

Minutes of the Columbia Chapter of the South Carolina Roster Administrators  
Meeting Date: Tuesday November 17<sup>th</sup>, 2009

Location: Nexsen Pruet, LLC  
1230 Main Street  
Suite 700  
Columbia, SC  
Host: Sharon P. Hyland

**Attendees:**

1. Michael J. Cerkez, Haynsworth Sinkler Boyd (HSB), [MCerkez@hsblawfirm.com](mailto:MCerkez@hsblawfirm.com)
2. Jay-Jay Flanagan-Grannemann, Law Office of Daryl G. Hawkins, LLC, [JayJay@dghlaw.net](mailto:JayJay@dghlaw.net)
3. Sharon Hyland, Nexsen Pruet, [shyland@nexsenpruet.com](mailto:shyland@nexsenpruet.com)

When it became apparent that there were no other members coming, Michael called the meeting to order shortly after 1:20 after everyone present had assembled lunch (courtesy of Nexsen Pruet, who had leftovers from an office meeting) and Natalia from the IT department had hooked up a computer for us. He asked if anyone had any corrections or additions for last month's minutes. There were none.

As there were only 3 members in attendance, the meeting was very informal. We discussed the updated drafts of the incorporation documents recently circulated by Laurie Jennings. Jay-Jay had suggested some changes which Laurie has incorporated. No one else had any other suggestions, and everyone present agreed with Jay-Jay's suggestions, so hopefully we can get the documents filed with the Secretary of State before year's end.

Michael confirmed that no one has heard any more from David Hamilton at SCCCROD. We still hope to hear from him and his spring meeting planning committee about options for speaking at or attending the meeting. If we do not hear from him, we may attempt to contact him again in the new year.

Sharon had a question about when the new officers officially took over from the old ones; that is something that will need to be spelled out in the Bylaws, which we will begin working on once we get the incorporation papers filed and procure a website domain.

Michael asked how soon or how far out we should be sending email blasts when new rosters appear. As he had been filling in for Laurie (who was out of the office) for a few days at that point, he had seen just how many emails Laurie deals with from SCRA members on a daily basis. He received (and forwarded on) many emails about rosters that weren't for another 4-6 weeks and wondered if notice of those which would turn up in a normal search of the roster system was really helpful and necessary, or if we

should only be sending notices of rosters which are posted last-minute (within 10-14 days of the date of the roster meeting, perhaps) or which are not obvious in a normal search (e.g., those only emailed to parties listed on the roster and not posted online or those “hidden” from view in a normal search for some reason [appearing out of order, or on a page you can’t immediately see, etc.]). **The members present want to get input from other members before making a decision about this issue**, so the matter was tabled for further discussion next month. If you will not be attending next month’s meeting, please send your thoughts on this issue to Michael, who will compile them for the meeting. Thanks!

While Laurie and Michael have switched job titles for the new year, Laurie is still sending out the email blasts, so please continue to send all such announcements to her when she is in the office. As her out-of-office assistant directs, send all such announcements to Michael in her absence. Should Michael also be out of the office, such announcements should be sent to Jay-Jay.

**If possible, when you send announcements about rosters, please include a hyperlink to the roster for everyone’s ease in accessing it directly from the notification email. Also, please start your subject line with “SCRA” for ease of filtering and sorting the emails.**

Jay-Jay mentioned that after last month’s meeting she made contact with a gentleman in the IT department for Richland County who handles the roster servers who was able to get the pending cases search function fixed. She discovered in the process that some counties are using different server software than the earlier counties did. Most counties were using Sequel servers; Richland, Horry, Lexington, and a few other counties are now using something called AS-400. These counties will often have similar issues with their rosters as a result of using the same software. For instance, right now, if you use the pending cases search in those counties, each case is listed multiple times. The IT folks are unsure why this is happening and they are working on fixing it.

**Next month we would like to discuss ways to increase participation in the organization and increase attendance at our meetings.** If you have any suggestions in that regard, please forward them to Michael or another active member. We appreciate your input.

Our next meeting is scheduled for December 15<sup>th</sup>, 2009 at Haynsworth Sinkler Boyd.

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 Michael 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,

*Lay-Lay Flanagan-Grannemann*

Secretary

South Carolina Rosters Administrators, Columbia Chapter

11/21/2009