

## Official ABCR Meeting Minutes

**November 16, 2012**

The Alabama Board of Court Reporting met on Friday November 16, 2012, in Montgomery at the Board office for the purpose of conducting Board business. Those present were as follows: Judge Aubrey Ford, Chair; Sabrina Lewis, Vice Chair; Tammy August, Member; Lois Robinson, Secretary; Bill Dawson, Member; Robert Graham Esdale Jr., Member; and Suzanne Frazier, 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 10:00 a.m. with a quorum present in the following: Judge Aubrey Ford, Tammy August, Sabrina Lewis, Bill Dawson, Robert Graham Esdale Jr., Lois Robinson 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.

Suzanne Frazier made a motion to approve the Minutes from June 8, 2012, as presented. The motion was seconded by Sabrina Lewis and unanimously approved by the Board.

Lois Robinson made a motion to approve the \$3300.00 estimate for paperless records system. The motion was seconded by Tammy August and was unanimously approved by the Board.

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

### 257-X-4-.02 ABCR ETHICS

The mandatory Code of Professional Ethics defines the ethical relationship the public, the bench, and the bar have a right to expect from a Licensee. The Code sets out the conduct of the Member when dealing with the user of reporting services and acquaints the user, as well as the Member, with guidelines established for professional behavior. The Guidelines for Professional Practice, on the other hand, are goals which every Member should strive to attain and maintain. Members are urged to comply with the Guidelines and must adhere to local, state and federal rules and statutes. It should be noted that these Guidelines do not exhaust the moral and ethical considerations with which the Member should conform, but provide the framework for the practice of reporting. Not every situation a Member may encounter can be foreseen, but a Member should always adhere to fundamental ethical principles. By complying with the Code of Professional Ethics and Guidelines for Professional Practice, Members maintain their profession at the highest level. A member shall:

1) Be fair and impartial toward each participant in all aspects of reported proceedings, and always offer to provide comparable services to all parties in a proceeding.

- 2) Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the Member shall disclose that conflict or potential conflict.
- 3) Guard against not only the fact but the appearance of impropriety.
- 4) Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the Member by any of the parties in a proceeding.
- 5) Be truthful and accurate when making public statements or when advertising the Member's qualifications or the services provided.
- 6) Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.
- 7) Determine fees independently, except when established by statute or court order, entering into no unlawful agreements with other reporters on the fees to any user.
- 8) Refrain from giving, directly or indirectly, any gift or anything of value to attorneys or their staff, other clients or their staff, or any other persons or entities associated with any litigation, which exceeds \$100 in the aggregate per recipient each year. Nothing offered in exchange for future work is permissible, regardless of its value. Pro bono services as defined by the NCRA Guidelines for Professional Practice or by applicable state and local laws, rules and regulations are permissible in any amount.
- 9) Maintain the integrity of the reporting profession.
- 10) Abide by the ABCR Rules and Regulations and Statutes.

The motion was seconded by Bill Dawson and unanimously passed by the Board.

Bill Dawson made a motion to accept the proposed contract for ALJ from Dana Billingsly, with Wilkerson and Bryan P.C.. The motion was seconded by Tammy August and was unanimously approved by the Board.

A motion was made by Judge Ford that the Board enter into Executive Session to consider the general reputation and character, physical condition, professional competence, and mental health of applicant A ", in accordance with Section VII (1) of the Open Meetings Act. The motion was seconded by Bill Dawson and passed unanimously. The Chairman announced that the Board would continue in Executive Session for approximately thirty (30) minutes, the time being approximately 11:25 a.m.

A motion was made by Judge Ford to come out of Executive Session. The motion was seconded by Bill Dawson and passed unanimously, the time being approximately 11:48a.m.

Suzanne Frazier made a motion to accept Shawn Graham's application for License renewal. The motion was seconded by Tammy August and was unanimously approved by the Board.

Bill Dawson made a motion to reject the Investigation Bid. The motion was seconded by Lois Robinson and was unanimously approved by the Board.

Lois Robinson made a motion to accept the proposed calendar dates for the 2013 as follows: February 1, 2013, and November 1, 2013. The motion was seconded by Bill Dawson and was unanimously approved by the Board.

The time being 12:15 p.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 February 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