

**Board Conference Call**

Tuesday, March 31, 2020

2:00 p.m. – 3:15 p.m.

MINUTES

Present: Will Simmons, TJ BeMent, Kathy Griffin, Jeffrey Tsunekawa, Paul DeLosh, Charleston Carter, Jeff Chapple, Michelle Dunivan, Frank Hardester, Dorothy Howell, Kelly Hutton, Tina Mattison, Rick Pierce, Angie VanShoick, Janet Reid, Callie Dietz, Erin Carr, Jesse Rutledge

1. Welcome *Will Simmons*
   1. Approval of February 8th Minutes – Meeting minutes approved
2. Communications Committee – next meeting scheduled for April 9th *Charleston Carter*
   1. Media Guide – deadline extension, final draft proposed for June 26th.
   2. Podcast – Weekly podcasts based on COVID-19 will be placed on social media outlets
   3. Publications - Court Express – No updates at this time. Court Manager – should have been posted online March 27th, but there are corrections needed. The process took longer due to change in editorship.
3. Governance Committee – *Rick Pierce*
   1. Possible original resolution calling attention to NACM CORE - highlighting SJI had participated financially significantly since 2015. Suggested having another resolution or amending the previous one to acknowledge SJI.
   2. Work on National Agenda (halted right now). Angie put together a survey to send through COSCA listserv. In a state of limbo until things calm down, or Pam gets back to Rick with a rescheduled meeting date in order for survey to be posted on the COSCA listserv. Looking at NASJE as the next partner to have input from on survey, then CCPIO. Rick plans to keep the current national agenda with 5 main points, considering whether toaugment with an additional broad focus area or go into specifics in focus areas by providing materials (white paper, conference materials, or workshop). Look at surveys, get info back, see if all over the board or consensus on responses.
   3. State of Profession address – subcommittee met last Tuesday. Made progress on state of profession address – Rick started intro and conclusion pieces. Would like to discuss with Will because he thinks COVID-19 needs to be included.
4. Membership Committee *Michelle Dunivan*
   1. Recap of Membership 2020 campaign –
      1. 12 or 13 people took advantage of $20 year membership special at Midyear.
      2. We were able to give two scholarships for memberships. Both have registered already.
      3. Would like to make social media posts to welcome new members but will hold off for now. Holding off on a lot of social media posts and waiting until a more appropriate time. At that time we will send out 2 a month.
      4. Membership meeting changed to being Google Groups. Only had 2 people respond to Google Groups. Michelle will send reminder in a week.
   2. Amazon Merchandise –
      1. Paul created new stylistic designs for shirts
      2. Board did not have a problem with stylistic design going on shirts since they are only t-shirts, no polo shirts available on Amazon Merchandise.
      3. Michelle asked if shirts should be purchased to bring to the annual conference – will need to know sizes and quantity
   3. Membership Incentives –
      1. Michelle asked in Google Groups about any incentives we could have that would help with 2020 membership campaign. Membership incentives that have been suggested include shout outs, certificates, acknowledgement, etc. Dorothy suggested possibly offering discounts to stores – BJS, COSTCO, Hertz, etc. Michelle suggests maybe seeing if Vendors can provide some type of discount to our members as an incentive and then we discount the vendors.
      2. The thought is that vendors could assist in this area. TJ suggested doing a pre-conference call with vendors to show support and let them know that conference is still on at this point. Discussion with vendors could involve membership-related questions, feedback on their needs, lead-generation, etc. Janet provided a caveat that vendors have asked for membership info in the past, if we’re going to involve our vendors in our marketing efforts, they’re probably going to ask for membership list and contact info.
   4. Conference Scholarship Fundraiser –
      1. Michelle is looking into this and a charitable fundraiser for the annual. She is considering adding a ghost tour to annual agenda. Tina is in the process of finalizing the local charity for New Orleans. She will send it to Board as soon as she has it for feedback and approval.
5. Immediate Past President *Paul DeLosh*
   1. Nominations –messages went out with a deadline of 4/17, self-nominations due by 5/1. Considering extending the deadline for both. NACM bylaws indicate that officers and directors are sworn in at the end of the annual conference. Considering what to do on that if annual conference is postponed or cancelled.
6. Secretary/Treasurer – *Jeffrey Tsunekawa*
   1. Fiscal Update: only $9K profit at end of 2019, $99K with investments. Current budget and investments taking a hit with economy/pandemic.
   2. Conference Website – plug ins and widgets are outdated, and site needs to be built from scratch. Quote from Howell provided 4 phases to conference site update. Total quote was $12,540 (base cost). Jeffrey is hesitant to spend any money at this point until we know the state of the Annual conference. Work on the site would take about 3 months. If going with Howell for conference site update, Board would need to decide by February 2021. No action will be taken on the conference site update at this point.
7. Vice President – *Kathy Griffin*
   1. Working on Leadership Session at NACM annual. NASJE has determined who the presenters with be. With the pandemic, planning is being put on hold right now – last discussion was March 10th.
8. President-Elect - *T.J. BeMent*
   1. SJI #WeToo Grant – working with partners to get back on timeline. Getting subrecipient agreements out to partners. Hoping to have another project status call later this week.
   2. Justice Clearinghouse – able to negotiate down to a lower rate, will get paperwork together
   3. Conference –email blast was sent out, NCSC in process of getting letters out to our partners. Remaining cautiously optimistic that things will change before mid-July. We won’t cancel until a closer date when hotels are voluntarily rescheduling and cancelling. We most likely won’t know if we need to cancel until end of April, beginning of May.
      1. Board discussed extending the early bird deadline until May 15th or beginning of June. No date was decided on at this time. If conference would be cancelled, we allow fees that are already paid to be used for rescheduled date minus a $100 fee. TJ suggested waiving that fee in this situation.
      2. On the next board call TJ will have mid-year financial updates.
9. President – *Will Simmons*
   1. Would have reported out COSCA and AJA meetings, but both were cancelled.
   2. Received a lot of positive feedback on the President’s COVID-19 message from our members. Thanked everyone who participated in drafting message.
10. NCSC Report – *Jesse Rutledge*
    1. Administrative – Welcomed Erin to NACM as successor of Janet.
    2. NCSC Operations during pandemic –
       1. 80-85% of full-time employees teleworking across every office. There shouldn’t be any disruptions to NCSC work since we are set up to telework. NCSC cancelled April board meeting. Holding a couple of video committee meetings for action items that need to be addressed.
       2. Programmatic work – communications have been sent out, dedicated part of website to collect info, data viz piece to help people find how states are responding to pandemic – links to state court websites, gathering orders, & writing summaries – all at [www.ncsc.org/pandemic](http://www.ncsc.org/pandemic). Asked if anyone has information to share about their courts to pass it along to [pandemic@ncsc.org](mailto:pandemic@ncsc.org). A lot of conference events are being moved to virtual as a result a ballooning in number of webinars and distance learning opportunities.
       3. Online ICM courses are available at 50% usual rate ($295). SJI will be hosting webinar on April 10th re: funding toolkit for state courts and justice system partners.
11. Other Business –
    1. Communications committee will review Tyler’s request to sponsor a webinar this year and will report back to the board with recommendation.
12. Executive Session – No items for executive session
13. Adjourn – there being no further business the meeting was adjourned.