

*2021 MAPCR Virtual Convention  
Hopin Conference Platform*

# MAPCR Annual Membership Forum/ Business Meeting

March 6, 2021

## **TABLE OF CONTENTS**

- A. Annual Meeting Agenda
- B. Financial Report as of March 5, 2021
- C. 2019 Annual Meeting Minutes
- D. 2021 Nomination Slate

**Michigan Association of Professional Court Reporters**  
Membership Forum/Business Meeting  
Saturday, March 6, 2021, 12:45 p.m. – 1:45 p.m.  
Virtual Conference Platform

- I. Call to Order – Viola Newman, President
- II. Introduction of Board of Directors
- III. Registration Committee Report
- IV. Approval of 2019 Annual Meeting Minutes
- V. President’s Report – Viola Newman
- VI. Financial Report – Beth Koller, Treasurer
- VII. Executive Director’s Report – Cheryl Anne Farmer
- VIII. Historian’s Report – Rochelle McNally
- IX. Bylaws Committee Report – Rochelle McNally
- X. Nominating Committee Report – Rochelle McNally, Chair
- XI. New Business
- XII. Announcements
- XIII. Adjournment

## Michigan Association of Professional Court Reporters

03/05/21

**Balance Sheet**

Accrual Basis

As of March 5, 2021

---

	<u>Mar 5, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
110 · National City	50,887.86
<b>Total Checking/Savings</b>	<u>50,887.86</u>
Accounts Receivable	
140 · Accounts Receivable	50.00
<b>Total Accounts Receivable</b>	<u>50.00</u>
<b>Total Current Assets</b>	<u>50,937.86</u>
<b>TOTAL ASSETS</b>	<b><u>50,937.86</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
530 · Retained Earnings	34,328.95
599 · Opening Bal Equity	12,139.20
Net Income	4,469.71
<b>Total Equity</b>	<u>50,937.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>50,937.86</u></b>

## Michigan Association of Professional Court Reporters

03/05/21

## 2021 Profit &amp; Loss Budget vs. Actual

Accrual Basis

January 1 through March 5, 2021

	Jan 1 - Mar 5, 21	Budget	\$ Over Budget
<b>Income</b>			
601 · Dues			
602 · Participating	5,346.25	11,500.00	-6,153.75
603 · Associate	60.00	240.00	-180.00
<b>Total 601 · Dues</b>	<b>5,406.25</b>	<b>11,740.00</b>	<b>-6,333.75</b>
<b>610 · Spring Seminar</b>			
611 · Registrations			
611.1 · Member	3,145.00	7,000.00	-3,855.00
611.2 · Student	50.00	0.00	50.00
611.3 · Non-Member	300.00	0.00	300.00
<b>Total 611 · Registrations</b>	<b>3,495.00</b>	<b>7,000.00</b>	<b>-3,505.00</b>
612 · Sponsors	725.00	500.00	225.00
613 · Vendors	175.00	500.00	-325.00
<b>Total 610 · Spring Seminar</b>	<b>4,395.00</b>	<b>8,000.00</b>	<b>-3,605.00</b>
632 · Website Advertising	0.00	1,500.00	-1,500.00
<b>635 · Golf Outing</b>			
636 · Players	0.00	8,500.00	-8,500.00
639 · Sponsors	0.00	4,000.00	-4,000.00
<b>Total 635 · Golf Outing</b>	<b>0.00</b>	<b>12,500.00</b>	<b>-12,500.00</b>
<b>681 · Raffles</b>			
681.1 · 50/50	0.00	250.00	-250.00
681.2 · Ticketed	0.00	1,400.00	-1,400.00
<b>Total 681 · Raffles</b>	<b>0.00</b>	<b>1,650.00</b>	<b>-1,650.00</b>
685 · Helping Hands Scholarship	350.00	250.00	100.00
<b>Total Income</b>	<b>10,151.25</b>	<b>35,640.00</b>	<b>-25,488.75</b>
<b>Expense</b>			
<b>700 · Program Expenses</b>			
710 · Spring Seminar Expense			
712 · Board Expenses			
712.2 · Board Overnights	0.00	500.00	-500.00
<b>Total 712 · Board Expenses</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
715 · Food & Beverage	0.00	6,000.00	-6,000.00
716 · Gifts	0.00	100.00	-100.00
718 · NCRA CE Fees	0.00	225.00	-225.00
720 · Postage	0.00	300.00	-300.00
721 · Printing	0.00	625.00	-625.00
724 · Speaker Costs			
724.1 · Speaker Fees	0.00	1,500.00	-1,500.00
724.2 · Speaker Travel/Transportation	0.00	1,000.00	-1,000.00
<b>Total 724 · Speaker Costs</b>	<b>0.00</b>	<b>2,500.00</b>	<b>-2,500.00</b>
725 · Supplies	0.00	120.00	-120.00
729 · Awards	186.00	200.00	-14.00
710 · Spring Seminar Expense - Other	0.00	100.00	-100.00
<b>Total 710 · Spring Seminar Expense</b>	<b>186.00</b>	<b>10,670.00</b>	<b>-10,484.00</b>
<b>Total 700 · Program Expenses</b>	<b>186.00</b>	<b>10,670.00</b>	<b>-10,484.00</b>
<b>800 · Management and General</b>			
801 · Association Mgmt Fees	4,999.98	20,000.00	-15,000.02
807 · Web Site			
807.1 · Hosting Charges	0.00	1,728.00	-1,728.00
<b>Total 807 · Web Site</b>	<b>0.00</b>	<b>1,728.00</b>	<b>-1,728.00</b>

## Michigan Association of Professional Court Reporters

03/05/21

## 2021 Profit &amp; Loss Budget vs. Actual

Accrual Basis

January 1 through March 5, 2021

	Jan 1 - Mar 5, 21	Budget	\$ Over Budget
819 · Insurance	400.00	381.00	19.00
850 · Office Expense			
853 · Office Supplies	0.00	30.00	-30.00
854 · Postage	0.00	100.00	-100.00
856 · Bank Charges	0.00	63.00	-63.00
857 · Phone	59.00	680.00	-621.00
861 · Paypal Fees	36.56	1,100.00	-1,063.44
850 · Office Expense - Other	0.00	20.00	-20.00
<b>Total 850 · Office Expense</b>	<b>95.56</b>	<b>1,993.00</b>	<b>-1,897.44</b>
870 · Officers/Directors			
873 · Meals	0.00	100.00	-100.00
<b>Total 870 · Officers/Directors</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>
880 · Committees			
883 · Public Relations	0.00	450.00	-450.00
<b>Total 880 · Committees</b>	<b>0.00</b>	<b>450.00</b>	<b>-450.00</b>
898 · Miscellaneous Expense	0.00	100.00	-100.00
<b>Total 800 · Management and General</b>	<b>5,495.54</b>	<b>24,752.00</b>	<b>-19,256.46</b>
900 · Fund Raising			
910 · Golf Outing Expenses			
911 · Greens Fees	0.00	3,900.00	-3,900.00
918 · Supplies	0.00	150.00	-150.00
<b>Total 910 · Golf Outing Expenses</b>	<b>0.00</b>	<b>4,050.00</b>	<b>-4,050.00</b>
<b>Total 900 · Fund Raising</b>	<b>0.00</b>	<b>4,050.00</b>	<b>-4,050.00</b>
<b>Total Expense</b>	<b>5,681.54</b>	<b>39,472.00</b>	<b>-33,790.46</b>
<b>Net Income</b>	<b>4,469.71</b>	<b>-3,832.00</b>	<b>8,301.71</b>

MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS

ANNUAL BUSINESS MEETING MINUTES

Saturday, March 9, 2019

Ann Arbor, Michigan

I. CALL TO ORDER

The meeting was called to order at 12:30 p.m. NCRA Representative Keith Lemons spoke briefly about the new NCRA Board, the current topic regarding the use of stenographic court reporters versus electronic reporters, and the benefits NCRA provides for its members.

II. INTRODUCTION OF THE BOARD OF DIRECTORS

President Laurel Frogner welcomed the attendees and recognized the 2018-2019 Board of Directors.

III. REGISTRATION COMMITTEE REPORT

Registration Committee Chairperson Rochelle McNally reported that in attendance at the convention were 62 participating members, 14 student members, 14 guests. The total number of members and guests registered was 90 total. Voting members registered was 62. The necessary quorum of one-half plus one, or 32, voting members was present for the annual business meeting.

Rochelle McNally moved for the approval of the report. There was no discussion. President Laurel Frogner put the motion to a vote. The motion was unanimously approved.

IV. ADOPTION OF THE MEETING AGENDA

President-Elect Rochelle McNally let everyone know the meeting agenda was in the business meeting packet and moved the adoption of the meeting agenda as printed. There was no discussion. The motion was unanimously approved.

V. APPROVAL OF THE 2017 ANNUAL MEETING MINUTES

President Laurel Frogner called for objections to approval of the minutes as written. There were no objections. The minutes were approved.

VI. PRESIDENT'S REPORT

President Laurel Frogner presented her report.

VII. FINANCIAL REPORT

Secretary-Treasurer Carrie Clark-Berry stated the financial report is in the packets and the MAPCR budget is on track.

## VIII. EXECUTIVE DIRECTOR'S REPORT

Executive Director Cheryl Anne Farmer said that she is thrilled with the attendance that we have this year and is glad the decision to switch to one convention in the spring instead of two seems to be working to have better attendance. Cheryl Anne also encouraged everyone to participate in the golf outing and would love to leave the convention today with a few sponsorships. Cheryl Anne would like to encourage everyone to consider serving on the board and that we need new people to volunteer to do so.

## IX. MEETING REPORTER

President Laurel Frogner introduced and thanked student Wendy Chunn, the Annual Business Meeting reporter.

## X. HISTORIAN REPORT

Jessica Jaynes read the Historian's report.

## XI. NOMINEES FOR OFFICERS AND DIRECTORS

Jessica Jaynes offered the following slate of nominees to serve on the MAPCR Board: For President, Rochelle McNally; for President-Elect, Viola Newman; for Secretary-Treasurer, Carrie Clark-Berry; for Senior Advisor, Laurel Frogner; for a three-year director term, Kimberly Golden.

President Laurel Frogner called for discussion on each member of the slate. There being no discussion and no nominations from the floor, each individual was voted to their proposed position.

Keith Lemons, our NCRA representative, thanked those who have served on the board, and installed the 2019-2020 officers and directors.

New President Rochelle McNally gave a brief presidential message to the group.

## XII. NOMINATING COMMITTEE

Senior Advisor Laurel Frogner called for nominations to the Nominating Committee. Laura Steenbergh, Kelli Werner, Elsa Jorgensen, and Roberta Flick were nominated from the floor, with Senior Advisor Laurel Frogner to serve as the chair. There being no discussion, the slate of nominees to the Nominating Committee was put to a vote and the slate as proposed was approved.

## XIII. NEW BUSINESS

None.

## XIV. AWARDS

Gold Note Award recipients for 20 years of service, Platinum Award recipients for 30 years of service, and Diamond Note Award recipients for 40 years of service were recognized, along with a pro bono

award for outstanding achievement and dedicated service to the MAPCR pro bono program being awarded to Paulette Foster.

Rhonda Foster announced the Gerald Hanson Scholarship Fund recipients, Leah Deeg Moore and Wendy Chunn.

XV. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:34 p.m.

Respectfully Submitted,

Carrie Clark-Berry  
Secretary-Treasurer





## MEMORANDUM

To: Participating MAPCR Members

From: Rochelle McNally, Chair  
Nominating Committee

Date: February 3, 2021

Re: MAPCR Board Nominations

The Nominating Committee of the Michigan Association of Professional Court Reporters submits the following candidates for your consideration:

President:	Kimberly Golden
Vice President/President-Elect:	Michelle Vining
Secretary/Treasurer:	Elizabeth Koller
Senior Advisor:	Viola Newman

Director (three-year):	Sheila Rice
Director (three-year):	Gail Beach
Director (two-year):	Robin Darnbrook

**"BIOGRAPHICAL SKETCHES FOR THESE CANDIDATES ARE LOCATED AT [WWW.MAPCR.ORG](http://WWW.MAPCR.ORG) FOR YOUR REVIEW.**

As stated in the MAPCR Bylaws, Article V, Section 1(D):

Any member eligible to vote may nominate a candidate for any of the offices to be filled by forwarding to the Association Executive a written nomination postmarked no later than 15 days prior to the annual meeting, together with pertinent biographical information and a signed letter from each nominee confirming his/her willingness to serve.

Additional nominations should be sent to the MAPCR office at 169 Templar, P.O. Box 366, Pinckney, MI 48169, postmarked no later than February 22nd.

**Voting will be by ballot at the business meeting on Saturday, March 5, 2021. Please plan to be there. Your vote counts!**