**MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS**

BOARD OF DIRECTORS MEETING

Via phone conference

Saturday, July 25, 2015 – 10:00 a.m.

CALL TO ORDER: 10:09

ROLL CALL

Elsa Jorgensen, President; Jessica Jaynes, Vice President; Tammy Nielsen, Secretary-Treasurer; Cheryl Anne Farmer, Executive Director; Mindy Dexter, Past President; Roberta Flick, Director; Trisha Cameron, Director.

SIGN ANTITRUST DOCUMENT

 Cheryl Anne reminded everyone to fax in.

PRESIDENT’S MESSAGE:

 Thanked everyone for attending.

ITEMS OF BUSINESS:

1. Reading and approval of Minutes from Friday, May 1, 2015

Motion by Mindy. Second by Elsa. Approved.

CONSENT AGENDA

Items: 1, 4, 5, 8, 10 were pulled for discussion.

Motion by Tammy. Second by Jessica. Approved.

1. Convention/Seminar (Kandt, Fite, Jaynes, Chunn) :

Elsa: need outline for Spring soon. Cheryl Anne: discussing past convention, didn’t make budget. Looking at ideas for Fall seminar training. Pam for CaseCat will be presenting. Elsa: ProCat discussion. Cheryl Anne: discussing half-day versus full day training for CEU’s. Jessica: would like half day ProCat and then go to technology. Consensus on half day. Roberta: how would we get somebody for Windows 8. Tammy: windows 10 is coming out soon. Roberta: get Windows 10 for Spring? Mindy: the colors on brochure are fabulous. Maybe too much description in Tech Tool Kit. Elsa: will show SearchMaster. Mindy: get two more people and do presentations from tables. Elsa: get Sheri Pav to help out. Cheryl Anne: need to get info to Nat’l by Tuesday. Elsa: will contact Sheri. Cheryl Anne: we need a few more techie people. Mindy: will contact Jessica Niderheide to help out.

Cheryl Anne: do we want vendors for Fall, or just keep it to training. All: Consensus on having vendors.

CA: Spring convention, hard time finding a location. Contacted Haworth, Radison Lansing; Holiday Inn Livonia; Somerset Inn Troy; Inn of St. Johns.

Tammy: check out KISD convention center. Mindy: go with one. Suggesting Somerset Inn in Troy. Mindy: look at KISD for 2017. CA: Sharon would like Macomb. Location could be an issue. CA: 3/18, 19 for Somerset Inn. Elsa: Likes Johnson Center but need to move around a bit. CA: Macomb would work for training only. Tammy: will we get 25 rooms booked if only a one day? Suggested a social Friday. Elsa: head shot photographer. Mindy: maybe a big name on Friday to draw. Elsa: big name good idea. Heard from people that would like to see Ed Varelo. Mindy: concerned of getting the rooms. Roberta: March date is better than April. Mindy: depoman Mike? Elsa: always busy. He’s a big draw. CA: committee NEEDS to work on this, don’t wait until last minute. This is the first time CA has had to do convention by herself. She needs the committee helping to put this together! Elsa: Thank you, Cheryl Anne, for all ideas. Deadlines are important and need to get a plan and focus on this.

1. Executive Director Report (Farmer) : n/a
2. Fundraising (Flick, Cameron, Fite, Jaynes) : n/a
3. Membership (Cameron, Jaynes) :

Mindy: 18 renewals are over due. We need to do a board 101 again and committees need to be proactive and this is not for Cheryl Anne to do all the work. CA: made calls. It is at 12, some of them are pending renewal so due July 31 and August 31. She’s been making calls and reaching out to members. Several long time members and they are happy so for the call and had overlooked renewal because of circumstances. Again, others no response from. Jessica: send me phone numbers and she and Trisha will do calls. Mindy: Midwest Association put together a list contacts and Presidents of Associations of Midwest and Great Lake States. Have not reached out yet. Would be a big undertaking, Nat’l would have to approve. Anyone going to Nat’l and would like to take this up and make appropriate contacts. Jessica? Jessica: not going to Nat’l but would work on this. Roberta: on website now and says become a member and where to you click? CA: right on become a member. Elsa: good for Cheryl Anne to make certain phone calls because she’s very effective with the members. CA: fine with doing it. Jessica: give us non-responders, maybe? CA: will send out the ones to be called again. Jessica: email her a list of those to be called.

1. Public Relations (Flick, Kandt, Jaynes, Fite, Cameron) : Elsa: would like to see contact 2-4-7, jobs in Michigan can be here. Maybe a feature piece. Felica Jordan would speak on camera. Highlight members and go to Macomb. Try to get enrollment for Macomb. Roberta: audio cut out for a minute. Elsa: show that younger people and males are entering this profession. Roberta: contact a TV station? Elsa: 2-4-7 Human Interest story. Highlight profession in Michigan. Roberta: train and work in Michigan. Will look into that, after Aug 21st.
2. Freelance/Official (Cameron, Jaynes): n/a
3. Captioning/CART (Nielsen, Werner) : n/a
4. Legislative (Dexter, Brandell, Kandt, Jaynes, Smith): Mindy: wait and see on language and meet with Senator again.  It might an email campaign we have to get people to support the bill. A little deflated after response from breakout session. CA: Thank you, Mindy, it is a huge issue for memberships. Bienenstock called and said not sponsoring Golf this year and what is MAPCR doing and temporary is hurting reporting in Michigan. Mindy: the board is doing away with temporaries for all. It is a hostile environment. One coming before board CSR and behind on transcripts and encouraged her to reach out. Judge Talbot until he stops down from the board he’s not supporting. Jessica: what’s his alternative? Elsa: temporaries isn’t hurting the profession because not a huge amount of graduates out there. CA: maybe she’s stuck in the days of old. A reporter I’m an official and nothing’s been done and no page rate increase and I explained Mindy is taking efforts to have session and very, very low turnout and we don’t have the actual support from Officials. People want to complain about it, but won’t work on issues. Mindy: send me that name.
5. Students/Testing/Education (Kandt, Fite, Chunn, Mancini) : n/a
6. MAPCR Minute (Jorgensen): not much news. Reminder about golf outing. Elsa: not a lot to report. CA: Aug 10th.

REPORTS OF STANDING COMMITTEES

1. Past Presidents Advisory Council (Dexter): n/a
2. Awards Committee (Houghton, Dexter, Nierenberger) : n/a
3. Audit/Finance (Nielsen): CA: need things to pick up. Mindy: if Midwest or Great Lakes comes to fruition, great for CA.
4. Bylaws/Procedures (Dexter): n/a

REPORTS OF SPECIAL COMMITTEES

1. Golf Outing (Flick): Roberta: since May meeting, disappointed about response from Law firms for support. Contacted hundreds and car dealerships, TV stations, dental companies and any billboard, contacted those types and only response there’s a couple of medical/legal clinics/evaluation clinics and will bring a couple foursomes too. CA is tremendous helping on this. We have about 40 golfers signed up. Encouraging fill out form and send it in. Sending follow-up emails. Website is deceiving showing 11 golfers, those are 11 foursomes. Need to have a giveaway that meets budget. We can get opinion of board. Hanson will sponsor. Need ideas on golf related items that we can get? Elsa: will call a friend at litigation services and they golf related things. CA: thought she was interested in sponsoring. We have four hole sponsors. We need a sponsor for dinner. O’Brien for hole-in-one. Anyone with connections? Jessica do you have a family member putting together a foursome? Moretti group is not sponsoring, they have two foursomes put together but not registered. Hoping we really get influx of attendees. Roberta: as far as help on that day on the course, how many persons do we need. Dawn will still man the hole-in-one. CA: Dawn has been the only helper. Elsa: I will be there. Mindy: how about students to help, how about heckler hole? CA: don’t need many more helpers. With a heckler hole, need the personality to do it. Roberta: how about Rob Smith? He would like to do a beer cart. CA: Angie is in Macomb. Roberta: they both said they wanted to do this too. CA: Dawn on hole-in-one. Need a cart selling 50/50 tickets/prize raffles, putting contest. Jessica: will be there to help. CA: that will be enough workers. Roberta: The Pro said there are mulligans to be sold. CA: that is at registration. Jessica: coming down night before and could help out. CA: get there a couple hours early to set up. Elsa: list of the sponsors. CA: Bienenstock; Foster, Swift; Ewert Parsley, Hanson. MES. O’Brien. DTI doing lunch. Roberta: wants to do it by credit card. Elsa: Another $200 spot for merchandise and will call Karen about that. CA: she could be listed as a sponsor then.
2. Historian (Dexter): n/a
3. Website/Social Media (Farmer, Jorgensen): CA: web hosting, they are doing in an increase in pricing and can lock in at the current price for two years. We need to drop down to lower module on this for less contact, 500, and right now we 914 contacts, but 400+ we don’t have email addresses for.  We sort out emails and drop it down. Need approval for renewal, $540, instead of $1080. Working on a discount because of bringing two groups to them. Jessica: what is price increase? CA: $130/mo instead of $100/mo. Jessica: two years for $540. Elsa: maybe use the numbers and try for discount. CA: working on that. Tammy motion for $540 for two years. Jessica second. Approved. CA: still working on updating website. Huge project and this is a busy time. It’s on to-do list and will get at it more in late September.

UNFINISHED BUSINESS and GENERAL ORDERS: n/a

NEW BUSINESS:

Jessica: Probono, would like to modify language in guidelines. Reporters are not paid from other side, so pay a deposit for transcript is produced. Elsa: reporters can bill as see fit. Someone gets a rough draft and never hear from them again. Jessica: no problems since changing to up front and no complaints. Elsa: opposing side, doesn’t have to be disclosed it is ProBono. We need to re-enforce you can be paid up front.

Jessica: encourage officials to give a day a year to do a ProBono job. Maybe an email to encourage people. It is very rewarding. Mindy: I’m in a 6th week of trial and can’t take a day off right now. The problem, I don’t have slow times. Can’t commit to a ProBono day a month out. Jessica: just encourage ProBono via an email. Elsa: want to firm up language on you can bill and get payment up front.

OTHER ITEMS OF BUSINESS: n/a

ADJOURNMENT: Elsa motion: Jessica second. Approved. Adjourned at 11:30 a.m.

**Next Meeting: Friday, September 25, 2015**