# National Association for Court Management

**Strengthening Court Professionals**

## CORE® COMMITTEE
### Meeting Minutes
**May 22, 2024 @ 3:00 p.m. ET**

**Attendees:**

| | | | |
|---|---|---|---|
| Annabelle Casas | Jude DelPreore | Peter Kiefer | Mallory Minor |
| T.J. BeMent | Rachel Downing | Greg Lambard Charles | Michelle Pitsch |
| Kevin Bowling | Kelly Hutton | Mapp | Rich Lynch |
| Janet Cornell | Jason James | Tina Mattison | Kent Pankey |

1. **Welcome and Introductions**

   Greg welcomed everyone to the meeting.

2. **Review of the Minutes from April 24, 2024**

   The minutes were reviewed with no changes suggested.

3. **Check-in with working groups**

   a. **Curriculum Review – Focusing on IT (Greg)**

   The group is reviewing the last four curricula. The WG will ensure the reports are reviewed and finalized and then the WG will be done. They have given themselves a deadline of May 30th to finish the reports.

   b. **Curriculum Review – Focusing on DEI (Richard)**

   Working on a checklist or template of DEI items that should be in every curriculum (e.g., use of inclusive language).

   c. **CORE® Champion Trainings – Expanding beyond conference sessions (Charles)**

   We can do one more CORE webinar this year. Charles said he will discuss this with his WG and come back with a suggestion on the topic. It was suggested that they consider a curriculum from a module other than Vision, as Leadership was just presented. We would most likely target the webinar for January.

   d. **Creating generic PowerPoint slides and Executive Summaries for each curriculum (Norm)**

   Kelly is working with a graphic designer for the thirteen executive summaries.

   e. **Getting/Training more CORE® presenters (Greg)**

   An email was sent to the initial list of potential trainers. Greg has gotten acceptance from twenty-nine folks. He will send a follow-up and finalize the list. Once that is done an initial meeting of those who accepted the offer will be held to explain how we will move forward from here.

4. **Potential Committee Goals for the 24-25 Board Year**
   a. Curriculum reviews – Budget and Fiscal Management AND Caseflow and Workflow are up next
   b. One-page documents that would be "companion diagnostic tools"  Kind of an assessment of learning goals or areas of importance to the learner.  Can be a checklist of statements to agree/disagree with.  Janet will provide an example of this.
   c. Creating a CORE® Champion two-minute video to introduce the program.  It would likely be placed on the CORE® website.
   d. Creation of a WG to review CORE® Champion videos to see if they are still relevant
   e. Continue to offer trainings
   f. Webinar on Court Governance?

5. **Open Discussion**
   N/A

**Future Meeting dates (Every 4th Wednesday at 3pm EST)**
6/26/24