

TENNESSEE BOARD OF COURT REPORTING

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219
615/741-2687 or 800/448-7970
FAX: 615/253-2922

Official Meeting Minutes

October 11, 2010

I. Call to order

The meeting of the Tennessee Board of Court Reporting was called to order by Chairperson McConnell on Monday, October 11, 2010 at 4:10 p.m. EST via teleconference.

II. Roll call

The following persons were present:

Jimmie Jane McConnell, Chair
Ginger Truesdel, Secretary
Sheila Staggs, Board Member
Judge Jim Martin, Board Member
Earl Houston, Board Member
John Green, Board Member

Aaron Conklin and Debbie Hayes with the AOC.

Visitors present at the AOC offices in Nashville:

Don Baltimore
Trish Smith
Laurie Creech
Georgette Arena

Visitors present via telephone:

Kathy May
Ken Gibson
Gene Jennings
David Blankenship

III. Approval of minutes from last meeting

Motion was made by Ginger Truesdel to approve the minutes from August meeting noting a change from Jimmie Jane McConnell's report on Charleston, SC instead of Chattanooga.

Motion was seconded by Sheila Staggs.

Motion passed.

IV. Old Business:

A. Discussion was had on adopting Policies and Procedures.

A motion was made by Ginger Truesdel to accept tentative approval of the Policies and Procedures.

Motion was seconded by Judge Martin.

Motion passed.

B. Complaint:

Discussion was had on Complaint filed. Debbie Hayes informed the Board the Court Reporter had called and said he had sent a written answer to the complaint. The written answer at this time has not been received.

Motion was made by Sheila Staggs to pass action on Complaint until the written answer from the Court Reporter is received and reviewed by Board Members.

Motion was seconded by Ginger Truesdel.

Motion passed.

Judge Martin made a motion that both sides involved in the Complaint be notified that no action was taken at this time on the Complaint.

Motion was seconded by Sheila Staggs.

Motion passed.

V. New Business:

A. Setting up the use of specific questions as FAQs:

Discussion was had on post FAQ's on the website. CEU questions are very frequent and the need to have that posted as a FAQ was discussed. Questions

about keeping your Notary need to be posted as a FAQ. As recurring questions come up, Board Members will inform Debbie so these can be posted.

B. Decision on Disciplinary Counsel:

Discussion was had on selection of disciplinary counsel.

Judge Martin made a motion to authorize Aaron to advertise for disciplinary counsel as he sees fit.

Motion was seconded by Sheila Staggs.

Motion passed.

Chairperson McConnell requested that a copy of the advertisement be forwarded to her for approval prior to being published.

C. Question on calendar year:

Aaron stated calendar year is January through December.

D. Need to set up regular board meetings:

Discussion was had on setting up board meetings.

John Green made a motion to schedule quarterly meetings with interim meetings on an as needed basis.

Earl Houston seconded the motion.

Motion passed.

VI. Adjournment

Ginger Truesdel made a motion to adjourn.

Motion was seconded by Sheila Staggs.

Motion passed.

Meeting was adjourned at 5:00 EST.

Minutes submitted by: Ginger Truesdel, Secretary