



MINUTES

NATIONAL COURT REPORTERS ASSOCIATION

**Board of Directors Meeting**  
 NCRA Headquarters, Reston, Va.

November 3-4, 2017

**PROCEDURAL MATTERS**

**EXECUTIVE SESSION**

Prior to the commencement of the official Board meeting, the Board went into executive session at 8:30 a.m. The Board came out of executive session at 9:15 a.m.

**END OF EXECUTIVE SESSION**

**Call to Order and Roll Call**

President Christine Willette called to order the Board of Directors Meeting of the National Court Reporters Association at 9:43 a.m. on Friday, November 3, 2017, at NCRA Headquarters, Reston, Va.

**Present**

President Christine J. Willette, RDR, CRR, CRC  
 President-Elect Sue Terry, RPR, CRR, CRC, FAPR  
 Vice President Doreen Sutton, RPR, FAPR  
 Secretary-Treasurer Debra A. Dibble, RDR, CRR, CRC  
 Immediate Past President Nativa Wood, RDR, CMRS, FAPR  
 Director Kristin Anderson, RPR  
 Director Meredith A. Bonn, RPR  
 Director Max Curry, Jr., RPR, CRI  
 Director Tonya Kaiser, RPR, CMRS  
 Director Christine Phipps, RPR  
 Director Linda K. McSwain, RPR  
 Director Jennifer Sati, RMR, CRR, CRC, CRI  
 Ex-Officio Member of the Board Executive Director & Chief Executive Officer Marcia Ferranto

A quorum was present. Directors Robyn Hennigan, RPR, CRI, and Michael E. Miller, RDR, CRR, FAPR, were unable to attend the meeting.

**NCRA Staff**

Matthew Barusch, Manager, State Government Relations  
 Laura J. Butler, CAP, OM, Manager, Executive & Governance Operations  
 Amy Davidson, Director, Certification & Testing (*attended portions via telephone*)  
 Kevin Kelly, CAE, Senior Director, Finance & Administration  
 Angie Ritterpusch, Director, Meetings & Education  
 B.J. Shorak, Deputy Executive Director, National Court Reporters Foundation  
 Jennifer Williamson, CAE, Senior Director, Marketing, Membership & Communications

Cynthia Bruce Andrews, Director, Professional Development Programs, attended the meeting on Friday morning via videoconference.

### **Present for Portions of the Meeting**

Tori Pittman, RDR, CRI, FAPR; Russell Page; Mary Daniel, RDR, CRR, CRC, FAPR; Tami Keenan, RPR, CPE, FAPR; Carol Studenmund, RDR, CRR, CRC, FAPR.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director & CEO Marcia Ferranto presented a verbal report to the Board.

### **DISCOVERSTENO**

A written report was provided to the Board regarding DiscoverSteno. There was discussion on this item.

### **CEU PROGRAM RULES UPDATE**

Mary Daniel, Chair of CAPR, joined the meeting via videoconference. She presented the CEU Program Rules update. It was noted that upon completion of Board consideration of CAPR's recommendations, the revised CEU Program Rules handbook will be uploaded as a Google Doc for any additional comments the Board may wish to make.

There was consensus that the words "and other credentials" be removed from page 2 first paragraph, first line, of the CEU Program Rules, as well as the proposed changes as recommended by CAPR on this page.

**MOTION 17-11-01:**        **MOVED, seconded and carried that the Board of Directors approves proposed changes to Article I, Section 1.06 in the CEU Program Rules handbook.**

**MOTION 17-11-02:**        **MOVED, seconded and carried that due to the approval of Motion 17-11-01, the Board approves updating the remainder of Article I, Section 1.06 accordingly (*page 3*).**

**MOTION 17-11-03:**        **MOVED, seconded and carried that the Board of Directors approves proposed changes to Article I, Section 1.08 in the CEU Program Rules handbook.**

**MOTION 17-11-04:**        **MOVED, seconded and carried that the Board of Directors approves proposed changes to Article I, Section 1.09, in the CEU Program Rules handbook.**

**MOTION 17-11-05:**        **MOVED, seconded and carried that the Board of Directors approves proposed changes to Article II, Section 2, in the CEU Program Rules handbook on page 6.**

**MOTION 17-11-06:**        **MOVED, seconded and carried that the Board of Directors approves proposed changes to Article II, Section 2.10, in the CEU Program Rules handbook.**

**MOTION 17-11-07:**        **MOVED, seconded and carried that the Board of Directors approves proposed changes to Article II, Section 2.11, in the CEU Program Rules handbook.**

- MOTION 17-11-08:** MOVED, seconded and carried that the Board of Directors approves proposed changes to page 11 in the CEU Program Rules handbook.
- MOTION 17-11-09:** MOVED, seconded and carried that the Board of Directors approves proposed changes to page 14 in the CEU Program Rules handbook.
- MOTION 17-11-10:** MOVED, seconded and carried that the Board of Directors approves proposed changes to page 15 in the CEU Program Rules handbook.
- MOTION 17-11-11:** MOVED, seconded and carried that the Board of Directors approves proposed changes to page 16 in the CEU Program Rules handbook.
- MOTION 17-11-12:** MOVED, seconded and carried that the Board of Directors approves the deletion of Article IV, Section 4.05, in the CEU Program Rules handbook.
- MOTION 17-11-13:** MOVED, seconded and carried that the Board of Directors approves the deletion of Article IV, Section 4.06, in the CEU Program Rules handbook.
- MOTION 17-11-14:** MOVED, seconded and carried that the Board of Directors approves the proposed changes to Article IV, Section 4.07, in the CEU Program Rules handbook.
- MOTION 17-11-15:** MOVED, seconded and carried that the Board of Directors approves proposed changes to page 18 in the CEU Program Rules handbook.
- MOTION 17-11-16:** MOVED, seconded and carried that the Board of Directors approves proposed changes to Article IV, Section 4.08, in the CEU Program Rules handbook.
- MOTION 17-11-17:** MOVED, seconded and carried that the Board of Directors approves proposed changes to Article IV, Section 4.10 and 4.11, in the CEU Program Rules handbook. *MOTION WITHDRAWN.*
- MOTION 17-11-18:** MOVED, seconded and carried that the Board of Directors approves proposed changes to Article IV, Section 4.10, in the CEU Program Rules handbook.
- MOTION 17-11-19:** MOVED, seconded and carried that the Board of Directors approves proposed changes to Article IV, Section 4.11, in the CEU Program Rules handbook.
- MOTION 17-11-20:** MOVED, seconded and carried that the Board of Directors approves the inclusion of a chart within Section 4.11, in the CEU Program Rules handbook.
- MOTION 17-11-21:** MOVED, seconded and carried that the Board of Directors approves proposed changes to page 20 in the CEU Program Rules handbook.
- MOTION 17-11-22:** MOVED, seconded and carried that the Board of Directors approves the deletion of Article VI in the CEU Program Rules handbook.

## **FUTURE OF CRI AND CPE PROGRAMS**

A written report was provided to the Board regarding the Certified Program Evaluator (CPE) and Certified Reporting Instructor (CRI) programs. There was discussion on this item.

**MOTION 17-11-23:**        **MOVED, seconded and carried that the Board of Directors authorizes staff to update the online CPE program to change its status from that of a certification to an educational offering which leads to CEU eligibility.**

**MOTION 17-11-24:**        **MOVED and seconded** that the Board of Directors authorizes staff to create an online CRI program and change its status from that of a certification to an educational offering which leads to CEU eligibility. *MOTION FAILED.*

**ACTION ITEM 17-11-01:** As the Certified Reporting Instructor remains a certification, staff will work on improving the CRI program to make it sustainable; and further, that a plan and budget be brought back to the Board.

## **REALTIME COACH REPORT**

Marybeth Everhart, National Marketing Manager at Realtime Learning Systems, presented a report on Realtime Coach. There was discussion on this item.

## **CRC WORKSHOP ON THE ROAD/FAST TRACK CANDIDATE**

Carol Studenmund, Co-Chair of the Certified Realtime Captioner Certification Committee, joined the meeting via audio, and presented a report on the CRC Workshop. There was discussion on this item.

**MOTION 17-11-25:**        **MOVED, seconded and carried that the Board of Directors tables discussion on taking the CRC Workshop on the road and revisit it in November 2018.**

**MOTION 17-11-26:**        **MOVED, seconded and carried that the Board of Directors authorizes staff to pursue developing an experienced track for the CRC.**

President Willette discussed the letter she received from the Co-Chairs of the CRC Certification Committee and the Broadcast and CART Captioning Committee, requesting that NCRA change how it refers to members who identify themselves as Broadcast and CART captioners. There was discussion on this item.

**MOTION 17-11-27:**        **MOVED, seconded and carried that the Board of Directors accepts that NCRA members who are CART captioners and broadcast captioners be referred to as “captioners” in formal NCRA communications.**

**ACTION ITEM 17-11-02:** That NCRA communicates this change to NCRA members.

## **HLAA PARTNERSHIP**

A written report was provided to the Board regarding a possible partnership with the Hearing Loss Association of America as it relates to earning PDCs for pro bono services. There was discussion on this item.

**MOTION 17-11-28:**        **MOVED, seconded and carried that the Board of Directors approves the proposed NCRA/HLAA Chapter Captioning Partnership.**

## **SECRETARY-TREASURER'S REPORT**

Secretary-Treasurer Debbie Dibble reported on NCRA's financial position. There was discussion on this item.

**MOTION 17-11-29:**        **MOVED, seconded and carried that the Board of Directors accepts the Secretary-Treasurer's report, as presented.**

## **FY 2018 BUDGET**

Ms. Dibble reported on the proposed FY 2018 Budget. There was discussion on this item.

**MOTION 17-11-30:**        **MOVED and seconded, that the Board of Directors tables the vote on finalizing the proposed FY 18 Budget; and further, that it be sent to the Finance Committee for review and recommendations to the Board. *MOTION WITHDRAWN.***

**MOTION 17-11-31:**        **MOVED, seconded and carried that the Board of Directors forwards the proposed FY 2018 Budget to the Finance Committee for review; and further, that a final proposed FY 2018 Budget be sent to the Board for review by November 22.**

**MOTION 17-11-32:**        **MOVED, seconded and carried that the Board of Directors approves a capital budget of \$30,500 for FY 2017 as follows: \$10,500 for computers and \$20,000 for CRM deposit.**

## **POLICIES AND PROCEDURES REPORT**

Doreen Sutton, Chair of the Policies and Procedures Committee, reported on proposed changes to the Policies and Procedures.

**MOTION 17-11-33:**        **MOVED, seconded and carried that the Board of Directors approves the deletion of #5, *Evaluation of educational programs for CEU credits*, from the Services Available to Affiliated and Non-Affiliated Units in the Policies and Procedures Manual.**

**MOTION 17-11-34:**        **MOVED by the Policies and Procedures Committee and carried that the Board of Directors approves the deletion of #6 – *Mailing List Rental policy* from the Services Available to Affiliated and Non-Affiliated Units in the Policies and Procedures Manual.**

**MOTION 17-11-35:**        **MOVED by the Policies and Procedures Committee and carried that the Board of Directors approves the deletion of #8, *purchase of bulk supplies of career brochures*, from the Services Available to Affiliated and Non-Affiliated Units in the Policies and Procedures Manual.**

**MOTION 17-11-36:**        **MOVED by the Policies and Procedures Committee and carried as amended, that the Board of Directors approves the removal of the words "and counsel" in the heading of #11 - *Access to NCRA staff experts and counsel*, of the Services Available to Affiliated and Non-Affiliated Units in the Policies and Procedures Manual.**

**MOTION 17-11-37:** **MOVED** by the Policies and Procedures Committee and carried as amended, that the Board of Directors approves the addition of the following to #12, *Tabletop exhibit at major NCRA meetings, when held in association's state* to the Services Available to Affiliated and Non-Affiliated Units in the Policies and Procedures Manual: *"NCRA has discretion as to where the tabletop will be placed."*

**MOTION 17-11-38:** **MOVED** by the Policies and Procedures Committee and carried that the Board of Directors approves the proposed changes to the Board Listserv Policy; and further that the policy will now read: *"The president, president-elect and CEO of the NCRA Board of Directors shall have access to all allowable listservs, with the ability to comment when necessary."*

**MOTION 17-11-39:** **MOVED** by the Policies and Procedures Committee and carried that the Board of Directors adopts the policy to limit reimbursable expenses to the Firm Owners Executive Conference to the president and president-elect.

**MOTION 17-11-40:** **MOVED**, seconded and carried that Board of Directors adopts the following additional policy to the DSA policies and procedures: *Members who have submitted nominees for the DSA whose three-year eligibility term is expiring shall be notified by the DSA Committee chair.*

**MOTION 17-11-41:** **MOVED**, seconded and carried that Board of Directors revises the current policy by removing the Executive Committee from serving as the Budget Committee and replaces it with, *"The Finance Committee will serve as the Budget Committee."*

#### **INTERSTENO**

Tori Pittman, former chair of the Intersteno Committee, and Russell Page, NCRA delegate to Intersteno and Intersteno Vice President, gave a report on Intersteno.

**MOTION 17-11-42:** **MOVED**, seconded and carried that Board of Directors tables further discussion or action on Intersteno.

#### **CONSENT AGENDA**

There was brief discussion on several reports in the Consent Agenda.

**MOTION 17-11-43:** **MOVED**, seconded and carried that the Board of Directors authorizes staff inquire of those members who have not successfully completed the Realtime Systems Administrator exam to advise them that the program is being discontinued, and to seek their interest in taking the exam at the 2018 Convention.

**MOTION 17-11-44:** **MOVED**, seconded and carried that the Board of Directors accepts the Consent Agenda as amended.

## CONSTITUTION AND BYLAWS REPORT

Tami Keenan, Chair of the Constitution and Bylaws Committee, joined the meeting via videoconference to present the committee's report.

**MOTION 17-11-45:**        **MOVED, and seconded** that the Board of Directors submits for membership approval at the 2018 Annual Business Meeting all amendments in Grouping #4, as reviewed and recommended by the Constitution and Bylaws Committee, with 1) consideration being given to removing those that are not consequential amendments; 2) revising the time for voting from 12 hours to seven days.  
*MOTION WITHDRAWN.*

**MOTION 17-11-46:**        **MOVED, seconded and carried that the Board of Directors submits for membership approval at the 2018 Annual Business Meeting all amendments in Grouping #4 as individual amendments, as reviewed and recommended by the Constitution and Bylaws Committee.**

**MOTION 17-11-47:**        **MOVED, seconded and carried that the Board of Directors requests that staff review all options as it relates to the time allotted for voting and report back to the Board.**

**MOTION 17-11-48:**        **MOVED, seconded and carried that the Board of Directors submits for membership approval at the 2018 Annual Business Meeting the reduction of the number of Directors from three to two in the Constitution and Bylaws.**

## NEW BUSINESS

### Resolution for Brian Clune

To commemorate his service to the profession, the Board reviewed a proposed resolution honoring Brian Clune for his commitment to the CLVS program and CLVS Council.

**MOTION 17-11-49:**        **MOVED, seconded and carried that the Board of Directors adopts the proposed resolution for Brian Clune.**

### Other

**MOTION 17-11-50:**        **MOVED, seconded and carried that the Board of Directors refuses to recognize anyone under the mask of Frank N Sense, in that we do not reference the name, refer to any communications from the entity; and further, that we will not recognize other anonymous entities; that this also applies to staff; and further, that a statement will be prepared for the Board to use when asked to respond to accusations from any entity.**

### Policies and Procedures

**MOTION 17-11-51:**        **MOVED, seconded and carried that the Board of Directors adopts a policy that every Board meeting will end with an executive session.**

**CAPR**

**MOTION 17-11-52:**

**MOVED, seconded and carried that the Board of Directors submits the following proposed amendment to the Constitution and Bylaws Committee for review and subsequent presentation to the membership at the 2018 Convention; that the following be removed from *Article X- Academy of Professional Reporters and Council of the Academy of Professional Reporters, Section 3-Council of the Academy of Professional Reporters, subsection a: “, as well as voting representation from at least one consumer or public member,”.***

**OPEN MIC**

President Willette opened the floor up to guest present to share any items on which they wished to comment. There being no further business, the meeting was adjourned at 12:30 p.m. on Saturday, November 4, 2017.

**EXECUTIVE SESSION**

At the conclusion of the meeting, the Board went into executive session.

**END OF EXECUTIVE SESSION**