

# LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

## MINUTES

SPECIAL MEETING OF THURSDAY, JULY 24, 2014 at 1:00 P.M.

Pursuant to notice, the meeting was called to order at 1:00 PM at the CSR Board Office, 9422 Florida Blvd., Suite A-1, Walker, Louisiana.

Present:

Laura Putnam, Attorney

May Dunn, CCR

Milton Donegan, Jr., CCR

Elizabeth C. Methvin, CCR

John Andressen, CCR

David Marcello, Board Attorney

Leonard L. Levenson and Christian Helmke, Investigative Attorneys

Tonya R. Cupp, Administrator

### **CALL TO ORDER AND PRELIMINARIES**

Laura Putnam presided over meeting in the absence of Judge Bonin. Ms. Putnam called the meeting to order and asked Milton Donegan to lead members and guests in reciting the Pledge of Allegiance. Ms. Cupp called the roll.

The minutes of the previously held meeting were approved upon motion by Milton Donegan and second by May Dunn.

Mr. Marcello gave an introduction to Act 839.

Everyone in attendance was provided copies of the emergency rule and forms to be discussed.

Mr. Marcello read the emergency rule aloud. After a discussion, changes were made to the emergency rule and only one form will be used. New copies were distributed to all in attendance.

Motion by May Dunn and second by John Andressen to approve the updated packet. Motion carries.

Motion by Laura Putnam and second by John Andressen for Chair to approve a message to be sent out with the emergency rule and form by the Board office.

Motion was made by Laura Putnam to adjourn, second by John Andressen. Motion carries. The meeting was concluded at 3:06p.m.

---

Administrator completed in the absence of the Secretary

---

Chair