at 10:42 a.m.