

Michigan Association of Professional Court Reporters

BOARD MEETING MINUTES

Brighton, Michigan

Saturday, October 7, 2017 – 9:30 a.m.

CALL TO ORDER

The meeting was called to order by President Jessica Jaynes at 9:44 a.m.

ROLL CALL

Present:	Cheryl Anne Farmer, Executive Director	Wendy DeMatio, Director
	Jessica Jaynes, President	Carrie Clark-Berry, Director
	Laurel Frogner, President-Elect	LeeAnn Chasney, Director
	Rochelle McNally, Secretary-Treasurer	Lauri Sheldon, Director
	Elsa Jorgensen, Senior Advisor	Kelli Werner, Director

Absent: Megan O'Brien, Student Liaison

ANTI-TRUST DOCUMENTS

Signed and submitted.

PRESIDENT'S MESSAGE

Jessica Jaynes thanked everyone for attending and a special thank you to Laurel for stepping up to the president-elect position after Alison's resignation.

ITEMS OF BUSINESS

Reading and approval of June 3, 2017 meeting minutes. Motion to approve by LeeAnn. Seconded by Lauri. Motion passed.

CONSENT AGENDA

Items pulled for discussion: Convention/Seminar, Executive Director, Membership, Legislative, and MAPCR Minute. Motion to approve by Laurel. Seconded by Kelli. Motion passed.

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

Discussion on topics for convention. Cheryl Anne suggested a presentation by Sarah Nageotte on using the internet to the fullest, and will do for only a hotel stay. Anissa Nierenberger will commit to three sessions for \$925, flight and hotel. NCRA representative for one session, with hotel and transportation. Rochelle suggested session on Stop the Bleed, a program instituted nationwide, and Laurel suggested a speaker addressing retirement. Cheryl Anne stated we need to finalize details at the committee level.

Vendor suggestions were discussed and Elsa said we need writer representatives present. Jessica will work on the prize raffle with a \$300 budget and Cheryl Anne suggested asking for donations. Worth Business Equipment is always a draw for writer cleaning. Laurel suggested the scarf lady, Elsa mentioned ergonomic items regarding Relax the Back, Jessica mentioned Rodan & Fields, and Cheryl Anne suggested LipSense and LuLaRoe. Kelli asked for a chair massage and Elsa said there's a massage school nearby.

Executive Director Report (Farmer)

Jessica pointed out that "conference call" was referenced at the top.

Cheryl Anne introduced a discussion regarding Bar Journal copy orders, the cost being \$250, we don't make much on it, and it will be eliminated.

Membership (all)

Jessica suggested a requirement to keep CSR certification, reporters must belong to the state association. Laurel said SCAO is in charge so Jessica will reach out to Rachel Purvis. Elsa mentioned Cecile Gordon and Terri Zimmerman will give pointers. Cheryl Anne suggested contacting SCAO to see if they're receptive and doing our homework and inquire as to how many states require membership. Cheryl Anne asked who is willing to be on a committee and Jessica volunteered to reach out to states, with Laurel willing to be on a committee. LeeAnn mentioned a reporter she knows who may be willing to help and it was mentioned that Mindy was involved at one point. The avenue to take is stressing the shortage of reporters is very serious and maybe others will want to join and help.

Wendy said she received a postcard from MECRA regarding page rate and asked if she could reach out. It was suggested she do so and ask about a cooperative effort and how MAPCR can help.

MAPCR Minute (Jaynes)

Jessica mentioned creating a word search for March as an incentive to encourage convention registrations. Kelli suggested a crossword and Cheryl Anne says there's a web site to create it.

Monthly MAPCR Minute articles are needed and Kelli suggested recurring article categories. Ideas were pro bono, Instant Pot recipes, a captioning corner, word of the day, and Snapchat.

REPORTS OF STANDING COMMITTEES

1. Past Presidents Advisory Council (Jorgensen)
Cheryl Anne said Paul, Mindy, and Kelli reached out to President-Elect Laurel offering support as needed. She also stated anyone on the board can reach out for advice or questions.
2. Awards Committee (Dexter, Nierenberger, Keenan)

The committee consists of the past three award recipients which has stayed the same because of lack of awards given recently. Cheryl Anne asked if we want to tackle a bylaw change. The board recognizes we have other issues to worry about and the situation may correct itself in a year or two.

3. Audit/Finance (McNally)

Cheryl Anne said we are doing well and on track with the budget this year. She anticipates membership to go down a tad and anticipates \$14,742 by year end as long as everyone renews. Cheryl Anne pointed out a miscellaneous expense of \$74.20 for a bouquet of flowers for William Carroll's funeral. The golf outing was a success, making \$5,221, only \$426 less than the year before, especially considering the change in golfer numbers. Motion to approve financial report by Kelli. Lauri seconded. Motion carried.

4. Bylaws/Procedures (Jaynes, Jorgensen)

With the resignation of Alison as president-elect, Cheryl Anne checked the bylaws and discovered the revision presented in 2016 omitted the change in the vice president wording. The board had to make an executive decision because of the bylaw and it is official that Laurel is president-elect, but Cheryl Anne created a memo with the change of wording to be presented to the membership.

Motion by Elsa to approved the memo language to send to the membership. Seconded by Carrie. Motion carried.

REPORTS OF SPECIAL COMMITTEES

1. Golf Outing (Jaynes)

The golf outing was a little bit of a struggle, but with Lauri's help adding golfers to the event, it was a success. The golf outing is basically the only fundraiser besides the convention, and if we don't continue it, we need to look at other options. We need a golf chairperson in the local area to be closer to the fundraiser and Lauri volunteered for the position. Cheryl Anne added that the chair focuses on sponsors and Cheryl Anne will work closely with Lauri. Having lunch on the turn instead of dinner at the end was also discussed.

2. Historian (Jorgensen)

Nothing to report.

3. Website/Social Media (Farmer, Jorgensen)

Elsa suggested to be on the lookout for relevant news and web articles to post on our MAPCR Facebook page. Kelli would like to step up the YouTube channel

content. Carrie suggested video clips to send to high schools. Cheryl Anne reminded everyone to complete the member spotlight if not already done.

4. A-Z Committee (Moretti, Sheldon, Chasney)

The A-Z program has been successful at Macomb Community College but the two entities will need to better establish parameters. Cheryl Anne said we need to continue with volunteers to run the program and to bring it to the attention of the membership and she will work on an email to the membership. Laurel mentioned that Jon would be willing to hold sessions at his offices. The plan is for a session to be held in January or February with a limit of 10 participants. We will also look at including an A-Z seminar at the March convention.

UNFINISHED BUSINESS AND GENERAL ORDERS

None.

NEW BUSINESS

Court Reporter Captioning Week, February 10-17, 2018

Getting started earlier to promote the profession in the media was mentioned along with creating Facebook posts. Highlighting the Veterans History project during Court Reporting and Captioning Week was also mentioned and Cheryl Anne will reach out to Roberta Flick regarding her involvement.

CA Management Contract – 2018

Closed session at 11:38 a.m.

OTHER ITEMS OF BUSINESS

None.

ADJOURNMENT

Motion to adjourn meeting by Kelli, seconded by Elsa. Motion carried. Meeting adjourned at 12:18 p.m.

Respectfully Submitted,

Rochelle McNally
MAPCR Secretary/Treasurer