

**MINUTES OF THE MCRA WINTER BOARD MEETING  
AT THE HOLIDAY INN EXECUTIVE CENTER  
COLUMBIA, MISSOURI  
JANUARY 31, 2009**

The Winter Board Meeting of the MCRA Board of Directors was called to order at 10:55 a.m. The Board members in attendance were:

Faith Olliges, President;  
Tiffany (Hughes) Thompson, President Elect;  
Dawn McTeer, Vice President;  
Angie Culler, Immediate Past President;  
Brett Harrison, Treasurer;  
Shana Crane, Region I Vice President;  
Gail Conaway, Region II Vice President;  
Stephanie Prewitt, Region III Vice President;  
Marilyn Dulaban, Region IV Vice President;

Members not present were:

Tracie Brumley, Secretary;  
Sandy Stewart, Region V Vice President.

**PRESIDENT'S REPORT**

The NCRA Boot Camp will be held on February 22 through 24, 2009, at the Ritz Carlton, Tysons Corner, Virginia. President Elect Tiffany Thompson and Vice President Dawn McTeer will be attending on behalf of MCRA.

The NCRA National Convention will be held on August 6 through 9, 2009, at Gaylord National Hotel, in McClean, Virginia. President Faith Olliges has a conflict at the time the Convention will be held. Other options will be discussed at a later date.

The MCRA Convention will be held on October 2 and 3, 2009, at Adams Pointe Conference Center in Blue Springs, Missouri.

The first CCR test will be held on April 17 and 18, 2009, at the Stoney Creek Hotel, in Columbia, Missouri. The second CCR test will be

held on October 16 and 17, 2009, at the Blue Springs Adams Pointe Marriott Courtyard, in Kansas City, Missouri. The locations the tests will be held are yet to be determined.

The Summer Board Meeting will be held at the Adams Pointe in Blue Springs, Missouri. President Faith Olliges will later determine a tentative date for that meeting.

There was discussion regarding the logistics and scheduling of the Budget Committee Meeting.

President Faith Olliges and President Elect Tiffany Thompson updated the Board on their experience at the NCRA Leadership Conference. They became acquainted with many people affiliated with other states and NCRA. There was discussion about voice writing, certifications in other states. They engaged in role playing to defend court reporter values. President Faith Olliges informed the Board that there has been a change in the timing of future Leadership Conferences. They will be held during the same week as the NCRA National Convention. More people will have the ability to avail themselves of the opportunity to attend due to the savings realized from the travel costs.

The PROGRESS deadline will be extended to February 5, 2009. President Faith Olliges would like all members of the Board to contribute.

### **RATIFICATION OF E-MAIL VOTES**

President Faith Olliges called for a motion to ratify the following E-mail votes:

“Motion/ Thompson: Move that we authorize payment of the MCRA September 19-21, 2008, Convention hotel bill to Lodge of the Four Seasons, in the amount of \$10,581.35.

Motion/Crane: Move to approve the payment of \$523.25 to Gore Perry for Xeroxing charges incurred for convention packets.

Motion/Culler: Move that we authorize and approve the expenses of sending Tiffany Thompson, our President Elect for 2008-2009, to the NCRA Leadership Conference to be held at Tysons Corner, Virginia, on November

14-15, 2008. Expenses to include the travel voucher from February 2008 and any additional charges that are required, cab fare to and from the airport, hotel room to be shared with our President, Faith Olliges, and a meals per diem of \$60 per day.

Motion/McTeer: Move that we approve the September 19, 2008, Pre-Convention Minutes and the September 21, 2008, Post-Convention Minutes of the meetings held during the 2008 Cruisin' to Success Convention, Lake Ozark, Missouri.

Motion/Tracie Brumley: Move that we approve the membership status of Richard Ginsburg from active to retired.

Motion/ Brumley: Move that we approve student membership for Kay Koeller, Laura Ann Haselhorst, Lara Abdallah, Leah Hall and Lorena Crowles, along with new Active status for Tanya Stepp and new Associate status for Dr. Patricia Ziegler.

Motion/Culler: Move we send Tiffany Thompson as President Elect and Dawn McTeer as Vice President to attend the 2009 NCRA Legislative Boot Camp to be held on February 22-24, 2009, at the Ritz-Carlton Hotel, Tysons Corner, in McLean, Virginia. The payment is to include registration fees, air fare, meals per diem, transportation to and from the airport and hotel expenses.

Motion/Culler: Move we approve the 2009 Contract for Gamble & Schlemeier for their governmental affairs consulting services to the Missouri Court Reporters Association for the period of January through December 2009 at the monthly rate of \$625.00 with a total annual retainer fee of \$7,500.00, that we authorize President Faith Olliges to sign the contract.”

**MOTION/THOMPSON:** I make a motion to ratify the E-mail votes that we made as outlined in the agenda.

**MOTION SECONDED:** There being no further discussion, President Faith Olliges called for a vote on the motion. Unanimous aye. Motion carried.

**PRESIDENT ELECT’S REPORT**

There was brief discussion regarding the possibility of obtaining an MCRA credit card or some other means of covering the expenses incurred by Board members in their commission of MCRA Board business. President Elect Tiffany Thompson will contact Marce Kamps, accountant, and Boone County Bank to investigate feasible alternatives for the Board to consider.

**VICE PRESIDENT’S REPORT**

Vice President Dawn McTeer reported that she was a participant in planning and carrying out the Region I Trivia Night that was held in St. Louis on November 15, 2008.

**SECRETARY’S REPORT**

The MCRA Board’s thoughts and prayers are with Tracie Brumley and her family during the illness and hospitalization of Tracie’s father, Tom.

No report was given.

**TREASURER’S REPORT**

Treasurer Brett Harrison presented the Treasurer’s Report to the Board. He reported there were balances of:

Checking Account	\$69,797.75
*****	
Membership Revenue Dues To-Date	\$26,490.00
Unpaid Dues To-Date	\$ 8,185.00
*****	
War Chest – Certificate of Deposit	\$67,945.17
*****	
Expenses Latest PROGRESS Publication	\$ 1,248.81
*****	

A copy of the pink expense vouchers and the tax exempt letter were made available to the Board.

## **IMMEDIATE PAST PRESIDENT'S REPORT**

Immediate Past President Angie Culler presented legislative options to the Board for their consideration for the upcoming year.

## **REGION I VICE PRESIDENT'S REPORT**

Region I Vice President Shana Crane reported that the Trivia Night held on November 15, 2008, generated revenue of \$750. There were several Judges from the 22<sup>nd</sup> Judicial Circuit Court in attendance.

The Region I Christmas party was held on December 5, 2008. Region I Vice President Shana Crane contracted the flu and was unable to attend. President Faith Olliges and Barb Burke hosted the party in her stead.

## **REGION II VICE PRESIDENT'S REPORT**

Region II Vice President Gail Conaway reported that she attended the MCRA function "So You've Passed Your CCR." Annisa Justice, Karen Lyman, Pamela Koch, and Chuck Motter also gave presentations. There were six to eight students in attendance. It was a successful event.

Region II Vice President Gail Conaway, along with Sue Steen and Lea Ann Moore, hosted an event for students to prepare for their upcoming CCR test. There were three Thursday evening practice sessions.

Region II is putting together a cookbook as a fundraiser item. They plan to have them ready by Mother's Day.

## **REGION III VICE PRESIDENT'S REPORT**

Region III Vice President Stephanie Prewitt reported that a new court reporting firm called Tiger Court Reporting has been formed in Columbia, Missouri.

## **REGION IV VICE PRESIDENT'S REPORT**

No report given.

## **REGION V VICE PRESIDENT'S REPORT**

The MCRA Board wishes Region V Vice President Sandy Stewart luck during the ordeal of extended power outages in her home town due to the catastrophic ice storm in Southeast Missouri.

No report given.

### **OLD BUSINESS**

Region III Vice President Stephanie Prewitt updated the Board on the results of the post-convention surveys. The comments were overall quite positive. There were suggestions that the food could be scaled back to save the expense, not contracting with the hotel for lodging, and foregoing the evening meal together as a group. Overwhelmingly, the consensus was to continue training in court reporting software every year.

Region III Vice President Stephanie Prewitt's suggestion to future Convention Committees is that they begin the planning process as early as possible.

President Faith Olliges will download and review the computer program Wild Apricot in the next week or so. Wild Apricot is an organizational software that includes an integrated website, membership software, event management and registration. It is a software tool that will assist in the administration of the Association. President Faith Olliges is optimistic that this software will be very beneficial in maintaining the membership directory, assisting with mailings, and keeping our website current.

Immediate Past President Angie Culler provided an update on the progress of the on-line interactive map advertising. The Board will need to acquire a new software that can accommodate the map of the State of Missouri on the website.

President Faith Olliges suggested that the Board may want to consider purchasing Word for the MCRA Secretary and future Secretaries so Board members can exchange documents that are compatible with the Board members' software. She also thought an accounting software would be helpful to Treasurer Brett Harrison to assist in maintaining and keeping up-to-date financial records.

## NEW BUSINESS

Region II Vice President Gail Conaway reported that President Faith Olliges has signed the contract for the October 2, 3, 2009, MCRA Convention to be held at the Adams Pointe Conference Center in Blue Springs, Missouri. She is having a Convention planning meeting on February 25, 2009. She also briefly discussed various options for speakers.

President Faith Olliges asked the Board to E-mail her with their suggestions and ideas with regard to building the membership.

The new Program Director of the court reporting program at Meramec Community College is Dr. Patricia Ziegler. President Faith Olliges has met with her a few times. Dr. Ziegler is dynamic, very energized and is interested in working with the MCRA. The Board is optimistic about the future of the court reporting program at Meramec.

There was discussion pertaining to the need to update programs, procedures, and the website and ensuring they remain updated.

President Faith Olliges advised the Board about the need for volunteers for the Public Affairs West Committee. She is hopeful that next year volunteers will flourish.

Region III Vice President Stephanie Prewitt informed the Board that the MCRA received an application to participate in the Small Firm Bar Conference. The cost for a booth is \$600, to host refreshments is \$350, an insert for registration materials is \$200.

President Faith Olliges called for a motion authorizing the President to pay the day-to-day expenses.

**MOTION/MCTEER:** Move that we authorize the President to pay the day-to-day expenses of the Association until the next Board meeting.

**MOTION SECONDED:** There being no further discussion, President Faith Olliges called for a vote on the motion. Unanimous aye. Motion carried.

Immediate Past President Angie Culler thanked the Board for their service last year and commended the Board on the glorious job they did in managing the funds.

The January 31, 2009, Winter Board Meeting was adjourned at 2:30 p.m.

Respectfully Submitted,

Dawn McTeer  
Vice President, MCRA