



**OFFICER CONFERENCE CALL
Tuesday, April 30, 2019 – 2:00 PM ET**

[GoToMeeting](#)

Telephone, if needed: 872-240-3212

Access Code: 711813565; Audio Pin: shown upon login or press #

AGENDA

- | | |
|--|-----------------|
| 1. Approval of March 29, 2019 minutes | <i>Officers</i> |
| 2. President's Report | <i>Paul</i> |
| a. Business Meeting Agendas (Mon, Tues, Thur) See page 5 | |
| 3. President-elect | <i>Will</i> |
| 4. Vice President | <i>T.J.</i> |
| 5. Secretary/Treasurer | <i>Kathy</i> |
| 6. Immediate Past President | <i>Vicky</i> |
| 7. NCSC Report | <i>Jesse</i> |
| 8. Other Business | <i>All</i> |
| 9. Executive session | |
| 10. Adjourn | |



OFFICER CONFERENCE CALL Friday, March 29, 2019 – 2:00 PM

Meeting Minutes

Present: Paul DeLosh, Will Simmons, T.J. BeMent, Kathy Griffin, Vicky Carlson, Jennifer Haire, Val Gardner, Janet Reid, Callie Dietz, Jesse Rutledge

Paul opened the call and welcomed everyone to the call.

1. Approval of February 8, 2019 minutes - Paul invited changes to the February 8 minutes. Hearing none, they were approved.
2. NCSC Report – Jesse invited questions regarding anything happening at the National Center. Paul commented on the 10-minute State of State Courts Video that he had put together and inquired if this would be shared broadly. Jesse stated that he is open to ideas to help push the information further out and volunteered to write an article for the *Court Express* or anything else that would get the information out. Paul will share the link to the video with the entire Board, once available, and invite ideas on ways to share. Vicky mentioned that she had a hard time opening the NCSC Annual Report thru the link, when she tried she received an error message, Jesse will look into this.
3. Site selections – Jennifer and Val discussed the document they submitted to the officers prior to the meeting regarding selecting cities for conferences. Val mentioned it is a challenge to find cities that will accommodate NACM's needs. Areas to change to alleviate the problem would be working with our dates and being more flexible, going back to a city with previous success (which would also save on site visit costs), using sites that have convention centers as the food and beverage costs are typically cheaper than the hotels. Reasons we get turned down are usually the fact that we are space extensive - - NACM's meeting space to sleep room ratio. Hotels will come back to us with comments that the date is too far out to bid on such a space intensive conference.

Also when selecting the site we should make sure and work with the local association partners and if possible it would be great to have a written understanding with the local association to make the NACM conference their annual meeting.

Val opened the floor to questions. T.J. asked of her recommendations, what would she prioritize. Val stated being flexible on dates (pattern shift) would be highest then rotation. Callie suggested possibly editing the agenda to reduce some space needs.

4. Association Services – Janet gave an update on the Annual Conference preparations, which are a focus for many of the staff. In addition, Association Services is working to finalize the 2018 year-end financials and hopefully will be sending those out to the board next week. Janet mentioned

that Association Services and Board members working on the website will begin a log of the work. The log will be used to track changes to the website and the hours involved, this will take effective April 1.

5. Immediate Past President - Nominations committee. Vicky mentioned that Declarations of Candidacy are due May 1 and Nominations of Candidacy are due April 15. Currently, NACM has received 2 declarations and 1 nomination. Vicky is currently in the process of forming the nominations committee. Possible committee members are: Suzanne Stinson, LaShawn Thompson, Frank Hardester and Tina Mattison. She inquired what the officers thought were with those possibilities. She will need a fifth person, potentially Linda Romero-Soles. There were no concerns with her selections, so Vicky will move forward with this.
6. Secretary/Treasurer - February Financials are finalized and have been posted on Connected Community. The numbers for the Midyear Conference expenses are not all included in February reports and will be more reflected in the March financials. Kathy voiced an overall concern regarding speakers who are requesting additional financial support because of the travel circumstances.
7. Vice President - T. J. gave an update on the Education Committee. During the last meeting, the committee put together project teams for database of Court Manager Articles among other things. With regards to State Associations, he has asked them for topic suggestion for the Leadership Seminar at Annual Conference. T.J. met with NASJE representatives on Wednesday regarding topic suggestions and will be working over the next few weeks to put together an outline. The current idea is Diversity and Inclusion. Finally, T. J. and Will in the next few weeks will begin working on the 2020 Conference Themes and will send out for review.
8. President-elect – Will gave an update on the Annual conference, right now things are on task. The next conference blast will go out on Thursday, April 4. Will reported that currently there are 206 registered attendees; 26 complimentary, 42 exhibitors and 3 large groups: Florida, Nevada and California. In place of the Fun Run, Kathy will do an exercise session on both Tuesday and Thursday morning. The State of the Profession will be on Tuesday. Val will begin Pace reports to us next week. Overall, very pleased with how things are going. Callie mentioned trying to move up the timeline for setting the agenda for Midyear. She has some folks for T.J. to begin looking at for presenters. Will and Edwin are working on a best practices guide for Hosts.
9. President's Report - Paul attended the two day COSCA board meeting in Jekyll Island, GA. The first day focused on business items, and the work of their committees. The COSCA white paper for 2019 focuses on Data Transparency and the National Open Data Source (NODS) project. Another item of interest was a resolution from the ABA to CCI recommending lactation pods be placed in all the courthouses throughout the Country. The second day of the meeting was a strategic focus on COSCA as an organization. They had surveyed their members and it was interesting to note that their challenges are similar to NACM's.

Dual membership agreements – Paul has been assisting with updating all of the Dual Membership Agreements and the project is almost complete. NACM is waiting to hear how IACA will proceed with their agreement given their new structure.

NCJFCJ/NAWJ Partnership – NACM has been working with NCJFCJ and NAWJ regarding the

development of training guides, resources, and videos on the #WETOO movement. Jonathan Mattiello of SJI has verbally been very supportive of such a project. The next step is to submit a proposal to SJI by May 1. The group has determined that NACM will be the lead. The NAWJ Futures Committee will begin writing about the end product and deliverables for this grant the details remain to be seen. TJ mentioned a cash match is going to be a challenge, but hopefully the match can be an in-kind match.

Articles of Incorporation/Bylaws changes – At the February board meeting we discussed the need to change the Articles of Incorporation and Bylaws, since that time Paul, Greg and Janet have been working to determine how to proceed. The Bylaws changes are conditional subject to review of the Articles of Incorporation changes by the Virginia State Corporation Commission. Greg will present the process at the board meeting next week as to how NACM will proceed.

CITOC Charter (Action Item) - Paul reviewed the changes to the CITOC Charter within the attached documents. The changes have been approved by CITOC. The officers all approved the changes as well. Paul will let Casey know.

10. Other Business – Paul asked if there was further business. -

Will mentioned that the President of NACM is invited to both the COSCA Meeting and NCSFCJ's Diversity, Equality and Inclusion Summit, which are being held on the same dates. Will feels it is important to have representation at both. The officers determined that Will and T.J. will discuss and determine who is going to what.

Kathy received an email from a company that does live streaming and recording from California and wasn't sure if she should respond. T.J. mentioned that he received it as well. The decision was made not to respond.

11. Executive session, if needed – The officers stated that they didn't have any items for executive session. There being none, the meeting was adjourned at 3:19 pm.



ANNUAL CONFERENCE BUSINESS MEETING

Monday, July 22, 2019

12:00 – 1:30 PM

AGENDA

- 1. Call to Order** *Paul DeLosh*
- 2. Declaration of Quorum** *Kathy Griffin*
- 3. Treasurer's Report** *Kathy Griffin*
- 4. Committee Reports**
 - a. Communications – Alyce Roberts
 - b. Education – T.J. BeMent
 - c. Membership – Michelle Dunivan
 - d. Governance – Greg Lambard

Proposed changes to:

 - i. Articles of Incorporation
 - ii. Bylaws
- 5. Recess until Tuesday, July 23, 2019 at 8:15 AM** *Paul DeLosh*



ANNUAL CONFERENCE BUSINESS MEETING

Tuesday, July 23, 2019

8:15 - 8:45 AM

AGENDA

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|---|----------------------|
| 1. Reconvene Business Meeting | <i>Paul DeLosh</i> |
| 2. Articles of Incorporation changes | <i>Greg Lambard</i> |
| 3. Bylaws changes | <i>Greg Lambard</i> |
| 4. Report of Nominations Committee | <i>Vicky Carlson</i> |
| 5. Nominations from the Floor | <i>Paul DeLosh</i> |
| 6. Recess until Thursday, July 25, 2019 at 8:15 AM | <i>Paul DeLosh</i> |



ANNUAL CONFERENCE AWARDS AND BUSINESS MEETING

Thursday, July 25, 2019

8:15-9:30 PM

AGENDA

1. NACM Awards

- a. *Award of Merit – Jeffrey Tsunekawa*
- b. *Perkins Award – Jeffrey Tsunekawa*

2. Reconvene Business Meeting

Paul DeLosh

3. Election

Paul DeLosh

4. Introduction of New Board

Vicky Carlson

5. Recognition of Outgoing Board Members

Paul DeLosh

6. Induction of New Board

Hon. Christopher Edwards

7. Transfer of Gavel to New President

Paul DeLosh

8. Remarks from Incoming President

Will Simmons

9. Adjournment

Will Simmons

