

Minutes of the South Carolina Roster Administrators
Meeting Date: Tuesday May 18th, 2010

Location: Law Office of Daryl G. Hawkins, LLC
1331 Elmwood Avenue
Suite 300
Columbia, SC
Hosts: Kim Harbison & Sheri Neely

Attendees:

1. Michael J. Cerkez
2. Laurie Jennings, Nelson Mullins, Laurie.Jennings@nelsonmullins.com
3. Jay-Jay Flanagan-Grannemann, McWhirter, Bellinger & Associates, PA (MBA), jayjay1971@gmail.com
4. Nicole Wright Frey, Haynsworth Sinkler Boyd, P.A. (HSB), NFrey@hsblawfirm.com
5. Sharon P. Hyland, Nexsen Pruet, SHyland@nexsenpruet.com
6. Sheri Neely, Law Office of Daryl G. Hawkins, LLC, (LODGH), sneely@sghlaw.net
7. Kim Harbison, LODGH, kharbison@dghlaw.net
8. Sheila M. Woodward, Ellis, Lawhorne & Sims, P.A. (ELS), swoodward@ellislawhorne.com
9. Tometta Johnson, McAngus Goudelock & Courie, LLC (MGC), tometta.johnson@mgclaw.com

Via Telephone:

10. Ellen Swann, HSB, eswann@hsblawfirm.com

Laurie called the meeting to order at approximately 1:18 p.m., after everyone had a chance to gather plates and bowls of the wonderful homemade lunch prepared by host Sheri Neely.

There were no changes to last month's minutes.

Laurie mentioned that we really need to decide how we are going to proceed with regards to making contact with SCCCROD. She suggested we might pursue direct contact with the jury and non-jury docket clerks and coordinators instead of or in addition. We will discuss that further at another meeting in the future.

Jay-Jay's second draft of a mission statement for the organization was sent out after the last meeting. There were no further comments, so the mission statement (copies of which were distributed to attendees; see attached) was adopted by acclaim.

Sharon had two updated versions of a possible logo for review (see attached). Everyone present agreed that they preferred the version with the oval at the bottom around the date of establishment. Jay-Jay mentioned that she would like to see a version without the boxes around the gavels at the top, as we discussed last month. Sharon agreed to revise the logo and send it around for further comments.

Laurie asked about the organization's EIN. Jay-Jay reminded her that the EIN was procured in March, on the same date that the application was forwarded. Jay-Jay agreed to send the EIN paperwork to Kim for procurement of a website domain and to re-send it to Laurie to be added to the official corporate records, which are in Laurie's possession.

The website domain was discussed; Ellen searched to make sure scrosteradministrators.org was still available. It was. Kim agreed to register the name and begin setting up the website. Her employer, Daryl Hawkins, has agreed to pay the registration fee and hosting fees. Initially, we will include the mission statement, a membership info page, and the officers' information, with minutes and roster contact information to be added as time permits.

Michael mentioned he had recently spoken to Diana at *Carolina Paralegal News* regarding publishing notice of our meetings; she was waiting to hear back from him with specifics. Jay-Jay agreed to contact her to provide the information she requested, which included the name of the organization, the dates of the upcoming meetings, the locations of the upcoming meetings, the time of the meetings, contact info for those interested in requesting more information, and a web address for the organization. She also agreed to provide updated officer information as a result of the changes taking place at this meeting.

Laurie reiterated our willingness to accept suggestions and input from all members, not just those who are able to regularly attend our meetings. She made sure everyone had been introduced to our latest member, Sheila M. Woodard of Ellis, Lawhorne & Sims, P.A., during the informal lunch portion of the meeting before the official call to order and formally welcomed her to the group. Laurie personally invited Sheila to contact any of the members with questions and comments, as we're all happy to help.

Sharon and Nicole have not had a chance to do any further research on grants. Perhaps we will be able to discuss that further sometime this summer.

Michael presented Laurie and Jay-Jay with plaques of appreciation for their work for the organization since its inception. This was his last official act as President, as he has resigned from his position. He is no longer working in the legal field and no longer has any involvement with rosters, so he has left the organization.

Laurie was elevated to the office of President due to Michael's resignation. Sharon Hyland was elected Vice-President/Speaker to fill that vacancy.

Tometta requested that we post the chart of roster contact information and back-door entry points for the rosters to the website. Laurie is going to work on updating it with current Clerk of Court and jury and non-jury coordinator information and will circulate her updated version so that others can fill in any blanks. Many additional counties have implemented CMS since the last update as well, so the roster URLs need to be updated. Jay-Jay suggested that we also note which few counties do not yet offer the Public Records search, as that is also very useful information when the roster sites are down and you need to get information on a specific case. Eventually the updated chart will be posted on the website for ease of reference.

Sheila asked how everyone searches rosters. The Adobe redacting plugin was explained to her. Michael suggested that Nicole send her his PowerPoint presentation on using that plugin. Nicole will forward that on, as it is another thing we should probably post on the website for new members' reference. Jay-Jay agreed to forward the minutes of the meetings where the plugin was discussed extensively; Sharon and Sheri also requested copies of those minutes. We will probably have a page on the website just for this information, including the PowerPoint presentation and all relevant minutes in one place for new members.

Nicole mentioned that members need to be careful how their redacting dictionaries are set up when they search Anderson County rosters, as their printer-friendly rosters only include attorneys' last names. If your redacting dictionary includes only full names, you'll need to do something different to ensure an accurate search. Nicole prints each page of the non-printer friendly roster and combines them (using Adobe's Combine function) into one document, which she then searches normally. While the process may sound a bit tedious after you've become accustomed to the ease of searching with the Adobe plugin, it is certainly less so than searching the entire roster the old-fashioned way when you are searching for 143 lawyers' names, as she is!

Sheri mentioned that the Charleston County jury updates only list case numbers and names and asked how others handle searching that. Nicole says she selects the cases on the update and adds them to the top of the regular master jury roster, converts that to PDF, then searches each case name and number from the update at the top to find it in the body of the roster below, where she can then check the attorneys' names and contact info to see if they are HSB cases.

We did not get to the items on the top half of the second page of the agenda due to all the special issues that needed to be discussed and dealt with. If those items look interesting to you, please plan to attend next month's meeting.

Our next meeting is scheduled for June 15th, 2010 at Nelson Mullins Riley & Scarborough, LLP with Laurie Jennings at host. We will be returning to Nexsen Pruet for the following meeting, on July 20th, 2010, with Sharon Hyland as host.

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 2:15 p.m., though many members continued to discuss website and logo information and the Adobe plug-in until approximately 2:30 p.m.

Respectfully submitted,

Jay-Jay Flanagan-Grannemann

Secretary
South Carolina Rosters Administrators
05/23/2010