

**LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS**

***AGENDA***

**MEETING OF FRIDAY, AUGUST 26, 2011 AT 1:00 P.M. \***

- I. CALL TO ORDER AND WELCOME
  - A. Approval of Minutes of Meeting of June 17, 2011
  
- II. ELECTION OF OFFICERS
  - Chair and Secretary
  
- III. RULE-MAKING
  - A. Rescission of Notice of Intent adopted June 17, 2011
  - B. Discussion of (Revised and Amended) Rules: LAC 46:301 *et seq.*
  - C. Public Comment
  - D. Adoption of Notice of Intent re III-B, above
  
- IV. LICENSING
  - A. Application of Cynthia Miranda Grijalva
  - B. Suspension Hearing for Sheila L. Walker
  
- V. ACTION ITEMS
  - A. Ratification of Contract for Professional Legal Services
  - B. Request for Proposals for Contract for Court Reporting Services
  - C. Membership in Council on Licensure, Enforcement & Regulation (CLEAR)
  - D. Request from LCRA for special list
  - E. Scheduling of next Meeting for Friday, October 21, 2011 at 1:00 P.M.
  - F. Approval of Member's Request for Travel Reimbursement
  
- VI. COMMITTEE REPORTS
  - A. *FINANCE COMMITTEE*
    - 1. 2010-11 Audit Report
    - 2. Financial and Budget
  - B. *EDUCATION COMMITTEE*
  - C. *ETHICS COMMITTEE*
  - D. *AD HOC COMMITTEE TO PROMOTE EFFICIENCY*
  
- VII. GENERAL DISCUSSION ON TRANSCRIPT FORMATTING
  - A. Official Court Reporters: Part G, Section 7, General Administrative Rules, Supreme Court of Louisiana
  - B. Freelance Reporters: LAC 46:1101-1107
  
- VIII. INFORMATIONAL REPORTS
  - A. *Administrator's Report*
    - 1. Oaths and Disclosure Reports
    - 2. Travel Approval and Expense Reimbursement procedures
  - B. *Counsel's Report*
  - C. *Chair's Report*
  
- IX. NEW BUSINESS
  
- X. ADJOURNMENT

\*Meeting to be held at Domicile Office, 9422 Florida Boulevard, Suite A-1, Walker, Louisiana.  
Agenda posted at Domicile Office and at official website, [lacourtreporterboard.com](http://lacourtreporterboard.com), on Monday, August 22, 2011 at Noon