

Alberta Shorthand Reporters Association
Minutes of Annual General Meeting
Sunday, September 24, 2023

Council Members Present: Kristen Di Rocco, Lindsey Byrt, Angela Porco, Christy Longacre, Sheralee Morrison, Amber Tudor, Michelle Gulka, Deanna DiPaolo, Mikayela Robbins

1. WELCOME AND CALL TO ORDER

- a. Kristen Di Rocco welcomed the membership and introduced Parliamentarian Jason Gariepy and council members.
- b. Jason Gariepy calls meeting to order at 8:32 AM. Quorum achieved.
- c. A copy of the agenda is shared on each table, asking the membership to look at it and advise if there are changes. No changes.

2. ADOPTION OF AGENDA

- a. Kristen Di Rocco amends to add an update from Len Sperling on NAIT under reports
- b. Kristen Di Rocco amends to add TMS/Judiciary Letter under New Business
- c. Mandy Sweet-Coulter moved to approve the agenda of the meeting. **MOTION. CARRIED.**

3. APPROVAL OF MINUTES FROM OCTOBER 2, 2022

- a. The minutes of the Annual General Meeting of October 2, 2022, were reviewed by the membership at the meeting.
- b. Jeff Weigl moved to approve the minutes. **MOTION. CARRIED.**

4. OFFICER REPORTS

a. PRESIDENT'S REPORT – KRISTEN DI ROCCO

- a. Advised Christy Longacre, Lindsey Byrt, and Mikayela Robbins will be stepping down.
- b. Thanked council for their help over the past year running the association.
- c. Thanked all members of the E&A committee for their work over the past year and advised council will revisit the committee in 2024 with more focused projects.
- d. Thanked everyone at NAIT for their help over the year.
- e. Updated the membership about the progress ASRA and the government have made with the *Labour Mobility Act, Fair Registration Act, and Professional Governance Act*. ASRA continues to work with our lawyer to meet obligations.

- f. Michael Swanberg retained to give advice on the definition of court reporter in the *Rules of Court and Recording of Evidence Act*. ASRA's position digital reports cannot certify transcripts in Alberta through these Acts or exceptions; that CSR(A) and PSR(A) are protected terms and can only be handed out by the ASRA to its members; ASRA cannot govern non-members but can and will pursue other avenues as needed.
- g. Letter received from CJ and ACJs through TMS in September advising that court reporters will only be used in court for jury trials, murder trials, and in specially-approved circumstances. Wording of letter contained misconceptions about the membership numbers and state of our profession (such as retirements and dwindling numbers of reporters). ASRA council worked with court stakeholders to write a letter to TMS to advise of ASRA's position and offering to work together on solutions; ASRA council also worked with court stakeholders to prepare a statement for the Edmonton Journal who approached us on the matter.
- h. Spring conference 2023 was a success and online spring conferences will continue.
- i. No questions from membership.

b. TREASURER'S REPORT – DEANNA DIPAOLO

- a. The 2022-2023 Financial Report was displayed on the projector to review.
- b. Deanna DiPaolo overviewed the report.
- c. Question: Amanda Hegge - Why the increase in conference costs? Answer: Council explained the price of booking venue, accommodations, and speakers was high for 2022 fall conference, and fall conferences will continue to be higher than before.

c. REGISTRAR'S REPORT – MICHELLE GULKA

- a. Membership has remained stable over the year.
- b. 145 CSR(A)s at close of 2023 fiscal year. Resignations are mostly retirements.
- c. 47 PSR(A) at close of 2023 fiscal year. Changes are some retirements and moving to CSR(A).
- d. No new additions to associate members.
- e. 44 Student members at close of 2023 fiscal year. Student resignation shows a loss, but it is a result of an "unknown" number reported in 2022 during COVID, and our records are now up to date.
- f. No questions from membership.

d. NAIT UPDATE – LEN SPERLING

- a. Thanked ASRA board for their work and conference.
- b. Advised Janice Plomp retired last year but does some work online to help.
- c. Advised Keegan Sheppard joined staff.
- d. Got approval for new position: associate chair - Joanne McKenzie.
- e. 1+1 model got approval in spring 2021 and was implemented September 2022. Students are moving forward into the program - helps with the graduation rate.
- f. Budget issues at NAIT and post-secondary across the province. NAIT is trying to find ways to save money. Two programs suspended last year, but the CR program is in a good position in regards to intake and graduation because of online and in-person availability. Program is cost-effective and has the support from industry.

5. NEW BUSINESS

a. UPDATE ON WAYS TO EARN CE POINTS

- a. Council received several e-mails throughout the year regarding how to switch from PSR to CSR and how to earn CE points.
- b. CSRs need 30 credits. PSRs don't have same obligations.
- c. Updated to allow unlimited points for NCRA conferences and NCRA-approved continuing education courses.
- d. Updated to allow unlimited points for formal court reporting software training.
- e. Questions from membership regarding how credits are earned.

b. USING MEMBERSHIP NO. TO CERTIFY TRANSCRIPTS

- a. Council wants membership to be able to easily identify themselves as ASRA members, so membership numbers are now visible on the online portal. Council recommend each reporter include their ASRA number on their transcript certification page.
- b. No questions from membership.

c. NAIT SCHOLARSHIPS/BURSARIES

- a. ASRA scholarships have been split between online and in-person cohorts in past years.
- b. Updated Wendy Egbert Swann Memorial bursary eligibility from single parents to single parents or children of single parents.
- c. In person gifts now include one scholarship (\$1,000) based on academic excellence and one bursary (\$1,000) based on financial need for a total of \$2,000.

- d. Online gifts now include one scholarship (\$1,000) based on academic excellence and one bursary (\$1,000) based on financial need for a total of \$2,000.
- e. ASRA contribution increased from 3,000 to 5,000 per year.

d. WEBSITE REVAMP

- a. Website is having plug-in problems causing purchasing tickets and memberships issues; website is in need of a general update.
- b. \$17,500 into our website so far with Pixel.
- c. Pixel is very responsive to any issues and council would prefer to stay with them.
- d. Project proposal includes – total 8,600 + GST. Four weeks to complete the whole website.
- e. Kristen Di Rocco: A motion that the Association approves the expenditure of \$8,600 plus GST to retain the website professionals Pixel Design Inc. to refresh our website and build a new events system. **MOTION.**
- f. AMENDMENT: Wade Garner That the Association approves the expenditure of up to \$10,000 plus GST to retain the website professionals Pixel Design Inc. to refresh our website and build a new events system. Seconded by Elise Eichmuller. None opposed. **MOTION. CARRIED.**
- g. A Motion that the Association approves the expenditure of up to \$10,000 plus GST to retain the website professionals Pixel Design Inc. to refresh our website and build a new events system. None opposed. **MOTION. CARRIED.**

e. MEMBERSHIP FEE INCREASE OCTOBER 2024

- a. 25,000 in membership income last year. Expenditure of \$26,000.
- b. ASRA is raising fees to \$175 per year starting October 2024 to keep in line with industry standards and to ensure we are covering expenses.
- c. Questions regarding money in the bank, integrating features into the website, and fee increases in other areas.

f. TMS JUDICIARY LETTER

- a. Memo and e-mail letter were provided on the tables for membership.
- b. E-mail sent to Cindy and Rob at TMS. Reply e-mail received saying they will get in touch when Cindy returns on Oct 5.
- c. Questions and comments from membership regarding ways to help TMS and what ASRA can do to promote the industry.

6. Council Elections

- a. Christy Longacre Nominates Kristen Di Rocco as president - Accepted.
- b. 5 vacant council positions.

- c. Roxanne Johanssen nominates Sandie Murphy – Accepted.
- d. Mandy Sweet-Coulter nominates Dakota Chartrand – Accepted.
- e. Deanna Dipaolo nominates Sheralee Morrison – Accepted
- f. Lindsey Byrt nominates Amber Tudor – Accepted
- g. Michelle Gulka nominates Angela Porco – Accepted
- h. Louella Janzen Pick nominates Hayley Peters - Not eligible due to PSR designation.
- i. All nominated members are acclaimed into council.

7. Address by NCRA Representative, Kristin Anderson, and Installation of Officers

- a. Recognized outgoing members, Lindsey Byrt, Christy Longacre, and Mikayela Robbins.
- b. Council members duly installed.
- c. Kristen Di Rocco duly installed as president.
- d. NCRA bootcamp in Washington, DC March 2024.
- e. NCRA would like to support ASRA with the judicial/TMS memo.
- f. NCRA would like the ASRA to share important associate information speed contest winners, judicial/TMS memo and reply to PR@ncra.org
- g. Advice to not share Association business on social media.
- h. NCRA in Louisville in 2024 for conference

8. Closing comments by Kristen Di Rocco

- a. Thank you to membership.

9. Adjournment

Joanne McKenzie moved to adjourn at 10:27 AM **MOTION CARRIED**