

**National Association**

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

**Committee Progress Report Form – 2017-2018**

**Committee: Communications**

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|  | **Report** | **Due Date** | **Submission Date** |
|  | Fall Progress Report | September 5, 2017 |  |
| **X** | **Midyear Progress Report** | **January 10, 2018** | 1/5/18, Updated 1/26/18 |
|  | Annual Progress Report | June 20, 2018 |  |

| **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** |
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| **Court Manager** | First electronic edition developed. Electronic Court Manager Subcommittee reviewed website and recommended edits. President’s email announcing the electronic edition to be sent on Monday, January 29. Spring edition will be posted on March 26. Articles due March 22 for summer edition. | **No** | **No** | **No** |  |
| **Court Express** | Articles due February 12; email distributed February 28, 2018. | **No** | **No** | **No** |  |
| **2018 Guide** | Plain Language is the guide topic for 2018. Subcommittee Chair Aurora Zamora organized and chaired the first meeting on January 25. | **Yes** | **No** | **No** |  |
| **Outdated Guides** | Committee members reviewed four outdated guides (noted below) and recommend posting the guides to an “Archived Guides” section on NACM’s website with a statement that says something to the effect of “The following guides are not current but are provided here for historical reference purposes.”   1. Achieving and Sustaining a Green Court (Danielle Rosete) 2. Business Continuity (Rick) 3. Court Security (Aurora Zamora) 4. Verbatim Record (Alyce) | **Yes** | **Yes** | **Yes** | Board to consider approving archival of guides and determine if an “archival” section should be created on NACM’s website. |
| **Future Guides** | Guide drafted for selecting guide topics. | **Yes** | **Yes** | **Yes** | Board to consider guidelines for adoption and inclusion in the Operations Manual. |
| **Webinars** | 1. Civil Justice Initiative – February 28, 2pm Eastern  2. Trauma Awareness – May 17, 2pm Eastern  3. JTC Projects – planning to begin in Spring  4. Domestic Violence Guide – unknown if volunteers will be available to present | **Yes** | **Yes** | **No** |  |
| **Website Redesign** | Howell Group redesigning website. Launch should be by early Spring. | **Yes** | **Yes** | **No** | Review site and discuss next steps. |
| **Survey Instrument** | Assessment of survey tool options conducted and recommendation will be provided to board. | **Yes** | **Yes** | **Yes** | Discuss recommendation and determine if NACM should purchase a subscription or a survey tool. |
| **Educational Opportunities** | Committee members considered whether NACM should pursue offering additional educational opportunities to NACM members using other forms of delivery such as podcasts, blogs, webinars, short video trainings, conference recordings, SJI projects mini summits/events, etc. Committee recommends NACM not add other methods for delivering educational content because members think that NACM is meeting the educational needs of the membership through existing methods. | **Yes** | **Yes** | **Yes** | Discuss committee’s recommendation and determine next steps, if any. |

**Time needed at meeting for Committee report: 50 minutes (30 minutes for Communication items and 20 minutes for website review)**

**Submitted by: Dawn Palermo**

**Date: January 8, 2018, Updated Report on January 26, 2018**