

Michigan Association of Professional Court Reporters
BOARD MEETING MINUTES
Brighton, Michigan
Saturday, October 29, 2016 - 10:30 a.m.

CALL TO ORDER

The meeting was called to order by President Sharon Kandt at 10:39 a.m.

ROLL CALL

Present:	Cheryl Anne Farmer, Executive Director	Wendy DeMatio, Director
	Sharon Kandt, President	Denise Kizy, Director
	Jessica Jaynes, President Elect	Alison Webster, Director
	Elsa Jorgensen, Senior Advisor	Rochelle McNally, Director
	Roberta Flick, Secretary-Treasurer	Kelli Werner, Director

Absent: Wendy Chunn, Student Liaison

ANTITRUST DOCUMENTS

Signed and submitted.

PRESIDENT'S MESSAGE

Sharon Kandt thanked all again for their hard work and kept her message brief because there is a lot to cover in today's meeting.

ITEMS OF BUSINESS

Reading of 9/10/16 Minutes with corrections listed below:
Consent Agenda, Legislative.....information to Matt on Michigan's top two issues;
Motion to approve by Kelli, second by Elsa. Motion passed. None opposed.

CONSENT AGENDA

Approval of Consent Agenda (Convention/Seminar, Fundraising, Legislative, Students/Testing/Education, and MAPCR Minute pulled). (Executive Director, Membership, Public Relations, Freelance/Official, and Captioning/CART not pulled).
Motion to approve by Kelli, second by Jessica. Motion passed. None opposed.

Testing/Education - (Kandt, Webster, McNally, Chunn)

Jon Moretti, of Moretti Group, was a guest at our meeting and spoke on the concerning national epidemic of diminishing student enrollment in court reporting programs. Nancy Varallo has developed a free “pre-theory” program, “Machine Shorthand A to Z, An Introduction to Stenographic Theory, ‘24 hours to make a difference!’” to get people interested our profession and enrolled in court reporting schools.

This is a turnkey program that anyone can teach, utilizing freelance firms, courts, firms designed to determine a student’s staying power in a court reporting program. The program is 24 hours: 8 weeks, three-hour periods, to be completed evenings and weekends. Components of the program are designed with assignments to “weed out” students that may not be compatible to continue, and discussion will include ways to make our industry desirable, trying to break the parent vs student views of earning a four-year degree vs a shorter court reporting program with job assurance.

Participation from seven to ten states is needed to try the program out for NCRA to donate writers. Word needs to be gotten out to high schools and regional groups, including (BPA) Business Professionals of America, seeking potential participants.

Jon will be talking with larger CR firms to educate on the specifics of this program seeking donated learning space, unused writers, etc., for participation. Jon is asking MAPCR to help market the program by sending an email to our mailing list, an article in the MAPCR Minute and a possible MAPCR YouTube program seeking eight to ten persons to participate.

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

Jessica reported that much time was spent on the 2017 Spring Convention program at the Committee Work Weekend recently at Shanty Creek.

Kay Sweeney’s program, “CRR Boot Camp,” is to be confirmed. Kay has given the CRR Boot Camp across the country for the past seven years. Her presentation covers great insight into why this test is so easy to fail. She will guide us through the process, from setup to file submission, providing assistance that she was not allowed to give in the actual test setting, guidance on dictionary management, software settings, equipment requirements, the new NCRA online testing procedures, test file submission, “What Is An Error?,” and, most importantly, what not to worry about when taking this exam.

Possible Other Convention Topics: Kelli suggested Margie Wakeman Wells' website instructional videos, possibly showing her videos and to obtain CEUs for viewing, or see if she is available live for a Friday evening session. Cheryl Anne suggested we seek sponsors to help fund Margie's appearance. Jessica will contact her to see if she is available to appear live. Elsa offered to contact Eclipse trainer for a session. Kelli suggested a Capsule Wardrobe-type program, as on Pinterest, if not for CEUs, just as an interest piece that perhaps students may even be interested in attending.

Discussed Town Hall topics. Final topics to be decided at Committee level.

Fundraising - (Kizy, Flick, Werner)

Spring Plant and Flower sale brochures/order forms will be ordered in January. Spring Convention Seminar Raffle prizes will be purchased by Jessica during the upcoming season of "Black Friday Sales" with MAPCR funds. Elsa will donate a purse.

Sharon suggested Bunco games during Spring Convention as a fundraiser/social time Friday evening.

Kelli suggested purchasing Yeti-type thermal drink cups (at a lower cost-Ozark brand) with MAPCR/court reporting labeling to be used as prizes or to sell.

Legislative - (Jaynes, Kizy, DeMatio)

Jessica, Mindy and a member from MECRA (Michigan Electronic Court Reporters Assoc.) met just prior to today's Board meeting to discuss page rate issue. The two Associations will try to work together to regain momentum on the issue, not to hire a lobbyist, but to re-energize work on this issue. Page rate affects not just Officials.

Membership - (McNally, Webster, Werner)

Alison inquired if a list exists of all court reporters in the State to reach out to seek potential MAPCR members. Cheryl Anne reported that SCAO's list is not kept current and also does not contain preferred contact information.

Convention/Seminar information is sent to the entire database, not just MAPCR members. Cheryl Anne tries to keep our database current from the NCRA Sourcebook. Cheryl Anne suggested we may want to revisit the way our membership is structured; possibly offer larger CR firms an "Agency Rate" that would cover a number of reporters in a firm for a specific fee.

MAPCR Minute - (Kandt)

Sharon suggested possibly having a monthly "Question" that is asked in the Minute, such as what NCRA does in their weekly email, to boost interest and readership. She suggested "Spotlighting" biography of a MAPCR Member instead of a Board Member. Elsa suggested possibly a monthly "Quiz" question, winning a prize. Another suggestion was to feature a "Traveling MAPCR Member," sign on a stick shown

at different destinations. Other suggestions were made for reaching out to Minute recipients via texts, Apps on phones as alternatives to e-mail.

REPORTS OF STANDING COMMITTEES

Past Pres Advisory Council- (Jorgensen)

Nothing to report.

Awards Committee - (Dexter, Nierenberger, Smith)

Nothing to report.

Audit/Finance - (Flick)

Cheryl Anne referred us to her Financial Report and reported that this has been a good year for MAPCR. Total income for the Fall ½-day Workshop was \$2851. The Expense Reconciliation discrepancy of \$.14 was questioned. Cheryl Anne removed the amount from the Balance Sheet, trying to reconcile it, but not sure where that is coming from. She suspects it may have something to do with the termination of the Edward Jones account.

Motion to approve by Elsa, Kelli second. No discussion. Motion approved.

Bylaws/Procedures - (Kandt, Jaynes)

Sharon and Jessica inquired into updating some items in our Bylaws. Cheryl Anne suggested that any changes be made as a Policy instead of a bylaw, if it is an item that might change from year to year. Bylaws are a much longer process to change.

(At 1:05 p.m. Board Members entered into Closed Session to discuss CA Management, LLC 2017 Contract. Cheryl Anne absent.)

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(Meeting continued at 2:00 p.m.)

REPORTS OF SPECIAL COMMITTEES

Golf Outing - (Flick)

Discussion to find Chairperson of 2017 Golf Outing and suggestions to make the 24th Annual Golf Classic successful. Jessica has agreed to Chair, with help from Kelli.

MAPCR Board Meeting

10/29/16

Page 5

Historian - (Jorgensen)

Nothing to report.

Website/Social Media - (Farmer, Jorgensen)

Kelli will create a MAPCR YouTube Channel.

Cheryl Anne recently attended a Social Media class and reported that optimally we should have at least one Facebook post weekly and preferably three posts per week.

UNFINISHED BUSINESS and GENERAL ORDERS

None.

NEW BUSINESS

Renewal of CA Management, LLC. 2017 Contract.

Discussion: After Board discussion, the Board unanimously approved another year at stated contract price and asked Cheryl Anne to submit itemized list of steps taken to accomplish a Fall 1/2-day seminar so that some of those duties can be shared.

\$250 Bonus given to Cheryl Anne.

ADJOURNMENT

Motion to adjourn by Kelli, second by Elsa.

Adjourned at 2:31 p.m.

Respectfully submitted,
Roberta Flick, MAPCR Secretary