

**National Association**

**for Court Management *Strengthening Court Professionals***

**Committee Progress Report Form – 2016-2017**

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|  | **Report** | **Due Date** | **Submission Date** |
|  | Fall Progress Report | October 10, 2016 |  |
|  | Midyear Progress Report | January 6, 2017 | 1/4/17 |
| **X** | **Annual Progress Report** | **June 16, 2017** | **6/13/17** |

| **Project** | **Project Status** | **Strategic Priority?**  **(Yes/No)** | **Discussion Needed?**  **(Yes/No)** | **Board Action Needed?**  **(Yes/No)** | **If Yes to discussion or action, please describe what needed** |
| --- | --- | --- | --- | --- | --- |
| ***Court Express*** | The next edition of the *Court Express* will be emailed on August 24, 2017. Copy deadline is August 7, 2017. The publication schedule for the Court Express was revised to avoid coinciding with the *Court Manager* publication. | **Yes** | **No** | **No** |  |
| ***Court Manager*** | The Summer 2017 (Vol. 32/2) edition of the *Court Manager* was published and distributed in June. A subcommittee has been meeting regularly to plan transition to the electronic version of *Court Manager.* The NCSC sought proposals from four publishers to allow for a rate and features comparison. The subcommittee’s recommendation is included in the materials for the board’s consideration.  Court Manager advertisement rates will be determined and set at the Fall Board Meeting (need to know electronic Court Manager plan before can research and establish rates). | **Yes** | **Yes** | **Yes** | Proposal for electronic *Court Manager* to be presented and discussed. Board approval necessary to begin the electronic *Court Manager*.  Does board still want 3 electronic editions and 1 paper edition (Fall/annual conference edition)? |
| **Webinars** | The first webinar for 2017 was on LGBTQ awareness and the second was on Emergency Preparedness. Both webinars were a success. Registration for the webinars exceeded 100 participants. Paying for GoToWebinar services only when there is a webinar and cancelling in between webinars has been cost-effective.  T.J. BeMent and Janet Cornell are scheduled to present the third webinar in September. This webinar will be a follow-up to the Court Administrator session at the annual conference and will cover content from the Court Administrator’s Guide.  The fourth webinar should take place in late November or early December 2017. The Board is asked to determine the topic for the webinar.  As the board considers the next webinar topic, board members are asked to consider whether it is acceptable to duplicate training content across forums (i.e., guide, conference session, webinar, Court Manager articles, etc.) based on the thinking that each forum may reach a different audience. An alternative approach would be to ensure that when training content is scheduled for delivery via multiple forums, it is done in a way that each subsequent presentation is building (expounding) on the previous delivery. If the latter, marketing strategies are even more critical to encourage participation in multiple events that cover the same topic. This question/concern was raised by Vicky during the June Communications Committee call.  Webinar Preparation Guide has been completed and incorporated into the Operations Manual. | **Yes** | **Yes** | **Yes** | 1. Determine next topic for webinar. Possible options:   * Joint Technology Committee Initiatives * Courts’ Response to Domestic Violence * The Importance of Plain Language in the Courts   2. Determine best practice for coordinating and managing educational content that is delivered in multiple forums: guide, conference session, webinar, Court Manager article. |
| **Website** | Website analysis was completed. Next steps to be determined by Board. | **Yes** | **Yes** | **Yes** | Discussion of website analysis and board’s plan for website updates |
| **Social Media** | NACM continues to market events and announcements via social media outlets. | **Yes** | **No** | **No** |  |
| ***Courts’ Response to Domestic Violence Guide*** | The *Courts’ Response to Domestic Violence Guide* will be revised in 2017. A subcommittee has been actively working on revisions to the guide. The guide should be completed by September 2017. Julie Dybas leads the revision committee. | **Yes** | **No** | **No** |  |
| **2018 Guide** | Communications Committee will begin discussing possible guides for 2018. A decision by the board will be sought at the Fall Board Meeting. | **Yes** | **No** | **No** |  |

**Time needed at meeting for Committee report: 15-30 minutes is needed for the electronic Court Manager; 10 minutes for webinar topic selection and discussion about coordination of educational programming across multiple forums; and 15-30 minutes for the website analysis.**

**Submitted by: Dawn Palermo**

**Date: June 13, 2017**