



FALL BOARD MEETING
Saturday, October 7, 2023
9:00 am - 4:30 pm ET
New Orleans, LA

Hilton New Orleans Riverside – Bridge Room
Board Book available on [Board Page](#)

AGENDA

- 1. President’s Report (30 minutes)** *Rick Pierce*
 - a. Approval of August 29 Board Meeting Minutes
 - b. Agenda Preview-Expectations of the weekend
 - c. Officers’ meeting recap
 - d. President’s travel and NACM Partner update (NAPCO, AJA)
 - e. Joint IACA Conference (**Action Item**)
 - f. NCSC Board Update-Preliminary discussion of NCSC contract renewal

- 2. President-Elect’s Report & Conference Development (15 minutes)** *Tina Mattison*
 - a. 2024 Plenary Speakers
 - b. Conferences update

- 3. Vice President’s Report (30 minutes)** *Kelly Hutton*
 - a. Site Visits Update
 - b. Strategic Planning

- 4. Secretary/Treasurer & CORE® Committee Report (45 minutes)** *Greg Lambard*
 - a. CORE Committee Focus
 - b. eDevLearn micro courses (**Action Item**)
 - c. 2024 Budget Review and Approval (**Action Item**)
 - d. Conference Rate (**Action Item**)
 - e. Vendor/Sponsor Rate (**Action Item**)
 - f. SJI Grant (**Action Item**)

- 5. Immediate Past President’s Report** *Jeffrey Tsunekawa*
 - a. Nothing to report on Past Presidents
 - b. One-day CORE training debrief

- 6. Communications Committee (45 minutes)** *Dawn Palermo*
 - a. Court Express
 - b. Court Manager
 - i. In Memoriam addition (**Action Item**)



- c. Guides
- d. Podcasts
- e. Social Media
- f. Webinars
- g. Website
 - i. CORE transition to nacmnet
 - ii. Committee Template Draft Pages

7. Governance Committee (10 minutes) *Brandon Kimura*
a. CCJ/COSCA Resolution 2 (**Action Item**)
b. Incorporating DEI values into governing docs

8. Membership Committee (30 minutes) *Cheryl Stone*
a. End of year discount (**Action Item**)

9. DEI Committee (5 minutes) *Roger Rand*
a. Conference Proposals
b. DEI Guide Webinar
c. SCOTUS Decisions Webinar

10. Executive Session, if needed *All*

11. Adjourn



BOARD MINUTES

August 29, 2023 – 2:00 PM ET

Present: Rick Pierce, Cheryl Stone, Brandon Kimura, Creadell Webb, Dawn Palermo, Kristie Collier, Tina Mattison, Roger Rand, Kelly Hutton, Jeffrey Tsunekawa, Greg Lambard, Nate Mingo, Nicole Garcia, Jennifer Haire, Jesse Rutledge, and Erin Carr

1. President

- a. The July 8th and 13th board minutes are approved as submitted.
- b. Rick attended 3 of 5 partner conferences following NACM annual - NCJFCJ in Baltimore (DEI collab meeting in November), CCJ/COSCA annual meeting in New York (attended COSCA board meeting - addressed resolutions and papers), & NAPCO in Boston.
- c. NCSC Board Meeting – A NACM board member has a seat on the NCSC board for a 3-year term and expresses NACM interests to NCSC.
- d. Board health/chemistry statement – Rick emphasized how important it is for everyone on the board to have a pleasant experience and asked if the experience isn't going well to reach out to him.
- e. Budget considerations – Greg will discuss at his part of the meeting.
- f. Contract for Hilton New Orleans – signed and good to go for 2024.

2. President-Elect

- a. Call for proposals went out and October 4th is the deadline. Tina and Jude have been working hard to get together plenary speakers for both conferences. Orange County looks like it will have a good turnout based on support from their courts.

3. Vice President

- a. Strategic planning – she has everyone's ideas and asked that those who are narrowing down their focus send it to her before the fall board meeting. Kelly would like to finalize the plan at the fall board meeting.
- b. Site Visit – Midyear site visits will be to Atlantic City (3 places) and Atlanta (1 place). Annual site visits will be done in Indianapolis, Omaha, and Kansas City, MO. Jennifer noted that CTC 2025 is in Kansas City.

4. Secretary/Treasurer & CORE® Committee



- a. Preliminary figures for the year look like NACM will not have to increase membership or registration fees for 2024.
 - i. Greg noted that annual will only be able to hold 550 and midyear can hold 350.
 - ii. Increase in dual memberships.
 - iii. Grant – will be budgeting in future one-day training, website maintenance. Will be increasing overall request from SJI.
- b. CORE committee met on August 23rd and discussed projects for the year. Minutes are on the website – more CORE Champion sessions beyond conferences via one-day training and webinars. Promote CORE Champion on conference slides. Look at different curriculum with a DEI lens – Creadell & Ed McNaughton have volunteered to assist with this. The committee will be creating generic slides for anyone who presents on CORE curriculum.

5. Immediate Past President, Website, State Associations

- a. Website proposal – The Website Committee discussed whether the CORE needed to be its own website and received a quote to migrate it to nacmnet.org. If the board would approve the migration, Roger and Jeffrey would reach back out to website companies to revise their quotes for the overall changes to nacmnet.org. **Cheryl made a motion to accept the quote from Always Be Creating for the work of moving the NACM CORE website to NACMnet website. Roger seconds the motion.** Rick would like to add to the record that the official cost is \$7,920. All in favor, none opposed. **The motion is carried.**
- b. One Day Training – Jeffrey shared the advertisement with the board. Leadership, Governance, and Caseflow & Accountability will be the topics covered during the training. Invitations were sent to all NACM members from Georgia, Alabama, and Tennessee.

6. DEI Committee

- a. The next book club will be on September 27th and the topic is the movie Crash.
- b. DEI Guide webinar will be November 16th at 3pm ET. Edwin Bell and Zenell Brown have agreed to present their conference presentation at this webinar.
- c. Roger and Creadell will submit a proposal for midyear.
- d. Committee would like to continue SCOTUS webinar this year.

7. Communications Committee

- a. Guides – AI guide will be the new one in conjunction with JTC. Dawn included the listing of guides and revisions within the board agenda packet. The committee recommends that the Court Security guide be the next one revised. The board agreed with that decision. Cheryl noted that there isn't a guide on protection orders and that has become a hot topic in Washington.



- b. Social media subcommittee – current Canva account can only have 4 memberships for \$150, to increase one person would go up to \$300 and to have 10 it would be significantly more. Erin suggested having the social media committee members have accounts and then board members can use the NACM account to access Canva.
- c. Webinars
 - i. Tyler – October 18 at 2pm ET
 - ii. DEI Guide – November 16 at 3pm ET
 - iii. CORE will be in early 2024 and TJ BeMent will be the presenter.
 - iv. Fourth webinar could be Tyler but we don't have a contract with them yet, but could do a 4th webinar on SCOTUS decisions.
- d. Court Manager will be published next week.
- e. Court Express is looking for updates from committee chairs.

8. Governance Committee

- a. Operations Manual –
 - i. **Cheryl made a motion to accept the changes to the operations manual as presented in the board agenda packet. Tina seconds the motion. All in favor, the motion is carried.**
- b. Six resolutions for adoption from CCJ COSCA annual conference. Resolution 1 – Brandon recommends not to adopt. Resolution 2 – Brandon recommends deferring it for now and having it reviewed by a behavioral health focused committee. Resolution 3 – Brandon recommends approval. **Greg made a motion to support the resolution in support of the Fellow Program. Cheryl seconds the motion. All in favor, none opposed. The motion passed.** Resolution 4 – Brandon recommends approval. **Roger made a motion in support of promoting effective and efficient case management. Nicole seconds the motion. All in favor, none opposed the motion carried.** Resolution 5 – Brandon recommends approval. **Dawn made a motion to adopt the resolution for promoting future ready courts. Creadell seconds the motion. All in favor, none opposed. The motion passed unanimously.** Resolution 6 – Brandon recommends approval of ongoing efforts to promote community engagement. **Jeffrey made a motion to adopt resolution number 6. Tina seconds the motion. All in favor, none opposed. The motion passed unanimously.**
- c. Rick noted that the Ethics code of conduct will be discussed in October as well as the bylaws.

9. Membership Committee

- a. Cheryl proposed holding a social media contest to have members submit a logo design for swag and the winner would receive swag and credit for the creation.
- b. Katie Hempill is leading the ECP subcommittee now. She is looking for content for the SIG portion of their meetings.



10. NCSC Report

- a. DEI Guides will be sent to all members of CCJ and COSCA at NACM's request.
- b. NCSC may want to coordinate with NACM around the AI Guide.
- c. Judicial salary survey will be released tomorrow.
- d. CTC conference will be in two weeks in Phoenix.

11. Other Business

- a. NCSC contract discussions will begin within the next few months.
- b. Joint NACM/IACA conference discussions will be held at the Fall Board Meeting.

12. Executive Session – not needed

13. Adjourn - The meeting was adjourned at 4:12 pm ET.

Proposal to Hold a Second IACA – NACM Joint Conference in 2027

What are the pros and cons?ⁱ

PROS

- Fulfills NACM’s Mission to educate, provide community, and share information among its members.
 - Enhances the annual conference program, exposing NACM members to international programs and speakers.
 - Provides the opportunity to network with peers from around the world.
- Strengthens NACM’s engagement with its international partner, IACA.
- Attracts new members, both domestically and internationally.
- Repeats the success of the 2017 joint conference, which was very well attended and had excellent reviews by attendees (NACM members continue to state that the 2017 joint conference was the best NACM conference ever).
- Generates positive revenue for both organizations (based on the 2017 experience).
- Uses NACM’s annual conference “template” to guide the conference design, so that NACM members will be familiar with what to expect.
- NACM and IACA have excellent prior experience conducting such a conference.

CONS

- Requires a significant effort to plan and coordinate over a multi-year period.
 - Need a detailed MOU (see the 2017 document). There are many variables to be worked out and approved by both organizations in the short term (by summer of 2024). Thankfully, the 2017 MOU serves as a detailed template.
 - Need a joint planning committee and active leadership from its co-chairs.ⁱⁱ
- NACM will not have unilateral control over its annual conference.
- Site selection is difficult:
 - Larger than normal space needs for education and social programs.
 - Need to have a location with good international airline connections; such cities often have higher hotel room rates.
 - Need to have a location that will attract both U.S. and international registrants.
 - On its face, these constraints may restrict the site to the Washington, DC metro area again – very much narrowing the number of hotel/conference facilities that may qualify.
- More complex financial arrangements and accounting.

ⁱ This document was prepared by Norman Meyer, NACM Past President & IACA Past North American Vice President

ⁱⁱ 2017 Joint Planning Committee members: NACM = Vicky Carlson, co-chair; Michele Oken; Pam Harris; Scott Griffith; Duane Delaney, and Paul DeLosh. IACA = Norman Meyer, co-chair; Cathy Hiuser; Vladimir Freitas; and Sheryl Loesch.



National Association for Court Management

Strengthening Court Professionals

CORE® Committee Progress Report Form – 2023-2024

Report	Due Date	Submission Date
<input checked="" type="checkbox"/> Fall Progress Report	September 15, 2023	9/13/23
Midyear Progress Report	January 19, 2024	
Annual Progress Report	June 28, 2024	

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's needed
Committee Focus for the Board Year	The Committee has started the discussion on which projects to focus on. At the 9/27 meeting those will be determined, assignments will be made, and the Committee's Board Year plan completed	Yes	Yes	No	

Possible Projects that will be discussed at the 9/27 meeting include:

1. CORE Champion – Possibly expanding beyond conference sessions
2. Having NACM speakers discuss CORE courses and NACM
3. CORE News
4. Curriculum Review – Focusing on technology and DEI
5. Create plan for becoming a CORE presenter
6. Adding self-assessment exercises
7. Creating generic PowerPoint slides for each curriculum
8. Apply to SJI to complete projects
9. CTC Presentation/Proposal

Time needed at meeting for Committee report: 15mins

Submitted by: Greg Lambard

Date: 9/13/23

From: [Greg Lambard](#)
To: [Hope Kentnor](#); [Kelly Hutton](#)
Cc: [Norman Meyer](#); [Peter Kiefer](#); [Phillip Knox](#); [Janet Cornell](#); [Pierce, Rick](#); [Carr, Erin](#)
Subject: RE: [External]CORE Champion program recognition
Date: Tuesday, September 26, 2023 10:31:41 AM
Attachments: [image001.png](#)

[WARNING] This email originated outside the NCSC email system. DO NOT CLICK links or attachments unless you know the content is safe.

Hello Hope,

Your timing is good, our Fall Board meeting occurs next week. We will put your proposal on the agenda of the Board for discussion.

Happy Autumn!

Greg Lambard
National Association for Court Management
Secretary/Treasurer
267-879-7831



From: Hope Kentnor <hope@edevlearn.com>
Sent: Monday, September 25, 2023 4:06 PM
To: Greg Lambard <Greg.Lambard@njcourts.gov>; Kelly Hutton <kellyh@nacmnet.org>
Cc: Norman Meyer <normanmeyer@outlook.com>; Peter Kiefer <kieferpeter@hotmail.com>; Phillip Knox <philknox09@yahoo.com>; Janet Cornell <jcornellaz@cox.net>
Subject: [External]CORE Champion program recognition

CAUTION: This email originated from outside the Judiciary organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
September 25, 2023

To the NACM CORE® Committee Co-Chairs, Kelly and Greg,

I am reaching out to you on behalf of eDevLearn and the CourtLeader group (Janet G. Cornell, Norman H. Meyer, Jr., Peter Kiefer, and Phil Knox) about several [court](#)

[administration micro-courses](#) we have developed based on the NACM CORE® Competencies. The purpose of this memo is to request that courses created by eDevLearn and created based upon CORE® materials, be considered eligible for CORE® Champion program recognition.

The CORE® is the foundation of our court administration micro-courses and the courses were developed by professionals with decades of court administration experience, education, and training. An [eDevLearn](#) micro-course is comprised of about 4 modules (parts), each module contains a short video, followed by a few questions. Each micro-course takes about an hour to complete. Upon course completion, all students will earn a digital badge (an online visual representation of a competency learned).

NACM has a vision to “be a preferred source for education and innovative practices” and a mission to be a “member organization dedicated to educating court professionals.” The CORE® is an excellent educational resource, with worldwide influence. Taking the logical next step in the evolution of the CORE® (first there were the competencies, then the curriculum) is the CORE® Champion program intended to “strengthen court professionals and provide greater exposure to the CORE®.” Due to the demise of the MSU program, there is a void that needs to be filled, and we commend NACM for taking this next step. We recognize that some coursework taken by NACM members may be from sources that require a fee or tuition, and some may not. Ultimately, offering NACM members options for acquiring the educational content, whether sponsored by a non-NACM organization, or directly provided by NACM, will contribute to increased court leader professionalism.

The CourtLeader group and eDevLearn believe our micro-courses would be a valuable resource for those seeking CORE® Champion certification. If there is a formal application or process to be considered a “qualified CORE® session,” we are ready to ensure the formality of the eDevLearn courses as part of the educational offerings.

Thank you for your time and consideration,

Janet G. Cornell
Hope Kentnor
Peter Kiefer
Phillip Knox
Norman H. Meyer, Jr.



Hope Kentnor MS, PhD

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National Association for Court Management										
Budget vs Actual										
	2019 Actual	2020 Budget	2020 Actual	2021 Budget No Midyear, Live Annual	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual as of July 30	2024 Budget
Revenue										
4000 · Membership Dues/Regular	\$ 172,755.00	\$ 180,000.00	\$ 140,805.00	\$ 159,300.00	\$ 157,220.00	\$ 161,865.00	\$ 145,413.00	\$ 162,600.00	\$ 118,853.00	\$ 195,000.00
4005 · Membership Dues/Associate	\$ 17,285.00	\$ 14,000.00	\$ 9,285.00	\$ 15,525.00	\$ 9,390.00	\$ 16,875.00	\$ 9,615.00	\$ 19,500.00	\$ 13,315.00	\$ 21,750.00
4010 · Membership Dues/Sustaining	\$ 4,300.00	\$ 4,500.00	\$ 3,500.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 4,500.00	\$ 2,500.00	\$ 5,000.00
4015 · Membership Dues/Retired	\$ 1,340.00	\$ 1,600.00	\$ 1,650.00	\$ 2,300.00	\$ 2,185.00	\$ 2,500.00	\$ 1,385.00	\$ 2,340.00	\$ 1,120.00	\$ 1,800.00
4025 · Membership Dues/Student	\$ 315.00	\$ 245.00	\$ 35.00	\$ 175.00	\$ 140.00	\$ 175.00	\$ 175.00	\$ 245.00	\$ 35.00	\$ 175.00
4030 · Membership Dues/DUAL	\$ 8,150.00	\$ 14,000.00	\$ 8,190.00	\$ 11,500.00	\$ 9,170.00	\$ 12,650.00	\$ 11,380.00	\$ 11,385.00	\$ 13,320.00	\$ 19,500.00
4050 · Scholarship Fund	\$ 3,603.53	\$ 3,000.00	\$ 887.00	\$ 3,000.00	\$ 981.00	\$ 3,000.00	\$ 845.00	\$ 3,000.00	\$ 170.00	\$ 3,300.00
4070 · Interest Income/Regular	\$ 25,312.55	\$ -	\$ 36.00	\$ -	\$ 14.00	\$ -	\$ 133.00	\$ 30.00	\$ 580.00	\$ 150.00
4080 · Unrealized Gain/Loss	\$ 91,066.93	\$ -	\$ 51,295.00	\$ -	\$ 51,309.00	\$ -	\$ (153,162.00)	\$ -	\$ 75,525.00	\$ -
4090 · Fees and Registrations	\$ 507,500.69	\$ 443,750.00	\$ 109,245.00	\$ 393,000.00	\$ 175,025.00	\$ 611,750.00	\$ 355,540.00	\$ 545,000.00	\$ 447,610.00	\$ 530,125.00
4100 · Social/Other Income	\$ 8,715.00	\$ 10,000.00	\$ 120.00	\$ 10,000.00	\$ 2,200.00	\$ 10,000.00	\$ 8,640.00	\$ 10,000.00	\$ 8,215.00	\$ 7,500.00
4110 · Vendor Income	\$ 235,490.00	\$ 235,000.00	\$ 58,150.00	\$ 180,500.00	\$ 70,950.00	\$ 134,750.00	\$ 275,088.00	\$ 250,000.00	\$ 229,900.00	\$ 230,000.00
4120 · Sponsorship Income	\$ 108,750.00	\$ 108,750.00	\$ 71,198.00	\$ 95,000.00	\$ 99,800.00	\$ 70,000.00	\$ 116,238.00	\$ 90,000.00	\$ 117,400.00	\$ 100,000.00
4130 · Grant Income (Conf & WeToo in 2020)	\$ 156,350.00	\$ 269,196.00	\$ 154,210.00	\$ 238,103.00	\$ 132,900.00	\$ 285,850.00	\$ 231,654.00	\$ 168,080.00	\$ 70,002.00	\$ 190,880.00
4140 · Advertising Income	\$ 12,002.50	\$ 13,000.00	\$ 5,105.00	\$ 13,000.00	\$ 5,010.00	\$ 13,000.00	\$ 4,738.00	\$ 11,200.00	\$ -	\$ 650.00
4150 · Publication Sales	\$ 2,081.00	\$ 500.00	\$ 1,430.00	\$ 900.00	\$ 1,250.00	\$ 850.00	\$ 791.00	\$ 500.00	\$ 185.00	\$ 500.00
Total Revenue	\$ 1,489,724.20	\$ 1,387,786.00	\$ 709,636.00	\$ 1,217,303.00	\$ 813,024.00	\$ 1,417,265.00	\$ 1,011,473.00	\$ 1,368,380.00	\$ 1,098,730.00	\$ 1,306,330.00
Expense										
5100 · Travel/General	\$ 39,457.30	\$ 69,216.51	\$ 23,011.00	\$ 41,612.00	\$ 28,172.00	\$ 70,461.00	\$ 27,022.00	\$ 71,992.42	\$ 19,358.00	\$ 77,737.00
5105 · Travel/President	\$ 9,397.74	\$ 15,000.00	\$ 4,447.00	\$ 7,500.00	\$ 7,095.00	\$ 12,500.00	\$ 13,005.00	\$ 15,000.00	\$ 3,335.00	\$ 15,000.00
5110 · Travel/Officer	\$ 1,432.26	\$ 1,500.00	\$ 250.00	\$ 1,500.00	\$ 1,806.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
5120 · Travel/Site Visit	\$ 5,518.63	\$ 4,000.00	\$ (710.00)	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,163.00	\$ 3,000.00	\$ -	\$ 3,000.00
5125 · Travel/Association Serv.	\$ 15,358.56	\$ 18,196.00	\$ 3,009.00	\$ 9,648.00	\$ 5,970.00	\$ 20,080.79	\$ 13,731.00	\$ 20,345.00	\$ 14,409.00	\$ 22,300.00
5130 · SJI Speaker Travel	\$ 15,353.59	\$ 15,500.00	\$ 5,668.00	\$ 13,000.00	\$ 2,026.00	\$ 15,500.00	\$ 5,063.00	\$ 17,000.00	\$ 13,857.00	\$ 34,816.00
5200 · Honoraria	\$ 15,146.41	\$ 20,000.00	\$ 9,500.00	\$ 15,000.00	\$ 4,625.00	\$ 15,000.00	\$ 28,083.00	\$ 25,000.00	\$ 6,588.00	\$ 20,000.00
5300 · Conference Expenses	\$ 45,046.60	\$ 29,499.00	\$ 21,236.00	\$ 21,450.00	\$ 19,874.00	\$ 43,248.00	\$ 118,507.00	\$ 37,195.00	\$ 27,204.00	\$ 37,250.00
5310 · Food and Beverages	\$ 431,505.61	\$ 374,000.00	\$ 60,803.00	\$ 274,923.70	\$ 89,863.00	\$ 286,211.48	\$ 156,107.00	\$ 378,528.22	\$ 230,392.00	\$ 387,886.00
5320 · Audio Visual	\$ 80,000.00	\$ 68,500.00	\$ 94,525.00	\$ 40,384.17	\$ 39,593.00	\$ 72,000.00	\$ 38,203.00	\$ 73,000.00	\$ 25,133.00	\$ 73,000.00
5400 · President's Discretionary	\$ 536.60	\$ 2,500.00	\$ 1,154.00	\$ 2,500.00	\$ 2,237.00	\$ 2,500.00	\$ 2,397.00	\$ 2,500.00	\$ 1,906.00	\$ 2,500.00
5600 · Scholarships	\$ 5,420.00	\$ 6,410.00	\$ 544.00	\$ 6,410.00	\$ -	\$ 6,410.00	\$ -	\$ 6,410.00	\$ -	\$ 3,300.00
5650 · Awards	\$ 853.22	\$ 1,300.00	\$ 494.00	\$ 1,300.00	\$ 960.00	\$ 650.00	\$ 1,199.00	\$ 1,300.00	\$ 2,071.00	\$ 1,300.00
5700 · Presidents Gifts	\$ 170.13	\$ 400.00	\$ 153.00	\$ 400.00	\$ -	\$ 400.00	\$ 186.00	\$ 400.00	\$ -	\$ 400.00
6010 · Webinars	\$ 2,427.60	\$ 2,988.00	\$ 202.00	\$ 1,632.00	\$ 2,411.00	\$ 1,632.00	\$ 1,627.00	\$ 1,630.00	\$ 1,627.00	\$ 1,800.00
6200 · Postage	\$ 2,661.78	\$ 3,900.00	\$ 2,040.00	\$ 2,800.00	\$ 1,943.00	\$ 3,550.00	\$ 692.00	\$ 4,250.00	\$ 756.00	\$ 4,000.00
6300 · Printing/Photocopying	\$ 11,289.88	\$ 12,625.00	\$ 5,495.00	\$ 12,625.00	\$ 5,550.00	\$ 12,625.00	\$ 8,435.00	\$ 12,625.00	\$ 13,568.00	\$ 12,625.00

	2019 Actual	2020 Budget	2020 Actual	2021 Budget No Midyear, Live Annual	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual as of July 30	2024 Budget
6400 · Office Supplies	\$ 121.36	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 200.00	\$ 93.00	\$ 300.00	\$ 715.00	\$ 400.00
6500 · Insurance Expense	\$ 7,507.83	\$ 8,200.00	\$ 6,293.00	\$ 9,500.00	\$ 4,880.00	\$ 7,500.00	\$ 7,727.00	\$ 8,000.00	\$ 8,569.00	\$ 10,426.00
6600 · Consultant	\$ 47,012.80	\$ 47,704.75	\$ 39,039.00	\$ 161,507.00	\$ 75,979.00	\$ 177,258.00	\$ 163,333.00	\$ 87,724.00	\$ 80,307.00	\$ 59,750.00
6610 · Audit Fee	\$ 10,480.00	\$ 3,000.00	\$ 2,885.00	\$ 3,000.00	\$ 2,970.00	\$ 10,000.00	\$ 10,891.00	\$ 3,000.00	\$ 2,580.00	\$ 3,000.00
6700 · Website Devp/Internet Exp	\$ 6,568.00	\$ 6,500.00	\$ 7,814.00	\$ 8,070.00	\$ 7,820.00	\$ 8,070.00	\$ 7,339.00	\$ 8,070.00	\$ 7,670.00	\$ 8,070.00
6800 · Credit Card Fees	\$ 21,179.80	\$ 17,000.00	\$ 7,609.00	\$ 12,000.00	\$ 14,016.00	\$ 20,000.00	\$ 16,035.00	\$ 20,000.00	\$ 15,874.00	\$ 20,000.00
6810 · Licenses & Fees	\$ 181.00	\$ 1,085.00	\$ 158.00	\$ 158.00	\$ 1,090.00	\$ 700.00	\$ 1,547.00	\$ 500.00	\$ 319.00	\$ 1,230.00
6820 · Admin Supp/Contract Fee	\$ 393,079.25	\$ 403,383.00	\$ 350,957.00	\$ 388,357.00	\$ 388,357.00	\$ 401,428.00	\$ 371,428.00	\$ 402,657.00	\$ 135,652.00	\$ 294,989.00
6900 · Other Expenses	\$ -			\$ -	\$ -	\$ -	\$ 496.00	\$ -	\$ -	\$ -
6950 · Depreciation	\$ 4,433.29	\$ 4,000.00	\$ 4,433.00	\$ 4,500.00	\$ 2,217.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00
7000 · Grant Match-Travel	\$ 5,620.54	\$ 15,500.00	\$ 1,313.00	\$ 5,000.00	\$ 1,163.00	\$ 15,500.00	\$ 10,659.00	\$ 4,000.00	\$ 4,046.00	\$ 15,507.00
7010 · Grant Match-Honorarium	\$ 44,395.59	\$ 15,000.00	\$ 2,250.00	\$ 10,000.00	\$ 1,625.00	\$ 10,000.00	\$ 5,975.00	\$ 25,000.00	\$ 5,429.00	\$ 20,000.00
7020 · Grant Match-Audio Visual	\$ 97,855.82	\$ 68,500.00	\$ 27,737.00	\$ 40,384.16	\$ 39,593.00	\$ 72,000.00	\$ 67,166.00	\$ 73,000.00	\$ 25,133.00	\$ 53,000.00
7030 · Grant Match-Admin Support	\$ 67,857.00	\$ 69,214.00	\$ 69,214.00	\$ 50,000.00	\$ 50,000.00	\$ 67,500.00	\$ 67,500.00	\$ 68,000.00	\$ 39,669.00	\$ 100,000.00
7040 · Grant Match-Live Stream	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Total Expense	\$ 1,389,869.32	\$ 1,418,067.26	\$ 751,523.00	\$ 1,147,261.03	\$ 801,835.00	\$ 1,360,924.27	\$ 1,145,609.00	\$ 1,374,926.64	\$ 686,167.00	\$ 1,294,286.00
Change in Net Assets	\$ 99,854.88	(\$30,281.26)	(\$41,887.00)	\$70,041.97	\$ 11,189.00	\$ 56,340.73	\$ (134,136.00)	\$ (6,546.64)	\$ 412,563.00	\$ 12,044.00
Net Assets at beginning of year	\$ 627,315.63	\$ 727,170.51	\$ 727,170.51	\$ 685,283.51	\$ 709,902.00	\$ 762,952.00	\$ 763,841.00	\$ 819,292.73	\$ 647,337.00	
Net Assets at end of year	\$ 727,170.51	\$ 696,889.25	\$ 685,283.51	\$ 755,325.48	\$ 721,091.00	\$ 819,292.73	\$ 629,705.00	\$ 812,746.09	\$ 1,059,900.00	
Investment Income			\$ 41,114.00		\$ 41,860.00		\$ 17,632.00		\$ 3,768.00	
Change in net assets from financial statement							\$ (116,504.00)		\$ 416,331.00	

**National Association for Court Management
Financial Statements
July 31, 2023**

**National Association for Court Management
Statement of Financial Position
As of July 31, 2023**

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 433,570
Accounts Receivable	261
Prepaid Expense	1,504
Advances	1,000
Investments	646,089

TOTAL ASSETS	<u>\$ 1,082,424</u>
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LIABILITIES & NET ASSETS

Liabilities

Accounts Payable	\$ 18,641
Deferred Revenue	115

Total Liabilities	<u>18,756</u>
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Net Assets

Without donor restriction	
Unrestricted	1,056,388
Board Designated - Special Projects Fund	7,280

Total Net Assets	<u>1,063,668</u>
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TOTAL LIABILITIES & NET ASSETS	<u>\$ 1,082,424</u>
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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 Seven Months Ended July 31, 2023**

	Annual Conference	Midyear Conference	Communications	Membership	Guides	NCJFCJ	We Too Grant	Special Project Fund	General Operations	Total YTD
4000 · Membership Dues/Regular	\$ -	\$ -	\$ -	\$ 118,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,853
4005 · Membership Dues/Associate	-	-	-	13,315	-	-	-	-	-	13,315
4010 · Membership Dues/Sustaining	-	-	-	2,500	-	-	-	-	-	2,500
4015 · Membership Dues/Retired	-	-	-	1,120	-	-	-	-	-	1,120
4025 · Membership Dues/Student	-	-	-	35	-	-	-	-	-	35
4030 · Membership Dues/DUAL	-	-	-	13,320	-	-	-	-	-	13,320
4050 · Scholarship Fund	-	100	-	-	-	-	-	70	-	170
4070 · Interest Income/Regular	-	-	-	-	-	-	-	-	580	580
4090 · Fees and Registrations	370,360	77,250	-	-	-	-	-	-	-	447,610
4100 · Social/Other Income	8,215	-	-	-	-	-	-	-	-	8,215
4110 · Vendor Income	159,800	70,100	-	-	-	-	-	-	-	229,900
4120 · Sponsorship Income	103,900	13,500	-	-	-	-	-	-	-	117,400
4130 · Grant Income	10,000	-	-	-	-	-	60,002	-	-	70,002
4150 · Publication Sales	-	-	95	-	70	-	-	-	20	185
Total Revenue	652,275	160,950	95	149,143	70	-	60,002	70	600	1,023,205
Expense										
5100 · Travel/General	-	-	-	-	-	-	-	-	19,358	19,358
5105 · Travel/President	-	-	-	-	-	-	-	-	3,335	3,335
5125 · Travel/Association Serv.	-	-	-	-	-	-	-	-	14,409	14,409
5130 · SJ Speaker Travel	11,017	2,840	-	-	-	-	-	-	-	13,857
5200 · Honoraria	2,317	4,271	-	-	-	-	-	-	-	6,588
5300 · Conference Expenses	15,687	10,237	-	-	-	-	-	-	1,280	27,204
5310 · Food and Beverages	185,998	41,942	-	-	-	-	-	-	2,452	230,392
5320 · Audio Visual	-	25,133	-	-	-	-	-	-	-	25,133
5400 · President's Discretionary	811	-	-	-	-	-	-	-	1,095	1,906
5650 · Awards	2,071	-	-	-	-	-	-	-	-	2,071
6010 · Webinars	-	-	-	-	-	-	-	-	1,627	1,627
6200 · Postage	580	-	-	-	-	-	-	-	176	756
6300 · Printing/Photocopying	-	-	-	-	-	-	-	-	13,568	13,568
6400 · Office Supplies/Expense	-	-	-	-	-	-	-	-	715	715
6500 · Insurance Expense	5,823	1,242	-	-	-	-	-	-	1,504	8,569
6600 · Consultant	26,532	26,532	-	-	26,000	-	-	-	1,243	80,307
6610 · Audit Fee	-	-	-	-	-	-	-	-	2,580	2,580
6700 · Website Devp/Internet Exp	-	-	-	-	-	-	-	-	7,670	7,670
6800 · Credit Card Fees	-	-	-	-	-	-	-	-	15,874	15,874
6810 · Licenses & Fees	-	-	-	-	-	-	-	-	319	319
6820 · Admin Supp/Contract Fee	-	-	-	-	-	-	-	-	135,652	135,652
7000 · Grant Match-Travel	1,091	2,955	-	-	-	-	-	-	-	4,046
7010 · Grant Match-Honorarium	1,900	3,529	-	-	-	-	-	-	-	5,429
7020 · Grant Match-Audio Visual	-	25,133	-	-	-	-	-	-	-	25,133
7030 · Grant Match-Admin Support	-	-	-	-	-	-	-	-	39,669	39,669
Total Expense	253,827	143,814	-	-	26,000	-	-	-	262,526	686,167
Change in Net Assets from Operations	398,448	17,136	95	149,143	(25,930)	-	60,002	70	(261,926)	337,038
Investment Income (Net of Fees)	-	-	-	-	-	-	-	-	3,768	3,768
Unrealized Gains/(Losses) on Investment	-	-	-	-	-	-	-	-	75,525	75,525
Change in Net Assets	\$ 398,448	\$ 17,136	\$ 95	\$ 149,143	\$ (25,930)	\$ -	\$ 60,002	\$ 70	\$ (182,633)	416,331
Net Assets at beginning of year										647,337
Net Assets at end of year										\$ 1,063,668

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 Seven Months Ended July 31, 2023**

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.

ESTIMATE

Inspire Media, LLC
412 Yorkville Rd
Yorktown, VA 23692

wes@wespoole.com
+1 (804) 986-6071



National Association for Court Managers - Conference Service

Bill to

National Association for Court Managers -
Conference Service
300 Newport Avenue
Williamsburg, VA 23185` USA

Estimate details

Estimate no.: 2116
Estimate date: 08/27/2023
Expiration date: 09/27/2023

Product or service	Amount
1. Live Streaming & Photography	\$29,032.00
Provide live video streaming and photography services at NACM 2024 Midyear Conference. B. Invoicing for the work will be done according to the following sequence: 1. \$14,516.00 payment by January 1, 2024. 2. \$14,516.00 payment after completion of filming of the annual conference and all video deliverables have been uploaded to the hosting service, NACM's website, NACM's hosting, and back-up hard drive or cloud storage delivered to NACM Manager.	
Total	\$29,032.00
Expiry date	09/27/2023

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Expiration date: 09/27/2023

Product or service	Amount
1. Live Streaming & Photography	\$29,032.00
Provide live video streaming and photography services at NACM 2024 Annual Conference. B. Invoicing for the work will be done according to the following sequence: 1. \$14,516.00 payment by June 1, 2024. 2. \$14,516.00 payment after completion of filming of the annual conference and all video deliverables have been uploaded to the hosting service, NACM's website, NACM's hosting, and back-up hard drive or cloud storage delivered to NACM Manager.	
Total	\$29,032.00
Expiry date	09/27/2023

NACM 2024 Sponsorships

On sponsorships – I would increase the education sponsorships. It includes a booth space, and I think since they always sell out, we can increase the pricing by \$1,000

Midyear-

Education Program Livestreamed {1 available} (Booth \$2,200)	\$6,000 to \$7,000
Education Program-not streamed {1 available} (Booth \$2,200)	\$4,500 to \$5,500

Annual-

Education Program

with Live Stream {2 available} (Booth \$4,000)	\$8,000 to \$9,000
with no Live Stream {2 available} (Booth \$4,000)	\$5,000 to \$6,000

I usually increase the water bottles around \$500 more each year too.



Budget Narrative

NACM proposes the following amounts for the previously described project:

Personnel: \$16,800

 SJI Funds: \$0

 Applicant Funds: \$0

 In-Kind Support: \$16,800

Narrative: The NACM Officers and Board will be intensely involved in all aspects of the proposed project - spending hundreds of hours devoted to this project. For purposes of this project application, NACM board members (14 total) will spend 4 days each at an estimated rate of \$300/day for a total in-kind support of \$16,800.

Fringe Benefits: \$6,550

 SJI Funds: \$0

 Applicant Funds: \$0

 In-Kind Support: \$6,550

Narrative: The fringe benefits that make up the in-kind support are calculated as an estimate of the prevailing rate of 39% of the personnel costs as noted above.

Consultant/Contractual: \$334,064

 SJI Funds: \$156,064

 Applicant Funds: \$178,000



SJI Funds for Honorarium for Plenary and Breakout Conference Speakers: \$20,000

NACM proposes to pay honorarium to select 2024 plenary and breakout session conference speakers, who will lay out each day's topic area, at an average rate of \$3,500 (for at least 4.5 days of preparation, travel and delivery – not to exceed \$800/day) for plenary speakers and \$450/day for breakout speakers, which is considered to be the prevailing rate. Top rated speakers highly in demand will be sought. NACM is requesting \$20,000 for the two conferences. For speakers who do not charge a speaker fee or whose rates are less than expected, NACM may offer those speakers the daily registration attendance fee of \$200 and \$275 for the annual conference. This allows the speaker to remain on-site all day and participate in other sessions and be available for networking with court leaders attending the conference. As speakers and session topics firm up, NACM may shift resources between the two conferences based on the need for funding.

Applicant Funds for Plenary and Breakout Conference Speakers: \$20,000

SJI Funds for Audio/Visual and Wi-Fi/internet Contract Costs: \$73,000

Total costs for audio/visual and Wi-Fi for the midyear conference is \$52,000. Total costs for audio/visual and Wi-Fi for the annual conference is \$95,000. Total estimated costs for audio/visual and Wi-Fi for the two one-day trainings is \$6,000. NACM is requesting \$73,000 for both conferences and the one-day trainings to cover sessions that directly align with SJI's Priority Investment Areas and Strategic Initiatives. NACM will pay the remaining balance of the audio/visual and Wi-Fi costs including those not covered by sponsorship.

Applicant Funds for Audio/Visual and Wi-Fi Contract Costs: \$53,000.



SJI Funds for Distance Learning: \$63,064

NACM proposes to enter into a contract with an experienced digital audio and/or video recording provider to capture project sessions at the annual conference; live stream sessions, edit the material; and place the video recorded educational material on the NACM video channel for general viewing and possible download. NACM also hosts all recorded videos and conference materials on its website for members to access at any time after the conference or recorded event. Based upon estimates for such services, NACM requests \$29,032 for the 2024 midyear conference and \$34,032 for the annual conference. NACM will be putting forward funds to maintain the video and conference pages of the website.

Applicant Funds for Distance Learning: \$5,000

SJI Funds for Conference Management, Support Services & Marketing: \$0

NACM enters into a Memorandum of Understanding with the National Center for State Courts to provide conference management and support services. Services include active participation in monthly conference development committee meetings, coordination of hotel logistics and A/V needs, assistance with conference publicity, management of faculty agreements, on-site conference registration assistance, faculty and A/V support, preparation of quarterly progress reports, and collecting, analyzing and reporting conference surveys results and evaluations. NACM will utilize a portion of its conference management, support services and marketing budget for the conferences as matching funds.

Applicant Funds for Conference Management, Support Services & Marketing: \$100,000



Travel: \$50,323

SJI Funds: \$34,816

Applicant Funds: \$15,507

Narrative: Applicant funds will be utilized for travel expenses for faculty for the 2024 midyear and annual conferences, and two one-day trainings which will be addressing content related to SJI's priority investment areas, NACM's CORE, and other sessions of national and regional interest. NACM will utilize these funds to pay for flight, hotel and per diem expenses, estimated at \$1,200 per plenary speaker (four to six speakers total) and for relevant breakout session speakers as needed (currently estimated at eight to nine speakers). NACM will pay for mileage costs up to 150 miles each way for rural court attendees to attend the two one-day training courses.

TOTAL BUDGET: \$407,737

SJI Funds: \$190,880

Applicant Funds: \$193,507

In-Kind Support: \$23,350

NACM will make matching contributions continuously throughout the course of the project as NACM pays for the services discussed above. The match will be generated from conference registration fees of participants. NACM voluntarily exceeds the minimum cash match requirements due to its commitment to the project and its mission – the education of court professionals.



National Association *for* Court Management

Strengthening Court Professionals

Communications Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
x	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 19, 2024	
	Annual Progress Report	June 28, 2024	

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's needed
Court Express	Next Issue- Volume 25, number 3 will be published mid-October. Committee updates and announcements due to Janet by 9/22	N	N	N	
Court Manager	Volume 31 #3- Summer 2023 edition went live September 7. Next edition articles are due October 2. Edition to go live November 20. In Memorium edition to the Court Manager. Need to determine rules for who should be included and how we would be notified for inclusion.	Y	Y	Y	Rules for Memorial inclusion in the Court Manager Suggestion of a slide during annual conference.
Guides	<ol style="list-style-type: none"> 1. AI Guide Committee meeting – publication by July 2024 2. Court Security Guide Revision – Nate Mingo is organizing a group to revise the guide. Goal is to have complete by annual conference. 	Y	N	N	
Podcasts	Peter is working on next podcast. August episode came out on August 15 (Leadership).	N	N	N	

Social Media	Natalie and her subcommittee are working to continually update social media sites. Subcommittee requests several days' notice for a posting. Next subcommittee meeting is September 21, 4PM ET Request for NACM videos to be pushed out on social media.	Y	Y	Y	Subcommittee can post NACM videos periodically but would like blurbs attached to the videos. Who will produce and send blurbs?
Webinars	4 webinars planned for NACM Year: 1. October 18, 2PM ET- Tyler Technologies: Growing a Positive Public Perception of Jury Duty 2. November 20, 3PM ET- DEI Guide 3. SCOTUS decision and Native American Impact - Winter 2024 4. NACM CORE Leadership- Spring 2024	Y	N	N	
Website - Nacmcore.org transition to nacmnet.org	Signed agreement provided to Always be Creating. 3-4 weeks completion.	N	N	N	
Website - Committee Template Draft Pages	First demonstration/presentation by Multnomah recently occurred. More work to be done	N	Y	N	Discussion of new responsibilities for committee chairs and training. Discussion of template pages.

Time needed at meeting for Committee report: 45 minutes if reviewing the committee template for website.

Submitted by: Dawn Palermo

Date: September 15, 2023



National Association for Court Management

Strengthening Court Professionals

Governance Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
x	Fall Progress Report	September 15, 2023	September 14, 2023
	Midyear Progress Report	January 19, 2024	
	Annual Progress Report	June 28, 2024	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
CCJ/COSCA Resolution 2: In Support of the 2023-2025 Strategic Plan of the CCJ/COSCA Behavioral Health Committee	Will recommend support	Y	Y	Y	Brief summary of action since last Board meeting and motion for Board approval.
Exploring further incorporation of DEI values into appropriate organizational governing documents	Will update Board on discussion, including next steps for Governance Committee	Y	Y	N	Update Board and obtain input.

Time needed at meeting for Committee report: **10 minutes.**

Submitted by: **Brandon Kimura**

Date: **September 14, 2023**



National Association for Court Management

Strengthening Court Professionals

DEI Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
x	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 19, 2024	
	Annual Progress Report	June 28, 2024	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
Conference Proposals	MidYear (2) Annual (2)	Y	No	No	
Webinar 1	DEI Guide 11/20/23	Y	No	No	
Webinar 2	SCOTUS Decisions – ICWA	Y	No	No	

Time needed at meeting for Committee report: 5

Submitted by: Roger Rand

Date: 9/28/23