

**Board Meeting Minutes
December 5, 2019**

The Alabama Board of Court Reporting met on December 5, 2019, at the Board Office in Montgomery for the purpose of conducting Board business. Those present were as follows: Shannon Ball, Chair; Parian Holderfield, Vice-Chair; Judge Aubrey Ford, Member; Alan Peacock, Member; and Margaret Turner, Member. Not present was Linda Flippo, Member. Also present were Paula McCaleb, Executive Director; Frank Mitchell, Investigator; and Mark Wilkerson, Legal Counsel.

The Meeting was called to order at approximately 11:00 a.m. with a quorum established in the following Members: Shannon Ball, Parian Holderfield, Judge Ford, Alan Peacock, and Margaret Turner.

The meeting was advertised on the Secretary of State's website and the Board's website in accordance with the Alabama Open Meetings Act.

Ms. Holderfield made a motion to approve the Board Meeting Minutes from the May 17, 2019 meeting. Mr. Peacock seconded. Motion carried with all in favor (Ms. Holderfield, Mr. Peacock, Judge Ford, and Ms. Turner).

The Oath of Office was administered to Margaret Turner by Paula McCaleb.

Mr. Peacock made a motion to approve the Specifications for Bid for the Administrative Services Contract as amended and submit them to The Department of Purchasing for the purpose of receiving bids. Ms. Holderfield seconded. Motion carried with all in favor (Ms. Holderfield, Mr. Peacock, Judge Ford, and Ms. Turner).

There being no further business, The Chair announced that the next currently scheduled Board meeting would be held on January 22, 2020, at the Board office in Montgomery. The meeting adjourned with the time being 11:35 a.m.

Respectfully Submitted:

Shannon Ball, *Chair*

Parian Holderfield, *Vice-Chair*

Paula McCaleb, *Executive Director* /Recorder