



***CORE COMMITTEE***  
***Wednesday, June 24, 2020***  
***3:00 P.M. ET***

**MEETING MINUTES**

**Call Participants:**

Kelly Hutton  
TJ BeMent  
Janet Cornell

Kent Pankey  
Phillip Knox

Judy Ly  
Peter Kiefer

Norman Meyer  
Steve Thomas

**1) Welcome, Roll Call and review of the May 26, 2020 Email in Lieu of Meeting**

Reviewed and discussed.

**2) Curricula Review Updates**

**a. Purposes and Responsibilities**

Kelly Hutton gave an update on the current review process. The document is going through final review and formatting by Brandon Kimura and should be ready in the near future.

**b. Operations Management**

Ed McNachtan from Ohio is leading this group. Phil Knox, Janet Cornell, Peggy Gentles, and Dorothy Howell also volunteered to assist. Janet Cornell indicated that an email was sent out today polling the group on what topics they would like to be responsible for reviewing. The group is hoping to start next week.

**3) CORE Champion**

Kelly Hutton indicated that this is still awaiting kick-off. Jeffrey Tsunekawa had received notice that a couple of additional people were interested.

**4) CORE Micro Courses Update**

Peter Kiefer provided an update on the status of the micro courses being created by the Court Leaders group and EDevLaw. They are currently working on creating the Workforce Management curricula/modules and have started the outlines and scripts for the lectures. This should be about 13 different micro courses. Norman Meyer added that they have completed one of the micro-courses and the filming for the balance of the courses will occur late summer with post production by fall and possible enrollment late this year or early next year.

**5) NACM CORE – Fair Use Notice & Disclaimer**

TJ BeMent discussed the NACM CORE Fair Use Standards. They essentially indicate that the NACM CORE is copyrighted but that the materials are freely available to advance the understanding of court administration, public administration, etc. TJ further indicated that notice & disclaimer allows “fair use” and limited reproduction for educational and research purposes.

Norman Meyer wanted to assure in development of the Micro-Courses that they are sensitive and assuring that the CORE is referenced appropriately and in line with the NACM CORE Fair Use Notice & Disclaimer.

**6) Other Business**

Kent Pankey inquired what areas of the CORE would be featured at the annual conference. TJ indicated that currently they are working on selecting a vendor for the virtual experience that will start in August and go through October. The current plan is to air all content that was going to be offered at the in-person conference and one of the CORE topics was ethics. There will be a full update on the virtual conference at the NACM Annual Business meeting in July.

Meeting adjourned at 2:18 pm.

**NEXT Meeting: July 22, 2020, 3:00 PM EST**