

Minutes of the Columbia Chapter of the South Carolina Roster Administrators  
Meeting Date: Tuesday July 14<sup>th</sup>, 2009

Location: Haynsworth Sinkler Boyd, PA  
1201 Main Street, 22<sup>nd</sup> Floor, Columbia, SC  
Hosts: Michael J. Cerkez and Nicole Wright Frey

**Attendees:**

1. Laurie Jennings, Nelson Mullins, [Laurie.Jennings@nelsonmullins.com](mailto:Laurie.Jennings@nelsonmullins.com)
2. Jay-Jay Flanagan-Grannemann, Law Office of Daryl G. Hawkins, LLC, [JayJay@dghlaw.net](mailto:JayJay@dghlaw.net)
3. Michael J. Cerkez, Haynsworth Sinkler Boyd (HSB), [MCerkez@hsblawfirm.com](mailto:MCerkez@hsblawfirm.com)
4. Nicole Wright Frey, HSB, [NFrey@hsblawfirm.com](mailto:NFrey@hsblawfirm.com)
5. Kim Harbison, Law Office of Daryl G. Hawkins, LLC, [kharbison@dghlaw.net](mailto:kharbison@dghlaw.net)

**Via Telephone:**

8. Gayle Van Scoy, [gayle.vanscoy@smithmoorelaw.com](mailto:gayle.vanscoy@smithmoorelaw.com)

This month's meeting was held a week early. The reason for that is explained below. Laurie called the meeting to order shortly after 1:00 and thanked us all for attending on the new date.

Registration as a non-profit with the Secretary of State was discussed. The consensus is that it is time to proceed with this, as we are ready to begin making contacts with other organizations. Discussion ensued regarding whether or not to seek Federal non-profit status; we decided not to do so, as it doesn't seem necessary, as we will not be taking in money. We also discussed requirements for a registered agent for service and whether to use a business address or home address for that agent. Nothing was decided; Michael volunteered to locate the forms required at the Secretary of State's office or website for us to incorporate.

Kim will be mailing CDs of the membership database to all members with instructions for importing the information into Outlook. It should run from the CD for those without Outlook. Kim's self-imposed deadline for that was July 24<sup>th</sup>.

Unfortunately, none of our members appear to have attended the recent presentation on the CMS system which was held in Florence on 07/07/2009, as Michael was just returning from vacation and Laurie forgot about the meeting until it was too late to go. Michael will contact the HSB Florence office to see if anyone there attended. If he discovers any useful information that was imparted at the presentation, he will pass it on to the rest of the membership.

Kim had contacted Julie Armstrong, the Clerk of Court for Charleston County and the 2008-2009 President of the South Carolina Clerks of Court and Registers of Deeds Association (<http://www.scccrod.org>) (SCCCROD), about the possibility of representatives of SCRA either attending their fall meeting or speaking there. The York County Clerk of Court, David Hamilton, is the organization's new President and is also the head of the Convention & Meeting Committee and a member of the Technology Committee. He asked Kim for more information about our organization and a proposal for them to consider about our wish to speak or attend. Our meeting was bumped up a week (from the third Tuesday of the month to the second Tuesday of the month) because Mr. Hamilton requested our proposal by Friday July 17<sup>th</sup>. The bulk of this meeting was spent discussing the content for the materials to be submitted. Those materials were prepared with input from those in attendance and were submitted by email to Mr. Hamilton on Friday July 17<sup>th</sup>. A copy of the email sent, along with its attachments, is appended to these minutes for your information.

The SCCCROD meetings usually have presentations lasting anywhere from 15-30 minutes. Mr. Hamilton requested specific information about what we would have to say and what our purposes are. Michael had already prepared a memo for his firm about our organization's purposes and founding, which we altered and expanded upon to send to Mr. Hamilton. In its current form, it would make an excellent home page for a website should we desire one.

Kim suggested that if we are allowed to attend the SCCCROD meeting, we request permission to provide a survey to the attendees to find out what questions they might have for us and who might want to discuss the issues with us further.

We discussed our desire to go on a field visit to see their databases that lead to the roster websites, then have some of their members sit with us while we show them how we see their roster websites and use them. We want to know what they do in their daily jobs relating to rosters, and we want to show them what we do. We discussed that we want to provide reassurance that we wish to open up lines of communication and collaborate with the various Clerks and their staff, not bash them or air a litany of complaints. We decided to emphasize teamwork and collaboration in our proposal, and mention that we are available to answer questions for the Clerks about how we use the rosters.

Kim mentioned that SCCCROD's fall meeting will be held in October in Aiken this year; the spring meeting is in the lowcountry at a plantation every year. We discussed that we would like to attend the fall meeting to start our hoped-for collaboration with the Clerks as soon as possible, rather than waiting for the higher attendance of the spring meeting.

Michael mentioned that Russell Altman from HSB is a member of SCALA, the South Carolina Association of Legal Administrators, and Russell mentioned to him that SCALA has expressed interest in getting together with our group and some representatives of the South Carolina Bar Association and SCCCROD for a meet-and-greet to allow everyone to put names to faces in an attempt to facilitate better communication and

interaction between the various groups. Those members present felt that was a great idea; Michael will let Russell know that we are interested if SCALA proceeds.

Jay-Jay asked if anyone had heard from Julie Colgan from Nexsen Pruet about her thoughts regarding the June meeting. Laurie said that Julie mentioned that what she heard at that meeting had totally changed what she had in her mind about the roster checking position and she got what she needed from us. Hopefully we will have a new Nexsen Pruet rep in attendance soon.

Laurie distributed an updated chart (attached) listing the counties and providing information on what roster system they use (old, new, or custom), what information is available for each type of roster (jury, non-jury, and motions), and a list of deficiencies noticed (whether County, Judge, type, date, location, or time). She left additional columns in her spreadsheet for any additional information members suggest might be helpful.

Gayle offered to send some of the counties' jury and non-jury coordinators' contact information to add to Laurie's chart. Nicole suggested adding hyperlinks for each county's roster homepage to the chart as well. Laurie will do that. If you have suggestions for other additions, please let Laurie know.

As an informational warning, Michael and Laurie mentioned that the year-end master roster lists are beginning to be posted; please keep an eye out for them and let Laurie know if you find one that isn't in the chart yet.

Michael showed us the Spartanburg County roster site, where they have recently added information on the date of the term, the time for the roster meeting or term, the courtroom assignment, the presiding judge's name, and other useful information to the headers of the rosters. If they add another line for the date the roster was last updated, we could use this as a model for other counties. We discovered that just during the previous week a number of counties had started adding the same information to their roster headers; obviously someone figured out how to make the change and has been sharing that information, which is wonderful!

Michael and Nicole pointed out that there is an old Charleston County roster from 10/15/2007 posted on the Spartanburg County roster site; Michael volunteered to contact the Clerk's office to let them know it is there so that it can be removed to avoid confusion.

Our next meeting is scheduled for August 18<sup>th</sup>, 2009, at the Mike Kelly Law Group, LLC, with Greta Edwards hosting. The September 15, 2009 meeting will be held at the Law Office of Daryl G. Hawkins, LLC with Kim and Jay-Jay as hosts.

We are still seeking other locations for future meetings. Remember: lunch does \*not\* need to be provided; we just need a conference room, but would prefer to have a computer, Internet hookup, screen, and teleconference capability if possible. Please

contact Laurie at the email address above if you are interesting in hosting a future meeting. Thanks!

The meeting was adjourned at approximately 2:20 p.m.

Respectfully submitted,

*Jay-Jay Flanagan-Grannemann*

Secretary

South Carolina Rosters Administrators, Columbia Chapter

08/02/2009