

MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS
BOARD OF DIRECTORS MEETING

Brighton MI
November 22, 2014

CALL TO ORDER: 11:07 a.m.

ROLL CALL

Elsa Jorgensen, President; Sharon Kandt, President-Elect; Jessica Jaynes, Vice President; Tammy Nielsen, Secretary-Treasurer; Cheryl Anne Farmer, Executive Assistant; Roberta Flick, Director; Shari Pavlovich, Director; Trisha Cameron, Director.

SIGN ANTITRUST DOCUMENT

Anti trust going around for signatures.
Signed.

PRESIDENT'S MESSAGE: Welcomes all of us to the board. Discusses new ideas for committees. Thanks everyone for helping MAPCR moving forward.

Cheryl Anne: discussing order in lunch, consensus is have lunch.

ITEMS OF BUSINESS:

1. Reading and approval of Minutes from Friday, September 26, 2014. There were no corrections, deletions or additions.
Motion to approve: Elsa J.; 2nd by Sharon K. Motion carried.

2. 1, 3, 4, 5, 9 were pulled from the Consent agenda.
Motion to approve: Jessica, 2d Trisha. Carried.

CONSENT AGENDA:

1. Convention/Seminar (Kandt, Jaynes, Fite, Chunn) — Cheryl Anne visited Kellogg Center. Came down to \$300 for meeting room. 50 rooms need to be rented. First weekend in May for tentative date. \$115 room rate. Pres. suite at same rate. They have a different set up than usual, vendors in a different room/end of building.
Elsa: discusses vendor set up.
Cheryl Anne: maybe extend breaks. Lunch will have business meeting but no awards etc., so lunch will be shorter.
All: discussed venues around state for spring convention.
Roberta: discussed vendor set up.
Elsa: some vendors want more space.
Cheryl Anne: more time at lunch for vendors.
All: good for breaks to be longer.
Cheryl Anne: maybe another survey on what people want: here's the date and place, now want do you want. Discussing survey process.
Roberta: discussing format.
Elsa: suggesting certain vendors at another event.

Cheryl Anne: how many breakouts are needed?

Elsa: will present search master.

Sharon: discussing Fall maybe training

Cheryl Anne: not involved in Fall on-site.

Jessica: what happens on-site for Fall?

All: discusses Fall format.

Sharon: suggesting Macomb for Fall. No charge for room, extras yes.

Cheryl Anne: could be at Johnson for Fall. \$400 for facility. Discussing technical assistance.

Sharon: food has to be done thru their culinary.

Cheryl Anne: discusses past boards involvement for seminars. The board doesn't handle as much of the prep and on-site and Cheryl Anne does more. Don't be afraid to step up as a board member and announce sessions etc.

Sharon: talks about direction needed for board members.

All: discussing direction and organization for future seminars for tasks for board members.

Cheryl Anne: will organize us for May's seminar. Breakouts: general, CART/Captioning, student, court reporter. Ideas for Friday night: Margorie Wells, or a motivational speaker. Length of Friday session? Speakers from Nat'l, techno speaker? Social media expert? (Mike Miller)

Elsa: testing that weekend?

Sharon: discussing dates of further testing.

Cheryl Anne: will testing affect our attendance?

3 . Fundraising (Flick, Cameron, Jaynes, Fite) —

Elsa: Amazon Smile looking into that to add MAPCR.

Cheryl Anne: up and going ASAP.

Roberta: golf bible?

Cheryl Anne: is at her house.

Elsa: fee \$20 for 3 professional poses at Seminar. Find photographer.

Jessica: AZ reporters on Tea Party. Party, not to come, sit down have tea.

ALL: discussing fundraising options. Discussing restaurant gift cards for fund raising. Discuss vendor's cost at seminars. We don't up charge them. They are only charged for the table fee/space. www.restaurant.com fundraiser.

Cheryl Anne: raffle for Spring.

4. Membership (Pavlovich, Jaynes, Cameron) —

Tammy: proposed a pyramid membership drive to increase membership.

Membership discussion by all.

Cheryl Anne: discussed committee membership. can be non-board members.

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

Roberta: great job for Vet's project.

Jessica: good turn out. Emotional.

Elsa: connection w/2 members of the veterans board of the state bar. Do East Side Vets project all on same day.

Sharon: a number of vet courts in Macomb county.

Jess: interviewer was a judge. Also good networking/PR.

Roberta: sent out a Press release on Executive board to all local papers.

Sharon: NCRA Cr week. Last year terrible weather, 90 people attended. In MCC paper. This year MCC will not pay for it, but will offer the location for free but have to pay for snacks. Estimate of \$500 for snacks, beverages. Event is to bring attention to profession. speakers. "mini" convention.

Trisha: get sponsors for snacks.

Sharon: get firms to sponsor.

9. Students/Testing/Education (Kandt, Pavlovich, Fite, Chunn, Mancini) —

Sharon: Wendy had ideas but couldn't attend.

MCC the last remaining in Mich. Preliminary discussions with college, the Dean and Director of program wants Sharon to gather stats. Sharon pushing for online program. Director would like to partner with community colleges and offer theory on grounds (2 semesters) and then go online. Macomb would do the online.

REPORTS OF STANDING COMMITTEES:

1. Past Presidents Advisory Council (Dexter) — no report.
2. Awards Committee (Houghton, Dexter, Nierenberger) — no report.
3. Audit/Finance (Nielsen) —

Cheryl Anne: we are falling in hole by \$5000. Discussing budget. Dues are down, golf was down, seminar down. No funds in from NCRA for testing. E-journal ads down. Golf outing \$4000 less than budgeted.

saved here and there on expenses. Not making up shortfalls. Fall convention \$2000 less than budgeted amount. A little over on food/beverage. Over on speakers. Food/beverage lose money on students; when more students attend food price is up. Focus on new fundraising ideas.

Cheryl Anne: contract fine with taking a cut. Thinking as a business and realized we have to make up for loss in income areas.

4. Bylaws/Procedures (Smith, Nielsen) — no report.

EXECUTIVE SESSION

REPORTS OF SPECIAL COMMITTEES

1. Golf Outing (Flick)

Roberta: Becky Russo suggested taking a year off as a possibility, but what to replace it with? Becky Russo advised to have an Official as co-chair. Golfers come from the court house. She's not interested in chairing. They've been in Lansing and Grand Rapids successfully. Get nice golf equipment donated, get two chairs and co-chair. Becky R. said hole sponsor were mostly law firms. Cheryl Anne: stated she gets hole in one insurance.

Roberta: needs golf bible. Need to start process by January. Most golfers are attorneys, not so much MAPCR members.

Jessica: suggests Grand Rapids.

Roberta: put sign up sheets in courts. Need official in GR to help. The date is key, should be Friday before Father's Day. Discussing venue. Need to find some key official reporters.

Cheryl Anne: suggests officials to divide up and focus on territories.

Roberta: will seek info from others with golf outing experience.

Tentative date 6/19.

2. Historian (Dexter) — no report.

3. Website/Social Media (Farmer, Jorgensen) —

Cheryl Anne: Elsa does a great job!

UNFINISHED BUSINESS and GENERAL ORDERS

1. CA Contract:

Elsa: discussing contract. Want to renew for six months. Explains our funds.

Cheryl Anne: what pricing?

Elsa: reduced contract for six months.

Cheryl Anne: inquires to plan after six months

Elsa: board needs to see what funding comes in and responsibilities board can pick up.

Cheryl Anne: would like to re-write contract and resend to board members and then vote on it.

Jessica: cash in bank?

Cheryl Anne: \$29,000 in bank.

2. Fundraiser:

Jessica: will get gift card fundraiser going ASAP.

NEW BUSINESS:

1. Miscellaneous:

Jessica: contact vendors for reduced service agreement support discounts for being part of MAPCR.

Membership committee looking into pricing for membership push.

Shari will contact Advantage.

Trish will contact Stenograph

Jessica will contact ProCat.

OTHER ITEMS OF BUSINESS

None

ADJOURNMENT

Tammy made motion to adjourn; Trish made second; carried.

Adjourned at 2:49 p.m.

BUDGET NOTES:

SPRING seminar offer Saturday only rate.

Fall training workshop, ProCat, Stenograph, Advantage

30 peeps @ \$150 ea. \$1000 for trainers. \$750 for food.

net \$2700.

total income after changes: \$54120.47

expenses:

remove \$300 from Gifts

\$9860 spring seminar cost

adding Fall training expenses:

\$1750

NCRA CE Fees: \$150

total \$1950

Net Inc. : \$431.