

# Michigan Association of Professional Court Reporters

## BOARD MEETING MINUTES

Conference Call

Saturday, June 3, 2017 – 9:30 a.m.

### CALL TO ORDER

The meeting was called to order by President Jessica Jaynes at 9:35 a.m.

### ROLL CALL

Present:	Cheryl Anne Farmer, Executive Director	Laurel Frogner, Director
	Jessica Jaynes, President	Carrie Clark-Berry, Director
	Alison Webster, President-Elect	LeeAnn Chasney, Director
	Rochelle McNally, Secretary-Treasurer	Lauri Sheldon, Director
		Wendy DeMatio, Director

Absent: Elsa Jorgensen, Senior Advisor  
Megan O'Brien, Student Liaison

### ANTI-TRUST DOCUMENTS

Signed and submitted.

### PRESIDENT'S MESSAGE

Jessica Jaynes thanked everyone for attending, for their hard work, and gave special recognition to Lauri Sheldon for her efforts and going above and beyond preparing for the June golf outing.

### ITEMS OF BUSINESS

Reading of March 17, 2017, Minutes with the following corrections. Rochelle McNally's name was not listed as present. Lauri Sheldon's name was spelled incorrectly. "Students/Testing/Education," John Moretti is the Michigan leader. And under "Reports of Special Committees, Golf Outing," it should state, "Jessica reported."

Motion to approve by Jessica, seconded by Rochelle. None opposed. Motion carried.

### CONSENT AGENDA

Approval of Consent Agenda with the following pulled: Convention/Seminar, Fundraising, Membership, Legislative, Students/Testing/Education, MAPCR Minute. (Not pulled: Executive Director Report, Public Relations, Freelance/Official, Captioning/CART.)

Motion to approve by Jessica, seconded by Laurel. None opposed. Motion carried.

Convention/Seminar – (Webster, Jaynes, Sheldon, McNally, O'Brien)

Alison requested ideas for convention speakers and vendors, to relay suggestions to her so they can be discussed in committee in more detail and then brought back to the board. Possibilities mentioned today were a product vendor, Anissa Nierenberger's book and ideas for writing better, Ed Varallo, and a presenter with "I don't" phrasing ideas. The convention will be held at the Johnson Center.

**Fundraising** – (Frogner, Jaynes, Jorgensen, DeMatio, Chasney, O'Brien)

Laurel mentioned 15 people are registered online and Cheryl Anne added that we have 35 golfers as of today. LeeAnn will help the day of the outing but does not golf. Laurel suggested putting together baskets for the silent auction. Alison mentioned there has been an over-abundance of prizes in the past, so two baskets will be made: one, a Traverse City basket put together by Jessica, and the other, a Michigan basket put together by Laurel. Cheryl Anne expressed thanks to those willing to volunteer the day of the golf outing.

Future fundraiser possibilities were discussed. Tigers and wine tasting were suggested, and Laurel will contact Cheryl Daniels and ask her to serve on the committee to help with a Tigers fundraiser.

Cheryl Anne pointed out that without a dedicated golf chair located in the Detroit area, it makes it difficult to organize a golf outing, and suggested if we don't have a chair local to the Detroit area, we need to reconsider golf as a fundraiser.

**Membership** – (Webster, all board members)

Discussion by Jessica regarding nonmembers who attend social events being given an incentive to become a member. Alison suggested a \$20 discount on membership if signed up within two weeks of event. Continued discussion regarding parameters of offering a membership discount to expired memberships and LeeAnn and Laurel both suggested keeping it simple. Jessica suggested a form be created to take to social events. Cheryl Anne added we had a similar promotion for TRAIN seminars and one or two attendees became members.

Motion by Jessica to provide MAPCR membership discount of \$20 to nonmembers who attend a social event (regardless of date membership expired), who sign up within two weeks of social event, valid for a one-year membership from date of sign-up, and \$10 discount for associate members, with Cheryl Anne creating the form. Seconded by Carrie. No further discussion. Motion carried.

Cheryl Anne included a list in our packet of memberships expired since 2011 and said that the list may include some who have retired. Jessica suggested we could specifically contact those on the list and encourage them to re-engage in the association.

Alison discussed a goal to have every high level student and recent graduate linked with a seasoned reporter to help with the transition to reporting and answer questions to help ensure their success. A referral mentorship program exists through NCRA, and when someone from Michigan contacts NCRA, the national association will match them with a reporter. Discussion tabled to meeting in July.

Jessica suggested offering members the option of paying multiple years of dues at one time. Cheryl Anne said the option was discussed with past boards but didn't go forward because it presents a budget conundrum. Jessica suggested a second account and pull out dues each year and will contact states that offer the option and ask how it is done.

**Legislative** - (Jaynes, DeMatio)

Jessica discussed the fact that some states require CEUs to maintain state membership but Michigan does not.

Cheryl Anne mentioned that Matthew and Cecile fought for over 10 years and couldn't get the requirement passed by the state, that we had the support of judges and the state bar, and it still didn't pass, as it was only to boost membership. She will provide us with the history of it. She has boxes of past documents. Other states require \$100 to \$400 for CEUs and Michigan's renewal is \$30. Cheryl Anne suggested starting a task force or ad hoc committee to look into it.

Jessica will ask other states how they got it approved. Cheryl Anne stated a bill must be presented and we don't have a lobbyist. Years ago, we had a lobbyist. We could start a PAC fund to build an account.

LeeAnn added if CEUs are mandatory to keep license to work, it may increase membership. Wendy added that many freelancers have stated to her they are members of NCRA to keep certification but it is not necessary to be a MAPCR member.

Cheryl Anne made a suggestion to begin research and come back to the board with information.

**Students/Testing/Education** - (Webster, McNally, Sheldon, O'Brien)

Lauri asked for clarification regarding her role in the realtime contest offered at the annual convention. Cheryl Anne stated Lauri could choose to provide the test either live or taped, and the wording of the contest rules needs to be tweaked before the conference agenda is submitted to NCRA for approval.

Alison addressed the status of the temporary CSR license and Jessica stated that the SCAO website refers to one temporary license allowed at this time. Cheryl Anne added that an individual cannot apply, that the firm has to apply, and the firm's plan to address a reporter's temporary license status needs to be approved by SCAO. Lauri expressed concern regarding a potential reporter and Alison had questions regarding a student who graduated and possibly attending classes free of charge. Lauri will call Elizabeth (MCC). When Alison mentioned on-the-job internship experience being eye-opening for those new to the field, Wendy added that attending Motion Day multiple times is a good challenge, familiarizes lingo, and builds speed.

**MAPCR Minute** - (Jaynes)

Jessica suggested including a Word Search in the MAPCR Minute to encourage reading and participation, with the first member to submit a completed Word Search receiving a \$25

credit to the next event, and offering the puzzle not on a recurring basis but once or twice per year.

Motion by Jessica to include the Word Search in the MAPCR Minute as described.  
Seconded by Laurel. Motion passed.

## **REPORTS OF STANDING COMMITTEES**

### **Past Presidents Advisory Council - (Jorgensen)**

Cheryl Anne said Elsa doesn't have anything to report.

### **Awards Committee - (Dexter, Nierenberger, Keenan)**

Cheryl Anne stated that no awards have been given in the last year or two, the committee consists of the last three award recipients, one retired reporter, one reporter moving out of state, and one current award recipient who is still in Michigan and working but it has been years since she received an award, and we should consider adjusting the composition of the committee. Cheryl Anne will research how to make the change while the Board thinks of who should make up the committee members.

Alison asked for suggestions for award recipients and ideas to bring awareness to the award program. In response to Wendy's question about the awards available, Cheryl Anne listed the awards and requirements and referred to our website. Jessica suggested the committee be comprised of the Helping Hands Scholarship chair, but Alison said she needs help with Helping Hands or to possibly ask someone else who has more time to commit to take over in the near future.

### **Audit/Finance - (McNally)**

Cheryl Anne stated an adjustment of \$112 needed to be made on the spring seminar line item for a hotel room charged to Grand Traverse County for Jessica, rather than MAPCR paying for it, which is the way it was supposed to be paid. Grand Traverse County was reimbursed and the adjustment will show on the next financial report.

Jessica called for a motion to approve finance report. LeeAnn made a motion to approve, seconded by Lauri. Motion carried.

### **Bylaws/Procedures - (Jaynes, Jorgensen, Webster)**

Jessica asked about the procedure for by-law changes. Cheryl Anne explained the process and Jessica will follow through with putting proposed changes together and sending to the board to review for future voting. She hopes to have it put together by the next meeting.

## **REPORTS OF SPECIAL COMMITTEES**

### **Golf Outing - (Jaynes)**

Jessica discussed the need for all Board members to continue to work on obtaining sponsors, donations for the raffle, and golfers for the June 16, 2017, golf outing. Cheryl Anne

noted paperwork of sponsors must be given to her by June 12 to make signs in time for the outing.

**Historian** – (Jorgensen)

Nothing to report.

**Website/Social Media** - (Farmer, Jorgensen)

Nothing to report.

**A-Z Committee** - (Webster, Moretti, Sheldon, Chasney)

Jessica stated Sue Deer Hall has agreed to help out in implementing a virtual setup for interested people to be able to attend an A-Z session and not have to go in person if they live far away from the program site. Rochelle added that Annette Blough will do the same for the western part of the state.

**UNFINISHED BUSINESS AND GENERAL ORDERS**

None.

**NEW BUSINESS**

**MAPCR Family Picnic**

Planned for July 29, 2017, at Alison's home.

**NCSA Meeting**

Jessica discussed the possibility of having LeeAnn be the representative for MAPCR at the NCSA meeting in August at the NCRA Convention since she is planning to attend the convention. Jessica to follow up with LeeAnn.

Jessica discussed NCRA is offering incentives in an attempt to entice members to stay in their discounted hotel room block and noted MAPCR could possibly offer an incentive for a future seminar held in a location with a room block to help us meet that requirement and not fall short as has been happening lately. NCRA is offering the chance to win prizes including a refund of one entire registration cost and also a Kindle Fire tablet.

**Leadership Meeting**

Jessica stated training will be adjusted to smaller regions but no location announced.

**ADJOURNMENT**

Motion to adjourn by Alison, seconded by LeeAnn. Meeting adjourned at 11:27 a.m.

Respectfully submitted,

Rochelle McNally, MAPCR Secretary