

MICHIGAN ASSOCIATION

of

PROFESSIONAL COURT REPORTERS

MANUAL

for

the

BOARD

of

DIRECTORS

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CONTENTS

ASSOCIATION

- Why, When, and Where.....	3
- Bylaws (Separate Document).....	3
- Roberts Rules	3

ANNUAL MEETING

- Function.....	4
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BOARD OF DIRECTORS

- Function.....	5
- Officers.....	5
- Directors.....	5
- Management.....	5
- Board Policies.....	5
- Board Meetings.....	5
- Other Board Meetings.....	5
- Standing Committees.....	5
- Special Committees.....	6
- Ad Hoc Committees.....	6
- Executive Board.....	6
- Board Position Descriptions	6
- Committee Charges.....	8
- Board Code of Ethics.....	13

MISCELLANEOUS (IN ALPHABETICAL ORDER)

- Awards.....	14
- MAPCR Helping Hands Student Scholarship.....	14
- Court Reporting/Recording Board of Review.....	15
- Leadership.....	15
- MAPCR Code of Ethics/Professional Practice.....	16
- NCRA/NCSA	20
- Newsletter.....	20
- Regional Directors	20
- Senior Advisor.....	20
- Strategic Planning Session	20
- Current Strategic Plan.....	20

ASSOCIATION

The Association, as you may know from reading the history, has its beginnings somewhere around 1904. We learn that from a speech given by Harry R. Howse at the 1945 annual convention and quoted in the Convention Highlights of 1945.

“The Association, formed nearly forty years ago, for years and years considered its duty done when two or three, or perhaps half a dozen reporters, got together once a year and discussed reporting problems over the luncheon table.”

That would put our beginnings at about 1904. The Convention Highlights, also of 1945, tell us that our Association in its early years was called Michigan Court Stenographers Association. Sometime before 1945, it was changed to Michigan Court Reporters Association.

This wording was just adopted in 1991 as the wording for the National Association, which is now called the National Court Reporters Association.

Michigan opted to change its name again in 1963, to the Michigan Shorthand Reporters Association, and again in 1990, to Michigan Association of Professional Court Reporters.

The Association filed its Articles of Incorporation as a non-profit domestic corporation with the Michigan Department of Commerce, Corporation and Securities Bureau, on August 5, 1981. Our Corporation Number is 709-642.

Why do we have an association? Quoting from *Attracting, Organizing, & Keeping Members*, published by the **American Society of Association Executives**, “...for the same reasons they join other organizations: to solve problems; to meet basic social, economic, political, and educational needs; to protect the right to do business; and to exercise leadership.”

Our bylaws state that the object of our existence: “...shall be to advance the interests and general welfare of the shorthand reporting profession in Michigan; to establish and maintain high standards of professional education, competence and performance in the field of shorthand reporting, and to do any and all acts related to the aforesaid purposes.”

The Association’s procedures are governed by our **bylaws** first and foremost, and by **Robert’s Rules** in all other instances.

And, each member of the board of directors would be well advised to purchase a copy of Robert’s Rules of Order.

ANNUAL MEETING

The annual meeting is the most important gathering of the year. This is the place, at the business meeting, where the President addresses the members and informs them of what has happened in the past year. The committees and their members are introduced. The treasurer's report is given. The bylaws are amended, if necessary. And, finally, and probably most importantly, the election of officers occurs.

It is at this meeting that the general membership hands over, by way of election, the affairs of its association, to the duly elected officers and directors of the board of directors.

The board of directors, and especially the president, should prepare for the annual meeting with all-due diligence, to make certain that everything runs smoothly.

To quote from *The Complete Guide to Nonprofit Management*, written by **Smith, Bucklin & Associates**: “Annual meetings provide an excellent opportunity to educate a captive audience to issues that your organization and its constituents deem important. Typically, annual meetings and conferences offer a combination of general presentations for all participants and smaller breakout sessions for subgroups of the overall audience. This combination provides an opportunity to set the tone of the conference with general presentations on major themes, while using a series of concurrent breakout sessions to address specific issues that relate to these themes.”

BOARD OF DIRECTORS

The board of directors of any association exists in order to accomplish the work of the association between annual meetings. Our board is made up of 11 members. We have the President, President Elect, Secretary/Treasurer, Senior Advisor, five directors serving staggered three-year terms, and a student liaison.

The Executive Director serves as a non-voting member of the board. At the fall convention of 1995, the bylaws changed to include the historian as an ex-officio non-voting member of the board.

The Board is governed by the same rules as mentioned before, Bylaws and Robert's Rules. But, in addition to that, the board is governed by an adopted set of board ethics which were adopted by the full board on February 9, 1991, and the Michigan Code of Professional Conduct adopted by the Board on December 2, 1995.

The association management firm, CA Management, LLC, carries out all the activities of the organization, with the board setting policy and the Executive Committee being responsible for oversight and any policy decisions that must be made between board meetings.

In most cases, however, much of the work of the organization is done by the volunteer efforts of the board of directors, the standing committees, special ad hoc committees, and task forces.

Regardless of the size or age of the nonprofit organization, or the number of staff available to carry through the policies of the board, an individual accepting a position on a governing board has fiduciary, moral, and ethical responsibilities.

There are four regularly scheduled board meetings through the year: one in the winter, usually November; one in the early spring, usually March or April (Spring Convention); one in the Summer, usually June or July; and one in the fall, usually September/October (at the fall seminar). Over and above these meetings there are two other meetings at which the whole board is invited to attend, and that is the budget planning session which occurs on the same day as the winter board meeting, and then the strategic planning session (Three-year plan) which should occur at the annual convention. If necessary, the President can call emergency meetings of the entire board in between these meetings. In most cases, however, the Executive Board (synonymous with Executive Committee) can take care of business between the regularly scheduled meetings via e-mail and/or telecommunications.

The **standing committees** do the work of the association between board meetings and then report their activity to the board either directly or through a board liaison. The standing committees in our association are: Convention/Seminar, Membership, Public Relations, Testing & Education, Legislative, Bylaws & Procedures, and Audit/Financial. Standing committees can only be created or dissolved by the voting members at the annual meeting.

Special committees are those committees which are not listed in the bylaws, and therefore, can be created and dissolved by the board of directors. They are committees

which have been created because the board felt it necessary to have some work done on an ongoing basis, and needed some leadership toward that end.

Ad hoc committees are those committees which come into being in order to serve a specific function for a short period of time, and then cease to exist. These are usually created by the President. An example of an ad hoc committee might be putting two or three people together in order to be sure that the handling of a media campaign comes off nicely.

All chairpersons of committees are appointed by the president and approved by the board of directors.

EXECUTIVE BOARD

The executive board (executive committee) is comprised of the President, President Elect, Secretary/Treasurer, and the Senior Advisor. These officers are charged with the responsibility of running the association between board meetings. And all actions taken by them, however, should be reported to the board no later than the next board meeting following the action.

BOARD POSITION DESCRIPTIONS

President

1. Preside at the business meetings of the annual convention, Board of Directors, and any special meeting.
2. Appoint the Historian and members and chairpersons of all standing committees, except the Nominating Committee and chairperson of the Audit/Finance Committee, and all special committees not otherwise designated at the time of their creation. The Board of Directors shall approve all appointments of the President. Committee members may be reappointed.
3. Appoint an elections committee prior to the annual convention.
4. Serve as chairperson of the Board of Directors, and ex-officio member of all committees except the Nominating Committee.
5. Perform such other duties as may be necessary for the proper maintenance of the Association or which may be assigned by the Board of Directors.

President Elect

1. Perform the duties of the President in his/her absence or in the event of his/her inability to serve.
2. Serve as co-chairperson for the Convention and Seminar Committee.
3. Perform such other duties as may be assigned by the President or the Board of Directors.

Secretary/Treasurer

The Secretary/Treasurer, personally or through the Association Executive, who may be appointed Assistant Secretary/ Treasurer shall:

1. Serve as the Secretary of the Association, Board of Directors, and Executive Board, preparing and maintaining complete and accurate minutes of the proceedings of all meetings.
2. Maintain and preserve all books of account, papers, documents and files of MAPCR.

3. Collect all funds due MAPCR, depositing the same in a Board-approved depository in the name and to the credit of MAPCR; keep an accurate record of all funds received and disbursed; receive and audit amounts owned by the Association, and after Board approval, make payment thereof.
4. Serve as the Chairperson of the Audit/Finance Committee.
5. At each meeting of the Board of Directors, submit in writing a financial statement of funds received and disbursed and of the balance on hand to the credit of the Association.
6. Prepare and present to the Board of Directors a proposed annual budget on or before December 1 of each year.
7. At the annual convention, submit a written report of the activities of the office of Treasurer, the funds received and disbursed, and the balance on hand to the credit of the Association.
8. Perform such other duties as may be necessary for the proper maintenance of the records, funds, and accounts of the Association and as may be assigned by the President or the Board of Directors.

Directors

1. Serve on the Board of Directors.
2. Serve as committee chairpersons if appointed by the President.
3. Assist as needed at conventions.

Senior Advisor

1. Serve on the Board of Directors.
2. Offer advice and assistance to the President.
3. Act as a voting member on the Executive Committee.

GENERAL CHARGES TO ALL COMMITTEES:

The President is an ex officio member of all committees and should be notified one week in advance of all meeting dates. Minutes of all meetings should be provided to committee members as soon after the meeting as possible.

All committee chairs must either file a compilation of meeting minutes or a committee report to Board of Directors between board meetings or file meeting minutes (as brief as practicable) two weeks following meeting to all committee members and President.

Any committee wishing to send correspondence to the membership should have the correspondence reviewed by the President and one other Board Member prior to mailing. FAX and e-mail should alleviate any time constraints.

All committees, whether overlapping or not, should at all times communicate with each other regarding future or current plans.

Keep a current roster of your committee members.

Respond to committee members' and Board members' emails within two business days. If that is not possible, please advise the Executive Director so other arrangements can be made.

All committees should, at least yearly, review and update their "job descriptions" as outlined in the board members only section on the website.

STANDING COMMITTEES:

CONVENTION/SEMINAR

1. Plan and arrange for conventions/seminars pursuant to bylaws, policies, and NCRA's seminar coordinator manual at sites selected by the committee and approved by the Board of Directors (BOD) in conjunction with the topics/ideas discussed at the strategic planning meeting and requested in convention/seminar evaluations.
2. Attempt to increase number of participants by 10% over previous year.
3. Attempt to expand mailing list for seminars to surrounding states.
4. Submit application for CEUs to the President before submission to NCRA in a timely fashion.
5. Work with board to choose locations of future seminar/conventions.
6. Work with other standing committees holding events/seminars/conventions to lend expertise.
7. Prepare evaluations to be completed by convention/seminar attendees for feedback on future locations and topics.

MEMBERSHIP

1. Conduct and maintain a continuing recruitment program to increase/retain membership.
2. Direct submissions for registration to Executive Director, applications for membership/make recommendations on eligibility.
3. Promote student membership with Student Seminar Committee.

4. Work with Executive Director on sending a welcome packet to new members. Call new members within two months to see if they have any questions and ask for committee participation.
5. Identify and contact non-renewals. Submit list of non-renewals to BOD with reasons for non-renewal.
6. Work with Past President's Advisory Council in the recruitment of new members.

PUBLIC RELATIONS/OUTREACH

1. Place publicity concerning events/seminars/conventions and relevant issues of MAPCR and court reporting profession pursuant to policy.
2. Write and disseminate press releases about new officers and BOD members within 45 days of induction.
3. Keep track and suggest usage when possible of NCRA Voices banked hours.
4. Develop and implement a congratulatory letter to CSRs, RPRs, etc., who have passed a minimum of one leg of state- or NCRA-sponsored testing.
5. Act as the State Bar liaison for PR purposes, articles in Bar journal – stay updated on Bar activities.
6. Send a congratulatory letter to the State Bar's incoming president to further MAPCR's association with the State Bar.
7. Work with the editor of MAPCR Minute to promote the objectives of MAPCR.

LEGISLATIVE

1. Act as liaison between MAPCR and SCAO Board of Review on matters relating to issues affecting official and freelance reporters and keep BODs informed.
2. Maintain contact with court reporting SCAO representative to be apprised of actions.
3. Work in conjunction with MAPCR's lobbyist to monitor laws, court rules, or other governmental activities which may affect the court reporting profession - be proactive in recommendations.
4. Supply BOD with a monthly report from the lobbyist as to work performed.
5. Apprise BOD of any BOR complaints related to court reporting by freelancers or officials.
6. Keep Officials Outreach Committee advised of progress on the page-rate increase legislation and any other pertinent court rule changes/amendments.

BYLAWS/PROCEDURES

1. Study and draft amendments to the bylaws for presentation to BOD and convention body, along with BOD's recommendations for approval or rejection.
2. Work with Executive Director to maintain bylaws in a workable and updated condition and in agreement with NCRA bylaws and the objectives of MAPCR.

AUDIT/FINANCE

1. Conduct in consultation with Executive Director an annual audit of MAPCR's financial records before the December board meeting.
2. Assist Executive Director in preparing and presenting the annual budget; Executive Director representative to highlight annual report on financial status.
3. Evaluate feasibility of alternative financial reporting software for easier configuration/readability.
4. Conduct monthly review of income and expenses to make sure MAPCR is within budget on all items.

PAST PRESIDENT'S ADVISORY COUNCIL

1. Council is open to all Past Presidents of MAPCR.
2. Offer advice and counsel to BOD upon request or the PPAC's own initiative; non-binding.
3. Assist Membership Committee in the recruitment of new members.

AWARDS

1. Submit award nominees' names to Executive Board for approval.
2. Coordinate Gold Notes Awards with Executive Director.
3. Designate a presenter of all awards.
4. Keep Executive Board apprised of action/inaction.
5. Prepare an article for MAPCR Minute requesting award nominations before deadline.
6. Prepare an article for MAPCR Minute, after awards are presented, of who received which award.

SPECIAL COMMITTEES

FUNDRAISING COMMITTEE

1. Assist MAPCR in any way possible to raise funds over and above membership dues.
2. Work in conjunction with committee chairs on golf outing(s).
3. Strive to increase profits by raffles or other feasible ideas and silent auction.

MAPCR Minute

1. Be in charge of the content of the MAPCR Minute in conjunction with associate editors.
2. Attempt to solicit articles from members who are not particularly active in MAPCR.
3. Submit articles via e-mail in pre-arranged format to Executive Director.
4. Coordinate with the Webmaster in production of digital imagery.
5. Designate photographer(s) at all MAPCR events/seminars/conventions.
6. Submit to president (rough draft and/or for final proofing) a copy of the RT before publication.
7. Publish MAPCR Minute monthly, except for combined July/August & November/December editions, and send an e-mail to all members with a hyperlink for them to read or download same.

OFFICIALS OUTREACH

1. Work in conjunction with Membership Committee to increase membership of official court reporters.
2. Increase participation of official court reporters in MAPCR.
3. Stay in communication with Legislative/Court Liaison Committee as to official issues.
4. Keep official reporters apprised of the progress of the page rate increase legislation and other pertinent court rule changes/amendments at least on a quarterly basis.
5. Provide avenue of communication for issues facing officials.

PRO BONO

1. Increase participation in the pro bono program.
2. Work with State Bar of Michigan pro bono directors to provide information regarding pro bono services; i.e., possible recurring announcement in Bar Journal.
3. Prepare an article yearly to be printed in MAPCR Minute regarding the need for and activities of pro bono volunteers and, in a like manner, apprise affiliated groups of services available.

4. Keep an updated list of all pro bono volunteers.
5. Work to assign reporters to pro bono services.
6. Submit nominations to Awards Committee for the Oliver Award.

REALTIME

1. Conduct one realtime seminar per year.
2. Incorporate closed-captioning into realtime seminars.
3. Notify NCRA of realtime/closed-captioning seminars and apply for CEUs.
4. Work with Convention Committee if any assistance needed.
5. Notify neighboring states of realtime seminar.

WEBSITE/SOCIAL MEDIA

1. Monitor, maintain, and improve MAPCR's website.
2. Post lists of committees, respective chairs, e-mail addresses, and updated board roster.
3. Keep member listing and deposition listing current.
4. Keep bylaws current.
5. Have downloads available on the website of MAPCR's event/seminar/convention registrations.
6. Maintain a MAPCR presence on Social Media Sites.

HISTORIAN

1. Update history yearly for spring convention report.
2. Send updates of history to immediate Past President for review.
3. Submit updates of history after final edit to BOD for approval before publication.
4. Submit article to MAPCR Minute of updated history after spring convention.
5. Assure that Executive Director has a copy of each year's history.
6. Investigate current archives and evaluate retention.

STUDENT SEMINAR – OUTREACH

1. Plan and conduct the student seminar at all events/seminars/conventions, as applicable, and write article regarding same for MAPCR Minute.
2. Maintain contact in conjunction with Membership Committee with all court reporting schools in Michigan and online to promote MAPCR membership and event/seminar/convention information – mentoring.
3. Promote in conjunction with Membership Committee for BOD members to visit court reporting schools at various times.
4. Evaluate introduction of stenography to high school students through career days and career counselors as avenues of employment: Official court reporter, freelance court reporter, CART, closed-captioning.

GOLF OUTING

1. Work in conjunction with Executive Director to plan and arrange for golf outing pursuant to bylaws, policies, and golf outing manual at site selected by the committee and approved by the Board of Directors.
2. Attempt to increase number of participants each year.
3. Attempt to expand mailing list.
4. Place publicity concerning golf outing pursuant to policy.
5. Write article for MAPCR Minute before and after event.
6. Work in conjunction with Fundraising Committee for MAPCR Store, Silent Auction, and raffles at golf outing.

CAREER DAY COMMITTEE

1. Plan and conduct career days at any of the local schools/colleges as may be practicable.
2. Provide information and advice to any reporter seeking to do a career day in their local area.
3. Create handouts promoting court reporting, captioning, and CART as a profession, which should be submitted to the BOD for approval of same.
4. Work in conjunction with Student Seminar Committee and participate as needed.

CODE OF ETHICS
for the
BOARD OF DIRECTORS
MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS
Adopted
February 9, 1991

Members of the Board of Directors of the Michigan Association of Professional Court Reporters must be cognizant that as elected leaders of their association, anything they say or do is a direct reflection of the organization as a whole.

Therefore, each board member shall:

1. Be well informed about MAPCR'S adopted programs and policies, and support them without hesitation.
2. At all times act within the framework, structure, and purpose of MAPCR
3. Represent MAPCR always and everywhere in a forthright professional manner, both in personal appearance and substance of speech, doing nothing to create a negative image of MAPCR.
4. Be truthful, accurate, and prudent when making statements about MAPCR, both to each other and to the public.
5. Act in good faith toward each other, applying the same rules of kindness and consideration that exists for the private sector of society.
6. Be honest and straightforward when dealing with other members of the board and staff.
7. Deal with all matters of controversy in a professional and objective manner.
8. Make every effort to be in attendance when the board is in session. This is especially true at state and national conventions.
9. Honor the confidential nature of board meetings and/or board discussions, being constantly diligent and alert as to what can be shared with others.
10. Be alert to avoid situations which may be improper or may give the appearance of being improper.

MISCELLANEOUS
(IN ALPHABETICAL ORDER)

AWARDS & THEIR CRITERIA (Adopted in August, 1998)

The *Harry Howse Lifetime Service Award* is bestowed upon a retired reporter “based on a lifetime of dedication to the profession of reporting by a person who continues to offer inspiration and serves as a valuable resource to us all. This award is given to only one recipient per year, and not necessarily given every year.

The *Alton Cobb Award* is established in honor of Alton Cobb. This award shall be given for outstanding work on a specific project or certain issue having to do with furthering, enhancing, or honoring the reporting profession. This award is not for a lifetime of service, nor does it have to be awarded to a court reporter. There may be more than one recipient per year.

The *Don Hansen Distinguished Service Award* is given as a medal of honor among shorthand reporters in Michigan for volunteering their time and talent above and beyond the call of duty for the benefit of shorthand reporters. This award is given for many years of work done for the preservation of the court reporter as the best means of making the record. This award may be given to anyone, and it is only awarded to one recipient at a time.

The *Oliver Award* is awarded for pro bono work and may be given yearly to one person for providing pro bono work in the previous year.

A currently serving officer or director shall not be eligible to receive the DSA, Harry Howse, or Alton Cobb award.

MAPCR HELPING HANDS STUDENT SCHOLARSHIP

MAPCR will award one or more student intern scholarships each calendar year. Eligible students must be interning in any of the three career paths (judicial, either freelance or official; CART; or captioning). The nomination period for these awards will open January 1st of each calendar year and will be awarded at the next MAPCR event. The award may be used towards (A) the RPR exam, (B) attending MACPR events, (C) tuition paid to the court reporting program/school, or (D) the purchase of CAT software or a writer.

Criteria for MAPCR's Student Intern Scholarship

1. The nominee must be a current MAPCR student member and reside in Michigan.
2. The nominee must be a high-speed student (180 words per minute and above) or be an intern in any of the three career paths: judicial (official and freelance), CART, and captioning.
3. The nominee must be enrolled in a state-approved court reporting program recognized/approved by SCAO.
4. Any student (or recent graduate who has not obtained their RPR/CSR yet) who has been in his/her school's intern program in the past 12 months is eligible.
5. The nominee in a judicial court reporting program must have passed at least one of the program's Q & A tests at a minimum of 180 words per minute.

6. The nominee in a CART or captioning program must have passed at least one of the program's literary tests at a minimum of 160 words per minute.
7. The nominee must possess all the qualities exemplified by a professional court reporter/captioner/CART provider, including professional attitude, demeanor, dress, and motivation.

All criteria must be confirmed and verified by the submitting program.

Awarded funds will be applied by MAPCR directly to NCRA for the RPR exam, the next MAPCR event, the reporting program/school, or the CAT program/writer company. Awarded funds could be held for up to 12 months, pending the next RPR, MAPCR event, court reporting program semester/quarter, or purchase of CAT software or a writer.

COURT REPORTING/RECORDING BOARD OF REVIEW

All the members of the board should become intimately familiar with SCAO, and the functions of SCAO, and who the persons are with whom the board must interact. In the front of the Bar Journal you can find the listing of SCAO and where it fits under the Supreme Court. SCAO is an arm of the Supreme Court and they exist to do the bidding of the Supreme Court.

The Board of Review was created at the time of creation of certification and it exists in order to govern and monitor the functions of SCAO as it relates to court reporters and court recorders.

The board members should become intimately familiar with MCR 8.108 in its entirety . They should become familiar with what it is that our Association is asking them to do with respect to 8.108.

LEADERSHIP

Every other year, in conjunction with TECHCon, NCRA has a leadership conference, MAPCR, pursuant to the board policies, sends the President and President Elect to this meeting. It is a three-day event and it is packed with important information which is then brought back to our Association. It is well worth the money spent to send our representatives if financially feasible.

MAPCR CODE OF ETHICS & GUIDELINES FOR PROFESSIONAL PRACTICE

Adopted: December 1, 1995

PREAMBLE

The mandatory Code of Professional Ethics defines the ethical relationship the public, the bench, and the bar have a right to expect from a Member. They set out the conduct of the Member when dealing with the user of reporting services and acquaint the user, as well as the member, with guidelines established for professional behavior.

The Guidelines for Professional Practice, on the other hand, are goals toward which every Member should strive. Members are urged to comply with the Guidelines, which do not exhaust the moral and ethical considerations with which the Member should conform but provide the framework for the practice of reporting. Not every situation a Member may encounter can be foreseen, but fundamental ethical principles are always present. By complying with the Code of Professional Ethics and Guidelines for Professional Practice, members maintain their profession at the highest level.

CODE OF PROFESSIONAL ETHICS

Updated 12/13/99

A Member Shall:

1. Be fair and impartial toward each participant in all aspects of reported proceedings, and always offer to provide comparable services to all parties in a proceeding.
2. Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the Member shall disclose that conflict or potential conflict.
3. Guard against not only the fact but the appearance of impropriety.
4. Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the Member by any of the parties in a proceeding.
5. Be truthful and accurate when making public statements or when advertising the Member's qualifications or the services provided.
6. Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.
7. Determine fees independently, except when established by statute or court order, entering into no unlawful agreements with other reporters on the fees to any user.

8. Refrain from giving, directly or indirectly, any gift, incentive, reward or anything of value to attorneys, clients, witnesses, insurance companies or any other persons or entities associated with the litigation, or to the representatives or agents of any of the foregoing, except for (1) items that do not exceed \$100 in the aggregate per recipient each year, or, (2) pro bono services as defined by the MAPCR Guidelines for pro bono work, or by applicable state and local laws, rules and regulations.
9. Maintain the integrity of the reporting profession.
10. Abide by the MAPCR Constitution & Bylaws.

GUIDELINES FOR
PROFESSIONAL PRACTICE

Common sense and professional courtesy guide the Member in applying the following Guidelines.

A Member Should:

- A. Accept only those assignments when the Member's level of competence will result in the preparation of an accurate transcript. The Member should remove himself from an assignment when the Member believes the Member's abilities are inadequate, recommending or assigning another reporter only if such reporter has the competence required for such assignment.
- B. Prepare the record in accordance with the transcript-preparation guidelines established by statute or court order, by local custom and usage, or when not so established in accordance with the MAPCR's transcript format guidelines.
- C. Notify, whenever possible, the parties engaging the Member of a substitute reporter, equally qualified, will be assigned to report the proceedings.
- D. Preserve the shorthand notes in accordance with applicable statutes and court orders of the State of Michigan through storage of the original paper notes or an electronic copy of either the shorthand notes or the English transcript of the notes on computer disks, cassettes, backup tape systems, or optical or laser disk systems.
- E. Meet promised delivery dates whenever possible, make timely delivery of transcripts when no date is specified, and provide immediate notification of delays.
- F. Strive to become and remain proficient in the Member's professional skills.
- G. Keep abreast of current literature, technological advances and developments, and participate in continuing education programs.
- H. Assist in improving the reporting profession by participating in Association activities that advance the quality and standards of the reporting profession.
- I. Cooperate with the bench and bar for the improvement of the administration of justice.
- J. Cooperate with qualified legal assistance organizations providing free legal services to the indigent, as part of the shorthand reporting profession's commitment to the principle that reporting services should be available to all. Such participation should be in accordance with the basic tenets of the profession: impartiality, competence, and integrity.

NCRA/NCSA

The National Association has important issues which affect us, and, as a board member of MAPCR you should be aware at all times what those issues are.

NCSA stands for National Council of State Associations, and is pronounced (nix' - a). Each year at the very beginning of the National Annual Convention, NCSA meets to discuss issues which are important to the states. MAPCR send its President and President Elect to this meeting as delegates. The rules governing the expenses are in the Board Policies.

NEWSLETTER

MAPCR produces a monthly newsletter called the MAPCR Minute. The editing is done by the president or an editor selected by the president, and is helped with this work by associate editors. The work of producing the newsletter is done by CA Management, LLC.

REGIONAL DIRECTORS

The Regional Directors are those persons who have volunteered to help the association create a network of reporters across the state of Michigan who can, on short notice, help get out the word on an important issue.

THE SENIOR ADVISOR/HISTORIAN

The Senior Advisor is the immediate past president. The role of the Senior Advisor is to help the new president, when asked, in any way they can.

The Senior Advisor is also charged with the responsibility of indoctrinating the new board members as soon as possible following the convention at which they were elected, but no later than the first board meeting of the new term.

The Senior Advisor is also charged with the responsibility of submitting to the new president a status report of officers and directors, listing each individually, what office they currently hold, when they took that office, under what circumstance they took that office, and when their term expires.

Submit historian report for the last year.

STRATEGIC PLANNING SESSION

The strategic planning session is held just before the annual meeting and is meant to be a meeting at which the board members attend, and whoever else the President might deem helpful, in order to lay out the plan for the next three years. The plan is then updated every year. It is a session in which everyone gives their opinions and ideas on where they would like to see the Association be in three years. The ideas are then mulled over, pared down, and out of the meeting should come a concise, doable plan.



WE ARE TECHNOLOGY!
Strategic Plan – Vision 2016
Implementation - Fall 2013

A strategic plan guides an organization for a span of three to five years. It is a key document for continuity through leadership transitions. It guides committees and influences the budget. It should be monitored at least annually for progress.

The Michigan Association of Professional Court Reporters (MAPCR) was founded in 1904 as the Michigan Court Stenographers Association. It is designated by the IRS as a 501(c)(6) trade association and as a non-profit corporation by the State of Michigan. It has 214 members and an Executive Director located in Pinckney, M.

Mission, Vision, and Values Statements

Mission Statement

The purpose of this Association shall be to advance the interests and general welfare of the stenographic reporting profession in Michigan; to establish and maintain high standards of professional education, competence, and performance in the field of stenographic reporting, and to do any and all acts related to the aforesaid

Vision Statements

The vision of MAPCR is to become a model association represented by those stenographic professionals who capture the spoken word using the latest technology.

Values Statement

MAPCR's Board of Directors and Executive Director are guided by these principles:

- **R**ealtime
- **I**nnovation
- **D**edication
- **E**thics

Tagline: **We Are Technology!**

Goals for 2013 to 2016

Five categories are identified below as the core goals for targeted achievement over a span of three years. To achieve these goals, adequate resources must be allocated and committees must strive to be successful in advancing:

- Membership Service, Retention, and Growth
- Education and Resources
- Advocacy and Government Relations
- Public and Professional Awareness Outreach
- Student Recruitment

Implementation Guide to Advance the Goals

Membership Service, Retention, and Growth – Providing benefits, services, and activities that promote association growth.

Responsible Committees: Membership, Students/Testing/Education, Freelance/Official, Captioning/CART, MAPCR Minute.

- A. **Service Goal** - Improve member awareness of MAPCR's benefits, services, efforts, and achievements.
1. Provide benefits description in MAPCR Minute and through website and Facebook and promote how benefits give members an advantage.
 2. Highlight member in a court reporting event or participation in community outreach event.
 3. Membership loyalty awards to be given at convention. (Gold notes, etc.)
 4. Grow benefits programs; i.e., office supply discounts, bookstore discounts, etc.
 5. Provide TRAIN realtime and CART/Caption transition workshops.
 6. Post job opportunities through email blasts.
 7. Regional Meet & Greets
- B. **Retention & Growth Goal** – Increase membership by 5 percent per year. Benchmark of 263 + 10 a yr = 293 by 2016.
1. TRAIN and CART workshops offered to members and non-members. \$60 Registration Fee to non-members (which includes free membership). \$40 Registration to members. CEU's can be applied for through NCRA form.
 2. Expand Membership Committee to have enough members for personal contact with a ratio of 10 prospects per committee member (10 members on the committee.)
 3. Visit reporting firms and present on benefits of being a MAPCR member.
 4. Make contact with other professional organizations to recruit auxiliary members.
 5. Promote free student membership
 6. Send emails regarding benefits of membership.
 7. Offer easy pay for membership renewal.

II. **Education and Resources** – Anticipating the needs of members and offering education created and delivered in the form of meetings, networks, and sources of information.

Responsible Committees: Convention/Seminar, Public Relations, Pro Bono, MAPCR Minute, Students/Testing/Education, Ethics, Fundraising, Officials/Freelance, Captioning/CART, Website/Social Media.

A. **Meetings and Conferences**

1. Replace Fall Convention with Spring Conference to increase attendance.
2. Add Student Liaison to Board of Directors to help plan student sessions.
3. Hold fall regional workshops, such as TRAIN and CART transition.
4. Post regular Facebook entries relating to the court reporting field.
5. Send the MAPCR Minute out monthly with a Summer and Winter Edition combining June/July and November/December.

B. **Mentoring**

1. Develop mentor list through membership director.
2. Have Student Liaison communicate mentor program with court reporting students.
3. Implement Mentor Matching program with students and mentor volunteers

C. **MAPCR Helping Hands Scholarship Fund**

1. Earmark funds to fund scholarship.
2. Hold fundraisers for fund
3. Secure nominations for recipients for scholarship.

- III. **Advocacy and Government Relations** – Staying abreast of legislative issues that may impact the stenographic court reporting profession and working on legislation that would be beneficial to the court reporting profession.

Responsible Committees: Legislative, Officials/ Freelance, CART/ Capt i oni ng, Byl aw s/ Pr ocedur es.

- A. **Michigan Court Reporting and Recording Board of Review** – Keep abreast of issues affecting court reporters.
1. Write letters of support or opposition when necessary
 2. Have MAPCR members volunteer to serve on Board of Review
- B. **Legislative Fund** – Create such fund and solicit members to voluntarily contribute to the Legislative Fund line item to defray lobbying costs.

- IV. **PR and Professional Awareness** – Advocate that We Are Technology to the general, legal, deaf and hard of hearing communities, and seek to actively recruit students into the profession.

Responsible Committees: Pro- Bono, Public Relations, Officials/ Freelance, CART/ Capt i on, Student s/ Test i ng/ Educat i on, Student Li ai son, Member shi p

- A. **Website and Facebook** – Promote MAPCR on the web.
1. Maintain a forum on website.
 2. Require membership login to access the MAPCR benefits and job postings.
 3. Monitor website and Facebook to ensure they stay current and are value to visitors; i.e., technology tips, hot topics in the field, etc.
 4. Implement Legal Realtime 101 workshops with local Bar Associations, law firms, and judicial courts and law schools.
 5. Present Making a Record workshop to local Bar Associations and law firms.
 6. Participate in holding a Veterans History Project event.
- B. **Career Awareness** – Reach out to schools and students to promote interest in the profession.
1. Attend Business Professionals of America events to promote court reporting profession to BPA members.
 2. Contact local ISD's to ascertain from officials (school administrators, school boards) the proper procedures and protocols for presenting career information to high school and middle school students.
 3. Utilize We Are Technology and Brochure to local school counselors.
- C. **Bar Associations** – Contact Local Bar Associations to identify collaborative programs that position court reporters with lawyers.
1. Attend Bar Association meetings as vendor
 2. Create MAPCR directory for utilization for members of the Bar outlining services members can provide
 3. Educate Bar on Pro-Bono reporting program.
 4. Write articles on reporting for publication in Bar Association letters.
- D. **Law Schools** –Maintain relations with Michigan law schools.
1. Present Making a Record
 2. Court Reporters and Technology
- E. **Pro Bono Services** – Improve member awareness of pro-bono benefit and opportunities through State Court Administrator, Michigan Bar Association, and Local Bar Associations.
1. Seek volunteers for Pro Bono Program in all areas of the State.
 2. Volunteer in Veterans History Project

Honor All Volunteers at Annual Convention
MAPCR Strategic Plan – 2013-2016
Melinda I Dexter, President
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