

IDAHO CERTIFIED SHORTHAND REPORTERS BOARD
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 8/14/2012

BOARD MEMBERS PRESENT: Susan G. Gambée - Chair
Susan P. Israel
Byrl Cinnamon
Michael F. Peacock
Darren B Simpson

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Maurie Ellsworth, Legal Counsel

The meeting was called to order at 8:00 AM MDT by Susan G. Gambée.

APPROVAL OF MINUTES

Mr. Cinnamon made a motion to approve the minutes of 2/1/2012. It was seconded by Ms. Israel. Motion carried.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$32,487.29 as of 7/31/2012.

FY 2013 RENEWAL CONTRACT

Ms. Hall presented the FY 2013 renewal contract. Judge Simpson made a motion to approve the contract and authorize the Chair to sign on behalf of the Board. It was seconded by Mr. Cinnamon. Motion carried.

OLD BUSINESS

PURCHASING NEW EXAMS

Following discussion, Judge Simpson made a motion to approve the purchase of a new exam. It was seconded by Mr. Cinnamon. Motion carried.

NEW BUSINESS

ATTENDANCE TO THE SEPTEMBER 15TH STATE EXAM

Ms. Gilstrap reported that, to date, the Board has not received any applications from individuals to take the upcoming state exam. Ms. Gambee stated she will be in attendance if applications are received prior to September 15, 2012. Ms. Gilstrap is to contact Mr. Cinnamon and Ms. Israel if their attendance will be needed as well.

ADJOURNMENT

Ms. Israel made a motion to adjourn the meeting at 8:25 AM. It was seconded by Mr. Cinnamon. Motion carried.

Susan G. Gambee, Chair

Susan P. Israel

Byrl Cinnamon

Michael F. Peacock

Darren B Simpson

Tana Cory, Bureau Chief