



National Association for Court Management

Strengthening Court Professionals

Midyear Board Meeting
The Westin Charlotte – Harris Room
Saturday February 8th, 2020
9:00 a.m. – 3:30 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

I. President's Report

Will Simmons

- A. Welcome and agenda overview
 - a. Will welcomed everyone to the board meeting and stated that he is looking forward to a great conference. Thanked Callie and TJ for their work. Trying some new things so would like to hear what they hear about how things are going. Asked for any changes or needs with regard to the agenda.
- B. Recap of February 7, 2020 Officer's Meeting
 - a. Officers met yesterday and Will gave a brief recap of the meetings.
 - b. The officers discussed letter received from a member concerned about the cost of the conferences. The letter generated discussion about how to engage retirees. The officers have determined that they will ask the author of the letter to help develop a plan for retirees. There are approximately 32 retired members on rosters – this is a great opportunity to bring into fold and work on a retiree rate for the conference. Dorothy suggested asking them to contribute the time at the conference in exchange for the discount. Jeff asked if this would be publicized as a rate – causing problems potentially. These issues will be flushed out in the future.
 - c. Will mentioned the other information discussed would be addressed during the meeting but did highlight new Court Manager Editor would be in the meeting.
 - d. The Executive Session later in the day will cover board health & NCSC contract.
 - e. The officers also discussed a new approach to Midyear – think about reassessing and going back to regional meetings. This would be a one-day meeting with one track. Michelle suggests piloting the program. It is a possibility to work with AOC's and use their training rooms. The board determined that they will move forward with a pilot program for next budget cycle and will start putting some things together for review by the board. TJ requests that the board take note of good speakers so can reuse for a pilot program. Board members would not be expected to attend these regional meetings but would be filler presenters for Core or whatever else. SIGs and WINs are good opportunities to build connection with NACM. Callie emphasized using the SJI priorities for education.
- C. Approval of December 10, 2019 Board meeting minutes* - Will asked if there were changes to the meeting minutes; there being none – the minutes were approved.

- D. Partner updates
 - a. Will thanked Charleston for the recent webinar with American University. American is a partner of NACM.
 - b. COSCA Fall board meeting – Will presented at this meeting and was able to observe JTC’s meeting.
 - c. CCPIO – NACM has a collaboration with CCPIO to create a media guide. This project is moving forward, probably 80% complete. Will met with the new CCPIO president who was very complimentary of NACM Partnership.
 - d. CCJ Conference – Will presented to them last week at their Midyear Meeting
 - e. Will met with the Chair of SJI, who is a Chief Justice. Will thanked the Chief Justice for SJI’s support. The partnership is strong with SJI – they are very happy that focus on SJI priorities.
 - f. AJA – Will will attend this meeting soon
 - g. Will will also attend the COSCA board meeting in March
 - h. Kathy will attend NCJFCJ
- E. Conference Crisis Plan – Janet mentioned the crisis plan is updated and in box
- F. Will asked folks to monitor app for things that have been posted,
- G. Conference Announcements – in [box – TJ will discuss](#)

II. President-Elect Report

T.J. BeMent

- A. Midyear Conference housekeeping – TJ reviewed details of the Midyear conference.
 - a. Board members were requested to sign up to be Facilitators for WIN Sessions and use the app
 - b. TJ and Callie reiterated need for feedback. Board members were also asked to think about awards nominees and board member recruitment
 - c. Annual Conference update – the conference agenda is finished. NACM will be launching the web site soon. Excited for good turnout at this meeting.
 - d. JCH Partnership* - TJ Asked folks to take a look at items in the board book for Justice Clearinghouse, whose focus is on webinars. JCH has provided several proposals for membership as an organization. The options are to give NACM members free membership, give discounted membership, or engage with JCH for webinars. The NACM membership list would be shared with JCH. The cost is \$2,200 for free membership for members. Jeff asked if JCH would be a good vendor for exhibits. Think about what want going into negotiations. After discussion, TJ recommended the board approve an organizational membership, which would provide free membership to all NACM members. The board voted to empower TJ to start negotiations regarding member benefit (member subscription for 1 year.).
 - o ACTION: TJ Made a motion that the board approve the membership benefit for up to \$2200 with option to negotiate the best deal. Tina made a second. All in favor, none opposed. The motion carried. No motion was made for webinars at this time.

III. Vice President’s Report

Kathy Griffin

- A. Education Committee Report Overview

Kathy reported that there were no action items for the committee. The committee is assembling list of recommended speakers. Kathy requested people forward ideas to her. Kathy is also working on themes for next year’s conferences. State associations have been having roundtable discussions, which have been well received. The committee is also working with NASJE re; leadership session at the Annual conference, NASJE is assembling speakers. Kathy asked board members to encourage state representatives to get involved.

- B. Core e-Learning Initiative- Lively discussion on last call. Jeffrey reported that the committee is going to move forward with rolling out the Core Achievement program prior to moving forward to e-Learning Initiative.
 - a. It was reported that the last Core Committee call was not positive. Subcommittee had met, determined that the board needed an RFP and that the Court Leaders Group should not be interacting with the committee. Next CORE call, Court Leaders Group announced that they will do what they want. Jeffrey was clear that the board needed to have discussion regarding this. Officers decided that they will not pursue Court Leaders on microcourses with eDub Law. While NACM cannot control what others do, it was suggested the board craft a statement to be shared on the Core site to protect Core content and expectations. Janet suggests taking the statement a bit further and making it a resolution. It was also suggested to mention SJI's support in the statement and/or the resolution. Jeff Chapple feels this is the best route to go as was not impressed with the offering from Court Leaders. The committee will move forward and let Court Leaders know will not move forward with them. Officers will draft something and forward to the board.
- C. Federal Court Clerk Assn – has always worked with MSU. Kathy was contacted by them re: Core Curriculum. FCCA would like someone to present at their conference annually. Kathy has a follow up call with them, they would like a presenter for 2021. Propose marketing this availability to other associations and have six speakers designated as Core presenters so quality is known. Dorothy mentioned having dual partners only pay travel, but nondual partners pay a fee as well. Speakers will be contracted with NACM. The Core will start working on this.

IV. Secretary/Treasurer's Report

Jeffrey Tsunekawa

- A. Budget update and financial report – The DRAFT watermark appears on the documents for year-end as there are some outstanding items still coming in. It is projected that the 2019 budget will come in at \$100,000 in the black. Unrealized gain/loss saved the budget. There was a brief discussion of how budget and accounts work. It was suggested to consider how to share this with membership.
- B. #WeToo – This grant was approved by SJI. Will be getting team members together to begin planning. Starting to move forward and set up a timeline for rollout. The focus of this grant is on the court community; the National Center has a complementary grant which focuses on the judge's perspective.
- C. JTC Update – Paul and Kelly working on Teleworking Best Practices – Jeffrey is working on Landscape of Pretrial Risk-Assessments. Paul would like to see white papers advertised as a NACM benefit. It was suggested to consider committing to marketing white papers – perhaps with a webinar, conference session, or promoting in Court Express.

V. Immediate Past President's Report

Paul DeLosh

- A. Report Overview
 - a. Nominations & Declarations of Candidacy are available online. Paul suggested that the board engage & promote those in committees or in courts. Paul requests board members to let members know that the declarations are available. Think about what is needed on board and nominate someone.
 - o Nominations due April 17
 - o May 1 is declarations
- B. National Initiative to Improve the Courts Response to Mental Illness – Paul serves on this committee. There will be a meeting at the end of the Midyear Conference regarding materials

for everyone in the court community to access. The group voted and approved to make a Task Force vs. an Advisory Committee. Funding used to provide technical assistance to six states as well as regional summits. Just beginning the second year. SJI has committed to funding a third year of the project.

VI. Governance Committee Report

Rick Pierce

- A. Original Resolution No. 4 of 2019: Balancing Admission of Evidence from Cell Phones and Other Personal Electronic Devices with Courthouse Safety and Security* - No comments received for changes.
 - a. ACTION: A movement was made by TJ to adopt; Angie seconded. All in favor, none opposed. The resolution was adopted.
 - b. Podcast has been created and recorded. Will be released in the coming months.
- B. Educational Landing Pages – Have been created. A work in progress.
- C. National Agenda – Have had two conference calls which have been very beneficial. The challenge is how to maintain freshness and give it something that sparks interest while maintaining fundamentals. The past presidents have been able to shed some light on this. The committee is reaching out to COSCA and NASJE for input, survey on what they use the National Agenda for, the areas they think are relevant, or what they'd like to see be added to be more relevant. Rick asked board members for their input as well.
- D. State of the Profession Address- Angie and Rick have been working on this third reiteration of the speech. This speech focuses on NACM and what the organization has done but as profession as a whole and what society demanding of the courts. Rick invited board members to let him know if there are items, they'd like to have shared.

VII. Membership Committee Report

Michelle Dunivan

- A. Summary of Committee Report – Michelle gave an overview of her committee report, highlighting the following items:
 - a. Michelle asked the board to provide a donation for the membership scholarship.
 - b. Nonmembers attending Midyear have been contacted and encouraged to join with the special \$20 membership fee
 - c. Amazon Merch – the committee has not moved forward with this. The next step is to upload artwork.
 - d. ECP – will have their networking event tomorrow.
 - e. Membership Exit Surveys have started being sent out, so the committee should have results soon.
 - f. A Membership Table will be set up in Exhibit Hall during the conference.
 - g. Testimonials will be taped during exhibit hall (from 1:30-2:30) and will be used in social media, as well as on the website
 - h. Janet clarified that expired members are not eligible for the scholarship or \$20/ membership.
 - i. The committee is considering tracking membership inspiration.

VIII. Communications Committee Report

Charleston Carter

- A. Podcasts – Peter Kiefer continues to produce these, and they are distributed every month
- B. Webinar – Charleston reported that the webinar went well, but they needed more time for questions. Charleston getting questions to the presenters for them to respond to.

- C. Website – Regular updates are being made to the Website. Jeffrey mentioned that the member directory is not up to date but is being worked on. Nacmconference.org is on its last leg and needs to be rebuilt before annual 2021. Need to rethink what will need for this site and how would like it to function.
- D. NACM Repository – The NACM Repository is a central database of educational resources. Jeffrey has been working with this committee. There is a google database which is ready. Questions around this initiative are: Who will own keeping the repository updated and Jeffrey needs help linking the 600 resource to pdfs or urls.
- E. Court Manager*- Charlene Watkins appointment as editor to Court Manager.
 - a. ACTION: Paul made a motion to appoint Charlene Watkins as editor of Court Manager, Dorothy seconded, all in favor, none opposed, and the motion carried.
 - b. Charleston mentioned that he is thrilled to have everyone is Charlotte. North Carolina paid for conference registrations, but not membership. They are trying to get membership numbers up for the state.

IX. Partner Update (15 mins.) 1:00 – 1:15

National Center for State Courts

Janet Reid/Callie Dietz

- A. eCourts has opened
- B. State of the State Courts released> Jesse presenting at annual
- C. Committee Award Nominees will be requested soon
- D. TJ Mentioned NCSC released an explainer video released on jury service

X. Conference of State Court Administrators

Jeff Shorba

- A. The COSCA board approved their 2019 policy paper on court records.
- B. The recent NCSC newsletter provided links to pandemic information
- C. Last fall, the NCSC launched a Leadership Academy which was framed around leading leaders. The meeting had a wait list. NCSC will holding this meeting annually and will be releasing modules.
- D. COSCA is working to put together regional summits on Cybersecurity. Goal is to have them start in 2020.
- E. 2021 is 50th anniversary of NCSC. Meeting in Williamsburg/ Launch of Just Horizons to see where courts will be in next 50 years. Will have surveys
- F. 2020 COSCA Annual will be in Portland. Theme is Access to Justice. Midyear in Charleston – with a focus on Human Resources
- G. Jeff Shorba will become a COSCA representative of JTC

XI. New Business/Open Discussion

All

- A. Will asked if there was a need for new business.
 - a. Paul asked about who has access to webinars. The discussion was regarding recordings free to watch, but recordings only complimentary to members. (There is a fee for nonmembers.)
 - b. There being no further business, the meeting went into executive session.