

## **Board Meeting Minutes**

**February 10, 2017**

The Alabama Board of Court Reporting met on February 10, 2017, at the Board Office in Montgomery for the purpose of conducting Board business. Those present were as follows: Aubrey Ford, Chair; Sabrina Lewis, Vice-Chair; Lois Robinson, Secretary; Tammy August, Member; Shannon Ball, Member; and David Rains, Member. Not present was Jana Garner, Member. Also present were Paula McCaleb, Executive Director; Frank Mitchell, Investigator; and Ben Albritton, Assistant Attorney General.

The Meeting was called to order at approximately 10:00 a.m. with a quorum established in the following members: Aubrey Ford, Sabrina Lewis, Tammy August, Lois Robinson, Shannon Ball, and David Rains.

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

A motion was made by Sabrina Lewis to approve the Board Meeting Minutes from the November 10, 2016, meeting as dispensed. The vote was seconded by Lois Robinson. Voting "aye" was: Sabrina Lewis, Lois Robinson, Tammy August, Shannon Ball, and David Rains. Voting "nay" were none. The motion passed unanimously.

A motion was made by Sabrina Lewis to allow the Executive Director to proceed with sending a letter with the Chairman's signature to all expired licensees indicating that if no response is received, in regard to their working/licensure status, they are subject to license revocation as advised by the Assistant Attorney General. The motion was seconded by Tammy August. Voting "aye" was: Tammy August, Sabrina Lewis, Shannon Ball, Lois Robinson, and David Rains. Voting "nay" were none. The motion passed unanimously.

The time being approximately 11:30 a.m., Board Member, David Rains left the meeting in progress to attend another meeting. A quorum was left in the following members: Judge Aubrey Ford, Sabrina Lewis, Shannon Ball, Lois Robinson, and Tammy August.

A motion was made by Sabrina Lewis to adopt the approvals and amendments to the Rules and Regulations as discussed. The motion was seconded by Shannon Ball. Voting "aye" was: Sabrina Lewis, Shannon Ball, Lois Robinson, and Sabrina Lewis. Voting "nay" were none. The motion passed unanimously. (Rules and Regulation amendments attached)

A motion was made by Lois Robinson to amend the application checklist to allow proof of graduation in the form of any of the following: copy of diploma, official transcripts, or official letter from the court reporting program Director. The motion was seconded by Shannon Ball.

Voting “aye” was: Sabrina Lewis, Shannon Ball, Lois Robinson, and Sabrina Lewis. Voting “nay” were none. The motion passed unanimously.

A motion was made to adjourn by Shannon Ball. The Chair announced that the next scheduled meeting would be on May 12, 2017, at the Board office in Montgomery. There being no further business, the meeting was adjourned at approximately 11:55 a.m.

Respectfully Submitted:

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Aubrey Ford, *Chair*

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Sabrina Lewis, *Vice-Chair*

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Paula McCaleb, *Executive Director /Recorder*