



MIDYEAR BOARD MEETING

Saturday, February 4, 2023

LAKE BEMIDJI

8:30 am – 4:00 pm CST

MINUTES

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

1. President's Report

- a. December 6 meeting minutes – 8c discussion of resolutions 2 proposals are mixed up. Kent clarified that one is to simplify the resolution process article 10, article 8 would change committee structure. No other changes, minutes will be approved with the changes.
- b. Recap of officers meeting – Rick shared strategic plan discussions and how they'll coordinate with committees, partner organizations, partner conferences, items Tina and Kelly have to be aware of in upcoming years. Kathy mentioned that there is a Crisis Plan for the conference that the Officers received and that points of contact are Val and Erin.
- c. Rick suggested that as part of each committee agenda there should be a discussion of strategic projects that committee is choosing to address. Rick would like to discuss with each board member (leading up to annual) to see what aspirations and interest are regarding committees, and with that two goals for each committee.
- d. Jeffrey shared he didn't get his first Friday newsletter out yesterday.
- e. Jeffrey co-presented with CJ Rush and Karl Hade presented to upcoming class of ICM. He shared that all of the question at the end were about NACM. Tina asked if Jeffrey had a list of names where board members could reach out. CCJ Midyear will be in Austin and state gets to host so Jeffrey has been working on that.
- f. NACM is partnering with NCSC on a BJS Project. Nicole Waters will be presenting on that at Midyear.
- g. NACM was contacted by NCJFCJ for a letter of support and partnership for a grant on Safer Communities Act regarding firearm safety.
- h. NJC Partnership – Dawn has been the liaison on that. NACM will give input on curriculum, but NACM would not provide financial assistance.
- i. Jeffrey will attend NCJFCJ in TX as well as AJA Midyear and CCJ.

2. President-Elect's & Conference Development Report

- a. Rick reviewed the agenda for the conference.
- b. Jeffrey asked that whoever is presenting either as Host or in the plenary room to not read from notes and try to make it more personal.
- c. Rick shared how the officers discussed intertwining SIGS with committee meetings during



- the annual conference, or on Wednesday morning to keep attendees at the conference.
- d. Regarding bans that California has against states, Greg was suggesting that the Board have a statement prepared in case questions arise as to why NACM is having a conference in Florida.
 - e. Rick tabled the rest of his agenda items until the end of the meeting (see open discussion).

3. Vice President Report

- a. Tina thanked everyone for the conversation on strategic focus areas document. Tina said she will get everything out to committee chairs in advance for everyone to come up with a few projects so after the annual that can be in everyone's mind for projects to work on. She also wants committee to think about what they're working on to see if there's any compatibility.
- b. Tina was asked to work with Urban Institute on Juvenile Justice survey to see how juvenile probation officers work and how they serve court admis. NACM agreed to send to members – only 2 surveys. Tina met and brainstormed how best to get information out and it came down wanting NACMs member list. Greg said that would set a bad precedent and think they should go to CCJ/COSCA. Kent agreed. Brandon suggested that they hold a webinar where they can speak to members and then if members are interested they can get in touch with them after. Greg suggested that they get to send another email asking if members are interested, they can opt in for Urban to contact them directly.

4. Secretary/Treasurer's & CORE® Committee Report

- a. Kelly shared a copy of the most recent version of the 2022 budget and actual figures. Highlighted that membership dues were down, vendor/sponsor numbers were up. Kelly shared that the exhibit show was sold out for Midyear.
- b. Kelly shared that Kathy Howell is closing business and John Thomas would take over NACMs website business for quarters 2-4 of the year. Jeffrey asked for Roger's opinion. Roger said that NACM doesn't need Core support until after March. Roger thinks John is capable of handling maintenance on both sites. Roger thinks NACM should switch to Nexcess in 2024 for both sites. Roger suggested that NACM ask for a new quote from Howell through march not covering NACM core and go with John through end of December. At fall board meeting Roger will come prepared with a quote with other proposals on who can take over the site and what it would look like.
- c. **Roger made a motion that we keep John until the end of December and then come up with proposal for host and maintenance contact for nacmnet.org website.** *Kathy seconded the motion.* All in favor, none opposed. **The motion is passed.** **Roger made a motion that we ask Howell to modify their quote for website maintenance on nacmnet.org website only through the end of March.** *Cheryl seconds the motion.* All in favor, none opposed. **The motion is passed.**
- d. Kelly shared Erin's email regarding remaining funds in the 2022 conference grant. NACM will need to request an extension and how the funds would be spent down. One of the ideas was to purchase books for one of the annual speakers via a code. Cheryl offered the idea of tribal and state courts meeting in the Midwest to hold a small regional type



meeting for one day. Jeffrey will ask Michelle White for a quick discussion on how to use remaining funds. Jeffrey can then send an email vote to the board.

- e. CORE updates:
 - i. A lot of new members on the committee calls – working on PR curriculum and CORE in practice review. Roger’s team has been working on the CORE website. All of the videos and structured responses are going to be in one spot on the revamped site. Officers talked about recruiting new talent for CORE sessions at conferences. Greg approached CORE about integrating DEI into the CORE. Kevin Bowling suggested that NACM and CORE could work on a proposal for CTC conference. Kelly collected a list of volunteers who would be interested in talking about it. Kelly asked if that’s something NACM would be interested in doing. Jeffrey and Roger are in support and Roger said he’d be willing to present.

5. Immediate Past President’s & DEI Report

- a. Pushing out nominations candidacy forms after this conference for anyone you want to nominate or push to declare nomination. 4 director positions and officer positions. Past Presidents offering to assist any committees.
- b. DEI committee:
 - i. Kathy thanked Roger for all his work on the committee.
 - ii. Roger shared that the book club has a meeting on Feb 17 with two volunteers who will run the book club/discussion group. Current book is more of a text book written by a judge – reference guide on how you put things into place for courts. They will pick a chapter and talk about that chapter during the book club/discussion group.
 - iii. DEI Guide – Greg will touch on during communications report.
 - iv. Roger sent and reviewed with everyone a PowerPoint that was presented to DEI guide last September from membership survey results.

6. Governance Committee

- a. Operations – manual updates are going well and focusing on non-substantive updates. Brandon asks that everyone review their portion of the Ops manual and forward to him when done. A few issues with software but he’ll work through that and expect to have it completed.
- b. Kent sent an electronic version of nominations procedure changes. He is looking for a vote regarding items 2, 4, and 5. **Kent moves that the Board adopt the revised [NACM “Interview and Nominations Procedures,”](#) effective February 4, 2023. Cheryl seconds the motion. All in favor, none opposed. **The motion is passed.****
- c. Bylaws – Committee is proposing two changes – [Article VIII to nominations committee and governance](#). Greg is suggesting adding seeking diversity into the nominations process. Kent reviewed changes in both sections. [Article X regarding resolutions](#) – Kent reviewed the proposed changes by the committee. The board provided feedback for the committee to revise recommendations.
- d. State of the Profession address will be formatted differently so it’s less talking at membership. Angie is looking for additional volunteers to help write the address.



- e. Voice of the Profession survey has not started yet but will most likely modify the previous one. Kent would like to work off of membership survey so it's not a duplicate.

7. Membership Services

- a. Cheryl and Kristie continue to find ways to increase membership from an external perspective. She held a roundtable with tribal courts where only 3 were NACM members. They have a lot of educational need on how to run a court. They will do a roundtable with municipal courts to get them more engaged and help with their needs as well as try to get them to be members.
- b. Big priority is looking at mentorship program. Lots of interest in people needing mentors but don't have a list of mentors. They'd like to create a list of people willing to be mentors so they can have a pool of people.
- c. ECP – Stacy does a great job with subcommittee and Cheryl would like to make the committee more visible along with the ongoing training that they provide.
- d. State Associations – good roundtable discussions amongst the groups. Tina will be working to do the Leadership Seminar with the state associations for annual.
- e. Sam has been doing a great job taking over international subcommittee.
- f. Ambassador Program – Zenell has a plan and a group of people working with her. They'll do a soft start to share information on social media first.
- g. Cheryl mentioned that Membership is a heavy lift and there's a lot that the board expects of membership that is hard to actually do.

8. Communications Committee

- a. DEI guide just finalized last person to take a section.
- b. Podcasts – Greg and Stacey had a few conversations regarding sponsorships. Stacey looked at stats and didn't think it would be enough for a company to sponsor.
- c. Dawn has done a fantastic job getting the Court Manager back up and running quarterly. Melinda is doing wonderfully at editing as well. Winter edition will have two two-part articles. Dawn has articles the whole way through summer edition.
- d. Court Express – Janet has been doing a great job getting the Express out quarterly as well and is always looking for content.
- e. Website – new conference pages up in 2022, access to CORE site, website coordination with Howell. Big issue is document repository. Roger feels strongly that documents should not be stored on the website. He thinks a database of documents would be handy and permanent. Greg asked the board how far back NACM should share of conference content. Roger mentioned that once there's a real document repository you can put as much as available out there.
- f. Social media – this area needs some work. More things should be on social media to appeal to a younger audience. Greg thinks that NACM almost needs a public relations team to assist and be part of a subcommittee.

9. Partner Reports & Updates

- a. Written updates available in the board book.



10. 2023 Strategic Projects

- a. Tina will work with Committee chairs.

11. New Business/Open Discussion

- a. Rick would like NACM to look at defining partner organizations.
- b. Rick is going to meet with each board member to see interests for the upcoming year to plan committee chairs. That way chairs can be prepared to start strategic planning with committees before the fall board meeting.
- c. Jeffrey reminded board members of host orientation, ECP/first time, and welcome reception start times.

12. Executive Session

- a. No discussion needed.

13. Adjourn

- a. There being no further discussion the meeting was adjourned at 2:56pm.