CORE® COMMITTEE
Meeting Minutes
January 24, 2024 @ 3:00 p.m. ET

Attendees:

Kelly Hutton	Jeffrey Tsunekawa	Rachel Downing	Chris Reams
Rick Pierce	Kent Pankey	Norman Meyer	Termica Lewis
Creadell Webb	Dawn Palermo	Janet Cornell	Mallory Minor
TJ BeMent	Rich Lynch	Lisa Burke	Dana Walton-Macaulay

1. **Welcome and Introductions**
   Kelly welcomed everyone to the meeting.

2. **Review of the Minutes from December 18, 2023**

3. **Check-in with working groups**

   a. **Curriculum Review – Focusing on IT (Greg)**
      The group has reviewed at least three curricula so far and there have been minimal proposed updates. The group is currently working on the balance of the curricula and writing up their proposed updates.

      If a separate technology curriculum is to be created, it will not be this year. It would first have to be presented as an idea to the board with a proposal on why it needs its own curricula. Then a workgroup would be created to develop an outline.

   b. **Curriculum Review – Focusing on DEI (Richard)**
      Creadell shared that the workgroup has discussed the possibility of DEI as its own curricula. The group believes that DEI should be included in each of its own but possibly its own curricula. They have been reviewing the current videos as well and will continue to review the curricula.

      The two proposals will be sent out to the attendees of the meeting.

   c. **CORE® Champion Trainings – Expanding beyond conference sessions (Charles)**
      Norma and Kelly shared that the workgroup met again and discussed two training expansions. One is a one-day predetermined curriculum and the second is a curriculum where a court or organization could build their own based on both content and intended length. These proposals are on the board agenda for February 2.

   d. **Creating generic PowerPoint slides and Executive Summaries for each curriculum (Norman)**
      Norman shared that the workgroup met earlier this month and have drafted executive summaries for four curricula with two more in the works. The group is meeting again next week. The goal is to have two-page executive summaries for each curriculum

  e. **Getting/Training more CORE® presenters (Greg)**
    This group has met and has a tentative idea on how to recruit, approve, and onboard new presenters. They will continue to work on this and may have a better idea of the needs once the board discusses the expanded training proposals.

  f. **Adding self-assessment exercises to curriculums (Phil)**
    No report

  g. **Having NACM speakers discuss CORE® courses and NACM (Jude)**
    No report

4. **Open Discussion**
Kelly asked if the CORE® presenters for midyear could please send her and Jude a draft of their PowerPoint presentations as the structured response tests (SRTs) need to be created.

Kelly provided an update on the CORE® Champion Program. There are currently 91 participants. In 2023, 352 SRTs have been completed and so far, this year 17 SRTs have been completed. We have had six members become CORE Champions and have awarded around 70 intermediary certificates.

Greg Lambard will reach out to Chris Reams and Rachel Downing regarding possible assignment to a workgroup.

Rick Pierce provided a brief update on the conference and invited everyone to get involved in other committees.

Future Meeting dates (Every 4th Wednesday at 3pm EST)
2/28/24   3/27/24   4/24/24   5/22/24   6/26/24