



**MIDYEAR BOARD MEETING**  
**Saturday, February 4, 2023**  
**LAKE BEMIDJI**  
**8:30 am – 4:00 pm CST**

Board Book available on [Board Page](#)

**AGENDA**

1. **President's Report** (15 minutes) *Jeffrey Tsunekawa*
  - a. Approval of December 6 Board Meeting Minutes (Action Item)
  - a. NJC Partnership Update
2. **President-Elect's & Conference Development Report** (45 minutes) *Rick Pierce*
  - a. Committee Corner
  - b. Repository
  - c. Identify tracks & topics, review workshop and plenary proposals
3. **Vice President Report** (15 minutes) *Tina Mattison*
  - a. Strategic Focus areas vote
4. **Secretary/Treasurer's & CORE® Committee Report** (15 minutes) *Kelly Hutton*
  - a. Budget update
  - b. CORE® Committee update:
    - i. Public Relations Curriculum Review
    - ii. The CORE® in Practice Guide Review
    - iii. CORE® Champion: Phase Two
    - iv. CORE® Champion Guides/FAQ
5. **Immediate Past President's & DEI Report** (5 minutes) *Kathy Griffin*
  - a. Past President's Committee update
  - b. DEI Committee update:
    - i. DEI Book club
    - ii. DEI Guide
6. **Governance Committee** (30 minutes) *Angie VanSchoick/Kent Pankey*
  - a. Operations Manual
  - b. Interview & Nominations Procedures (Action Item)
  - c. Bylaws
  - d. Resolutions
  - e. State of the Profession Address



f. Voice of the Profession Survey

7. **Membership Services** (30 minutes)
- a. Increasing membership
  - b. Enhancing Mentorship Program
  - c. ECP Subcommittee
  - d. State Associations
  - e. International Subcommittee
  - f. Ambassador Program

*Cheryl Stone*

8. **Communications Committee** (15 minutes)
- a. DEI Guide
  - b. Podcasts
  - c. Court Manager
  - d. Court Express
  - e. Social Media
  - f. Website

*Greg Lambard*

9. **Partner Reports & Updates** (5 minutes)
- a. Greg Hilton – NCACC *tentative*
  - b. Letter from NCRA
  - c. Letter from NAPCO

10. **2023 Strategic Projects**

*All*

11. **New Business/Open Discussion**

*All*

12. **Executive Session** (if needed)

*All*

13. **Adjourn**



# National Association for Court Management

## *Strengthening Court Professionals*

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### BOARD CONFERENCE CALL December 6, 2022 – 2:00 PM ET

PRESENT: Brandon Kimura, Tina Mattison, Jeffrey Tsunekawa, Kent Pankey, Kathy Griffin, Dawn Palermo, Roger Rand, Kristie Collier-Tucker, Angie VanSchoick, Kelly Hutton, Greg Lambard, Rick Pierce, Erin Carr

Not Present: Cheryl Stone

#### 1. Welcome

- a. Approval of November 4, 2022, meeting minutes – no changes, minutes are approved.

#### 2. President

- a. Jeffrey informed the board of David Slayton's departure from NCSC.
- b. Board of Directors Vacancy – bylaws discuss a vacancy in the Officer or Board positions. Bylaws say the board can decide at the next board meeting, this one, if a vacancy should be filled. Officers met briefly to discuss to provide a recommendation and felt the best way to move forward would be to not fill the position and wait until next July for regular recruitment. Jeffrey asked the Board's thoughts. **Kathy made a motion that the board does not fill the vacant director position until July and will have vacancies for three-year terms and one two-year term. Rick seconded the motion.** All in favor, none opposed. **The motion passed.**

#### 3. President-Elect

- a. Rick shared the NCSC Board meeting information.
- b. Rick shared the midyear workshops and presenters. Kelly asked about the Core sessions and if all three sessions will give credits. Dawn asked if the Core sessions would be at different times. Rick confirmed and said that they hope to have them different days as well.
- c. Group registration rates – Rick asked if the Board has any thoughts on a group discount – dollar amount and minimum number of people to meet threshold. Greg said a minimum number of people of 10 and the same rate as the early bird. Kristie thought a minimum of 5 attendees per group. Kathy made a motion for groups of 5 or more have \$400 member and \$550 nonmember rate for the midyear conference through January 27. Kathy withdrew the motion. Kathy made a motion for groups of 5 or more \$400 for members, \$550 for nonmembers with a deadline of January 13, 2023. Kathy withdrew the motion. **Kathy made a motion for groups of 5 or more for the midyear conference the rate for members is \$425 and nonmembers \$575 with a deadline of January 13, 2023.** Kristie seconds the motion. No discussions. All in favor, none opposed. **The motion is passed.**
- d. Early bird deadline extended to December 23.



#### 4. Vice President

- a. Strategic Plan Tina is working on getting strategic plan into a format that every one can vote on. Tina doesn't think that some of the projects are doable in 6 months. Jeffrey recommended touching base on it for the next meeting.
- b. State Associations – a couple of strong people interested in doing collaboration and getting information on state associations out to public.

#### 5. Secretary/Treasurer

- a. Kelly shared the operating and investment account amounts in the chat – Operating just over \$127,000 and investment at \$588,000.

#### 6. Immediate Past President/DEI

- a. No updates for past presidents. DEI – Roger is going to give an update during the February meeting.
- b. Roger shared that they have a volunteer to lead the book club for DEI. Take book or publication provided by Blueprint for Racial Justice and use that as the book for book club.
- c. Kelly submitted a website proposal for the Core website.

#### 7. Communications Committee

- a. Greg shared that there is another meeting on the DEI guide this week. Melinda Brooks will be co-editors of Court Manager for this year. Peter and Janet are working along on Podcasts and Court Express.
- b. Roger shared that the website committee is meeting tomorrow, and that the website team is updating stage to production today. Resource index is updated with videos from annual.
- c. Tyler Webinar is next Tuesday the 13<sup>th</sup>. Thursday's communications committee meeting will most likely be cancelled.

#### 8. Governance Committee

- a. Operations Manual updates – small group is reviewing. The primary focus is to do non-substantive updates that reflect changes that are already in effect. Brandon is trying to familiarize himself with the Process Street program. He will be asking board members to review different sections of the operations manual.
- b. Five resolutions – received one comment from a member about one of the resolutions. Kent made a motion that the board vote to support the resolutions. As it is a committee recommendation, no second is required. Bylaw amendments will go out for annual meeting in July and be sent to membership prior to that in April.
- c. Kent discussed a few changes to the resolution and nomination process. Resolution process states that the president will name chairs and also select members. The committee is



recommending the member part be stricken. The nomination process change they're advising will make sure that if the nomination committee doesn't feel it has qualified candidates for positions it will have recommendations on what the committee can do.

9. **Membership Committee**

- a. Kristie shared Cheryl's updates - she sent out an email for Tribal Court roundtable. Next meeting is Dec 14 at 2. Subcommittee meeting this Friday at 2. Jeffrey shared that the group discount was recently posted on social media.

10. **NCSC Report** – Jeffrey shared that NCSC is busy doing eCourts.

11. **Other Business** – Jeffrey shared that the Socio app needs to be renewed for 2023. Val received quotes and it will be \$10,795 for two conferences. **Jeffrey moved that NACM renew license with Socio conference app for 2023 based on the quote from Val. Jeffrey amended his motion to include that the total amount is \$10,795. Greg seconded the motion.** No further discussions. All in favor, none opposed. **The motion passed.**

12. Executive Session was not needed.

13. **Adjourn** – There being no further business the meeting was adjourned at 3:27 pm ET.

Recording: <https://nationalcenterforstatecourts.box.com/s/o9dxbvzwtesnxe4i0rh261uvhpuu9i0k>



# National Association *for* Court Management

## *Strengthening Court Professionals*

### Conference Development Committee Progress Report Form – 2022-2023

	Report	Due Date	Submission Date
	Fall Progress Report	September 16, 2022	September 13, 2022
x	Midyear Progress Report	January 2023	<b>January 10, 2023</b>
	Annual Progress Report	June 2023	

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
Committee Corner in Court Express/Court Manager to highlight work and identify opportunities to become involved	Ongoing	Yes	no	no	no
Organize repository of best practices / CORE materials (videos, PPTs)	Ongoing	Yes	No	No	no
Identify tracks and topics as recommended by membership; review workshop and plenary proposals	Complete	Yes	Yes	No	no

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

**Submitted by: Rick Pierce**

**Date: January 10, 2023**

## **Strategic Focus Area #1 - Membership**

**NACM is a member organization serving court professionals and the court management profession. To remain a vibrant and leading organization, NACM must attract new members and retain and engage existing members. NACM is committed to strengthening these efforts in the future.**

### **Goal 1 - Actively recruit and strive for a diverse and representative membership**

- Promote membership through campaigns (such as: "Why am I a member of NACM?" and #IAMNACM)
- Review demographics and create outreach plan for underrepresented groups and areas of US
- Review feasibility of offering membership "gifts"
- Outreach to the newest State Court Administrators to assist with promotion of organization within their states
- Promote proprietary products of NACM
- Press releases prior to annual conference in the areas we are targeting- state we are coming, our purpose and the goals of our organization. List information on registering or attending
- DEI guide

### **Goal 2 - Increase opportunities for members to be active and renew membership**

- Membership Committee to provide direct phone calls to new members, welcoming them. Explain NACM's committees and opportunities on how best to engage in the organization
- Publish new members in the electronic publications (Court Manager/Express)
- Partner with one state/regional association for education and training at their conference and at ours
- Innovate new ways to appreciate current membership and recognize milestones (5, 10, 15, etc. years)
- Enhance and make use of our Dual Membership Agreement benefits
- Provide better marketing of online virtual engagement opportunities/community
- Actively follow-up with webinar participants

## **Strategic Focus Area #2 - Education and Resources**

**NACM provides an array of educational programs and resources. NACM also produces informational and reference materials that advance the profession and educate others about courts. Examples include educational conferences, webinars, the Court Manager and Court Express, the Core® and related curriculum, the National Agenda, Court Leader's Advantage Podcast, and other publications and guides on best practices.**

Enhancing member benefits and increasing the overall value of belonging to the Association are high priorities for NACM. NACM also is committed to producing resources (e.g., guides, tool kits, Core® curriculum, best practices, and trends in courts) that will strengthen court and justice system performance and serve the profession.

**Goal 1 - Increase involvement and participation in educational programming and resources**

- Relaunch Mentor Program
  - *This would align with the NCSC's idea to create an executive leadership track, it would be an opportunity to partner.*
- Create a Limited Jurisdiction track at conferences
- Partner with NCSC to do 1-day regional/rural, state-focused educational sessions.
- Advertise conference sessions identifying those that are based on feedback received from membership and conference surveys
- Call for articles for Court Manager or Express to give people opportunities to share information

**Goal 2 - Create educational opportunities and resources that reflect the needs of membership and the profession**

- Expand CORE Champion program
- Organized repository of best practices/ CORE materials
- Create webinars with issues court managers face daily. *(e.g., court security, high profile trials, recruiting/ retaining employees, creating presiding judge/ court manager policies, productive pairs)*
- Prioritize Website development and updating in Education and Resources
- Create videos about what we do, what is available, as well as a “how to” for our website, repository, guides, etc.

**Strategic Focus Area #3 - Advocacy for the Profession**

The court management profession plays a vital role in the administration of justice. Like other judicial and legal organizations committed to building trust and confidence in the judicial branch, NACM is in a singular and prominent position to be the voice for the court management profession and provide a unique perspective on court operations and innovative practices

**Goal 1 - NACM will be an influential and respected voice on behalf of courts and the court profession**

- Communicate NACM’s proclamations and explain the importance of them, as well as the voice of the profession



- Interview court leaders on their journey (captured via articles, webinars etc.)
- Provide members with outreach/speaking materials for local schools/colleges to advocate for the profession
- Ensure that our voice is proactive versus reactive. "Premier organization"
- Identify a representative in each state to host a NACM virtual meeting to keep the Midyear and Annual momentum up and invite all NACM members in that state
- Enhance partnerships with other national organizations
- Restart the NACM/ CITOC Awards
- Create a state court information sharing platform (example: NCSC's Court Security email blast as to what is happening)
- Find a way to publicize our ~~state~~ State of the ~~P~~rofession Address
  - Court Professionals Week

#### **Strategic Focus Area #4 – Governance**

**The governance structure of NACM must be responsive and effective to enable the Board to lead and act on behalf of the Association, members, and the profession. The Board is committed to ensuring that NACM's leadership:**

- **Is representative and diverse**
- **Is able to respond quickly to needs/demands**
- **Is strategic and intentional in its actions**
- **Is structured and organized to manage the daily business of the Association as well as achieve long-term goals and strategic priorities**  
**Clearly defines, shares, and balances the workload across committees and work groups**
- **Is stable and consistent in its governance activities as individuals in positions of leadership rotate**
- **Has adequate secretariat support services**

#### **Goal 1: NACM's governance is representative, responsive, and effective**

- Conduct conference breakout session(s) on NACM's strategic plan
- Communication with members to make certain we're aligned with their needs/wants – follow-up to membership surveys
- Create a fillable feedback form on the resolutions page for proposed resolutions
- Communicate board activities in Court Express



Midyear Conference Budget					
			Based on 250 ppl	Actual	
Natural Account	Class Code		In-Person		
<b>AUDIO VISUAL/LIVE STREAM/INTERNET</b>					
6600	1510	Consultant - Live Stream - SJI	\$ 26,540.00	\$ 26,532.00	
5320	1510	Audio Visual - from SJI	\$ 28,000.00	?	won't know until after conference; to be split 50/50 with match
7020	1500	NACM Grant Match - AV	\$ 28,000.00	?	
5320	1500	MCVendors - AV	\$ -		
<b>EDUCATION/SPEAKER EXPENSES</b>					
5130	1510	Presenter Travel - from SJI	\$ 8,500.00		Will total: ~\$4003.12 to be split between SJI and match
7000	1500	Presenter Travel	\$ 2,000.00		
5200	1510	Honoraria - from SJI	\$ 5,000.00		Will total: ~\$7,500 to be split between SJI and match
7010	1500	Honoraria	\$ 5,000.00		
<b>FOOD &amp; BEVERAGE</b>					
5310	1500	Midyear Events	\$ 72,396.00	??	won't know until after conference
		ECP Reception	\$ -		
		Welcome Reception	\$ 7,250.00		
		Coffee Service Monday	\$ 2,106.00		
		Lunch Monday	\$ 35,267.00		
		Coffee Service Tuesday	\$ 2,106.00		
		Lunch Tuesday	\$ 25,667.00		
<b>CONFERENCE EXPENSES</b>					
5300	1500	MCEvents-Conference Expense Total	\$ 7,397.50	\$ 11,237.73	
		Socio Event Container	\$ 5,397.50	\$ 10,795.00	for midyear and annual
		Hotel Staff Gratuities	\$ 1,000.00	?	won't know until after conference
		Lanyards	\$ 500.00	\$ -	
		Badges/Badge Paper	\$ 250.00	\$ 389.73	
		Hotel Set-Up Fees	\$ -	\$ -	
		ReKey Charge (Staff Office)	\$ 150.00	?	won't know until after conference
		Ribbons/Supplies	\$ 100.00	\$ 53.00	
		Exhibit Hall Rental	\$ -	\$ -	
5300	1500	MCVendors -Conference Expense Total	\$ 5,950.00	\$ 5,950.00	
		Exhibit Set-Up Company	\$ 5,000.00	\$ 5,950.00	

		Security	\$ 950.00	?	won't know until after the conference
		Other Expenses			
<b>POSTAGE/FREIGHT</b>					
6200	1500	Postage-MCPlanning	\$ 1,500.00	?	won't know until after the conference
6300	1500	MCVendors Printing	\$ -	\$ -	
<b>INSURANCE</b>					
6500	1500	MCPlanning Insurance	\$ 900.00	\$ 1,242.07	
		<b>Total Expenses</b>	<b>\$ 191,183.50</b>	<b>\$ 44,961.80</b>	
<b>REVENUE</b>					
<b>REGISTRATION FEES</b>					
		50 ppl @ \$250 member rate virtual	\$ 12,500.00	\$ 3,080.00	Total registration fees received as of 1/20
		200 @ \$525 member avg	\$ 105,000.00	\$ 180,130.00	
		\$475 early bird, \$575 regular			
<b>VENDOR/SPONSOR INCOME</b>					
4110	1000	Vendor Income	\$ 80,000.00	\$ 57,500.00	
4120	1000	Sponsor Income	\$ 15,000.00	\$ 18,000.00	
		<b>Total Revenue</b>	<b>\$ 212,500.00</b>	<b>\$ 258,710.00</b>	
		<b>Total</b>	<b>\$ 21,316.50</b>		



**CORE® Committee Progress Report Form – 2022-2023**

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>Public Relations Curriculum Review</b>	Currently under review by the workgroup. This is on scheduled to be completed before the annual conference.	Yes	No	No	n/a
<b>The CORE® in Practice Guide Review</b>	Currently under review by the workgroup. This is on scheduled to be completed before the annual conference.	Yes	No	No	n/a
<b>CORE® Champion: Phase Two</b>	We have submitted the website change request form along with a proposal for what the CORE Champion website should look like. We have been advertising (verbally, publications, and via email) about opportunities to view previous sessions. We have compiled a list of links for all videos that qualify and we share as requested or to those who have been participating in the program. We hit a small snag that has put a temporary stop to website updates. We do not have anyone currently contracted for website maintenance. This is a work in progress.	Yes	No	No	n/a
<b>CORE® Champion Guides/FAQ</b>	These are completed and awaiting posting on the update website. We have also generated a host script and Powerpoint slides for presenters to include in their slide deck.	Yes	No	No	n/a

**Time needed at meeting for Committee report:** No time needed outside of questions that the board would have.

**Submitted by:** Kelly Hutton **Date:** 1/10/23



# National Association *for* Court Management

*Strengthening Court Professionals*

## DEI Committee Progress Report Form – 2022-2023

	Report	Due Date	Submission Date
	Fall Progress Report	September 16, 2022	
X	Midyear Progress Report	January 20, 2023	<b>January 19, 2023</b>
	Annual Progress Report	June 2023	

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
DEI Bookclub	Roger has two volunteers	No	Yes	No	Just an update from Roger
DEI Guide	Underway with Communications	No	No	No	

Time needed at meeting for Committee report:

Submitted by: Kathy Griffin

Date: January 19, 2023



# National Association *for* Court Management

## *Strengthening Court Professionals*

### Governance Committee Progress Report Form – 2022-2023

	Report	Due Date	Submission Date
	Fall Progress Report	September 16, 2022	
X	Midyear Progress Report	January 20, 2023	<b>01/20/2023</b>
	Annual Progress Report	June 2023	

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
Operations Manual	In progress	N	N	N	Please review each section pertaining to your role or committee
Interview & Nominations Procedures (appendix to Ops Manual)	Lacks approval date	N	Y	Y	Simple review and reapproval so that its official status will not be questioned. Ideas for updates/revisions.
Bylaws	Amending committee provisions (VIII); resolution process (X); etc. Preparing proposals before posting for member comment	N	Y	N	Feedback regarding proposed amendments before posting for member comments.
Resolutions	New resolution process outlined by Kent (see Bylaw amendments above) and any new partner resolutions	N	Y	N	Feedback on any new partner resolutions before posting to members
State of the Profession Address	In progress	N	N	N	
Voice of the Profession Survey	In progress	N	N	N	

Time needed at meeting for Committee report: 20-30 minutes

Submitted by: Angie

Date: 01/20/23



# National Association for Court Management

*Strengthening Court Professionals*

## Membership Committee Progress Report Form – 2022-2023

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
Increasing Membership	The membership committee continues to work on outreach to the tribal courts in the US. Roundtable discussion with tribal NACM members and tribes interested in educational opportunities is scheduled for January 26 <sup>th</sup>	Y	Yes	No	I would like to report out on the roundtable discussion at the Board meeting, but would have no action at that time.
Increasing Membership	The membership committee is working on outreach to limited jurisdiction courts across the nation. Kristie is planning a municipality roundtable discussion.	Y	No	No	
Enhancing Mentorship Program	Kristie and Cheryl are a revamp of the mentorship program. First focusing on recruiting individuals to be mentors, then advertising the service.	Y	Yes	No	Kristie and Cheryl will be working on this at the conference.



ECP Subcommittee	The ECP committee continues to offer great value and training to our early career professionals. Turn out is low, the opportunity is great!	Y	Yes	No	I would like to discuss ideas on how to promote attendance.																												
	ECP SIGS:																																
	<table><tr><th>Date</th><th>Topic</th></tr><tr><td>January 22</td><td>Transitioning into Management</td></tr><tr><td>February 22</td><td>Writing Performance Evaluations</td></tr><tr><td>March 22</td><td>Path to the NACM Board</td></tr><tr><td>April 22</td><td>NACM Leadership</td></tr><tr><td>May 22</td><td>Mentorship</td></tr><tr><td>June 22</td><td>How to make the most of conferences</td></tr><tr><td>August 22</td><td>What do ECPs need to succeed (and stay!) in courts</td></tr><tr><td>September 22</td><td>CORE champions</td></tr><tr><td>October 22</td><td>Court Manager Articles</td></tr><tr><td>December 22</td><td>Career Learning Plans</td></tr><tr><td>January 23</td><td>Conferences – What to know before you go!</td></tr><tr><td>February 23</td><td>Tips for Developing and Delivering a Conference Program</td></tr><tr><td>March 23</td><td>Performance Evaluations – Employee Perspective</td></tr></table>					Date	Topic	January 22	Transitioning into Management	February 22	Writing Performance Evaluations	March 22	Path to the NACM Board	April 22	NACM Leadership	May 22	Mentorship	June 22	How to make the most of conferences	August 22	What do ECPs need to succeed (and stay!) in courts	September 22	CORE champions	October 22	Court Manager Articles	December 22	Career Learning Plans	January 23	Conferences – What to know before you go!	February 23	Tips for Developing and Delivering a Conference Program	March 23	Performance Evaluations – Employee Perspective
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<b>State Association Subcommittee</b>	Continue to look for new ways to support State Associations (i.e. partnering with the associations at their conferences; providing speakers at their conferences)	<b>Y</b>	<b>No</b>	<b>No</b>	
<b>International Subcommittee</b>	Luis Maria Palma, IACA President, will be speaking at the March meeting	<b>Y</b>	<b>No</b>	<b>No</b>	
<b>Ambassador Protram</b>	Zenell has reached out to those who have expressed an interest in the Ambassador subcommittee. They are coordinating schedules and will have a meeting date shortly.	<b>Y</b>	<b>No</b>	<b>No</b>	

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

**Submitted by:**

**Date:**



# National Association *for* Court Management

## *Strengthening Court Professionals*

### Communications Committee Progress Report Form – 2022-2023

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
DEI Guide	The workgroup has created the Guide outline and writing assignments are almost complete. First drafts are due 2/28	Yes	No	No	
Podcasts	Peter Kiefer continues to create podcasts and they have continued to draw good crowds. Greg plans to talk to Stacy regarding advertising. This may occur prior to the Board meeting.	Yes	No	No	
Court Manager	Dawn Palermo continues to do excellent work on the Court Manager and is now joined by Melinda Brooks as co-editor .  Norm has be advocating for an archive of all court managers. A meeting was held and a strategy developed that may work to create this archive. More to come.	Yes	Yes	No	Brief Discussion
Court Express	Janet Cornell continues to do great work as	Yes	No	No	

	editor of the Court Express				
<b>Social Media</b>	Cristina Prieto continues to do our social media work. As she changed employment, Greg is serving as her direct contact with NACM. If you want/need something posted please get it to Greg as soon as you can.	<b>Yes</b>	<b>No</b>	<b>No</b>	
<b>Website</b>	A new website sub-committee has been rolling along with Roger Rand as chair.	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>Brief Update</b>
<b>Partner communications in publications with partner organizations</b>	Nothing to report	<b>Yes</b>	<b>Yes</b>	<b>No</b>	
<b>Webinars</b>	We held Next a webinar for Tyler on 12/13.	<b>No</b>	<b>No</b>	<b>No</b>	

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

**Submitted by: Greg Lambard**

**Date: 1/19/23**



## **National Court Reporters Association Update**

*Prepared for the National Association for Court Management*

### **Who the National Court Reporters Association Represents**

NCRA is the Association for stenographic court reporters and captioners. Members include official court reporters, freelancers, broadcast captioners, CART providers, and certified legal videographers. NCRA has had the pleasure of partnering with the courts of our great nation to ensure the timely, impartial, accurate, and optimal delivery of court transcripts.

### **Major priority**

NCRA is committed to growing the stenographic court reporting and captioning professions to ensure an ample supply of high-quality experts are available to fill the increasing number of job opportunities both in and out of the courtroom. The NCRA A to Z<sup>®</sup> Intro to Machine Steno program is a free, 6-8 week class that introduces interested individuals to the industry and helps focus resources on those more likely to succeed and is being conducted across the nation. It is offered online and as an asynchronous course. NCRA has partnered with several vendors to assist with making machine rentals and software available to participants.

### **Major priority**

NCRA is committed to ensuring the security and preservation of the official record captured by a live stenographic court reporter and remains recognized as the gold standard in the industry. Only a live stenographic court reporter can offer watermarks and syllable-by-syllable authentication for every spoken word, the highest level of protection of private information, and personal responsibility and accountability for the official record.

### **Today's court reporters and captioners are savvy**

The pandemic brought many new concerns and unexpected obstacles to our courtrooms. Stenographers offered the flexibility of operating remotely with equipment that was able to be relocated to their home during periods of quarantine with no courtroom delay. NCRA immediately hosted regional and national webinars on Zoom information sharing best practices to train stenographers on new systems and processes. Within minutes, a realtime stenographer has the capability of sending a 99 percent accurate realtime transcript across the room or across the ocean to judges and parties needing access to the record whenever and wherever legal proceedings can be held. In many jurisdictions, the court reporter brings the most advanced technology into the courtroom with realtime translation to the judge and counsel via streaming technology. NCRA offers a number of nationally recognized certifications that indicate the court reporter's or captioner's excellent skill set and ability to produce the highest quality product.

### **Budgetary and safety concerns**

Many states and federal organizations create task forces to address different aspects of function such as budgeting, processing, funding, and other administrative concerns. Stenographers can serve to inform decision makers on the processes of making the record including how that record is guaranteed to be preserved and secured, a promise that cannot be met often by other means of making the record.



## **National Court Reporters Association Update**

*Prepared for the National Association for Court Management*

High dollar hidden costs as well as privacy risks associated with the use of electronic recording to capture the record are just two factors that should generate great concern by those who choose this method over relying on a live stenographic court reporter. Of major concern is that outsourcing an electronic recording to an outside transcription company often means the recording is being sent overseas, putting personal information at a high risk, and potentially even violating legislation that is designed to protect private information. Also of concern is that information needing to be redacted prior to outsourcing requires extra court staff time and could subject the court system to additional legal responsibility in regard to protecting someone's personal information. Additionally, transcripts produced from electronically recorded proceedings are replete with inaudibles and unintelligibles that can lead to critical information not being preserved and, in some cases, result in entire records being unable to be certified or be of any appellate use at all. By contrast, stenographic court reporters supplying individual laptops provide an additional backup should a court's system be hacked or attacked by ransomware.

### **The human presence lowers risks**

The human factor involved in using a live stenographic court reporter to capture, preserve, and secure the record cannot be replaced or better protected by means such as facial recognition, voiceprint, and other biometric-related technology that is increasingly infiltrating various facets of everyday life. While some of this new technology brings potential benefits, there also lies significant data privacy and cybersecurity risks. Those risks can include the potential for fraud as well as inaccuracies that can lead to significant legal implications.

A live stenographic court reporter's notes and their ability to create instantaneous translation protects against these emerging risks that are created by relying on electronic recordings and other biometric-related technology.

### **Legal Education Program**

NCRA also offers the Legal Education Program, an invaluable resource supported by the National Court Reporters Foundation (NCRF). The program facilitates the education of the legal profession about the role of the stenographic court reporter through a court reporter-led seminar to educate law students, attorneys, and judges on "Making the Record" and on the value of using stenographic reporting technology to capture [and maximize the availability and use of] the official record. More information on the Legal Education Program can be found on [NCRA.org/NCRF](http://NCRA.org/NCRF).



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January 19, 2023

Mr. Jeffrey Tsunekawa, President

National Association for Court Management

**RE: FY 2022-23 NAPCO Association Report**

Dear Mr. Tsunekawa,

It is our pleasure to briefly update NACM's leadership on NAPCO activities over the last six months and outline our plans for 2023. It is important that the leaders of both our associations keep lines of communication open and identify areas of collaboration and mutual benefit.

Our membership has grown to over 350 presiding judges and court executive officers; we continue to offer periodic webinars on a variety of important leadership topics; a comprehensive monograph on *Presiding Judge and Court Executive Officer Trial Court Governance and Leadership Principles, Roles and Responsibilities*, vetted via CCJ, COSCA and NACM has been gaining traction within the national community of courts – it references and supports NACM's *Core Competencies* as the basic skills CEOs should possess; August 2022, witnessed our return to an in-person *Annual Leadership Academy and Conference* in partnership with the National Center for State Courts, and hosted by the Superior Court of California, County of Orange, in Anaheim; and the development of a new NAPCO Strategic Campaign (Plan) to guide our activities over the next three years (2023-25). All these accomplishments are featured on our website at [www.napco4courtleaders.org](http://www.napco4courtleaders.org).

We begin our seventh year as a re-purposed organization from our roots as the *National Conference of Metropolitan Courts* which was chartered in 1963, some 60 years ago. Our Annual Conference will take place in Boston this year on August 20-23. It will focus on leadership competencies, education, and teambuilding among presiding (chief) judges and court executives, as well as their leadership teams in all state and local trial courts regardless of jurisdiction or size. We are excited about the future and remain confident that NAPCO is making a positive and lasting impact within our nation's judicial systems. We wish you and NACM the best in your 2023 Mid-Winter Conference in Minneapolis.

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