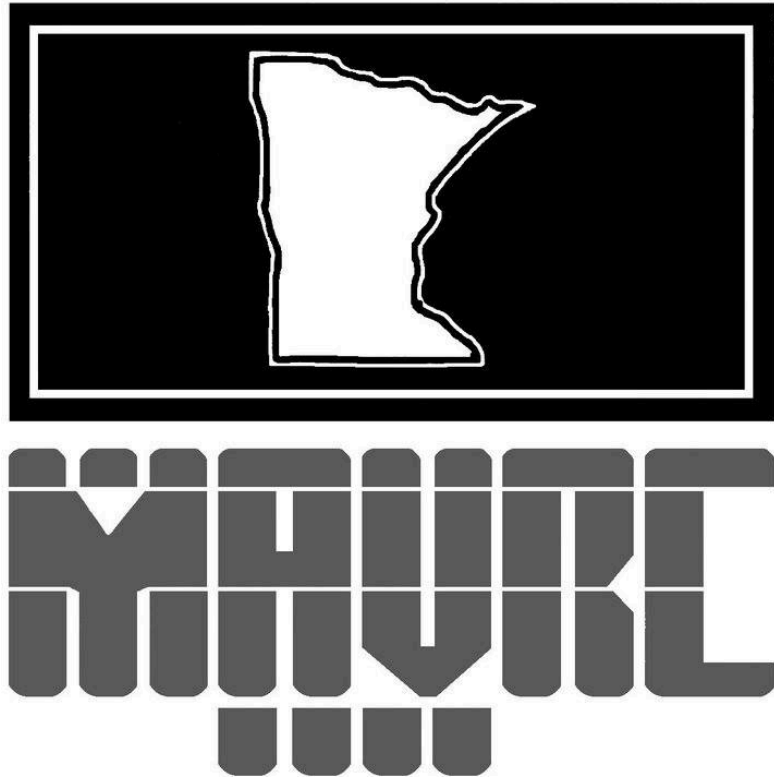


MAVRC Committee and Director Info 2022-2023



MISSION STATEMENT

The mission of MAVRC is to promote the use of stenographic reporters to capture the record in depositions and courtrooms and to provide closed captioning and CART services.

HISTORY

The Minnesota Association of Verbatim Reporters & Captioners is a composite of two associations which merged in the fall of 1997 to become effective 1998. MAVRC consists of members from the Minnesota Court Reporters Association, the Minnesota Freelance Court Reporters Association, and new MAVRC members.

BENEFITS OF BELONGING

Certification

- MAVRC is a source of information for the NCRA-sponsored certification testing and the sponsor of the Minnesota Award of Excellence certification testing. Certification will enhance your professionalism, credibility, and your skills as a court reporter.

Leadership Development

- **Volunteer opportunities** – MAVRC views volunteering as a privilege of membership and helps volunteers succeed in their assignments by providing training at the Board and committee chair level.
- MAVRC offers extensive opportunities to become involved in the activities of the association and works to help you develop usable skills. Your contribution to MAVRC will strengthen the association's reputation, variety of services, and professionalism.
- **Local and national activities** – Professional development on both the local and national scenes. Board involvement, educational opportunities, training and certification programs are all available to MAVRC members.

Legislation

- **Legislative presence** – MAVRC has both a lobbyist and a volunteer committee to ensure that our interests are represented at the Minnesota Legislature.
- MAVRC's lobbyist keeps court reporting issues on the front burner in the legislature. These efforts have resulted in positive developments for court reporting.
- **Communications with Bench & Bar** – MAVRC can offer representation and a larger, stronger voice for you. By partnering with Bench & Bar, MAVRC members are represented statewide.

Programming

- **Professional development meetings, seminars, conferences, and workshops** – Attend timely, interesting, and affordable in-state seminars to keep you abreast of industry changes and trends as well as meet your NCRA certification continuing education requirements.
- **Special events** – MAVRC also offers special events on professional development topics. Formats vary from year to year depending on member interest and topic complexity.

Publications

- **MINNE-strokes** – MINNE-strokes, the MAVRC quarterly newsletter, will keep you informed about association activities as well as the latest trends and issues in our field locally and nationally, and highlights court reporters around the state and service suppliers for court reporters. The official publication also offers a venue for advertising equipment for sale and business opportunities.
- **Membership directory** – The membership directory is a resource tool that provides contact information about fellow MAVRC members. The directory is also used as a valuable networking resource. The directory is now available on our website.



*The listings for this
directory are
current as of
October, 2022.*

Officers and Directors 2022-2023

President

Lynzie Zempel
(218) 393-1975

Vice President

VACANT

Secretary

Jennifer Sharp
(612) 309-8459

Treasurer

S. Ryan Ziegler
(612) 219-6207

Past President

RandiAnn Harvey
(320) 679-6407

Director-at-Large A Freelance

Jeanna Zunker
(320) 203-1409

Director-at-Large A Official

Shelby Brown
(970) 488-0789

Director-at-Large B Freelance

Deanna Oaks
(858) 231-0383

Director-at-Large B Official

Rhonda Franken
(507) 271-3453

Ex-Officio Student Member

Elizabeth Peterson

Board Liaisons to Committees 2022-2023

Auditing Committee

Lynzie Zempel
(218) 393-1975

CART/Closed Captioning Committee

Deanna Oaks
(858) 221-0383

Career Advancement/Continuing Ed.

Lynzie Zempel
(218) 393-1975
Deanna Oaks
(858) 221-0383

Constitution & By-Laws Committee

S. Ryan Ziegler
(612) 219-6207

Ethics Committee

Deanna Oaks
(858) 221-0383

Freelance Committee

Deanna Oaks
(858) 221-0383

Fundraising Committee

Lynzie Zempel
(218) 393-1975

Legislative/Government Affairs Committee

S. Ryan Ziegler
(612) 219-6207

Membership Committee

Shelby Brown
(970) 488-0789

Nominations Committee

Lynzie Zempel
(218) 393-1975

Official Committee

RandiAnn Harvey
(320) 679-6407

Pro Bono Committee

Jennifer Sharp
(612) 309-8459
Christine Clark
(952) 250-4030

Publications Committee

Rhonda Franken
(507) 271-3453

Public Relations Committee

Shelby Brown
(970) 488-0789

Student Internship/School Liaison Committee

Jeanna Zunker
(320) 203-1409

Technology Committee

Shelby Brown
(970) 488-0789

Advisory Committee

RandiAnn Harvey
(320) 679-6407

— Committees —

AUDITING COMMITTEE

The Auditing Committee shall work with the Treasurer in reviewing the financial records of the Association and whether or not to recommend that an outside auditor should audit the books of MAVRC.

The Auditing Committee shall provide a written report to the Board of Directors before the annual business meeting of MAVRC. The results of this report shall be made available to the membership at the time of the annual business meeting.

CART/CLOSED CAPTIONING COMMITTEE

The CART/Closed Captioning Committee shall be a proactive and visible committee in the representation of issues that affect CART providers and closed captioners. The Chair of this Committee shall provide a report to the Board of Directors, written or oral, relating to the activities of this committee.

CAREER ADVANCEMENT COMMITTEE

One individual shall be appointed by the President to serve as Chief Examiner for the Minnesota Award of Excellence examination at each location in the state where the test is being administered. There shall be one chief to act as coordinator. No member of this Association having a financial or other interest in any court reporting school may be involved in this area but may serve as a consultant or advisor thereto.

The Career Advancement Committee shall be responsible for the coordination and facilitation of the Minnesota Award of Excellence examination. The committee shall be responsible for arranging for a testing site(s), including providing the appropriate equipment required for administration of the test, preparation and/or review of any and all testing materials, printing of all test sections completed by the test takers, and setting up one or more sites for the correction of tests.

The Career Advancement Committee shall supervise or arrange for the supervision of any certification training clinics.

The Career Advancement Committee shall be responsible for the inclusion of NCRA online certification testing information and testing dates on MAVRC's website; for keeping the information updated on a periodic basis; and for announcing upcoming testing dates to the membership.

The Career Advancement Committee shall disseminate promotional material/information to the membership on professional development and career enhancement.

The Career Advancement Committee shall provide a written and/or oral report to the Board of Directors regarding its activities.

CONSTITUTION AND BY-LAWS COMMITTEE

The Constitution and By-laws Committee shall review and suggest necessary changes to the Board of Directors and to ensure proper notification to the membership as required in the Constitution and By-laws. This committee shall also be responsible for the Policies and Procedures manual of the Minnesota Association of Verbatim Reporters & Captioners.

CONTINUING EDUCATION COMMITTEE

It shall be the duty of the Continuing Education Committee to plan educational seminars and/or educational opportunities for court reporters and court reporting students. The Continuing Education Committee shall provide for topics that meet requirements as set forth by the National Court Reporters Association.

The Continuing Education Committee shall submit to NCRA in a timely fashion the agenda for seminar presentations. The Committee should work with the management firm or administrator in the preparation of the seminar brochure after approval from the Board of Directors. Any expenses in connection with a seminar must receive prior approval by the Board of Directors. Honorariums to speakers/lecturers must be approved by the Board of Directors.

The Continuing Education Committee shall solicit vendors to participate in the seminars of MAVRC.

The Continuing Education Committee shall, at the next Board of Directors meeting following the seminar, present a written report to the Board of Directors.

DISTINGUISHED SERVICE AWARD

In 1981 the Minnesota Shorthand Reporters Association established a Distinguished Service Award to be presented annually to a member who has performed uncommon service to the reporting profession and to the Association.

The Committee on the Distinguished Service Award developed the following rules, which were adopted by the Executive Board, governing the Distinguished Service Award:

RULES FOR THE DISTINGUISHED SERVICE AWARD

1. The purpose of the Minnesota Association of Verbatim Reporters & Captioners Award for Distinguished Service to the profession is to encourage and to recognize work amounting to distinguished service by individual members of the Minnesota Association of Verbatim Reporters & Captioners for the benefit of the reporting profession. That may include work as a member, committee member, director or officer of the Association, in state or local association affairs, or in the field of public affairs or public relations.
2. The Minnesota Association of Verbatim Reporters & Captioners Award for Distinguished Service to the profession may be awarded annually to a member

of the Association.

3. The President shall appoint a committee consisting of three members, to be known as the Committee on the Distinguished Service Award, to serve as follows: One for three years, one for two years and one for one year; the chairperson to be designated by the president. Each year thereafter the president shall appoint as many members as may be necessary to fill the vacancies then existing, and each appointment shall be for a term of three years or for an unexpired portion of a term.
4. Nominations of candidates may be submitted by individuals to the Committee on the Distinguished Service Award, together with supporting information. The committee shall not be limited to the names submitted in any one year, but may consider nominations from earlier years and also originate nominations. The committee may make its own investigation as to the qualifications of any candidate. Nominations for consideration in the current year must be made to the committee no later than August 15.
5. Names of candidates shall not be published. The award in any year shall be determined by a majority vote of the Committee. The voting of the Committee in making its selection shall not be published. The result shall be announced at the annual meeting, and preferably at the annual banquet of the Association.
6. A suitable scroll or plaque shall be presented to each person who receives the award, certifying that the person was awarded the Minnesota Association of Verbatim Reporters & Captioners Award for Distinguished Service to the profession for a designated year.
7. Following the presentation of the award in any year, an informative article shall be prepared for the official publication of the Association, including a biography of the recipient of the award.

ETHICS COMMITTEE

It shall be the duty of the Professional Development Committee to investigate all complaints of alleged misconduct of any member of this Association and, if deemed necessary, it is hereby empowered, upon proper notice to the member in question, to hold a hearing at which evidence may be adduced.

After said hearing, the committee shall make and file with the Board of Directors its findings and decision as to acquittal, censure, suspension or termination of membership.

A decision as to censure, suspension or termination of membership must be based upon a showing of good cause.

The decision of the committee shall be final. The aggrieved member may appeal

— Committees —

the decision to the Board of Directors within thirty (30) days from the date of the decision.

**See NCRA Code of Professional Conduct and Standards of Professional Practice *and* Code of Ethics of the National Court Reporters Association.

This committee shall encourage educational advancement of the court reporting profession.

FREELANCE COMMITTEE

The Freelance Committee shall be a proactive and visible committee in the representation of issues that affect freelance court reporters.

The Vice President-Freelance shall provide a report to the Board of Directors, written or oral, relating to the activities of this committee.

FUNDRAISING COMMITTEE

It shall be the duty of the Fundraising Committee to raise funds for the Association and to promote the event aggressively. The Fundraising Committee shall implement at least two fundraising events annually. A written report shall be submitted to the Board of Directors after each fundraising activity.

LEGISLATIVE/GOVERNMENT AFFAIRS COMMITTEE

The Legislative/Government Affairs Committee shall act as a liaison on behalf of both official and freelance court reporters with the state legislature, judicial districts, State Court Administrator's Office, Court of Appeals and Supreme Court.

The Legislative/Government Affairs Committee shall interact with the lobbyist of MAVRC.

The Legislative/Government Affairs Committee shall submit regular reports to the Board of Directors regarding the activities of the committee. A member of this committee shall write articles for the official publication of the Association regarding the committee's activities. The committee shall provide the Board of Directors and Association with an annual written report on all activities to be published after the annual business meeting in the fall edition of the official publication of the Association.

The Legislative/Government Affairs Committee shall keep the Association apprised of report-related activities within the judicial districts as well as before the state legislature that directly or indirectly affect the interests of the Association and to communicate this information to the Board of Directors as well as the membership.

This committee, after study and evaluation, and with approval of the Board of Directors, shall actively support or oppose the passage of any act or amendment before the state legislature.

— Committees —

The committee, with the advice of the lobbyist, shall be responsible for the drafting of all proposed legislation, which must be approved by the Board of Directors.

This committee shall also include the Official Reporters Advisory Board (ORAB), which is one representative of each judicial district, who will distribute information to each reporter in their respective district.

MEMBERSHIP COMMITTEE

The Membership Committee shall work to increase the membership, work with the management firm or administrator to update a complete database of members and nonmembers and develop a member directory, including the facilitation of an annual membership renewal process.

The Membership Committee shall coordinate an annual membership drive through mailing, telephone and articles in the official publication of the Association. Additionally, letters of congratulations should be sent, together with a membership application, to each new Minnesota RPR, RMR, RDR, CRR who is not a member.

This Committee shall have published the names of new members in the official publication of the Association.

The Membership Committee shall develop and maintain a new member packet. This Committee shall also facilitate all Association mailings.

The Membership Committee shall make recommendations to the Board of Directors regarding membership incentives. The Membership Committee shall annually survey the membership as to the members' needs and expectations of the Association. This survey shall be done at the annual meeting and a written report shall be submitted to the Board of Directors.

NOMINATING COMMITTEE

The Nominating Committee shall make and report nominations to the Association thirty (30) days preceding the annual meeting. The Nominating Committee shall consist of three past presidents, and the chair of the Nominating Committee shall be the Immediate Past President.

The committee should notify the membership of the offices which are open for nomination. The committee shall receive all written nominations from the membership of the Association sixty (60) days preceding the annual meeting. The committee shall be responsible for the nomination of candidates for the various offices, including the executive board members, and to verify the willingness of the candidates to serve in such capacity.

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OFFICIAL COMMITTEE

The Official Committee shall be a proactive and visible committee in the representation of issues that affect official court reporters.

The Vice President-Official shall provide a report to the Board of Directors, written or oral, relating to the activities of this committee.

PRO BONO COMMITTEE

The Pro Bono Committee shall facilitate the services of a court reporter to an indigent litigant. The Pro Bono Committee shall work with the Minnesota State Bar Association and any other organization in providing court reporting services.

The Pro Bono Committee shall provide to the Minnesota State Bar Association and any other organization a description and guidelines for providing court reporting services to an indigent litigant.

The Pro Bono Committee shall provide a quarterly report to the Board of Directors of the activities of said committee.

PUBLICATIONS COMMITTEE

This committee is to assist the editor, as appointed by the Board of Directors, in preparing and issuing the official publications of the Association. The committee will strive to improve the quality of the official publication of the Association through general appearance and strength of articles, and to reduce expenses by pursuing advertisers. This committee will work with the administrator and/or management firm to improve the appearance of the membership directory and other brochures, including the development of ads for brochures on seminars and other events.

PUBLIC RELATIONS

The Public Relations Committee shall represent the Minnesota Association of Verbatim Reporters & Captioners in forming meaningful relations with legal associations and other associations and individuals to further the interest of our Association and the profession of court reporting. The Public Relations Committee shall present a positive image at all times when representing the Association.

The Chair of the Public Relations Committee shall submit an annual written report to the Board of Directors regarding the activities of the committee. A member of this committee shall write articles for the official publication of the Association regarding the committee's activities.

STUDENT INTERNSHIP/SCHOOL LIAISON COMMITTEE

The Student Internship/School Liaison Committee shall assist with student internships with practicing reporters across the state. This committee shall coordinate

— Committees —

with a practicing reporter to speak to students in accredited reporting schools within this state. The committee shall also conduct seminars for students and administer a mentoring program as established by the Association.

The Student Internship/School Liaison Committee shall impress upon the students a positive image of the field of court reporting. This committee shall encourage the students to offer articles for the official publication of the Association. This committee shall promote student membership in the Association.

This committee shall provide to the Board of Directors an annual written report of its activities and progress.

TECHNOLOGY COMMITTEE

The Technology Committee shall stay abreast of the technological advancements in the court reporting field, including alternative means of making the record, and make reports to the membership through articles in the official publication of the Association. This committee shall also develop and provide educational and instructional opportunities with regard to technological advancements.