

Michigan Association of Professional Court Reporters

BOARD MEETING MINUTES

Troy, Michigan

Friday, March 17, 2017 - 9:30 a.m.

CALL TO ORDER

The meeting was called to order by President Sharon Kandt at 9:54 a.m.

ROLL CALL

Present: Cheryl Anne Farmer, Executive Director
Sharon Kandt, President
Jessica Jaynes, President Elect
Elsa Jorgensen, Senior Advisor
Roberta Flick, Secretary-Treasurer

Wendy DeMatio, Director
Alison Webster, Director
Kelli Werner, Director

Absent: Denise Kizy, Director
Wendy Chunn, Student Liaison

Also present: Lee Ann Chasney
Carrie Clark-Berry
Laurel Frogner
Lauri Shelton

ANTITRUST DOCUMENTS

Signed and submitted.

PRESIDENT'S MESSAGE

Sharon Kandt thanked all for serving on the board, welcomed new incoming members and thanked Convention Committee for a promising Spring Convention today and tomorrow.

ITEMS OF BUSINESS

Reading of 10/29/16 Minutes
Motion to approve by Kelli, second by Rochelle. Motion passed. None opposed.

CONSENT AGENDA

Approval of Consent Agenda (Convention/Seminar, Executive Director, Fundraising, Students/Testing/Education and MAPCR Minute pulled). Motion by Jessica. Second by Alison. Motion passed. None opposed.

Convention/Seminar - (Jaynes Webster, Kizy, Werner, Chunn)

Cheryl Anne discussed our Somerset Inn meeting room contract and that we are five hotel rooms short to receive the discounted meeting room rate. Board approved MAPCR to buy five rooms @ \$99 to avoid \$2000 room cost. Room rental fee is currently \$1000. If we book now for next year, our room rental this year would be \$700. Denise Kizy suggested to Cheryl Anne prior to this meeting that one of the rooms MAPCR purchases to be offered to Pam Szczecinski, Case Catalyst instructor. One student and an incoming board member is going to take one of the other five rooms. Cheryl Anne will check with Somerset Inn as to whether 3/9-10/2018 or 3/23-3/24/2018 are available. Their sales manager has worked with us on this in the past to save money. Other potential venues for the Spring 2018 Convention were discussed.

Future convention topics were discussed, including possible webinars.

No participants for Realtime Contest this year. This contest was canceled last year and this year due to lack of participation. A new facilitator will be needed for future years' contests, if any. Realtime versus Speed Test, live versus recorded test options were discussed. Laurie Shelton has accepted position as Facilitator. Topic moved to Students/Testing/Education Committee.

Executive Director Report - (Farmer)

Cheryl Anne discussed Bar Journal member rate will no longer exist.

Cheryl Anne requested a vote to approve that MAPCR taxes be completed with self-service software rather than accountant. Cheryl Anne's personal computer is continuously backed up.

Fundraising - (Kizy, Flick, Werner)

Cheryl Anne reported that we earned approximately \$200 in our 2017 Flower Sale. Other fundraising topics discussed; Tiger game, Bunco.

Students/Testing/Education - (Kandt, Webster, McNally, Chun)

Alison, Metro Detroit Chapter Leader, discussed the "Machine Shorthand A to Z, An Introduction to Stenographic Theory, '24 hours to make a difference!" program. She is working with Jon Moretti (National Leader). Alison and Sharon Kandt are kicking off the first session next week at MCC. Reporters who are donating writers need to email Cheryl Anne with name and contact info for tax write-off.

Alison, a freelance reporter in the field, spoke to MCC students last week regarding their questions/concerns of the profession

Sharon informed the board of the NCRA contest seeking reporters to speak about our profession at schools and organizations. One reporter spoke at 28 venues as a winner.

MAPCR Minute - (Kandt)

Jessica will take over publishing the MAPCR Minute, due to Sharon's recent resignation from board. Deadline for information to be received by Jessica/Cheryl Anne is the 10th of each month. Minute is sent shortly after that.

REPORTS OF STANDING COMMITTEES

Past Pres Advisory Council- (Jorgensen)
Nothing to report.

Awards Committee - (Dexter, Nierenberger, Smith)
Alison requested to merge Scholarship and Awards Committee. Cheryl Anne advised that Standing Committees cannot be changed. Bylaw governing Awards Committee needs to be revisited, as there has not been a recipient the last few years.

Audit/Finance - (Flick)
Cheryl Anne reported that we are not going to quite come in on budget for Seminar. She is hopeful that with all cuts over the years we have enough cushion. She suggested not having Committee Weekend included in Budget.
Motion to approve Financial Report by Kelli. Second by Jessica. Motion approved.

Bylaws/Procedures - (Kandt, Jaynes)
No report.
Cheryl Anne suggested going through Bylaws for needed changes. Kelli suggested having all fields of our profession represented at any Bylaw-change discussion. Alison requested offering "Interested Parties" (proofreaders, videographers, scopists, etc.) involved with our profession to be able to attend our conventions at a reduced cost. Needs discussion to have that entered as a Policy.

REPORTS OF SPECIAL COMMITTEES

Golf Outing - (Jaynes)
Jessica reporter that after the Spring Convention, she will begin concentrating on the Golf Outing, which is planned for Friday, June 16, at Brentwood Golf Club in White Lake.

Historian - (Jorgensen)
Report will be presented at Convention on Saturday.

Website/Social Media - (Farmer, Jorgensen)
No report. Kelli asked Cheryl Anne to set up a Meet-Ups.com on our Social Page.

UNFINISHED BUSINESS and GENERAL ORDERS

None

NEW BUSINESS

MAPCR 2016 Taxes - discussed above

New Board Member Procedures - Sharon requested that incoming Board Members receive Board 101 Training materials before Board 101 training, perhaps at the time the Board Meeting packet is received a week in advance of Board Meeting.

Gerry Hanson Scholarship - Cheryl Anne reported that Gerry Hanson Scholarship Fund is in memory of Gerry Sr. Gerry has asked if there is a way to incorporate what California Association does in their guidelines onto our website. Gerry would like to institute for next year. No scholarship will be granted at this Convention. Alison discussed that Scholarship/timeline/presentation guidelines need to be revisited.

OTHER ITEMS OF BUSINESS

Jessica reported that NCRA is preparing their "Men of Court Reporting" calendar for Aug 2017-Aug 2018. Nominations need to be sent to NCRA by 3/24. Any entries need to have nominee agree to entry. NCRA would like have dates in advance of State Association activities (conventions, seminars) for inclusion in their Aug 2017-Dec 2018 calendar.

ADJOURNMENT

Motion to adjourn by Elsa, second by Alison.
Adjourned at 12:05 p.m.

Next Meeting TBD

Respectfully submitted,
Roberta Flick, MAPCR Secretary