

MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS
BOARD OF DIRECTORS MEETING
Lansing, MI
Saturday, January 26, 2013

CALL TO ORDER
10:13 a.m.

ROLL CALL

Anissa Nierenberger, President; Paul Brandell, Past President; Mindy Dexter, President-Elect; Dawn Houghton, Secretary-Treasurer; Cheryl Anne Farmer, Executive Assistant; Gerry Hanson, Director; Tammy Nielson, Director; Laurel Jacoby, Director. Annette Blough, Director was present by Skype.

SIGN ANTITRUST DOCUMENT

Form signed, and Annette Blough confirmed intention to abide by antitrust document verbally.

PRESIDENT'S MESSAGE: We are starting late, but the goal is to be finished with the meeting by 11:00 and make phone calls to expired members from 11:00 to 12:30 p.m. We will be discussing the spring seminar, National Court Reporting and Captioning Week that is coming up, and the fun things we're going to be doing.

ITEMS OF BUSINESS

1. Reading and approval of Minutes from November 17, 2012. Paul made a motion to approve the minutes; Mindy seconded. Anissa indicated the workshop for spring is .1 CEU's because of an NCRA change. Motion passed.

Paul made a motion to approve the consent agenda; Gerry seconded. Motion passed.

CONSENT AGENDA

1. Convention/Seminar (Dexter, Jorgensen)
Mindy pulled. Mindy indicated there were issues with the Captioning software trainers. A survey was sent to AccuCap users by the Eclipse rep and there was not a good response. The cost for the AccuCap trainer is \$1,600 and only four from the survey indicated they would attend. The BCS trainer had a conflict and is unable to be present. It was decided it will be too much work to break even so the software training is canceled.

Annette has agreed to do the CART training. Anissa will do the dictionary building and conflict resolution training. Computer 101 is being done by Rod free of charge. It was suggested to give him a gift card for gas and a link to his website on the MAPCR website and a booth for the fall convention. Paul said Rod is the tech guy at his court and it will be good for court reporters. Mindy said he was a teacher; he likes to talk, so we will need to keep him in the timeframe.

Laurel asked if he could be given an outline. Mindy gave Rod the user group outline of questions reporters had asked in the past. A question was asked regarding why there was no break between the 3:30 to 5:30 sessions. Two half hour breaks during the day were decided on. The vendors will give a spiel at lunch. We will also do the raffle at lunch. We need sponsors for water bottles, mints, granola bars, I Am Technology bags.

Cheryl Anne had a Fall of 2014 question, wasn't sure if we should be going back to Grand Rapids, and Cheryl Anne needs to look now for venues and she is worried about the numbers. Annette said parking can be included in Grand Rapids. The question was should we hold '14 in Detroit? Issue is we won't get occupancy at the hotel because people won't stay in Detroit because most are from Detroit. Fall, 2013 seminar is in Ann Arbor and it was verified it was not on a Michigan game day. Weber's Inn or a hotel by Arborland Mall was suggested. It was decided Grand Rapids will be 2015.

Mindy discussed combining with Illinois, Indiana and Ohio, doing joint seminars because of membership going down, possibly combining associations. People would have to travel, but the Great Lakes Regional was a good turnout. We had 25 participants from Michigan.

2. Executive Director's Report (Farmer): Approved.

3. Fundraising (Jorgensen, Jacoby) – Approved.

4. Membership (Nierenberger, Smith)

Cheryl Anne indicated five long-time members retired recently and more are getting close to retirement. Discussed the need to reach out to non-members. Discussed putting in the MAPCR Minute an article from a long-time member who has retired saying this is what MAPCR meant to me, this is what we were able to do when MAPCR was at its peak; now that it's dwindled, without support, it's impossible to do those things, what do you want MAPCR to be. Mindy has asked reporters why haven't they been a member and they didn't have a good reason.

It was suggested to have the President send a packet to the reporters who just passed the RPR saying: Here's your membership form, get your career started on a good path. Cheryl Anne has list of past members. There were a lot of students who were members as a student but not when they are a working reporter. Paul indicated when he was in school, he didn't realize it wasn't mandatory. Anissa indicated teachers could help with that. Mindy suggested getting checking account info and do an automatic withdrawal.

Anissa said Cheryl Anne put a ton of time into call list. We have a script. Paul asked about the numbers, did we get members from last year? Cheryl Anne said four and they came to the spring seminar. Anissa said it's a planting the seeds kind of thing.

5. Public Relations (Dexter, Nierenberger)

Mindy pulled. Mindy discussed the TRAIN workshops, putting it in the MAPCR Minute for people to sign up. Sue Perrish has a new email address that Mindy will get to us. Mindy can deal with the emotional aspects of realtime. Annette is focusing on CART workshops. We will start small. Question was asked if we can get CEU's for these and charge. Laurel asked if people want to sign up, are they required to be a member. Mindy said no. We need to get them to do realtime. They will come to the sessions and we can also use it as a springboard for getting membership. We will send a letter and sign-up separately. Cheryl Anne has emails of members of NCRA that aren't members of MAPCR. We can send the email to firm owners and ask them to send it to their people. The realtime hookup training will be on the wired system, wireless system and StenoCast.

6. Freelance/Official (Jacoby, Smith) - Approved.

7. Captioning/CART (Blough, Nielsen)

Mindy emailed Annette about spring convention regarding Annette's PowerPoint and the need to cut it in half. Annette needs to know how long the seminar is in the spring, wonders if she needs to add more stuff, and needs to know what to do. Mindy indicated there are two sessions, one in morning, repeat in p.m., hoping to put the presentation on-line as webcast afterwards. Annette will revamp.

Anissa reminded Annette that there will only be 2 ½ hours of time because of the break. Anissa said the presentation doesn't get to the end of everything, it just kind of stops. What to do? Cheryl Anne said to try to do an overview of everything. Laurel suggested breaking it into sections, ethics, and the nuances of working with people, how you provide the service to consumers. Cheryl Anne asked how it was broken up. Annette indicated it was sent to us but not everyone has reviewed.

Anissa thought Annette's first PowerPoint will get her through the session because they will have questions. She indicated it is a great background, history and culture, and it gives them a start and it is beautiful the way it is. Annette asked if she should go back to the original and use that for the seminar. Anissa said the first part, not the whole big thing because we won't be able to cover it all. Anissa indicated we all appreciate the work that Annette put into this.

Mindy said she did not look at PowerPoint but should we repeat the morning session or do a whole day of presentation? Annette would rather repeat session. Anissa agreed we should repeat.

Saturday, April 27 should be on our calendar. The directors should be at the spring seminar at 8:30. There will be no board meeting the night before. Anissa said: Thank you, thank you, thank you.

Annette asked do students get to attend the CART training for free. Anissa asked was it online training? Annette indicated yes. So we can scrap that.

8. Legislative (Brandell) Approved.

9. Testing/Education (Kandt, Blough, Smith)

Anissa pulled. Anissa indicated MAPCR gets paid \$6 per testing participant, NCRA charges \$170 per testing participant. Anissa talked to Ashley Frasier at NCRA and told her we are not okay with that. Ashley said to wait until next year's budget meeting. Anissa indicated Michigan is the biggest testing site in the nation. We used to get paid \$2,500.00. NCRA has farmed out test correctors and they are all volunteers. Mindy asked do we say we want \$20 a person. Anissa asked what we are doing in the meantime. What if we don't give the test? Gerry said someone sent an email that indicated NCRA doesn't know the number until a couple days before. Sharon doesn't find out until a few days before. It is a service to our members, but if we don't fight, we are doing a disservice to the members.

May 4, August 17, November 2 are test dates. Do we go through this year, keep copious notes, then go to them and tell them this is what we need? Or for 2013, we aren't going to do any testing? We don't pay Sharon anything now. Mindy thinks we will lose members if we don't host the test. Anissa will talk with

Sharon, find out how many people at each testing and how many are actually MAPCR members. Dawn asked if we could keep track of hours Sharon puts in. Anissa will email Sharon, move forward for this year but document it.

10. MAPCR Minute

Mindy would like to put the TRAIN workshop in the MAPCR Minute. Template did not include the TRAIN verb and funny picture. Cheryl Anne said it's not completely finished. Mindy believes California has a newsletter which is short, condensed, asked if we have that software. She would like to have it slimmed down so it fits on one page. Cheryl Anne said that's too short. Anissa asked when the first Minute was going out. Cheryl Anne indicated this next week.

REPORTS OF STANDING COMMITTEES

1. Past Presidents Advisory Council (Brandell)

Paul indicted nothing to report, but Paul has talked with Pat Moretti and they are going to move forward. Noah Smith is who they are going to contact. He is Lansing based. Mindy has a brother-in-law who is a lobbyist that we could use for name purposes, recognition. Noah works with both sides of Bar. His dad is a commissioner with the Supreme Court. Paul will set up a meeting. Cheryl Anne asked if Paul is willing to head it up. Pat won't be the person in front. With page rate increase, that would take more time and energy. Mindy said jurors got an increase.

Mindy will write a proposal. Representative Hune is her rep and Cheryl Anne's. Mindy indicated it would be nice if we could get the representative, good friends, have it presented through Hune. Mindy and Cheryl Anne will work together on it.

Civil and criminal indigents are the same cost. Ford Motor pays the same. We would like to present it as not asking for an increase but separating it out, take the civil aspect out of the page rate. Paul will step up and handle it.

Boot camp info came out. Cheryl Anne is registered at \$160 instead of \$150. Tami is letting Cheryl Anne share her room so that saved MAPCR \$1,000. Her flight was \$230. Anissa asked if there was any chance of meeting with Noah before April. Paul said yes.

2. Awards Committee (Perrish, Dexter, Hanson)

Mindy indicated we do have nominees and we will have people getting awards this year.

3. Audit/Finance (Houghton, Nielsen)

Cheryl Anne entered in the new budget. Rhode Island ordered the I Am Technology package, New Jersey has ordered brochures, not t-shirts. Maryland, New York interested. Cheryl Anne will send out an email this week saying this is your last chance because National Court Reporting and Captioning Week is February 17 to 23. Paul indicated NCRA has contacted us about using the I Am Technology video. Question was asked, did they pay for anything? Answer was no. Possible we can use that as part of our leverage on the testing.

Net income is now 141.87. It was 600 when we left our budget meeting. We didn't have boot camp entered at that time so it has dropped.

4. Bylaws/Procedures (Kandt) - Nothing to report.

REPORTS OF SPECIAL COMMITTEES

1. Golf Outing (Brandell,Hanson)

Paul said yesterday he received an email back from Hawk Hollow and he re-sent the numbers to Eldorado. We are receiving a refund from Hawk Hollow because they mistakenly charged \$57 per head instead of \$50. They offered a \$15 per person discount because of continued business which will be \$1,200 off with 80 people.

Eldorado has hot dogs and chips on the turn and a grill at the end of the ninth hole, a steak and chicken buffet at the end for \$4.50 a head. Building is nice but not like Hawk. It would be a drop of \$19.00 per head. Eldorado is 10 minutes south of 96. Do we still charge 100 a head at Eldorado? If we are going to come down, why are we moving? Years ago when it was cheaper per head, we did better.

Paul indicated we need to redo the sponsor form. Anissa asked what date are we looking at? Paul said June 28, 2013. There was discussion regarding June 28 being too close to 4th of July. June 21 was suggested as possible date.

Annette indicated Becky and Sharon had a big group helping them when they planned the golf outings, at least 15 people helping out trying to get sponsors every year. Annette said she can help with getting sponsors. Paul said Mindy volunteered to work on the letter so people know why we are having the golf outing, where the money is going, and will get it out to all the board members. We need 25 sponsors. Law firms can sponsor, a lot of things can be sponsored.

Anissa asked if we could put this in the MAPCR Minute. Annette asked for forms. Paul asked for a consensus on where we are going to hold it. Cheryl Anne suggested if we stay at Hawk Hollow, to not have the box lunch and instead have hotdogs, that we need to cut corners. A vote was taken and Hawk Hollow was chosen.

2. Historian (Brandell) - Nothing to report.

3. Website (Farmer, Houghton)

Cheryl Anne made some updates on the website. Tammy said she tried to pay her dues on the website but couldn't find the \$10 a month option. Cheryl Anne told her you have to switch your membership level to do that.

UNFINISHED BUSINESS and GENERAL ORDERS

NEW BUSINESS

Anissa indicated at Business Professionals of America, MAPCR is slated to speak March 22 or 23 in GR. We are also signed up to get an exhibitor table. High school students will be there. There are 135 schools participating. Booth fee is \$200. Dictionary Jumpstart will pay the fee because MAPCR doesn't have money in the budget. The State Bar is \$1,000 per booth.

Mindy indicated the PR plan was to send to the Federal reporters a link to the brochure about realtime. She is breaking it down by districts. The judges are in the Bar Journal, also on the Bar

website, will be sent out from Cheryl Anne after the Train workshops. Annette will help with the 3-22 and 3-23 dates. Paul asked if we have set people that are going to be there, a representative from our current Michigan court reporting schools. Anissa said no. We will have the I Am Technology PowerPoint and brochures and a realtime display.

Anissa said in the JCR this month, Tammy Smith talked about the National Court Reporting and Captioning Week which is February 17 to 23, suggested changing your Facebook profile picture to a steno machine. Anissa said if a MAPCR or NCRA member goes to their high school to present, Dictionary Jumpstart will give them a free module. We Are Technology is on the MAPCR site.

ADJOURNMENT

Paul made a motion to adjourn; Mindy seconded; motion passed.

Adjourned at 11:45 p.m.