** National Association for Court Management**

**CORE® Committee Meeting**

 **August 24, 2022, 3 p.m.**

**Present:**

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| Kelly Hutton | Dawn Palermo | Brandon Kimura | Janet Cornell |
| Theresa Owens | Ellen Haines | Phil Knox | Juli McDaniel-Edwards |
| Richard Lynch | TJ BeMent | Kent Pankey | Rick Pierce |
| Tina Mattison |  |  |  |

1. **Introductions**

Kelly Hutton opened the meeting and introduced herself and Vice Chairs. She welcomed all to the meeting and had attendees introduce themselves.

1. **Previous Meeting Minutes**- A meeting was held at the Annual Conference on July 13, 2022. The meeting topics were discussed.
2. **CORE Committee Goals**
3. CORE Champion
4. Phase 2 is being planned now.
5. Script for Hosts and Presenters needs to be drafted to assist Dawn Palermo agreed to create a draft to be used by the presenters and hosts giving participants a brief review of the CORE and CORE Champion Program. We also need some points for the presenter on what the structured response means and what is required after this session.
6. CORE Champion FAQ needs to be reviewed to ensure all questions are answered and interested parties understand.
7. Website

[**www.nacmcore.org**](http://www.nacmcore.org)

The CORE website will be revised. NACM has a new website committee that will be working on the NACM website and CORE website. Committee members were requested to review the website and provide some suggestions for improvement.

1. CORE email address is CORE@nacmnet.org
2. CORE news is a newsletter providing an update on the CORE and new items.
3. **Curriculum Review**
	1. CORE in Practice Guide needs to be updated. This will be a goal of the committee.
	2. Additional Curriculum update needs to be determined. Discussion occurred on listing CORE revisions throughout the curriculums and incorporating CORE In Practice into the DEI guide.
4. **Other**

Kelly discussed that you can view past sessions that qualify for the CORE Champion Program. We need to find ways to get message out to our members. There will be an article in the Summer ***Court Manager*** about the CORE Champion Program.

1. Kelly thanked all for attending the meeting and meeting was adjourned. Next meeting September 28, 2022.