**MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS**

BOARD OF DIRECTORS MEETING

East Lansing, Michigan
Friday, May 1, 2015 – 1:00 p.m.

CALL TO ORDER: 1:13pm

ROLL CALL

Elsa Jorgensen, President; Sharon Krandt, President-Elect; Jessica Jaynes, Vice President; Tammy Nielsen, Secretary-Treasurer; Cheryl Anne Farmer, Executive Director; Mindy Dexter, Past President; Trisha Cameron, Director; Roberta Flick, Director; Kelli Werner, Director; Wendy Chunn, Sara Fite.

SIGN ANTITRUST DOCUMENT

Anti trust going around for signatures.

Signed.

PRESIDENT’S MESSAGE:

Thanked everyone for coming and for working on the committees.

Looking forward to the golf outing and we need to focus on that.

ITEMS OF BUSINESS:

* 1. Reading and approval of Minutes from Saturday, January 24, 2015

Minutes are not available as Tammy was not able to retrieve them from her computer.

 2. 1, 4 5, 8 were pulled from the Consent agenda. Motion: Jessica, 2nd Sharon. Approved.

CONSENT AGENDA

 1. Convention/Seminar (Kandt, Fite, Jaynes, Chunn)

 Cheryl Anne: numbers are not where we had hoped. We are not going to make budget. Pointing out Johnson Center, discussing location of conferences. When booking you have certain fees. Here we have fees because we fell short of meeting hotel nights’ minimum, they charged $350 for attrition and same thing with meals, fell short for meals and tacking on $300. It happened it Kalamazoo and negotiated out of it. Johnson center $400 for all. No attrition clause.

 Mindy: do we have to book hotels?

 Cheryl Anne: no but conference rooms higher then. Hotels are on upswing with business. Booking further and further out.

 Elsa: when in CO , there was a seminar on booking venues, rates are going up.

 Cheryl Anne: space is hard to come by. Johnson center has worked for us.

 Mindy: go to a one day spring, one day fall?

 Cheryl Anne: based on Saturday only, people may want one day conference. if so book Johnson.

 Mindy: is that a by-law change?

 Kelli: last conference added a lot of board discretion.

 Mindy: like one day idea. seminar word works better.

 Roberta: one day is attractive.

 All discussing one-day versus two-day.

 Mindy: two one-day seminars enough for CEU’s?

 Cheryl Anne: .7 on Saturday.

 Mindy: late going into 6, fall shorten it.

 Sharon: do we get a lot of Detroit attendees?

 Cheryl Anne: fair share.

 Discussion on dates for future.

 Spring has had good numbers, made budget.

 Mindy: suggests one conference should be away from Johnson.

 hotels: can we book one night?

 A minimum room block to avoid fees. Hotels ding for everything.

 Jessica: will check into a friend that has connections at a hotel.

 Cheryl Anne: content? training, technology? Don’t need breakout rooms, just in one room can minimize rooms needed.

 Roberta: Macomb free because of Sharon?

 Sharon: yes.

 Roberta: if connected it to university is it free?

 Elsa: have a big name one day.

 Roberta: discussing providing a service so we don’t have to go nat’l to earn CEU’s. The cost you save not going to nat’l you can join MAPCR.

 Cheryl Anne: people get CEU’s online.

 Roberta: nat’l convention, a whole other level.

 Jessica: video seminars and provide it?

 Cheryl Anne: tried it. It has to be full 60 minutes.

 Don’t have the funds to pay for services to do that.

 Elsa: conflicts; ie graduations etc.

 Cheryl Anne: inquiries for Fall. Need a date to get that out there to save it.

 Mindy: convention committee works on dates.

 Sharon: gets dates and possibly Macomb.

 Looking into September 26th.

 Jessica: do we know what systems people work on?

 Cheryl Anne: quite a few. Larry Hunt could come in for Aristocat.

 Sharon: windows 8?

 Mindy: tried to get her IT guy, no.

 Cheryl Anne: that is a good thing to have and Microsoft Office.

 Mindy: half day each.

 Sharon: advantage of Macomb computer lab with Windows 8 on it.

 Cheryl Anne: 2016 conference where and when?

 All: Johnson Center. March date.

 Third weekend in March.

 Mindy: motion for one day seminar in spring and fall. Elsa second. No discussion. Motion carries.

 Elsa: photographer fundraiser, head shots for people at seminar.

 4. Membership (Cameron, Jaynes)

 Jessica: NCRA going to increase membership dues, should we?

 Discussion, no, we shouldn’t.

 Cheryl Anne: how about everyone reach one, a board thing.

 Mindy: should we look into a midwest association?

 Mindy will look into other states.

 Jessica: how to get officials membership dues paid for.

 Mindy: her’s is not paid for.

 Kelli: how many on monthly payments?

 Cheryl Anne: need a contract.

 5. Public Relations (Flick, Kandt, Jaynes, Fite, Cameron)

 Elsa: news interest, public interest. reach out. Human interest stories.

 All of us need to keep our eyes and ears open for plugs.

 Roberta: looking into news stations for sponsorship.

 8. Legislative (Dexter, Brandell, Kandt, Jaynes, Smith)
Mindy: set for breakout session. we had backlash from a member. Jessica: Angie Little sent a message is it true we are having ER people in the breakout session. She didn’t want to support that because she doesn’t want to fight for a page increase for someone that plays a tape recorder. Jessica explained the situation to her.

 Mindy: explains more about the situation on requesting page increase. How much interest in going forward on this? overview on MAPCR minute. How does MECRA get mailing addresses? They asked for help from MAPCR on postcard.

 Inviting senators and legislators to golf outing. This is what a court reporter does. We have to educate them. At golf outing we could share more of what we do.

 Roberta: send out emails to them?

 Mindy: we invited the justices and they came for free to one golf outing. That was about five years ago. Like paying it forward.

 Kelli: how do we invite members to outing?

 Roberta: email blasts.

 Kelli: I never really thought that the golf outing was for us.

 Roberta: sent letters: golf, sponsorship and brochure.

 Mindy: invite hard of hearing associations as well.

REPORTS OF STANDING COMMITTEES:

 1. Past Presidents Advisory Council (Dexter) - no report.

 2. Awards Committee (Houghton, Dexter, Nierenberger)
Next spring. one person nominated somebody and didn’t want it to happen in Ann Arbor.

 3. Audit/Finance (Nielsen)
 We are under budget for spring conference projections.

Cheryl Anne: enrollment is done.

Elsa: going to a one-day, maybe a social for Friday night for those coming early.

Mindy: keep it at $195.

 4. Bylaws/Procedures (Dexter)
Mindy: off with formatting. Cheryl Anne will look into it.

REPORTS OF SPECIAL COMMITTEES

 1. Golf Outing (Flick)
Elsa: reaching out.

 Roberta: sent out brochure, giving it to clients while on depos. Can we get addresses of East Side attorneys so we can send them an email blast? Mindy: give brochure to officials. Will get the word out on Saturday at conference. Counting on officials to get word out. Contacted officials at court houses. Has sponsorship forms and golf letter. If each person got a foursome, we’d have 144. This course is gorgeous.

 Mindy: accolades to Roberta.

 Roberta: Shanty Creek making a donation. Grand Hotel donating. Tree Tops wants to have golfers at our outing. We need golfers. Working on sponsorships.

 Cheryl Anne: will follow up on court reporting people. Roberta: more in MAPCR minute. if each member gets a foursome that would help.

 Mindy: advertise on website and we will get drop-ins from that.

 Roberta: there will be steak dinner.

 Kelli: there is Oakland County Bar Assoc. We’ll put it on our Facebook page.

Cheryl Anne: a heckling hole for non golfers. Need volunteers for driving around and on hole in one and putting contest.

Roberta: sell mulligans. Getting donation of cigars.

Sara: tables at holes and pay for a mulligan.

 2. Historian (Dexter)
Will do report but someone has to read it.

 3. Website/Social Media (Farmer, Jorgensen)
Accolades to Elsa.

 Sara: didn’t know there was a MAPCR page.

Roberta: put it in the minute.

Mindy: how’s the changes coming on our website?

Cheryl Anne: Started it. Likes the software but not a lot of templates. Will continue to work on it. It’s a large project.

Mindy: need to look over strategic plan. We need to see how we implemented the 2013 plan.

UNFINISHED BUSINESS and GENERAL ORDERS

NEW BUSINESS

 1. CA Management Contract

Cheryl Anne: had a six month contract from last fall. Thanks for taking this seriously. Feel bad for not having a crystal ball and not seeing the financial strain. Does Michigan housing and Illinois as well. They are much smaller but keeps her leveled out to make cuts for MAPCR. Spring conference has put a damper on our goals. Willing to take a $5,000 concession and continue with services on last contract. Wants to do what is best for group and best intentions with group. Hopes we realize how much she does for us. Other firms charge for every little thing, faxes etc. Included in the packet is 6 months or a year. On 6 month contract $10,000 for July - Dec.
Mindy: fall seminar on contract but CA is discussing it. We would like that to be included.

Cheryl Anne: the business side is taking cuts in pay but not services until taking it out. She will help but not be on site but would have a hard time not being there.

Mindy: we are going to one day.

Cheryl Anne: will do two, one-day conferences. two one-day seminars.

10 Minute recess.

Cheryl Anne left room and Wendy left room.

Closed session.

Mindy: motion to approve one year contract for Cheryl Anne, Trisha second,motion passes.

 2. Next Board Meeting Date: 7/25/15 12:00 at Tammy’s house.

OTHER ITEMS OF BUSINESS

Mindy: think about future board members for next spring, send names to Mindy.

ADJOURNMENT : motion by Elsa, second by Jessica, passes.

Adjourned at 3:34 p.m.