



# National Association for Court Management

*Strengthening Court Professionals*

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## NACM ANNUAL BOARD MEETING AGENDA

Monday, July 13, 2020, 2:00 p.m. EST

<https://global.gotomeeting.com/join/361052541>

You can also dial in using your phone:

Dial: +1 (872) 240-3412

Access code: 361-052-541

**2:00 – 2:10 p.m. President's Report (10 min.)** *Will Simmons*

1. Overview of the Officers meeting
2. Approval of minutes – June 3 Board Call (**action item**)

**2:10 – 2:30 p.m. Partnership Organizations/Welcome**

**2:30 – 2:50 p.m. President-Elect/Conf. Dev. Com. (20 min.)** *T.J. BeMent*

1. Virtual Education Update

**2:50 – 3:00 p.m. Vice President (10 min.)** *Kathy Griffin*

1. Education Committee
2. Core Committee

**3:00 – 3:10 p.m. Secretary/Treasurer (10 min.)** *Jeffrey Tsunekawa*

1. Budget Update

**3:10 – 3:25 p.m. Communications Committee (15 min.)** *Charleston Carter*

1. Website (**action item**)
2. Public Landing Pages

**3:25 – 3:40 p.m. Governance (15 min.)** *Rick Pierce*

1. State of the Profession Address
2. National Agenda

**3:40 – 3:45 p.m. Immediate Past President (5 min.)** *Paul DeLosh*

1. Past President Committee
2. Nominations Committee

**3:45 – 3:50 p.m. Membership Committee (5 min.)** *Michelle Dunivan*

1. Membership Dues Reduction for First Time Attendees (**action item**)

3:50 – 3:55 p.m. NCSC Update (*5 min.*)

*Jesse Rutledge*

3:55 – 4:00 p.m. New Business / Open Discussion / Carryover

*All*

Adjourn



## BOARD CONFERENCE CALL

Wednesday, June 3, 2020 – 2:00 PM ET

### MINUTES

**Present on Call:** Will Simmons, TJ BeMent, Kathy Griffin, Jeffrey Tsunekawa, Paul Delosh, Jeff Chapple, Michelle Dunivan, Frank Hardester, Dorothy Howell, Kelly Hutton, Tina Mattison, Rick Pierce, Angie VanSchoick, Jesse Rutledge, Jennifer Haire, Janet Reid, Callie Dietz, Jude Del Preore

#### 1. Welcome

Will Simmons

- a. Will called the meeting to order.
- b. Approval of March 31<sup>st</sup> and May 18<sup>th</sup> Minutes. Will asked for changes. Angie asked for her last name to be corrected. With no other changes, the minutes were accepted with the spelling changes.
- c. Will thanked everyone for their support and the work of NACM, as well as doing their real job.

#### 2. President

Will Simmons

- a. Appointments to NCSC COVID Task Force Committees - NACM has been invited to have 3 people appointed to the COVID Task Force – civil, criminal, and family/juvenile subcommittees. Will asked for volunteers. TJ mentioned that Dawn Palermo has been recommended for the family/juvenile subcommittee. Will stated that he would reach out to Dawn, and requested the board recommend folks to Will and TJ. Will requested the board give authority to make appointments. Rick motioned that we gave authority to the president and officers for appointments for the 3 COVID task force subcommittees. Dorothy seconded the motion. All in favor, none opposed, and the motion carried.
- b. Appointments to #WeToo Advisory Group - TJ & Jeffrey previously submitted grants for #WeToo. We now need 3-5 people for the advisory group. Paul DeLosh, Dorothy Howell and Jeffrey Tsunekawa will serve. TJ has one additional person who may be interested, and he



will let Will know. Dorothy made a motion to authorize the president to confirm nominations to the #WeToo advisory group. Rick seconded the motion. All in favor, none opposed, and the motion carried.

- c. Annual Business Meeting Logistics – deferred to President Elect's report.

### 3. NCSC Report

Jesse Rutledge

- a. Immense amount of work happening around the pandemic. Jesse encouraged NACM to finish determining representation on the task forces. There are currently workgroups around communications and technology. If NACM interested in participating in those groups, NCSC would welcome up to 5. The sooner appointments made, the better.
- b. Hopefully NACM has seen some of content from Rapid Response Team. Today topics include budget & finance; tomorrow is jury selection.
- c. Non-pandemic related news: recently published the National Open Data Standards. This multiyear project included NCSC and many other partners. (NODS) It provides for transparency in court operations and consistency in data standards.
- d. NCSC's newsletter was released today. A technology infrastructure project was completed, and moved to a new content management system.
- e. Pandemic Zoom video series – 8-15 minute chats with subject matter chats on access to justice issues
- f. A status of contract negotiations was provided. Officers have met with Jesse informally regarding items that were raised. At a later meeting, they will present to the board the items that need to be flushed out.
- g. Jesse mentioned that Jude DelPreore was on the call as Callie announced her resigning to NCSC. We are going to miss Callie, but Jude will be a great replacement.



- h. Rick mentioned the webinars and information on the pandemic on the NCSC website is excellent and thanked the National Center for these materials.

#### 4. Communications Committee

Charleston Carter

- a. Tyler sponsored webinars – Tyler has offered to sponsor a webinar.
- b. Conference TV proposal from WebsEdge – This is vendor that has sent information and would like to be considered along with the other companies that Association Services is approaching for an RFP.
- c. Podcasts have been received positively.
- d. There has been positive feedback about the conference going virtual. Will feels that they have been pushing information out well as to what is happening.

#### 5. President-Elect

T.J. BeMent

- a. Virtual Experience Updates
  - i. Timing: RFP going out today for review. Comments are to be back by Friday. Proposals are going out with a return by June 17. There will be some committee members reviewing on the 18th and 19th, demos June 22, and a decision by June 29.
  - ii. After a vendor is determined, an update will be sent to members as to what to expect moving forward.
  - iii. The extended virtual experience will occur over several weeks.
  - iv. Jonathan Mattiello has received a follow-up letter for amendment. The SJI board has approved and allowed free reign of remaining SJI funds. This allows the virtual experience to be complimentary to members and nonmembers alike.
  - v. T.J. had several thoughts regarding scheduling; and most will depend on vendor pricing scheduling. He wants to move as many sessions as was scheduled virtually as well as networking, shared interest groups and a vendor virtual expo.



- vi. There needs to be direct marketing to nonmembers and members. There will also be opportunities for vendors. More to come. Rick asked when this would start. T.J. said that he was thinking of starting in August for approx. 10 weeks. Planning for three sessions once a week that are approx. 1 hour each but will depend on costs. Rick noted this gives members more session exposure than if developed in person. All sessions will be recorded except sponsored sessions possibly.
- vii. Kathy inquired about board meeting and business meeting. T.J. is trying to determine when to do this, but thinks the business meeting should be a standalone meeting in July. It could be used as an opportunity to hype up the virtual conference
- viii. Will mentioned the State of the Profession is in good shape and perhaps July would be a great time to have the speech - during the business meeting. TJ thinks a good use of time.
- ix. Callie mentioned that they have been in touch with all speakers to let them know we are going virtual. Most speakers would like to go forward virtually.
- b. Business Meeting Logistics
  - i. TJ expressed that he would like the business meeting held over same conference dates. We would have to notify members more than 30 days, and less than 60 days ahead. This would be the State of the Profession, awards, business meeting, committee reports and election. Ideally this would be July 13, 2020. Janet mentioned that the timeline for the virtual conference has them starting Aug 21. Rick raised concerns about the time lapse between business meeting and the virtual conference, in terms of raising momentum. Jeff agrees. TJ's concern is notifying members of the business meeting.
  - ii. TJ feels voting should be through survey monkey again. The slate of candidates should be put out in advance. If there is a nomination from the floor, we would have to modify survey



monkey to add the person or allow a field for Other (fillable box). TJ mentioned having the NCSC Staff send an email telling them the business meeting was open and that they should vote.

- iii. TJ asked if there were any objections to this plan and having meetings July 13. He plans to start sending messaging. TJ asked Janet to reach out to committee chairs for reports and slides and to adhere to timeline in place.

- c. Fair Use Statement – TJ took a stab at a Fair Use Notice for the NACM Core for Court Leader's Advantage's group. TJ asked if people were comfortable voting on this.

- i. Want to be posted to website and have link to Core graphics
- ii. Kathy says she thinks it looks great and will be good not just for Court Leader's Advantage but also other groups that use Core.
- iii. Jeffrey suggested having Rob Baldwin review. Angie pointed out a spelling error.
- iv. Kathy made a motion to move forward with the Fair Use statement after review by Rob Baldwin. Jeffrey seconded. All in favor, none opposed. This passed.

## 6. Vice President

Kathy Griffin

- a. Kathy mentioned NASJE is willing to do the leadership seminar virtually.

## 7. Secretary/Treasurer

Jeffrey Tsunekawa

- a. FY2021 Budget Amendments
  - i. TJ brought up projections for 2020 to look at bottom line. He highlighted changes.
  - ii. This assumes the fall board meeting will be virtual.
  - iii. Removes all president's travel and association services travel.
  - iv. Site visits are eliminated for the year.
  - v. Bottom line is \$263,377 in the negative.





# National Association for Court Management

## *Strengthening Court Professionals*

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- vi. NACM's Money Market would be eliminated; the operating account to be kept with a balance of \$50,000; investments would be reduced to \$344,000.
- vii. Will said he thought TJ was thorough when he last presented the budget two weeks ago.
- viii. TJ requested approval of the budget. Kathy maintains that the President's travel should be in there as she thinks it is important to attend meetings.
- ix. TJ thinks there needs to be acknowledgement pulling from investments. Janet mentioned that any change more than \$3,000 the full board needs to vote. Rick says that there needs to be a motion to approve withdrawing from investment account. Kathy thinks that the line items being changed needs to be approved.
- x. **ACTION:** TJ made a motion to move to approve the revised budget noted as board recommendation virtual conf as FY2020 budget. Rick seconded the motion. Will asked if anyone did not understand. Jeff asked about the cancellation penalty for New Orleans and when it is determined we get it back. Dorothy would like to abstain from the vote. Unanimous with one extension.
- xi. **ACTION:** TJ made a motion to approve a potential liquidation of investments. Will asked if any objections. TJ clarified that we need to be sure have at least \$50,000 cash in the operating account. Michelle asked if penalty to withdraw once or at a time.
- xii. Will asked if need to make a decision now. Janet mentioned that the operating account is currently at \$67,000 and with the payment to the Hilton of \$50K, virtual conference fees, and NCSC monthly payments are all still outstanding, so a decision needs to be made now. Dorothy says would be more comfortable if it was a fixed amount for the time being. TJ suggests authorizing a withdrawal of about \$100,000. TJ Made





an amendment to his motion to withdrawal \$100,000. Overall withdrawal projected to be about \$225,000. Kathy seconded the motion with the amendment to liquidate \$100,000 from the assets. Will asked for those not in favor. Dorothy stated she would like to abstain. No nays, so the motion carries.

## 8. Immediate Past President

Paul DeLosh

- a. Paul encouraged folks to apply for the upcoming vacancies on the board. Will inquired how many we have. Paul said we have enough for each position.

## 9. Governance Committee

Rick Pierce

- a. National Agenda Update – Rick reached out to people to see if they were willing to work on this during pandemic; the committee requested it be put on pause. Rick will contact Pam Harris regarding disseminating the survey. He hopes to post questions on the COSCA listserv re: national agenda, then NASJE and CCPIO. Possible change in leadership in July to carry this forward. Hope to present in the new year.
- b. State of the Profession Address – Angie was thanked and also others who have participated. Rick feels confident that this addresses issues. The address has been cut down.
- c. Voice of the Profession Survey Distribution – Rick stated that the voice of the profession survey has been given the past two years. It has been used in a variety of ways. Paul thinks it may be useful to do it every other year or at the beginning of the year. Not sure that now is the time to ask people what they would like to do. Michelle also sees value in pausing. Not wanting to use up good will. Will agrees as does TJ. Will asked if any opinions opposite of that. There being none, the survey is paused for the summer year.

## 10. Membership Committee

Michelle Dunivan



- a. Michelle apologized for not copying the board on last meeting invite. The committee met and had a few things of value that came out of the meeting.
  - i. Conduct a podcast specific to membership.
  - ii. Incentives for membership. Because of current economic circumstances, we need to find a way to reach out to individuals. There are expectations that court spending will be cut back. Seeing the impact of courts focusing on operations in membership going down.
  - iii. TJ said that he thinks having the virtual experience complimentary will have the ability to do streaming ads for benefits of membership during conference, and offer the ability to follow up with registrants.
  - iv. Membership 2020 – want to do \$50 membership or something. But does not think ready to discuss. TJ suggests discount code to register as a new member during the time.

## **11. Other Business – Will asked if any other business.**

- a. Tina announced awards winners. Award of Merit - Kevin Bowling; Enhancing Justice Award - Pima County Juvenile Court's Dependency Alternative Program. Award Committee: Stacy Worby, Edwin Bell, Greg Lambard, Teresa Decker, Don Cullen
- b. TJ said that he may want to invite winners to make comments.

12. Executive Session – Will announced no need for executive session.

13. Adjourn – the meeting was adjourned at 4:08 pm



# National Association for Court Management

## Strengthening Court Professionals

	2019 Actual Budget	2020 Approved Budget	2020 End of April Financials	JANET's Projections	2020 Projections with virtual conf & reg fee	2020 Projections with virtual conf & no reg fee	2020 Projections without virtual conf	Board Recommendation (Virtual w/ No Reg)
<b>Revenue</b>								
4000 · Membership Dues/Regular	\$ 172,755	\$ 180,000	\$ 69,005	\$ 160,000	\$ 174,000	\$ 165,300	\$ 156,600	\$ 160,000
4005 · Membership Dues/Associate	\$ 17,285	\$ 14,000	\$ 6,885	\$ 12,000	\$ 16,800	\$ 15,960	\$ 15,120	\$ 12,000
4010 · Membership Dues/Sustaining	\$ 4,300	\$ 4,500	\$ 2,500	\$ 4,500	\$ 5,400	\$ 5,130	\$ 4,860	\$ 4,500
4015 · Membership Dues/Retired	\$ 1,340	\$ 1,600	\$ 650	\$ 1,200	\$ 1,440	\$ 1,368	\$ 1,296	\$ 1,200
4025 · Membership Dues/Student	\$ 315	\$ 245	\$ 35	\$ 35	\$ 210	\$ 200	\$ 189	\$ 35
4030 · Membership Dues/DUAL	\$ 8,150	\$ 14,000	\$ 5,850	\$ 8,000	\$ 9,285	\$ 8,821	\$ 8,357	\$ 8,000
4035 · Membership Dues/eLimited	\$ 315	\$ 245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Membership Dues TOTAL	\$ 204,460	\$ 214,590	\$ 84,925	\$ 185,735	\$ 207,135	\$ 196,778	\$ 186,422	\$ 185,735
4050 · Scholarship Fund	\$ 3,604	\$ 3,000	\$ 645	\$ 2,145	\$ 645	\$ 645	\$ 645	\$ 2,145
4065 · Donations/Other	\$ 90,300	\$ 90,000	\$ 29,705	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
4070 · Interest Income/Regular	\$ 25,313	\$ -	\$ 26	\$ 26	\$ 25	\$ 25	\$ 25	\$ 26
4080 · Unrealized Gain/Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4090 · Fees and Registrations	\$ 507,501	\$ 437,000	\$ 114,600	\$ 109,245	\$ 177,995	\$ 109,245	\$ 109,245	\$ 109,245
4095 · In-Kind Registration	\$ 44,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4100 · Social/Other Income	\$ 8,715	\$ 10,000	\$ 570	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
4110 · Vendor Income	\$ 235,490	\$ 235,000	\$ 78,000	\$ 60,000	\$ 78,000	\$ 78,000	\$ 40,600	\$ 37,400
4120 · Sponsorship Income	\$ 108,750	\$ 108,750	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 19,000	\$ 28,000
4130 · Grant Income	\$ 156,350	\$ 156,350	\$ -	\$ 155,850	\$ 95,168	\$ 155,850	\$ 31,168	\$ 155,850
#WETOO Grant	\$ -	\$ 113,346	\$ -	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346
4140 · Advertising Income	\$ 12,003	\$ 13,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
4150 · Publication Sales	\$ 2,081	\$ 500	\$ 675	\$ 800	\$ 700	\$ 700	\$ 570	\$ 800
Total Revenue	\$ 1,398,657	\$ 1,381,536	\$ 356,146	\$ 770,267	\$ 816,134	\$ 797,709	\$ 597,141	\$ 728,667
<b>Expense</b>								
5100 · Travel/General	\$ 39,457	\$ 69,217	\$ 23,011	\$ 47,000	\$ 23,011	\$ 23,011	\$ 23,011	\$ 23,011
5105 · Travel/President	\$ 9,398	\$ 15,000	\$ 4,447	\$ 4,447	\$ 4,447	\$ 4,447	\$ 4,447	\$ 4,447
5110 · Travel/Officer	\$ 1,432	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
5120 · Travel/Site Visit	\$ 5,519	\$ 4,000	\$ (710)	\$ (710)	\$ (710)	\$ (710)	\$ (710)	\$ (710)
5125 · Travel/Association Serv.	\$ 15,359	\$ 16,549	\$ 3,010	\$ 5,000	\$ 3,010	\$ 3,010	\$ 3,010	\$ 3,010
5130 · SJI Speaker Travel	\$ 15,354	\$ 15,500	\$ 5,668	\$ 5,668	\$ 5,668	\$ 5,668	\$ 5,668	\$ 5,668
5200 · Honoraria	\$ 15,146	\$ 20,000	\$ 5,500	\$ 13,500	\$ 9,500	\$ 13,500	\$ 7,750	\$ 13,500
5300 · Conference Expenses	\$ 45,047	\$ 29,599	\$ 22,807	\$ 145,745	\$ 89,063	\$ 145,745	\$ 26,563	\$ 145,745
5310 · Food and Beverages	\$ 431,506	\$ 366,116	\$ 60,803	\$ 85,803	\$ 110,803	\$ 110,803	\$ 110,803	\$ 110,803
5320 · Audio Visual	\$ 80,000	\$ 68,500	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
5400 · President's Discretionary	\$ 537	\$ 2,000	\$ 690	\$ 1,090	\$ 1,090	\$ 1,090	\$ 1,090	\$ 1,090
#WETOO Grant	\$ -	\$ 113,346	\$ -	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346
5600 · Scholarships	\$ 5,420	\$ 6,410	\$ 274	\$ 3,274	\$ 2,774	\$ 1,774	\$ 1,774	\$ 3,274
5650 · Awards	\$ 853	\$ 1,300	\$ -	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
5700 · Presidents Gifts	\$ 170	\$ 400	\$ -	\$ 300	\$ 400	\$ 400	\$ 400	\$ 300
6000 · Telephone	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6010 · Webinars	\$ 2,428	\$ 2,988	\$ -	\$ 2,988	\$ 2,988	\$ 2,988	\$ 2,988	\$ 2,988
6200 · Postage	\$ 2,662	\$ 3,900	\$ 1,682	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
6300 · Printing/Photocopying	\$ 11,290	\$ 12,625	\$ 2,770	\$ 12,723	\$ 12,723	\$ 12,723	\$ 12,723	\$ 12,723
6400 · Office Supplies	\$ 121	\$ 100	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
6410 · LinkedIn	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6500 · Insurance Expense	\$ 7,508	\$ 8,200	\$ 3,349	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200
6600 · Consultant	\$ 47,013	\$ 47,705	\$ 12,723	\$ 25,205	\$ 25,205	\$ 25,205	\$ 25,205	\$ 25,205
6610 · Audit Fee	\$ 10,480	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
6700 · Website Devp/Internet Exp	\$ 6,568	\$ 6,500	\$ 2,238	\$ 6,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,500
6800 · Credit Card Fees	\$ 21,180	\$ 17,000	\$ 3,875	\$ 7,000	\$ 12,000	\$ 8,000	\$ 8,000	\$ 7,000
6810 · Licenses & Fees	\$ 181	\$ 1,085	\$ 158	\$ 1,085	\$ 1,085	\$ 1,085	\$ 1,085	\$ 1,085
6820 · Admin Supp/Contract Fee	\$ 393,079	\$ 403,383	\$ 130,738	\$ 378,859	\$ 378,859	\$ 378,859	\$ 378,859	\$ 378,859
6950 · Depreciation	\$ 4,433	\$ 4,000	\$ 1,478	\$ 4,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,500
5135 - Grant Match-Speaker	\$ -	\$ -	\$ 2,250	\$ 2,250	\$ -	\$ -	\$ -	\$ 2,250
7000 · Grant Match-Travel	\$ 5,621	\$ 15,500	\$ 1,313	\$ 1,313	\$ 1,313	\$ 1,313	\$ 1,313	\$ 1,313
7010 · Grant Match-Honorarium	\$ 44,396	\$ 15,000	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -
7020 · Grant Match-Audio Visual	\$ 97,856	\$ 68,500	\$ 27,737	\$ 27,737	\$ 67,737	\$ 27,737	\$ 27,737	\$ 27,737
7030 · Grant Match-Admin Support	\$ 67,857	\$ 69,214	\$ 23,071	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Total Expense	###	\$ 1,408,136	\$ 358,882	\$ 993,023	\$ 976,712	\$ 988,394	\$ 863,462	\$ 992,044
Change in Net Assets	\$ 8,788	\$ (26,600)	\$ (2,736)	\$ (222,756)	\$ (160,578)	\$ (190,685)	\$ (266,322)	\$ (263,377)
Investment Income								
4080 Net Gain/(Loss) on Investment	\$ 91,067	\$ -	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518
Final year:	\$ 99,855	\$ -	\$ (60,175)	\$ (60,175)	\$ (60,175)	\$ (60,175)	\$ (60,175)	\$ (60,175)
		\$ (26,600)	\$ (61,393)	\$ (281,413)	\$ (219,235)	\$ (249,342)	\$ (324,979)	\$ (322,034)



# National Association for Court Management

## *Strengthening Court Professionals*

### Committee Progress Report Form – 2019-2020

#### Committee: Education

	Report	Due Date	Submission Date
	Fall Progress Report	October 3, 2019	
	Midyear Progress Report	January 15, 2020	
X	Annual Progress Report	July 6, 2020	July 2, 2020

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
Education Committee Task Items	Discussions: Thematic and/or Content-Driven Tracks at Conferences, Review of NACM Strategic Planning efforts with Member Education Needs, NACM Repository. Discussion of themes for 2021.	Yes	No	No	No action
Conference Development Subcommittee	Mid-year & Annual planning completed. Very Successful Mid-Year Conference. Annual Conference moved to a virtual conference due to COVID-19	Yes	Pres-Elect Report	No	No action
Core Subcommittee	Curricula review completed for Purposes and Responsibilities. Operations Management review has formed their subgroup but delayed start due to pandemic, starting in July, 2020 Core Champion: Several highly-skilled individuals have been identified to kickstart this project and see it to completion within the next year. NACM Core Fair Use Notice & Disclaimer: Has been created, legally reviewed and published	Yes	No	No	No action

Time needed at meeting for Committee report: 10 minutes

Submitted by: Kathy Griffin

Date: July 2, 2020

**National Association for Court Management  
Financial Statements  
May 31, 2020**

**National Association for Court Management**  
**Statement of Financial Position**  
**As of May 31, 2020**

<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 79,877
Prepaid Expense	6,000
Investments	588,178
Capitalized Software Costs	4,803
<b>TOTAL ASSETS</b>	<b><u>\$ 678,858</u></b>
 <b>LIABILITIES &amp; NET ASSETS</b>	
Accounts Payable	\$ 500
Deferred Revenue	68,690
<b>Total Liabilities</b>	<b><u>69,190</u></b>
 <b>Net Assets</b>	
Without donor restriction	
Unrestricted	604,421
Board Designated - Special Projects Fund	5,247
<b>Total Net Assets</b>	<b><u>609,668</u></b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$ 678,858</u></b>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

The accompanying notes are an integral part of these financial statements.

**National Association for Court Management**  
**Statement of Activities**  
**For the Five Months Ended May 31, 2020**

	<b>Annual Conference</b>	<b>Midyear Conference</b>	<b>Communications</b>	<b>Membership</b>	<b>Guides</b>	<b>Special Project Fund</b>	<b>General Operations</b>	<b>Total YTD</b>
4000 • Membership Dues/Regular	\$ -	\$ -	\$ -	\$ 80,515	\$ -	\$ -	\$ -	\$ 80,515
4005 • Membership Dues/Associate	-	-	-	7,830	-	-	-	7,830
4010 • Membership Dues/Sustaining	-	-	-	2,500	-	-	-	2,500
4015 • Membership Dues/Retired	-	-	-	850	-	-	-	850
4025 • Membership Dues/Student	-	-	-	35	-	-	-	35
4030 • Membership Dues/DUAL	-	-	-	6,215	-	-	-	6,215
4050 • Scholarship Fund	-	640	-	-	-	10	-	650
4065 • Donations/Other	-	(400)	-	-	-	-	37,605	37,205
4070 • Interest Income/Regular	-	-	-	-	-	-	27	27
4090 • Fees and Registrations	-	109,245	-	-	-	-	-	109,245
4100 • Social/Other Income	-	120	-	-	-	-	-	120
4110 • Vendor Income	-	40,600	-	-	-	-	-	40,600
4120 • Sponsorship Income	-	19,000	-	-	-	-	-	19,000
4140 • Advertising Income	-	-	1,763	-	-	-	-	1,763
4150 • Publication Sales	-	-	570	-	145	-	-	715
<b>Total Revenue</b>	<b>-</b>	<b>169,205</b>	<b>2,333</b>	<b>97,945</b>	<b>145</b>	<b>10</b>	<b>37,632</b>	<b>307,270</b>
<b>Expense</b>								
5100 • Travel/General	-	5,814	-	-	-	-	17,197	23,011
5105 • Travel/President	-	672	-	-	-	-	3,775	4,447
5120 • Travel/Site Visit	-	-	-	-	-	-	(710)	(710)
5125 • Travel/Association Serv.	-	114	-	-	-	-	2,896	3,010
5130 • SJI Speaker Travel	-	5,668	-	-	-	-	-	5,668
5135 • Grant Match Speaker	2,250	-	-	-	-	-	-	2,250
5200 • Honoraria	-	5,500	-	-	-	-	-	5,500
5300 • Conference Expenses	12,946	9,861	-	-	-	-	-	22,807
5310 • Food and Beverages	-	58,636	-	-	-	-	2,167	60,803
5320 • Audio Visual	-	20,000	-	-	-	-	-	20,000
5400 • President's Discretionary	-	-	-	-	-	-	690	690
5600 • Scholarships	-	-	-	-	-	274	-	274
6200 • Postage	-	1,441	-	-	-	-	300	1,741
6300 • Printing/Photocopying	-	-	2,770	-	-	-	-	2,770
6500 • Insurance Expense	2,976	373	-	-	-	-	-	3,349
6600 • Consultant	-	11,463	-	-	-	-	1,260	12,723
6700 • Website Devp/Internet Exp	-	-	-	-	-	-	2,738	2,738
6800 • Credit Card Fees	-	-	-	-	-	-	4,239	4,239
6810 • Licenses & Fees	133	-	-	-	-	-	25	158
6820 • Admin Supp/Contract Fee	-	-	-	-	-	-	160,970	160,970
6950 • Depreciation	-	-	-	-	-	-	1,847	1,847
7000 • Grant Match-Travel	-	1,313	-	-	-	-	-	1,313
7020 • Grant Match-Audio Visual	-	27,737	-	-	-	-	-	27,737
7030 • Grant Match-Admin Support	-	-	-	-	-	-	28,839	28,839
<b>Total Expense</b>	<b>18,305</b>	<b>148,592</b>	<b>2,770</b>	<b>-</b>	<b>-</b>	<b>274</b>	<b>226,233</b>	<b>396,174</b>
<b>Change in Net Assets from Operations</b>	<b>(18,305)</b>	<b>20,613</b>	<b>(437)</b>	<b>97,945</b>	<b>145</b>	<b>(264)</b>	<b>(188,601)</b>	<b>(88,904)</b>
Investment Income (Net of Fees)	-	-	-	-	-	-	1,611	1,611
Unrealized Gains/(Losses) on Investment	-	-	-	-	-	-	(30,210)	(30,210)
<b>Change in Net Assets</b>	<b>\$ (18,305)</b>	<b>\$ 20,613</b>	<b>\$ (437)</b>	<b>\$ 97,945</b>	<b>\$ 145</b>	<b>\$ (264)</b>	<b>\$ (217,200)</b>	<b>(117,503)</b>
<b>Net Assets at beginning of year</b>								727,171
<b>Net Assets at end of year</b>								<b>\$ 609,668</b>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.  
The accompanying notes are an integral part of these financial statements.



**National Association for Court Management  
Notes to Financial Statements  
For the Five Months Ended May 31 2020**

**Departures from Generally Accepted Accounting Principles (GAAP)**

For the annual audit, National Association for Court Management (NACM) prepares financial statements and disclosures in compliance with generally accepted accounting principles (GAAP). For interim reporting, management has determined that the additional cost to prepare fully GAAP compliant interim financial reports outweighs the benefits and prefers to use the savings to support programmatic and operational expenditures. As a result, certain GAAP requirements are not incorporated in the interim financial statements. This is an acceptable and common practice used for the purpose of interim financial reporting for nonprofit organizations. The following lists the significant departures from GAAP for this set of interim financial statements:

1. Substantially all disclosures have been omitted.
2. The Statement of Cash Flows has been omitted.
3. Conference and membership dues revenues for the current year are recognized when received. Conference expenses for the current year are recognized when paid.
4. The Statement of Activities does not show functional expenses and we are not presenting a statement a functional expense. The Statement of Activities also does not show restricted net assets presented separately.

If the above departures from U.S. GAAP were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

The accompanying notes are an integral part of these financial statements.

**National Association for Court Management  
Supplemental Report  
May 31, 2020**

National Association for Court Management  
Budget vs Actual  
For the Five Months Ended May 31, 2020

	YTD	Annual Budget	Variance	% Budget
<b>Revenue</b>				
4000 · Membership Dues/Regular	\$ 80,515	\$ 180,000	\$ (99,485)	45%
4005 · Membership Dues/Associate	7,830	14,000	(6,170)	56%
4010 · Membership Dues/Sustaining	2,500	4,500	(2,000)	56%
4015 · Membership Dues/Retired	850	1,600	(750)	53%
4025 · Membership Dues/Student	35	245	(210)	14%
4030 · Membership Dues/DUAL	6,215	14,000	(7,785)	44%
4035 · Membership Dues/eLimited	-	245	(245)	0%
4050 · Scholarship Fund	650	3,000	(2,350)	22%
4065 · Donations/Other	37,205	90,000	(52,795)	41%
4070 · Interest Income/Regular	27	-	27	0%
4090 · Fees and Registrations	109,245	437,000	(327,755)	25%
4100 · Social/Other Income	120	10,000	(9,880)	1%
4110 · Vendor Income	40,600	235,000	(194,400)	17%
4120 · Sponsorship Income	19,000	108,750	(89,750)	17%
4130 · Grant Income	-	269,696	(269,696)	0%
4140 · Advertising Income	1,763	13,000	(11,237)	14%
4150 · Publication Sales	715	500	215	143%
<b>Total Revenue</b>	<b>307,270</b>	<b>1,381,536</b>	<b>(1,074,266)</b>	<b>22%</b>
<b>Expense</b>				
5100 · Travel/General	23,011	69,217	(46,206)	33%
5105 · Travel/President	4,447	15,000	(10,553)	30%
5110 · Travel/Officer	-	1,500	(1,500)	0%
5120 · Travel/Site Visit	(710)	4,000	(4,710)	-18%
5125 · Travel/Association Serv.	3,010	18,049	(15,039)	17%
5130 · SJI Speaker Travel	5,668	15,500	(9,832)	37%
5135 · Grant Match Speaker	2,250	-	2,250	0%
5200 · Honoraria	5,500	20,000	(14,500)	28%
5300 · Conference Expenses	22,807	29,599	(6,792)	77%
5310 · Food and Beverages	60,803	366,116	(305,313)	17%
5320 · Audio Visual	20,000	68,500	(48,500)	29%
5400 · President's Discretionary	690	2,000	(1,310)	35%
5500 · Committee Expenses	-	113,346	(113,346)	0%
5600 · Scholarships	274	6,410	(6,136)	4%
5650 · Awards	-	1,300	(1,300)	0%
5700 · Presidents Gifts	-	400	(400)	0%
6010 · Webinars	-	2,988	(2,988)	0%
6200 · Postage	1,741	3,900	(2,159)	45%
6300 · Printing/Photocopying	2,770	12,625	(9,855)	22%
6400 · Office Supplies	-	100	(100)	0%
6500 · Insurance Expense	3,349	8,200	(4,851)	41%
6600 · Consultant	12,723	47,705	(34,982)	27%
6610 · Audit Fee	-	3,000	(3,000)	0%
6700 · Website Devp/Internet Exp	2,738	6,500	(3,762)	42%
6800 · Credit Card Fees	4,239	17,000	(12,761)	25%
6810 · Licenses & Fees	158	1,085	(927)	15%
6820 · Admin Supp/Contract Fee	160,970	403,383	(242,413)	40%
6950 · Depreciation	1,847	4,000	(2,153)	46%
7000 · Grant Match-Travel	1,313	15,500	(14,187)	8%
7010 · Grant Match-Honorarium	-	15,000	(15,000)	0%
7020 · Grant Match-Audio Visual	27,737	68,500	(40,763)	40%
7030 · Grant Match-Admin Support	28,839	69,214	(40,375)	42%
<b>Total Expense</b>	<b>396,174</b>	<b>1,409,637</b>	<b>(1,013,463)</b>	<b>28%</b>
<b>Change in Net Assets from Operations</b>	<b>(88,904)</b>	<b>(28,101)</b>	<b>(60,803)</b>	
Investment Income (Net of Fees)	1,611	-	1,611	
Unrealized Gains/(Losses) on Investment	(30,210)	-	(30,210)	
<b>Change in Net Assets</b>	<b>\$ (117,503)</b>	<b>\$ (28,101)</b>	<b>\$ (89,402)</b>	



# National Association for Court Management

## *Strengthening Court Professionals*

### Communications Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 3, 2019	
	Midyear Progress Report	January 15, 2020	
X	Annual Progress Report	July 6, 2020	July 1, 2020

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
Podcasts	<b>January 16, 2020: Bail Reform</b> <b>February 20, 2020: Cell Phones and the Courts</b> <b>March 19, 2020: Courts and the Opioid Crisis</b> For 2019 there were 2,079 plays of the podcasts with approx. 110 regular listeners. Episodes aired monthly on the third Thursday. <b>WEEKLY PODCAST SERIES:</b> 13 podcasts dealing with COVID-19 and how the courts handle the challenges. <b>April 16 – June 25, 2020.</b> <b>April 16, 2020:</b> The Coronavirus: How are Courts Coping with the Crisis? Episodes aired weekly on Thursday. Open rate was 20.3% to 25% (2,942 opens on 6-25-20). <b>July 16, 2020:</b> Resume monthly Court Leader's Advantage podcast series with a video episode – <i>Courts and Protests.</i>	Yes <sup>1</sup>	No	No	

<sup>1</sup> SFA#1, Goal 1.3 Increase use of social media for outreach, distribution

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
<b>Webinars</b>	<p><b>October 21, 2019 Webinar:</b> <i>Nonlawyer Navigators in State Courts: An Emerging Consensus</i>. A 40-minute presentation and 20-minute Q&amp;A.</p> <p><b>January 28, 2020 Webinar:</b> <i>Enhancing Caseflow Management to Ensure Effective Assistance of Counsel</i>. Format: 40-minute presentation and 20-minute Q&amp;A.</p> <p><b>August 12, 2020 Webinar:</b> Tyler Technologies sponsored webinar: <i>Online Courts – The New Reality</i></p>	Yes	No	No	
<b>Media Guide</b>	NACM Media Guide Subcommittee Chair Amanda Marshall and Vice-Chair Frank Hardester lead a dedicated group of authors. Deadline for final draft was extended to June 26.	Yes	No	No	
<b>Website</b>	<ol style="list-style-type: none"> <li>1. Resource Index – Report on Progress</li> <li>2. Website Landing Pages –  <b>Topic specific:</b> Project work pending completion of the Resource Index project.  <b>Audience specific:</b> Project work pending</li> <li>3. Website Statistics</li> </ol> <p>Proposal for potential advertisement options. Strategic plan updated on website: December 13.</p> <p>Main website technical problems have been resolved. New conference website is proposed due to old technology. Possible discussion on bid received.</p>	Yes <sup>2</sup>	Yes	Yes	Jeffrey Tsunekawa review with Board
<b>Public Landing Pages</b>	Rick Pierce is working with COSCA on the National Agenda. National Agenda will be given virtually.	Yes	Yes	No	

<sup>2</sup> SFA #2, Goal 2.1-Create a “database” of Court Manager and conference session materials by topics and authors; and 2.2 Develop website landing pages for key topics – SJI priorities.

<b>Project</b>	<b>Project Status</b>	<b>Strategic Priority? (Yes/No)</b>	<b>Discussion Needed? (Yes/No)</b>	<b>Board Action Needed? (Yes/No)</b>	<b>If Yes to discussion or action, please describe what needed</b>
<b>Court Manager</b>	Court Manager Spring 2020 issue Vol. 35 #1 Editor Charlene Watkins Released on April 17. Fall issue due September 25.	<b>No</b>	<b>No</b>	<b>No</b>	
<b>Court Express</b>	Court Express Vol. 21 #1 - not released in March Court Express Vol. 22 #2 Editor Jeffrey Tsunekawa Released May 22. Fall issue due November 20.	<b>No</b>	<b>No</b>	<b>No</b>	

**Time needed at meeting for Committee report: 15 Minutes**

**Submitted by: Chair Charleston Carter**

**Date: July 6, 2020**



# National Association for Court Management

## *Strengthening Court Professionals*

### Governance Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 3, 2019	
	Midyear Progress Report	January 15, 2020	
X	Annual Progress Report	July 6, 2020	June 30, 2020

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
State of the Profession Address	This subcommittee completed its work in early June with a text of the speech to be given by the President. A copy of this address may be obtained by request.	Yes	minimal	No	
National Agenda	This subcommittee adjourned for most of the shutdown from the pandemic. The survey to COSCA members was distributed in June and will be resent in July if the response rate is low. A custom designed survey of similar questions posed to judicial educators will be sent through the listserve of the NASJE. This survey will affirm the foundational components of the National Agenda while also providing advice on the chosen vehicle for promoting the Agenda and maintaining its objective as a vibrant, living statement of the profession of court management	Yes	minimal	no	Some discussion, no action should be required at this time. We will need a chair of this committee since both Governance chairs roll off their role in July.
Ethics Committee	The subcommittee developed and distributed a survey of ethics codes and ethic review boards to courts and administrative offices. COSCA, through its members will disseminate the survey. Submissions of ethics codes and review board opinions are on the website.	yes	No	no	

Time needed at meeting for Committee report: 12 Minutes

Submitted by: Rick Pierce

Date: 6-30-2020





# National Association *for* Court Management

## *Strengthening Court Professionals*

### Immediate Past President Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 3, 2019	
	Midyear Progress Report	January 15, 2020	
X	Annual Progress Report	July 6, 2020	<b>July 2, 2020</b>

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
Past President's Committee	Hosted last meeting of the NACM year on with past presidents on June 17, 2020.	<b>N</b>	<b>N</b>	<b>N</b>	
Nominations Committee	Committee formed, virtual interviews using Zoom scheduled for Wednesday, July 8, 2020. Slate to go to full membership prior to 2020 Business meeting.	<b>N</b>	<b>N</b>	<b>N</b>	

Time needed at meeting for Committee report: 0 Minutes

Submitted by: Paul DeLosh

Date: July 2, 2020



# National Association for Court Management

*Strengthening Court Professionals*

## Membership Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 3, 2019	
	Midyear Progress Report	January 15, 2020	
X	Annual Progress Report	July 6, 2020	July 6, 2020

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
LinkedIn Campaign	Completed. While this did not result in immediate financial ROI, there was substantial brand exposure	Yes (1.3)	No	No	
2020 Membership Scholarship	All 3 prongs of this initiative will be live during the Midyear conference, and effectiveness will be evaluated for program continuation at the Annual Conference	Yes (1.1, 1.6)	No	No	
Merchandise	Amazon Merch application accepted; need to select artwork and make it available to members	Yes (1.4, 2.2)	No	No	
ECP: Conference responsibilities	Completed. Speed Networking event and NACM Cares Charity planned and prepared for Midyear conference	Yes (1.1, 1.4)	No	No	
ECP: Publications	Podcase support provided for Generations episode and Court Manager article completed	Yes (2)	No	No	
ECP: Mentorship	Checked in with participants in preparation	Yes (2.8,	No	No	

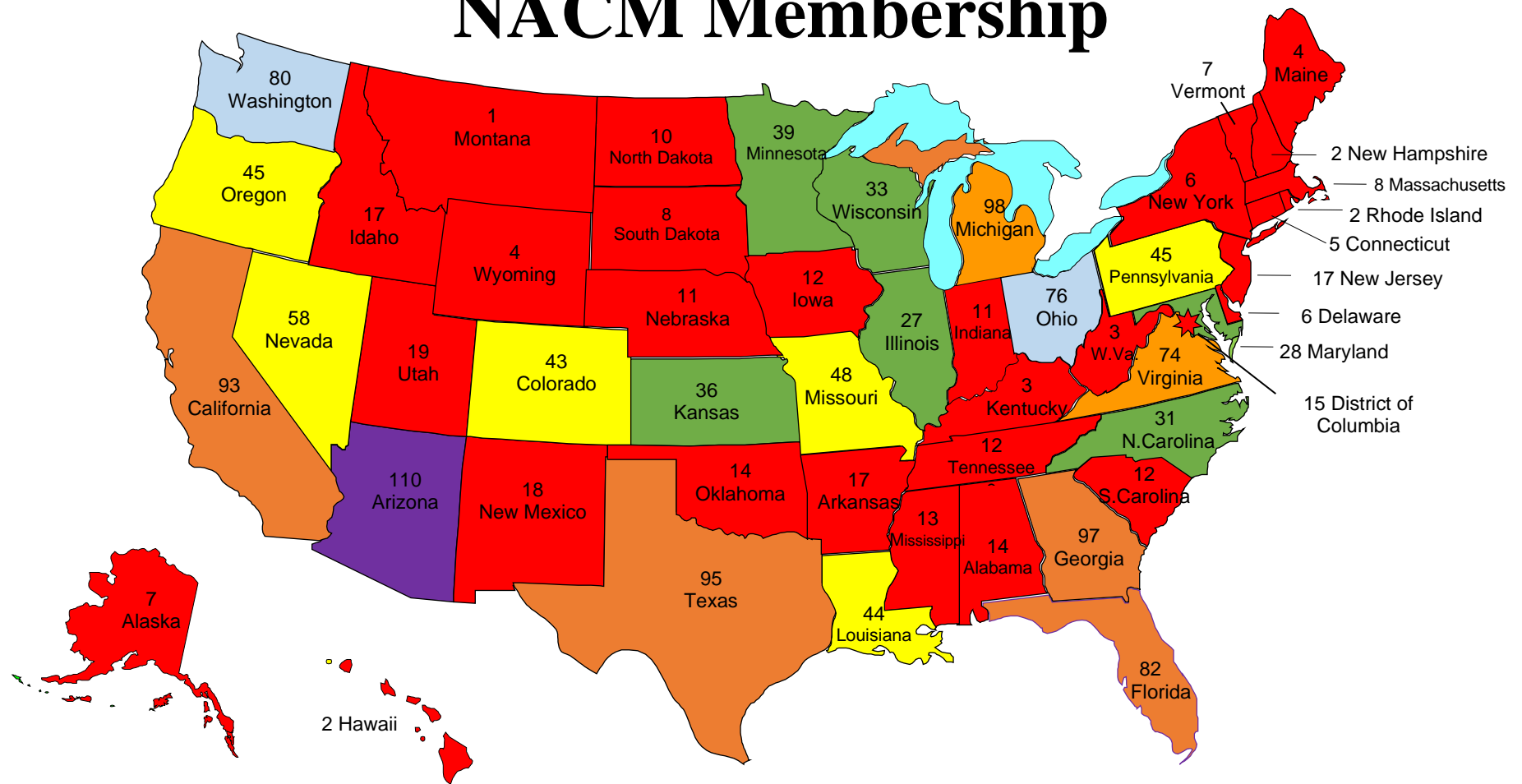
	for the Annual Conference	2.10)			
Membership price reduction for 1 <sup>st</sup> time attendees	Membership Committee members discussed ways to bring on new members during the virtual conference. Request to offer membership for \$65.00 to first time attendees	Yes (1.1)	Yes	Yes	The Board needs to approve the reduced membership rate for first time attendees

Time needed at meeting for Committee report: 5 Minutes

Submitted by: Michelle Dunivan/Tina Mattison

Date: July 6, 2020

# NACM Membership



## NACM Members

### U.S. Territories:

American Samoa	2
Guam	5
Northern Mariana Islands	1
Puerto Rico	1
Virgin Islands	3

**Total U.S. and Territories – 1,574**

**Total Membership -1,597**

### International:

Australia	4
Canada	12
Luxembourg	1
Marshall Islands	1
Nigeria	1
Scotland	1
Singapore	2
Ukraine	1

**Total International 23**

### Total members by state

1 to 20	Red
21 to 40	Green
41 to 60	Yellow
61 to 80	Blue
81 to 100	Orange
Over 100	Purple

NATIONAL ASSOCIATION FOR COURT MANAGEMENT	
MEMBERSHIP REPORT	
June 2020	
(6/1-6/30/2020)	
May 2020 Total	1648
New	9
New Complimentary	0
Reinstated	14
Dropped/Purged: ( 0 dropped, -72 purged)	-74
<b>Total Membership</b>	<b>1597</b>
<b>Membership By Categories:</b>	
Complimentary	77
Complimentary Associations	9
eLimited - Year 1	0
eLimited - Year 2	0
eLimited - Year 3	10
International eLimited	0
Honorary	33
Regular	1,198
Dual	86
Associate	116
Retired	36
Student	5
Subscriber	13
Sustaining	14
<b>Total Membership</b>	<b>1,597</b>
<b>Renewed this month</b>	<b>13</b>
<b>Membership by Expiration Date:</b>	
12/31/19	4
1/31/20	2
2/29/20	2
4/30/20	56
5/31/20	52
6/30/20	60
7/31/20	75
8/31/20	49
9/30/20	63
10/31/20	89
11/30/20	162
12/31/20	171
1/31/21	157
2/28/21	139
3/31/21	138
4/30/21	109
5/31/21	81
6/30/21	29
7/31/21	22
8/31/21	1
9/30/21	3
10/31/21	2
11/30/21	6
12/31/21	3
1/31/22	2
3/31/22	1
5/31/22	1
6/30/22	1
10/31/22	2
11/30/22	1
12/31/22	1
2/28/23	1
4/30/23	1
5/31/23	3
6/30/23	1
2/29/24	1
10/31/25	1
1/31/99	1
11/30/99	2

12/31/99	96
9/30/2101	2
11/30/2101	1
5/31/2102	1
8/31/2102	1
1/31/2103	1
<b>Total Membership</b>	<b>1,597</b>