

## Official ABCR Meeting Minutes

February 1, 2013

The Alabama Board of Court Reporting met on Friday, February 1, 2013, in Montgomery at the Board office for the purpose of conducting Board business. Those present were as follows: Judge Aubrey Ford Jr., Chair; Sabrina Lewis, Vice-Chair; Lois Robinson, Secretary; Tammy August, Member; Suzanne Frazier, Member; Bill Dawson, Member; and Robert Graham Esdale Jr., Member. Also present were Paula Scout McCaleb, Executive Director; Ben Albritton, Assistant Attorney General; and Brandy L. Isenhour, Operations Manager and serving as Recording Secretary.

The meeting was called to order at 10:10 a.m. with a quorum present in the following: Judge Aubrey Ford Jr., Sabrina Lewis, Lois Robinson, Tammy August, Bill Dawson, Robert Esdale Jr., and Suzanne Frazier.

This meeting was advertised on the Secretary of State's web site and the Board web site, in accordance with the Open Meetings Act.

Lois Robinson made a motion to approve the Minutes from November 16, 2012, as presented. The motion was seconded by Robert Esdale Jr., and unanimously approved by the Board. Voting yea were Judge Aubrey Ford Jr., Sabrina Lewis, Lois Robinson, Tammy August, Bill Dawson, Robert Esdale Jr., and Suzanne Frazier. Voting nay were none. The motion passed unanimously.

Suzanne Frazier made a motion to adopt the proposed amendment as written for the Rules and Regulation as follows:

### 257-X-3-.05 Renewal

(1) Every Court Reporter License in Alabama shall expire on September 30th of each year. The holder of the license may renew such license during the sixty (60) days preceding the expiration date thereof by paying the required fee and completion of the application for renewal.

(2) It is the responsibility of each licensee to notify the Board of any change of address within thirty (30) days. Failure to receive a renewal form from the Board shall not constitute an excuse for failure to renew licensure.

(3) Late renewals may be received up to sixty (60) days following expiration of license with the required late renewal fee and application for renewal.

(4) All Licensees have a deadline of November 29th of the renewal year to submit the required CEUs for license renewal, to prevent the Board from pursuing any Disciplinary action.

The motion was seconded by Tammy August and unanimously passed by the Board.

Lois Robinson made a motion to approve the Label Request Form with the correction to eliminate e-mails. The motion was seconded by Robert Esdale Jr., and unanimously approved by the Board.

Suzanne Frazier made a motion to nominate Judge Aubrey Ford Jr., as Chair. The motion was seconded by Bill Dawson and unanimously passed by the Board.

Lois Robinson made a motion to nominate Sabrina Lewis as Vice Chair. The motion was seconded by Suzanne Frazier and was unanimously approved by the Board.

Lois Robinson made a motion to nominate Tammy August as Secretary. The motion was seconded by Sabrina Lewis and was unanimously approved by the Board.

The time being 10:45 a.m. and there being no further Board business, the meeting was adjourned. The Chair announced that the next meeting of the Board was scheduled for November 1, 2013.

Respectfully submitted,

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Judge Aubrey Ford, Jr., Chair

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Sabrina Lewis, Vice-Chair

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Paula McCaleb, Executive Director

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Brandy L. Isenhour, Operations Manager, Serving as Recording Secretary