

Minutes of the Columbia Chapter of the South Carolina Roster Administrators
Meeting Date: Tuesday August 18th, 2009

Location: Mike Kelly Law Group, LLC
500 Taylor Street, Columbia, SC
Host: Greta Edwards

Attendees:

1. Laurie Jennings, Nelson Mullins, Laurie.Jennings@nelsonmullins.com
2. Jay-Jay Flanagan-Grannemann, Law Office of Daryl G. Hawkins, LLC, JayJay@dghlaw.net
3. Michael J. Cerkez, Haynsworth Sinkler Boyd (HSB), MCerkez@hsblawfirm.com
4. Kim Harbison, Law Office of Daryl G. Hawkins, LLC, kharbison@dghlaw.net
5. Greta Edwards, Mike Kelly Law Group, LLC, gedwards@mklawgroup.com
6. Julie J. Colgan, Nexsen Pruet, jcolgan@nexsenpruet.com
7. Sharon Hyland, Nexsen Pruet, shyland@nexsenpruet.com

As our host firm provided lunch for this month's meeting, we spent the first few minutes eating and meeting our newest member from Nexsen Pruet, Sharon Hyland. Sharon is a new part-time employee charged primarily with roster checking duties for the firm.

Laurie called the meeting to order shortly after 1:10. She asked if anyone had any corrections or additions for last month's minutes; there were none.

Kim said she would 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. She had burned the CDs as of the date of the meeting but had not yet mailed them. If you have not received your CD by the time you receive these minutes, please contact Kim for a replacement copy.

Laurie mentioned that one of our members recently contacted a Clerk's office about being unable to locate a particular roster and was told that it was only available on the old system and there was nothing the Clerk's office could do about it. Understandably, our member was upset at this response, but she didn't know who else to contact about it. Laurie used this incident as a springboard for a discussion of why we as an organization need to have a specific contact person at the Supreme Court to discuss issues with, since our member was unable to get an answer at the county level and needed a place to go at a higher level with her question. All agreed that we would like to have a contact person to discuss things with, but our efforts thus far to establish a line of contact with the Supreme Court have not been successful, since we have been unable to get a representative from the IT team to come to a meeting.

On the other side of the scale, Gayle Van Scoy had a wonderful email exchange with Steve Lopez, the non-jury coordinator for Greenville County, recently (see attached). Jay-Jay was particularly taken with the portion of Steve's email where he stated that the "paradigm that seems to have been followed is 'Just get it on the web and make them look for it.' We don't like to treat our bar that way." Obviously, Steve thinks good customer service is important, and surely most other roster clerks around the state agree. This is why we would like to establish a relationship with SCCCROD, so that we can all work together to improve that customer service and make the entire roster process more efficient.

Laurie suggested that Jay-Jay compile a booklet of materials, including old minutes and agendas, to provide new members to bring them up to speed with what the organization has done and learned since its inception. Jay-Jay agreed that that could easily be done with Adobe's combine function bookmarking each month for ease of use.

Laurie has compiled a list of helpful hints for roster searching based on items she came across since the last meeting or while updating the county-by-county chart (see more about that below). The hints are attached, including a copy of the map showing which 30 counties now offer Public Index searching. Some of the members in attendance were unfamiliar with that service, so Laurie demonstrated what information is available.

Registration as a non-profit with the Secretary of State was again discussed. Michael had reviewed the forms required at the Secretary of State's office, and we discussed the requirements. Michael made a motion that our officers be authorized to complete and file the necessary paperwork at their discretion; Jay-Jay seconded the motion, which passed unanimously. Michael has volunteered to pay the \$25 filing fee.

Kim suggested that it is time we started a website as well. She has volunteered to pay the initial domain registration fee and website fees and is willing to serve as webmaster. Discussion of various options for web hosting and materials to be included on a website ensued. We also discussed suggested domain names to try for, as SCRA.com, SCRA.org, and SCRA.net are all already taken. Jay-Jay suggested that the website might be a better way to disseminate our past minutes and agendas, as a booklet would need to be updated and repaginated every month. Julie suggested that Kim mention our non-profit professional association status to web hosting companies to ensure the best pricing, as she has had experience in that area for another organization she is a member of. Her group chose ipower.com, where they pay \$75 a year with a 10% non-profit discount, including the domain name registration fee and no set-up fees. Kim said a 10 year domain name registration for her firm's website cost less than \$30, so the start-up fees are fairly minimal. As we will not be able to proceed with this process until we are incorporated, no final decisions were reached at this meeting, but Kim will investigate the possibilities.

Julie also suggested that we start a Yahoo group for communications, as various files (including minutes, agendas, and organizational documents) could also be made available there and be secured so that would only be accessible to members of the

group, who would have to be approved by a moderator. This would also allow us to keep the amount of material stored on the website small, keeping hosting fees lower.

Kim sent an email to the current President of the South Carolina Clerks of Court and Registers of Deeds Association (<http://www.scccrod.org>) (SCCCROD), York County Clerk of Court David Hamilton, to see if a decision has been made about our request for representatives of SCRA to either attend their fall meeting or speak there. She had not had a response as of the time of the meeting, and she intended to call Mr. Hamilton to follow up.

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). Some of the additional columns have been used to add the names and contact information (phones, faxes, and emails, as available) for contact people for the various rosters (jury coordinators, non-jury coordinators, master-in-equity roster managers, etc.), the direct website links for each county's roster system, and the presence of master rosters. If you have any additional information to add to the chart, please email it to Laurie. Also, if you have any other suggestions for additions to the chart, we still have 1 free column.

Michael has relayed SCRA's willingness to participate in a group meet-and-greet with other legal entities to Russell Altman from HSB, who is a member of SCALA, the South Carolina Association of Legal Administrators, and who initially approached Michael to see if SCRA would be interested. Michael has not heard anything further.

Michael mentioned that the Downtown Hospitality Team (a/k/a the "yellow shirts") provides free transportation within a 36 square block area of downtown (within the boundaries of Gervais Street, Elmwood Avenue, Assembly Street, and Marion Street) from 8 a.m. to 11 p.m. Monday through Saturday and from 9:00 a.m. through 4:00 p.m. on Sunday. Safety guides are available to escort you from your building to your car and back from 8:00 a.m. to 11:30 p.m. Monday through Saturday and from 9:00 a.m. to 5:30 p.m. on Sunday. The day phone number for either service is 233-0620; the evening number is 309-7758. They also offer free car battery jumping. A copy of their flyer is attached for reference.

Michael called everyone's attention to a notice on the Judicial Department website from 2003 listing the 12 annual state holidays, as a number of them are coming up soon. Attached is a printout with the upcoming dates for the remainder of the year written in on the listing of which holidays are recognized by the State each year.

Michael also wanted to let everyone know that the SCALA vendor fair was taking place on Thursday August 20th, 2009. At least three of our members planned to attend for networking opportunities and to see what sort of new developments have arisen for the various legal services vendors in the past year.

Laurie reminded everyone to continue to send tips and questions to her for distribution to the membership and thanked everyone for their contributions to date. We all thanked Greta for hosting this month's meeting and for providing lunch.

Our next meeting is scheduled for September 15th, 2009, at the Law Office of Daryl G. Hawkins, LLC with Kim and Jay-Jay as hosts. The following meeting, on October 20th, 2009, will be our annual business meeting with elections. Please plan to attend and vote for our new officers, and please consider what contributions you would like to make over the next year, possibly as an officer. If you would like more information on any of the duties your current officers have been performing, please contact those officers directly.

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 interested 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

08/23/2009