CORE® COMMITTEE
Meeting Minutes
November 27, 2023 @ 3:00 p.m. ET

Attendees:

Greg Lambard	Rick Pierce	Richard Lynch	Kent Pankey
Kelly Hutton	Creadell Webb	Rachel Downing	Peter Kiefer
Tina Mattison	Jeff Chapple	Norman Meyer	Phillip Knox

1. **Welcome and Introductions**
   Greg welcomed everyone and new members were introduced.

2. **Review of the Minutes from October 25, 2023**
   The minutes from the October 25, 2023 meeting were reviewed and approved.

3. **Check-in with working groups**
   a. **Curriculum Review – Focusing on IT (Ed)**
   b. **Curriculum Review – Focusing on DEI (Rich)**
   c. **CORE® Champion Trainings – Expanding beyond conference sessions (Charles)**
   d. **Creating generic PowerPoint slides and Executive Summaries for each curriculum (Norman)**
   e. **Getting/Training more CORE® presenters (Greg)**
   f. **Adding self-assessment exercises to curriculums (Phil)**
   g. **Having NACM speakers discuss CORE® courses and NACM (Jude)**

   Each working group has started setting up meetings or should be setting the meetings up in the near future. Norman indicated that his group is meeting next week and asked that anyone with materials send them to the workgroup. Greg discussed attempting to recruit and maintain at least four presenters for each area of the CORE® and that the workgroup is also setting up a list of criteria for someone to be a CORE® presenter. This would include time with the court, experience presenting, and time spent in good standing with the association. He also mentioned that presenters could be assisted by a more experienced presenter who can provide feedback, perhaps a mentor. Phil will be sending out an email to his group yet this week to his workgroup.

4. **Open Discussion**
   Kelly mentioned that the CORE® website is being moved over to the NACMnet site. There will be a few pieces that will not be moved over, this includes the current listing of resources. These resources will need to be reviewed and added to the site in the future. The decision was made not to move these over at this time due to some of the materials being older and possibly not including the updates to the curriculum.

   Rick reminded everyone that the board is meeting on December 5, 2023.

Future Meeting dates (Every 4th Wednesday at 3pm EST)
12/18/23*   1/21/24   2/28/24   3/27/24
4/24/24   5/22/24   6/26/24

* This date was moved to not conflict with the holiday.