



## MIDYEAR BOARD MEETING

Saturday, February 8, 2025

8:30 am - 4:00 pm ET

Atlantic City, NJ

Wildwood 1-2

Board Book available on [Board Page](#)

### AGENDA

**1. Board Icebreaker** (30-45 minutes)

**2. President's Report** (30 minutes)

*Tina Mattison*

- a. Approval of December 3 Board Meeting Minutes
- b. Officers' meeting recap
- c. NCJFCJ
- d. American University
- e. Technology Curriculum

**3. President-Elect's Report & Conference Development** (30 minutes) *Kelly Hutton*

- a. Midyear – announcements
- b. Annual overview
- c. 40<sup>th</sup> Anniversary overview
- d. Conference Scholarships/Awards
  - i. All midyear scholarships awarded
  - ii. 10 for annual
  - iii. Awards committee meeting after midyear

**4. Vice President's Report & CORE® Committee Report** (15 minutes) *Greg Lambard*

- a. CORE one day trainings

**5. Secretary/Treasurer** (15 minutes)

*Roger Rand*

- a. Expenses update as of November 2024
- b. SJI 2025 Grant Update

**6. Immediate Past President's Report** (5 minutes)

*Rick Pierce*

- a. Past Presidents met in December and agreed to assist Jude with the 40th anniversary of NACM by producing a retrospective of the four decades



**7. Membership Committee** (5 minutes)

*Kristie Collier*

- a. New Member Call
- b. Limited Jurisdiction Roundtable
- c. Tribal Courts Roundtable
- d. Federal Courts Roundtable
- e. Membership Scholarships

**8. Communications Committee** (15 minutes)

*Dawn Palermo*

- a. Court Express update
- b. Court Manager update
- c. Guides – AI revision
- d. Podcast
- e. Social Media Subcommittee update
- f. Webinars update
- g. Website Subcommittee update

**9. Governance Committee** (30 minutes)

*Nicole Garcia*

- a. Policy for Registration Fees and Scholarships
- b. Court employee appreciation kits for courts
- c. Revision of Canon V
- d. Original Resolution
  - i. Court Appointed Neutrals
- e. Update to policy on Removal of a Board Member (action item)

**10. DEI Committee** (30 minutes)

*Creadell Webb*

- a. Website Resources
- b. NACM Conference Sessions
- c. Articles for Court Manager
- d. DEI Advice to NACM members
- e. Current state of DEI

**11. Partner Reports (Partners will join Board meeting at 1pm)**

- a. Mary McQueen – NCSC
- b. Sean O’Sullivan – CCPIO
- c. Jeff Shorba – COSCA
- d. Paul DeLosh – JTC
  - i. view the proposed standards on the JTC website here: [JTC Court Technology Standards | NCSC](#)
- e. NCACC written report
- f. NCBC written report
- g. NCREFC written report
- h. CCJSCA written report



**12. Executive Session, if needed**

*Board*

**13. Adjourn**



# **National Association for Court Management**

*Strengthening Court Professionals*

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## **BOARD CONFERENCE CALL** **December 3, 2024 – 2:00 PM ET**

<https://us06web.zoom.us/j/7103875466?pwd=RUplcUdyT0lreEdKalhCNWFiQTgwdz09>

**Meeting ID: 710 387 5466**

**Passcode: 021675**

### **MINUTES**

Present: Jeff Chapple, Whitney Freese, Nicole Garcia, Roger Rand, Kelly Hutton, Courtney Whiteside, Dawn Palermo, Kristie Collier, Greg Lambard, Creadell Webb, Rick Pierce, Melinda Brooks, Courtney Whiteside, Nate Mingo, Tina Mattison, Jude Del Preore, Jesse Rutledge, and Erin Carr

#### **1. President**

- a. Tina shared that the IACA conference in Singapore was great and that the Singapore courts did a fantastic job. She shared that Serbia will host next year. Tina shared that in a lot of other countries the courts are very judicially run and not by court administrators. Tina thinks there's a lot of good opportunities for NACM to partner with IACA.
- b. ICAC awards – something will be sent out within the next week and awards will be given out at the NACM annual.
- c. Tina traveled to DC for the Rehnquist Awards. They were given out at the Rehnquist dinner – Judge Julie Kocurek from Texas received William H. Rehnquist Award, Pam Harris received the Warren E. Burger Award, Paul DeLosh was inducted into Warren Burger Society.
- d. Fall board meeting minutes are approved as submitted.

#### **2. President-Elect**

- a. Registration is open and closes January 17. We have 67 in person and 4 live stream registrants. Scholarships are open and we have 3 applications that will be forwarded to Rick when it closes. Greg and Jude confirmed that NJ will be sending people to assist with registration and hosting.
- b. Annual agenda is in the works. The historical committee met yesterday and have discussed using storyboards to show work from each decade. The committee will come back to board and officers with cost estimates.

#### **3. Vice President & CORE® Committee**

- a. CORE curriculum reviews – Roger went to chat GPT for some updates. The other review committees are working on their updates as well.
- b. Greg reached out to Scott about Vermont CORE training



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## *Strengthening Court Professionals*

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- c. Officers met to review potential midyear site for 2026. The dates that would be available are early March. **Rick made a motion that the board approve the proposal as submitted and amended for Albuquerque for March of 2026 for a Midyear conference.** *Dawn seconds the motion.* Kristie questioned if March dates were too close to July for Annual and asked if there were any other options. Greg told Kristie they only looked at one other city, but it would work better for an annual. **All in favor, none opposed. The motion carries.**

#### 4. Secretary/Treasurer

- a. Taxes were filed and completed on time.
- b. SJI grant was submitted.
- c. A portion of the checking account is now able to be put into a high interest earning fund that is still liquid.
- d. Roger reminded the board that any airfare over \$600 will require Tina's approval.

#### 5. Immediate Past President & Past President's Committee

- a. Rick reported that Jude is going to look to past presidents for interest in being on the historical committee at the next meeting.
- b. Rick reviewed the highlights from the NCSC Board Meeting in Washington DC.

#### 6. DEI Committee

- a. Creadell reported that each DEI committee meeting has a topic/theme.
- b. First one was "Five generations in the workforce" -tied it to NACM conference content in the past
- c. Creadell is asking for committee members to be more involved in Court Manager, Court Express, and webinars. Hasn't had a lot of people sign up yet.
- d. Second meeting they had involvement from Roger's court - three ERG chairs spoke to committee members.
- e. Website resources remain strong...staying up to date
- f. Conference sessions – John Laing, Creadell, and possibly Zenell will be presenting at Midyear.
- g. Webinars – Creadell promised Dawn a webinar in September of 2025. He wants to have DEI content for NACM in general
- h. State of DEI – controversy surrounding acronym and term. Creadell is staying ahead of it by watching news, companies, etc. He's making sure that NACM is staying the course and concentrating on building trust. He thinks by having meetings and talking about it, it will create more trust with people than just hearing it from the news.

#### 7. Communications Committee

- a. Held two webinars last month – 234 registrants for Tyler and 122 participants, 210 registrants for the AI Guide and 117 participants. The next webinar is on January 27 at 3pm ET on CORE



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Operations Management. Greg will supply Dawn with information on speakers and a summary. February webinar will be on the Court Security Guide and Nate will host that.

- b. Court Manager just finished the Fall edition. Winter edition is due at the end of January. Dawn asked for article ideas ASAP. Joseph D'Amico and Jessica Humphries are the two new CM editors. They're keeping a spreadsheet with article ideas so if the board has ideas send them to dawn or Melinda.
- c. Social Media committee is asking for assistance when people submit requests – to fill out as much info as possible.
- d. Janet is asking for projects that need assistance from each committee to be put in Court Express
- e. AI Guide is being updated and published in the new year.
- f. Peter released the Ethics podcast today.
- g. Website: The document library will hopefully be ready on January 25. The swag page has transitioned, and Dawn encouraged everyone to check it out. The duplicate, re-direct, and broken link pages project has been completed by John from Always Be Creating.

### 8. Governance Committee

- a. Governance released the original resolution and only received two comments that weren't of concern.
- b. The committee is working on drafting an original resolution on career of Mary McQueen.
- c. Next year governance will start working on National Agenda.

### 9. Membership Committee

- a. Kristie asked if the board would like to do the membership deal that was done last year. Kristie relayed that the discount was groups of 5-9 has a \$20 discount and groups of 10 or more had a \$35 discount. **Greg made a motion to have the membership discount run from 12/4 to 12/31. Rick seconds the motion that there will be a \$20 discount for groups of 5-9 and groups of 10 or more will receive a discount of \$35 off and will run from 12/4/2024 to 12/31/2024. All in favor, none opposed. The motion carries.**
- b. Kristie relayed that the new member call was on 10/24. The first date for next year is on 1/23 at noon ET. The limited jurisdiction on January 30, tribal courts on February 27 and federal courts on March 27 all at noon ET.
- c. Rick shared that State Associations next meeting is Thursday, Dec 12 at 2pm ET. Rick requested that anyone on the board who is also part of a state association to encourage others from their state associations to attend the meeting. IACA is interested in having a NACM participant in their webinar series in conjunction with Ukraine that start in January. The series will focus on HR issues. Rick is assuming the webinars will be one per month. Greg asked if Rick would pitch the CORE trainings with IACA.



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10. **Other Business** - none

11. **Executive Session** - none

12. **Adjourn** – the meeting was adjourned at 3:23 pm ET.

Recording: <https://nationalcenterforstatecourts.box.com/s/iq4es2ax49toc0onho7pwncbkpfe940f>



**Conference Development Committee**  
**Midyear Progress Report – 2024-2025**

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.
Midyear Conference Planning	<ul style="list-style-type: none"><li>Agenda Completed</li><li>Planning on track for completion by the board meeting. We will discuss the script and timing of events at the conference.</li></ul>	N	Y	N	Brief discussion on the script and timing of events at the conference.
Annual Conference Planning	<ul style="list-style-type: none"><li>Agenda is nearly completed</li><li>Major contracts are completed</li><li>Planning is on track</li></ul>	N	Y	N	Brief overview/discussion
40 <sup>th</sup> Anniversary	<ul style="list-style-type: none"><li>Committee and history workgroup are working on ways to highlight and celebrate NACM's history and anniversary</li></ul>	N	Y	N	Brief overview/discussion
Conference Scholarships/Awards	<ul style="list-style-type: none"><li>We were able to award all of the scholarships that were applied for for midyear.</li><li>We will be able to award ten scholarships at annual.</li><li>The awards committee will be meeting after midyear conference.</li></ul>	N	Y	N	Brief overview/discussion

Time needed at meeting for Committee report: 20-30 Minutes (mostly about midyear conference)

**CORE® Committee**  
**Midyear Progress Report – 2024-2025**

<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's needed.</b>
Curriculum review of Budget and Fiscal Management	Proceeding as scheduled	<b>Y</b>	<b>N</b>	<b>N</b>	
Curriculum review of Case flow and Workflow	Proceeding as scheduled	<b>Y</b>	<b>N</b>	<b>N</b>	
The creation of one-page documents that would be “companion diagnostic tools” for curricula	Proceeding as scheduled	<b>Y</b>	<b>N</b>	<b>N</b>	
Creating a CORE® Champion two-minute video to introduce the program	Proceeding as scheduled	<b>Y</b>	<b>N</b>	<b>N</b>	
Creation of a WG to review CORE® Champion videos to see if they are still relevant/current	Proceeding as scheduled	<b>Y</b>	<b>N</b>	<b>N</b>	
Continue to offer CORE® trainings	Setting up trainings in Vermont, New Mexico and Missouri.	<b>Y</b>	<b>N</b>	<b>N</b>	

**CORE® Committee**  
**Midyear Progress Report – 2024-2025**

Hold two CORE® Webinars – Operations Management postponed to March 24, 2025  Budget/Fiscal Management Fall 2025		Y	N	N	

**Time needed at meeting for Committee report:      10mins**

NACM BOOTH/SPONSORSHIP REVENUE REPORT									
	ANNUAL	Booths/ Co's	BOOTH REVENUE	SPONSOR REVENUE					
2026	Omaha, NE				\$0				
2024	New Orleans	59/53	\$184,600	\$111,000	\$295,600				
2023	Tampa	56	\$174,500	\$108,900	\$283,400				
2022	Milwaukee	64/55	\$209,900	\$100,500	\$310,400				
2021	San Diego	42/41	\$72,600	\$82,000	\$154,600	ANNUAL 2025 REVENUE SUMMARY			
2020	VIRTUAL	30	\$18,000	\$43,248	\$61,248		BOOTH	SPONSOR	TOTAL
2019	Las Vegas	56/49	\$173,700	\$103,850	\$277,550	GOAL	\$180,000	\$93,000	\$273,000
2018	Atlanta	56	\$194,200	\$79,500	\$273,700	ACTUAL	\$85,900	\$108,000	\$193,900
2017	DC	55	\$195,050	\$54,800	\$249,850	DIFF	-\$94,100	\$15,000	-\$79,100
2016	Pittsburgh	50	\$162,025	\$58,100	\$220,125				
2915	Louisville	47	\$135,872	\$101,190	\$237,062				
2014	Scottsdale	53	\$156,505	\$112,400	\$268,905				
2013	San Antonio	58	\$147,495	\$115,100	\$262,595				
2012	Orlando	73	\$181,580	\$93,540	\$275,120				
2011	Las Vegas	66	\$150,090	\$75,800	\$225,890				
2010	New Orleans	72	\$145,490	\$106,860	\$252,350				
2009	Boston	64	\$113,775	\$65,780	\$179,555				
2008	Anaheim	77	\$137,560	\$98,900	\$236,460				
2007	Chicago	64	\$101,300	\$62,500	\$163,800				
					\$3,932,610				
	MIDYEAR	Booths/ Co's	BOOTH REVENUE	SPONSOR REVENUE					
2025	Atlantic City	31/30	\$59,800	\$19,500	\$79,300				
2024	Orange Co.	36/35	\$67,700	\$25,000	\$92,700				
2023	Minneapolis	28/25	\$57,500	\$18,000	\$75,500				
2022	Bellevue, WA	34/32	\$67,000	\$16,000	\$83,000	MIDYEAR 2025 REVENUE SUMMARY			
2021	No Conferece						BOOTH	SPONSOR	TOTAL
2020	Charlotte	31/28	\$59,700	\$19,000	\$78,700	GOAL	\$50,000	\$25,000	\$75,000
2019	Little Rock	28/24	\$53,590	\$12,500	\$66,090	ACTUAL	\$59,800	\$19,500	\$79,300
2018	Orange Co.	37/34	\$76,915	\$17,700	\$94,615	DIFF	\$9,800	-\$5,500	\$4,300
2017	Portland	32	\$63,405	\$17,900	\$81,305				
2016	Mobile	28	\$53,305	\$19,900	\$73,205				
2915	Lost Pines	33	\$54,855	\$23,900	\$78,755				
2014	Savannah	34	\$57,340	\$24,290	\$81,630				
2013	Los Angeles	40	\$57,975	\$18,500	\$76,475				
2012	Minneapolis	30	\$40,450	\$18,100	\$58,550				
2011	Baltimore	28	\$35,655	\$21,600	\$57,255				
2010	Colorado Springs	31	\$36,595	\$7,600	\$44,195				
2009	Portland	36	\$37,200	\$13,500	\$50,700				
2008	Charleston	29	\$29,410	\$25,400	\$54,810				
2007	New York	25	\$21,850	\$24,350	\$46,200				
					\$1,100,985				

[illegible]

[illegible]



**MEMBERSHIP COMMITTEE**  
**Midyear Progress Report – 2024-2025**

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.
NEW MEMBER CALL	HELD January 23, 2025 NEXT ONE SCHEDULED FOR:	YES	NO	NO	
LIMITED JURISDICTION ROUNDTABLE	HELD January 30, 2025	YES	NO	NO	
TRIBAL COURTS ROUNDTABLE	SET FOR FEB 27, 2025 AT NOON ET	YES	NO	NO	
FEDERAL COURTS ROUNDTABLE	SET FOR MARCH 24, 2025 AT NOON ET	YES	NO	NO	
SCHOLARSHIPS	3 MEMBERSHIP SCHOLARSHIPS HAVE BEEN AWARDED	YES	YES	NO	We need to know how many can be awarded for the year?

**Time needed at meeting for Committee report:      5 MINUTES**



*U.S. Territories*

American Samoa - 1

Guam - 4

Puerto Rico - 1

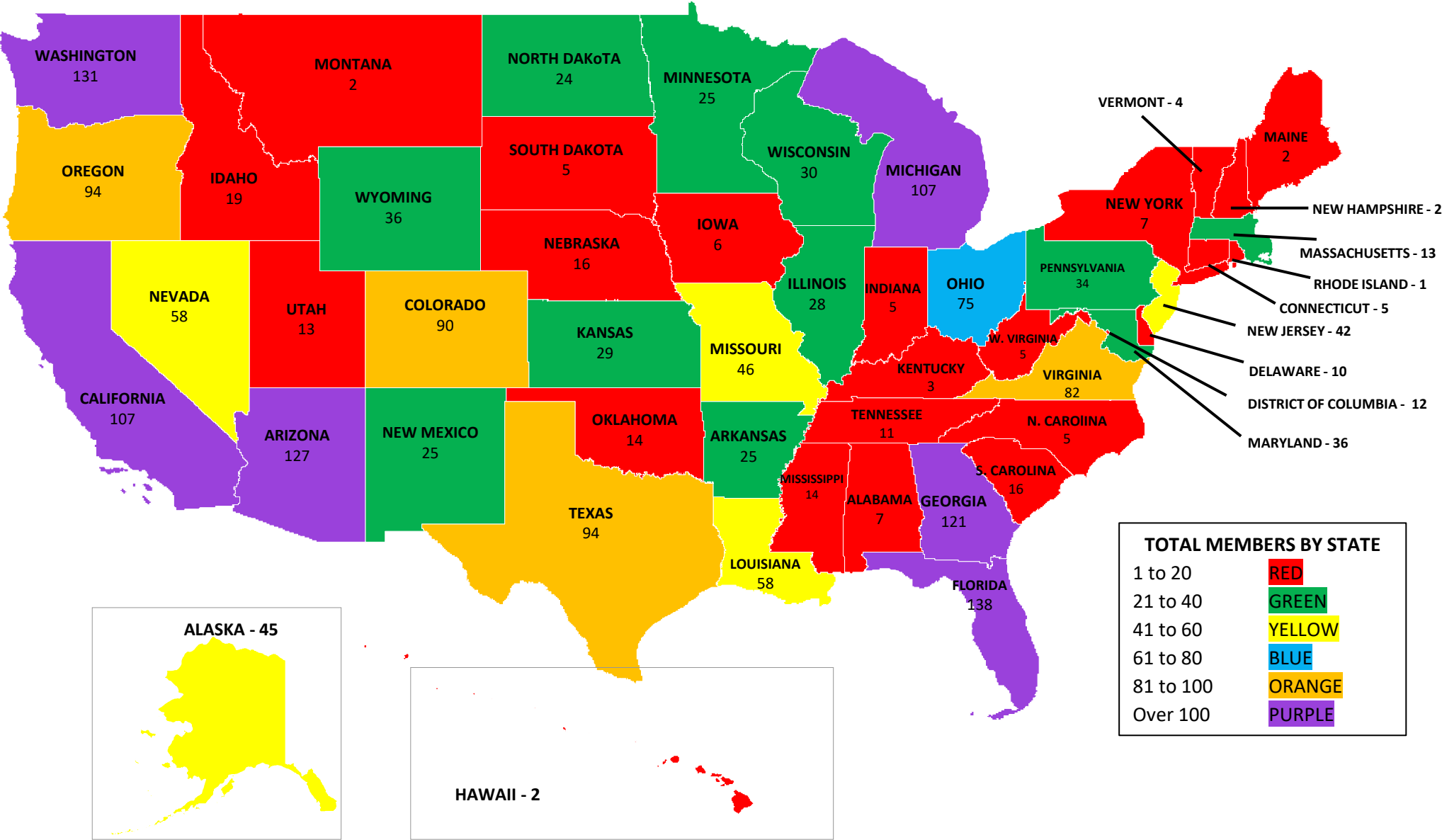
Saipan - 1

Virgin Islands – 2

Total U.S. and Territories: 1,860

Australia – 1  
Bahamas - 1  
Canada - 6  
Luxembourg – 1  
Nigeria – 1  
Scotland - 1

**TOTAL MEMBERSHIP: 1,931**



**Communications Committee**  
**Midyear Progress Report – 2024-2025**

<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's needed.</b>
<b>Court Express</b>	Winter edition publishes February 7. Spring edition content due April 8. Janet needs updates on your committees. She would like a member to highlight.	<b>N</b>	<b>N</b>	<b>N</b>	
<b>Court Manager</b>	Winter edition publishes March 5. Spring edition articles due April 8. Need notes from sessions during Midyear Conference.	<b>Y</b>	<b>N</b>	<b>N</b>	
<b>Guides</b>	AI Guide has been revised and will be ready after Midyear conference. Working to keep it current and relevant. Roger would like to find another board member to take over managing revisions.	<b>Y</b>	<b>N</b>	<b>N</b>	
<b>Podcasts</b>	CLA podcast released January 28 <sup>th</sup> . CE podcast is being developed.	<b>N</b>	<b>N</b>	<b>N</b>	
<b>Social Media</b>	Natalie and subcommittee continue to post. Please send posting requests through NACM website forms. Always looking for additional subcommittee members.	<b>N</b>	<b>N</b>	<b>N</b>	
<b>Webinars</b>	CORE Operations Webinar moved to March 24 and Court Security Guide Webinar February 26, 3pm ET. April Webinar – CORE Accountability & Court Performance- details TBA	<b>Y</b>	<b>N</b>	<b>N</b>	

**Communications Committee**  
**Midyear Progress Report – 2024-2025**

<b>Website</b>	Broken links are being fixed. Document library being worked on (completion delayed). Board to review the current work on document library.	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>John to set up a session to review document library progress.</b>
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**Dawn Palermo 1/23/25**

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



**Committee Progress Report Form – 2024-2025 Midyear Progress Report**

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.

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



Nicole García &lt;nicole@nacmnet.org&gt;

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**RE: [External] RE: Complaint Process**

1 message

**Mattison, Tina** <tmattison@sc.pima.gov>

Fri, Oct 25, 2024 at 11:32 AM

To: NACM Board &lt;board@nacmnet.org&gt;

Cc: "Carr, Erin" &lt;ecarr@ncsc.org&gt;

Hello everyone.

This looks like it needs to be a conversation we can continue at our next board meeting on December 3<sup>rd</sup>.

Thank you,

Tina

**From:** Roger Rand <roger@nacmnet.org>**Sent:** Friday, October 25, 2024 7:56 AM**To:** Nicole Garcia <nicole@nacmnet.org>**Cc:** NACM Board <board@nacmnet.org>; Carr, Erin <ecarr@ncsc.org>**Subject:** Re: Complaint Process

I'm fine with this change or with Kelly's suggestion. I am not convinced that it needs to be in the Bylaws. Bylaws Section 4 lays out the expulsion, suspension, and reinstatement of board members. A complaint process seems more appropriate in the OPS manual to me. I can be convinced otherwise if there are examples of a complaint process in other organization bylaws.

Roger

971-274-0530

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**From:** Greg Lambard <Greg.Lambard@njcourts.gov>**Sent:** Thursday, October 24, 2024 12:51 PM**To:** NACM Board <board@nacmnet.org>; Carr, Erin <ecarr@ncsc.org>**Subject:** RE: [External] RE: Complaint Process

I agree with use of "concern" or "issue". I think that as this is essentially a new procedure and therefore apt to be fine-tuned down the road that placing it in the Ops manual for now is better.

Since changing the Ops manual is less formal/cumbersome... Perhaps the procedure could reference the applicable ByLaw noting it would kick in if the Board feels removal is potentially necessary.

**From:** Hutton, Kelly <[KHutton@ndcourts.gov](mailto:KHutton@ndcourts.gov)>  
**Sent:** Thursday, October 24, 2024 3:43 PM  
**To:** NACM Board <[board@nacmnet.org](mailto:board@nacmnet.org)>; Carr, Erin <[ecarr@ncsc.org](mailto:ecarr@ncsc.org)>  
**Subject:** [External] RE: Complaint Process

### Warning: Security Alert

This message is from an external sender. Do not open any links or attachments unless you know and trust the sending email address.

Please report suspicious emails to [Security.infoSec@njcourts.gov](mailto:Security.infoSec@njcourts.gov).

I would prefer not to use the term "alleged misconduct". The complaint may not rise to that term. I would replace with "concern" or "issue." Otherwise, I like it. I defer whether it would be more appropriate in the bylaws or the ops manual.

**From:** Nicole Garcia <[nicole@nacmnet.org](mailto:nicole@nacmnet.org)>  
**Sent:** Thursday, October 24, 2024 11:53 AM  
**To:** NACM Board <[board@nacmnet.org](mailto:board@nacmnet.org)>; Carr, Erin <[ecarr@ncsc.org](mailto:ecarr@ncsc.org)>  
**Subject:** Complaint Process

**\*\*\*CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe.\*\*\*

Good morning all (at least it is in AZ!)

As per our discussion at the Fall board meeting, below is the draft procedure for handling complaints, with the slight changes that were identified.

I am still of the opinion that this should be added to the Bylaws. If that is the direction we choose to go, once approved this would pend until the next annual Business meeting in Omaha.

Let me know what you all think as to how to move forward.

Thanks,

Nicole

#### Procedure for Handling Complaints against Board Members and Subcommittee Chairs

A complaint against a member of the Board of Directors or a non-Board member serving as a subcommittee chair can be submitted by a member of NACM. As a general rule, complaints shall be submitted in writing (email is acceptable) to the

current NACM President or President-Elect. Oral complaints are discouraged but may be considered when appropriate. All complaints must identify the Board Member or subcommittee chair and clearly identify the alleged misconduct. All complaints must contain sufficient information for the Board to investigate the allegation(s). Complaints should also contain the complainant's name, telephone number, and any other contact information the complainant wishes to provide to the Board. Complaints will not be accepted anonymously without prior agreement of the current NACM President or President-Elect.



**Nicole Zoe García**

Director, Board of Directors

National Association for Court Management

602-506-3464

[nicole@nacmnet.org](mailto:nicole@nacmnet.org)



# National Association *for* Court Management

*Strengthening Court Professionals*

## Diversity, Equity, and Inclusion Committee Midyear Progress Report – 2024-2025

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.
Website Resources	Ongoing. The committee page contains a great deal of resources, and we are looking to collect more.	Yes	No	No	
NACM Conference Sessions	Effective tools for Staff Engagement and Dialogue around Diversity, Equity, and Inclusion. – John Laing, Creadell Webb	Yes	No	No	
Articles for the Court Manager	Ongoing. We are seeking additional authors.	Yes	No	No	
DEI Advice to NACM members	Ongoing. NACM members with questions concerning DEI initiatives may contact the DEI committee and gain insight or advice.	No	No	No	
Current State of DEI	Discussion of the most recent executive orders dismantling DEI at the Federal level and any potential impact that has with NACM.	No	Yes	No	

Time needed at meeting for Committee report: 30



# NATIONAL CONFERENCE OF APPELLATE COURT CLERKS

SECRETARIAT: NATIONAL CENTER FOR STATE COURTS, 300 NEWPORT AVE., WILLIAMSBURG, VA 23185

December 17, 2024

## OFFICERS

### **President**

**Douglas T. Shima**

Clerk, Kansas Supreme Court &  
Court of Appeals

### **President-Elect**

**D. Scott Mitchell**

Clerk, Alabama Court of  
Criminal Appeals

### **Vice President**

**Colette Bruggman**

Clerk/Executive Officer,  
California Court of Appeal,  
Third District

### **Immediate Past President**

**Jenny Abbott Kitchings**

Clerk, South Carolina Court  
of Appeals

### **Treasurer**

**James M. Hivner**

Clerk, Tennessee Supreme  
Court, Court of Appeals &  
Court of Criminal Appeals

### **Secretary**

**Claudia Jenks**

Chief Deputy Clerk, Texas  
Supreme Court

## EXECUTIVE COMMITTEE

### **Brian Cotta**

Clerk/Executive Officer,  
California Fifth Appellate  
District

### **Kristina Samuels**

Clerk, Florida First District  
Court of Appeal

### **Elizabeth (Lisa) A. Dolph**

Clerk, Delaware Supreme  
Court

### **Elizabeth (Liz) Garcia**

Chief Clerk, New Mexico  
Supreme Court

### **John Tomasino**

Clerk, Florida Supreme Court

### **Tristen Worthen**

Clerk, Washington State Court  
of Appeals

## 2024-2025 Report for the NACM Mid-Year Meeting

The NCACC is a member-run, 501(c)(3) non-profit organization established in 1973 to serve the specific educational and training needs of appellate court clerks. Our mission is to improve professional competence and knowledge, to serve as a repository of information on the operation of appellate court clerk's offices, and to support full and fair access to the appellate court system. Our membership consists of over 200 clerks and deputy clerks (or those serving in equivalent capacities with different titles) from state and federal appellate courts, as well as several international and tribal appellate courts.

Today's appellate courts face many challenges, such as the need for transparency and accountability, balancing the competing interests of personal privacy and public access, implementing new technologies to increase accuracy and efficiency, and adopting best practices to serve the court, the litigants, and the public. We help our members meet those challenges through educational programs, publications, listserv participation (recent topics have included court docket call language, artificial intelligence, data retention, courtroom use policies, and court commission member tracking), website information, and committee work.

The NCACC's 52<sup>nd</sup> annual meeting and educational conference will be held from August 3-7, 2025, in Albuquerque, New Mexico. The conference will provide clerks with an invaluable opportunity to hear from speakers and attend training sessions that are directly relevant to their daily responsibilities. There will be a vendor show to demonstrate the latest in appellate court technology and other support services for appellate courts. For states with continuing legal education requirements, members can usually obtain all their needed credits by attending the conference programs. We are also planning a mid-year remote conference in April to connect with our members halfway through the year for a program on Active Listening.

Our committees are currently hard at work in support of the organization, providing members with ample opportunities to communicate and support one another. We look forward to another productive year as we prepare to gather in Albuquerque.

Sincerely,

Douglas T. Shima  
President, NCACC



# National Conference of Bankruptcy Clerks

January 2, 2025

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Ms. Tina Mattison  
President, National Association for Court Management  
Via Email: [tina@nacmnet.org](mailto:tina@nacmnet.org)

Dear Ms. Mattison:

On behalf of the National Conference of Bankruptcy Clerks (NCBC), I am pleased to submit the following information for your board meeting.

The NCBC currently has over 1,200 members, primarily consisting of Clerks of Court and Deputy Clerks from U.S. Bankruptcy Courts. Our mission is to foster leadership, education, and advocacy within our membership, while also providing solutions to support their professional growth and development.

Each year, we host an educational conference for our members. In 2024, the conference took place in Boston, MA, with approximately 525 attendees. Looking ahead, our 2025 conference will be held from August 26–28 in Fort Worth, TX. The conference agenda is designed to provide members with both job-specific training and opportunities for personal development. For example, our 2024 conference featured tracks on Electronic Public Access and administrative topics.

In addition to the annual conference, NCBC offers a four-month leadership development program, known as the LEAD Academy. This program is designed for up to 30 participants in non-managerial roles who are looking to develop the leadership skills needed to advance within the courts. Participants are paired with volunteer mentors and engage in online training, culminating in an all-day workshop held in conjunction with our annual conference. This year, 26 members successfully completed the LEAD Academy.

NCBC also advocates on behalf of its members in various ways, including offering a benefits program to supplement the benefits provided by the federal judiciary, and awarding scholarships to members pursuing further education. Our most recent initiative was a disaster relief fundraiser aimed at assisting federal judiciary employees—both members and non-members—who were impacted by Hurricanes Helene and Milton. Through this effort, NCBC was able to support 11 employees who experienced significant losses.

Thank you for the opportunity to share this summary with your board. I encourage your members to visit our website at [www.ncbweb.com](http://www.ncbweb.com) for further details about our organization and its initiatives. Please do not hesitate to reach out if there are any collaborative opportunities that may benefit both of our organizations.

Sincerely,

Stephanie J. Butler  
President



# National Consortium on Racial & Ethnic Fairness in the Courts

SECRETARIAT: NATIONAL CENTER FOR STATE COURTS, 300 NEWPORT AVENUE, WILLIAMSBURG, VA 23185  
WWW.NATIONAL-CONSORTIUM.ORG

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Sent Email : [ecarr@ncsc.org](mailto:ecarr@ncsc.org)

Re: National Consortium on Racial and Ethnic Fairness in the Courts

Dear Ms. Erin Carr:

Find attached our association activity report for the NACM board book.  
I am disappointed that I will not be able to attend the February conference.

Sincerely,

Honorable Donovan Foughty

# National Consortium on Racial and Ethnic Fairness in the Courts

January 2025

The Consortium is a national network committed to advancing equity in the administration of justice to all and promoting public trust and confidence in state courts. The Consortium board of directors is racially diverse and includes appellate and trial court judges, administrators, lawyers, and social scientists. The board represent courts from large urban areas to the most rural areas in the nation.

On occasion the Consortium has hosted webinars on relevant topics, but our primary venue for sharing and exchanging information and ideas is through our annual conference. The Consortium conference will be April 13-16 2025, in Providence, Rhode Island. The content of this year's conference is exceptional. Pulitzer-Prize winning author Isabel Wilkerson will be speaking on her book *Caste the Origins of our Discontents*, along with civil rights attorney, educator and author Margret Burnham, her book *By Hands now known: Jim Crows Legal Executioners*. Deborah Ramirez, a criminal justice expert will also be speaking. Other sessions will cover data collection, jury diversity, court fines, fees and fairness, reentry simulation along with other topics.

At our annual conference attendee states are invited to report on innovative programs and initiatives through the conference session "Report of the States." This session provides an opportunity to share best practices. Contact Nikiesha Cosby ([ncosby@ncsc.org](mailto:ncosby@ncsc.org)) at the National Center for State Courts if you would like to participate in this session.

National Consortium on Racial and Ethnic Fairness in the Courts

Donovan Foughty, President

## **REPORT OF CCJSCA TO NACM**

On behalf of our members, I thank you for the opportunity to provide a report from the Council of Chief Judges of the State Courts of Appeal (“CCJSCA”). We are pleased to advise that our organization is as strong as ever. At the current time, we have membership from all 42 states that have an intermediate court of appeals, along with the Commonwealth of Puerto Rico. While retaining membership is at times a challenge, we believe that there is great value for intermediate appellate courts to belong to CCJSCA in light of the educational and networking opportunities we offer. And given that chief judges often rotate in the intermediate courts, our membership includes many former chief judges who remain very active in the organization and serve to mentor new chief judges.

We recently held our 45th annual conference in Monterey, California, from November 12-16. This conference had record attendance, which speaks to the continuing high caliber of our educational programs, as well as our growing membership. We have been fortunate to receive a grant from SJI to defer conference expenses this year, as well as contributions from other national organizations such as ABOTA. Plans are already underway for our 2025 conference which will be held October 12-16 in Washington, D.C. and will focus on the theme of “Equal Justice Under Law.”

In addition to our annual conferences, we offer other educational and networking activities to our members, including our newsletter, the “Chief Brief”; our “Chief Chats,” which provide videoconferencing on various subjects of interest to appellate judges; and video “Great Educational Moments (GEMS)” on our website. The most recent “GEM” was presented by Stephen Benesh, the current President of the Texas Bar Association, on “Leadership – Ted Lasso Style.” Our website also provides Discussion Groups where members can pose questions to solicit input from other members on a variety of topics relating to the administration of their courts. Our members have been actively engaged in committees through the use of regular Zoom meetings.

As is true for your organization, CCJSCA remains committed to providing equal access to justice to the citizens of the states that we are privileged to serve. Thank you again for your interest in, and work with, our organization.

Frankie J. Moore, Judge  
Nebraska Court of Appeals  
CCJSCA President 2024-25