



National Association for Court Management

Strengthening Court Professionals

NACM ANNUAL BOARD MEETING AGENDA

Saturday, July 21, 2018 ~ Rooms 206/207

Breakfast begins at 8:30 AM EDT Meeting begins at 9:00 AM EDT

9:00 – 9:30 a.m. Executive Session

Board

9:30 – 9:40 a.m. President's Report (10 min.)

Vicky Carlson

1. Overview of the Officers meeting
2. Approval of minutes – June 5 Board Call (**action item**)
3. Approval of minutes – June 25 Board Call (**action item**)

9:40 – 10:00 a.m. President-Elect/Conf. Dev. Com. (20 min.)

Paul DeLosh

1. Annual Conference 2019
2. Any outstanding annual conference issues for 2018
3. Marketing Plan

10:00 – 10:10 a.m. Vice President (10 min.)

Will Simmons

1. State Association Update

10:10 – 10:20 a.m. Secretary/Treasurer (10 min.)

T.J. BeMent

1. Budget Update

10:20 – 10:35 a.m. Break

10:35 – 11:05 a.m. Communications Committee (30 min.)

Dawn Palermo

1. Communications Plan (**action item**)
2. Communication Review (**action item**)
3. Court Manager/Court Express Advertising (**action item**)
4. Webinar Preparation Guide (**action item**)
5. Webinar Sponsorship (**action item**)
6. Webinar Access (**action item**)

11:05 – 11:25 a.m. Governance (20 min.)

Greg Lambard

1. State of the Profession Letter (**action item**)
2. Operations Manual revisions (**action item**)

3. NACM Agenda (**action item**)
4. Proposed Communications Committee Language for Operations Manual (**action item**)

11:25 – 11:35 a.m. Core Committee (10 min.)

Kathy Griffin

1. Core Report Overview

11:35 – 11:50 a.m. Immediate Past President (15 min.)

Scott Griffith

1. Past President Committee Liaisons (**action item**)
2. Nominations Committee

11:50 – 12:50 p.m. Lunch

1:00 – 2:00 p.m. Introductions and Welcome of Board Guests (45 min.)

1. Board Introductions (Committee chairs will recap current issues that NACM is addressing)
2. Guest Introductions (3-5 Minutes to share information about your organization or association)

2:00 – 2:30 p.m. Membership Committee (30 min.)

Jeff Chapple

1. Sustaining Membership Fee (**action item**)
2. Conference Registration Fee Structure (**action item**)

2:30 – 2:50 p.m. NCSC Update (20 min.)

Mary McQueen

2:50 – 3:30 p.m. New Business / Open Discussion / Carryover

All

3:30 p.m. Adjourn Dessert social immediately following

NACM is pleased to welcome our invited guests @ 1:00 p.m.

<u>Name</u>	<u>Organization</u>
Judge Catherine Shaffer	American Judges Association (AJA)
Casey Kennedy	Court Information Technology Officers Consortium (CITOC)
Callie Dietz, Jeff Shorba	Conference of State Court Administrators (COSCA)
Tonya Anderson, Noman Meyer, Janet Cornell	International Association of Court Administrators (IACA)
Carson Fox	National Association of Drug Court Professionals (NADCP)
Judge Douglas Beach	National Association of Presiding Judges & Court Executive Officers (NAPCO)

Lee Ann Barnhardt	National Association of State Judicial Educators (NASJE)
Judge Tanya Kennedy	National Association of Women Judges (NAWJ)
Mary McQueen	National Center for State Courts (NCSC)
Judge Tamara Curry	National College of Probate Judges (NCPJ)
Jonathan Mattiello	State Justice Institute (SJI)



National Association for Court Management

Strengthening Court Professionals

BOARD CONFERENCE CALL

Board Page: <https://nacmnet.org/board.html>

Tuesday, June 5, 2018, 2:00 – 4:00 pm ET

(800) 503-2899 – Access Code: 2591537

MINUTES

Present: Vicky Carlson, Paul DeLosh, T.J. BeMent, Scott Griffith, Alyce Roberts, Dawn Palermo, Sarah Couture, Rick Pierce, Jeff Chapple, Jeffrey Tsunekawa, Julie Dybas, Kathy Griffin, Janet Reid, Jennifer Haire, Patti Tobias, Will Simmons, Greg Lambard

President's Report

Vicky Carlson

1. Vicky called the meeting to order at 2:00 p.m.
2. Vicky asked the board if they had any changes to the minutes from the April 3 conference call. There being none, the minutes were approved.
(<https://nationalcenterforstatecourts.box.com/s/gyaavij1555arvpuxxhq8d5c021zx59v>)
3. Officers Meeting May 1, 2018 recap
 - a. The officers discussed a Partner Communication Strategy document draft. This document is intended to guide partnerships moving forward as to what NACM is looking for in partnerships and what NACM can offer.
 - b. Paul attended ICM Fellows Advisory meeting and provided an update to the officers regarding this noting that ICM will be assisting NAPCO with their leadership training.
 - c. Will gave an update of the State Associations' Leaders Teaching Leaders Seminar.
4. Committee Chair Reports and committee awards at annual conference
 - a. Committee chair reports at Annual Conference will be given with 1-page Powerpoint, using the same format as last year. Chairs should plan on speaking approximately 3 minutes each, and everyone should sit up front. Committee award winners should be called up front for a group photo at the end of each committee report.

President-Elect's Report

Paul DeLosh

1. Conference Development Committee report: The conference agenda is continuing to be updated, Host module has been updated
2. 2019 Annual Conference – venue will need to be moved due to construction at Hard Rock. Looks like the Bellagio will be the new venue. Room rate will be higher than the Hard Rock. Still finalizing details.
3. Vicky requested that networking and other materials be updated so that attendees know what to expect.

Vice-President's Report

Will Simmons

1. Leaders teaching Leaders Seminar – 6 people have registered thus far. After Thursday, the invitation will be released to the general membership. The board discussed whether to give preference to the board first, then the membership. The determination was to give members preference and board can determine that day whether there is space to join. The capacity is 21 participants.
2. There will be a State Association meeting at the Annual Conference.
3. Will is working on the volunteer list for the Annual Conference– some of the volunteers are

not registered, so he is trying to get this resolved or replace the volunteers.

Secretary/Treasurer's Report

TJ BeMent

1. T.J. attended NADCP last week and made a presentation on the Core to a crowded room. Great reception from the group. About 90% of the over 100 attendees were not NACM members.
2. Budget update – new documents are attached. T.J. encouraged board members to take a look at reports and give feedback to him and Janet. The goal is to streamline reports for the board with detail available if/when they'd like it. The reports are still a work in progress. Janet has requested that the budget to actual on pages 4 and 5 be added.



statementofactivity
budgettoactual_Apr

3. Education Committee – This committee has been created with the idea that educational theme planning will be pervasive throughout conferences, webinars, guides and Core. The committee will have a broad overview of what is going on and set overall guidance each year. The committee will be discussed more in depth at the preconference meeting at Annual Conference. Current developments:

- a. Court Express Article – Vicky
 - i. An article has been written and will be included in Court Express
- b. Governance Changes – Greg
 - i. Greg is looking at possible changes to the operations manual and/or bylaws that might be necessary
- c. Website changes- Dawn
 - i. Working on website updates so this committee is listed.

T.J. encourages people to give thought to what the committee should be responsible for. Will go back and capture topics that have already been covered and have a record in one place.

Communications Committee Report

Dawn Palermo

1. Proposal to Establish Webinar Access Policy

<https://nationalcenterforstatecourts.box.com/s/qvetrod90bnch82oglvslgq982qsbm89>

Dawn discussed with the board that more non-members than members are accessing the webinars. Alyce and Dawn have created a draft policy which suggests that nonmembers fully participate in the live webinar but are not able to access recordings unless they are a member. Nonmembers would be able to purchase the webinar recording for a fee. Approximate cost of GoToWebinar is about \$2,400 per year.

Trauma Awareness had 75 members on the call, over 300 registered.

Paul recommends a fee higher than membership fee to try to encourage people to become members.

Board agreed to allow nonmembers to participate in the webinar at no charge, but to charge for the recording. Dawn will finalize something that will be proposed at the Annual Board meeting.

The next webinar is June 12.

Governance Committee Report

Greg Lambard

1. Member Survey – Greg presented the survey to the board and asked for comments. The survey will be available through the app and then sent out after the conference to all members. Board



NACM VOICE
Survey 2018 1.5.docx

members were encouraged to send comments back to Greg.

2. State of the Profession Address – The last draft of the speech was distributed May 30. Imagery has been created to fill the screen during the talk. It was recommended to include a reminder to fill out the survey in the announcements after the address. Greg will run the power point.
3. NACM Travel Reimbursement Policy updates – Updates to the Travel Reimbursement Policy need to be discussed with the governance committee before presented.

Membership Committee Report

Jeff Chapple

1. NCJFCJ Dual Membership Agreement – this agreement has been finalized. Both association presidents have signed off on it. The agreement has the same language as in other agreements. All dual membership partners have distribution space at the conference (not in exhibit hall.) A press release was issued and distributed by NACM and to NCJFCJ's contact list of over 10,000.

Past President's Report

Scott Griffith

1. Nominations Committee – Scott mentioned that the committee has been finalized. They are currently scheduling a call. There are nine candidates to be interviewed. All have confirmed they will be in Atlanta. There is one candidate for each of the officers and six for the 4 available board positions.
2. Board Candidates will be asked for a head shot and their materials posted in the app to provide access to the membership body. One late candidacy was received, Scott does not see anything in the bylaws that would allow the board to accept this.
3. Past President Registration Policy – Last call in April, past presidents voted to approve the proposed change to the policy to limit the conference registration to one per year (determined by the individual.) Scott requested this be formalized in the Ops Manual and will draft a policy for the governance committee. This change will take effect for 2019. Scott motioned for a vote to alter the policy of offering free conference registration be amended to 1 free conference per calendar year at the choosing of the past president. Greg seconded. Vicky suggested to amend the motion that the past presidents are honorary members. Scott amended the motion. Rick seconded. All in favor and the motion carried.

Core Committee

Kathy Griffin

1. Curricula Review – At the 2016 fall board meeting, the review process was approved. The committee is currently reviewing their 4th competency. One of the members of the review group has said that the competency needs to be overhauled (accountability). Kathy is questioning whether they have the ability to make major changes. Paul stated that the product is NACM's, but if something needs to be changed dramatically according to a number of reviewers that we need to be open to amending it.
2. Fun Run Shirts – The board discussed ways to promote the shirts on the app and in emails going out. Stacey is making a sign and board members will man the table to sell shirts. Board members are encouraged to order a shirt.

NCSC Update

Jennifer Haire

1. Jennifer announced that e-Courts conference rate is going up in the near future.

New Business/Open Discussion

All

1. No new business and no need for Executive Session so the meeting was adjourned.

Executive Session (if needed)

Board

IMPORTANT UPCOMING DATES AND EVENTS

- July 1 – Committee Reports for Board Book Due
- July 20 – Officer Meeting at Annual Conference – Atlanta, GA
- July 21 – Board Meeting at Annual Conference – Atlanta, GA
- July 22-26 – Annual Conference



National Association for Court Management

Strengthening Court Professionals

EMERGENCY BOARD CALL

RE: Resignation of Sarah Couture and resulting empty board seat

June 25, 2018, 3:30 pm

Present: Vicky Carlson, Paul DeLosh, T.J. BeMent, Greg Lambard, Rick Pierce, Kathy Griffin, Jeff Chapple, Jeffrey Tsunekawa, Alyce Roberts, Dawn Palermo, and Janet Reid

Not Present: Will Simmons, Scott Griffith

Vicky called the meeting to order at 3:33 pm. Reason for the call is to discuss Sarah Couture's vacant director position. There is a quorum of board members present on the call.

Per the NACM Bylaws, the board, by majority, may determine when a vacant director position shall be filled. When the vacancy arose, Vicky discussed how to proceed with the officers the idea of sending an email blast to the membership announcing the vacancy and requesting applications to be submitted. Interviews could then be conducted by phone or in person at the conference.

Vicky opened it up for discussion. Board agrees that an email blast would be sufficient notice to the membership.

Rick suggests personal email be sent to late applicant encouraging him to apply and be considered for this two-year position Board agreed that the previous applicants who stated on their initial application that they were willing to serve a two year term would be considered for this new vacancy and would not have to reapply. New applicants would only be considered for this two-year term.

Dawn made a motion to announce to the full membership of the vacancy that exists because of Sarah leaving and accept applications due in an appropriate length of time before the conference. The Nominations Committee would schedule an in-person or phone interview to be held while the committee is convening at the annual conference. Rick seconded the motion. All in favor, none opposed.

The motion carried. Vicky will work with Janet and Scott to get this accomplished.



Committee Progress Report Form – 2017-2018
Committee: Conference Development Committee

	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 16, 2018	
X	Annual Progress Report	June 20, 2018	June 29, 2018

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
February 11-14, Orange County, CA Hyatt Regency Orange County 11999 Harbor Boulevard Garden Grove, CA 92840 Theme: <i>Bridging the Gap: The Power of Strategic Collaboration</i>	Complete. Overall registrations: 400 Note: Highest attended Midyear <u>Scholarships:</u> 3 scholarships awarded First time awarded for Midyear. <u>Previous Timelines:</u> i. Call for proposals due July 31, 2017; 69 received ii. Proposals sent to review panel – August 3, 2017 iii. Review panel submits scoring – August 15, 2017	N	N	N	

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
	iv. Final review of proposals – August 23, 2017 v. Draft Agenda due end of September <u>Conference length:</u> i. Change in length to 2 full days				
2018 Annual Conference July 22-26, Atlanta, GA Hilton Atlanta 255 Courtland St Atlanta, GA 30303 Theme: <i>Mind the Gap: The Power of Strategic Collaboration</i>	Agenda posted on conference app and Conference page Live-streaming schedule posted Subcommittees/Events I. <u>Leaders teaching Leaders</u> In partnership with NASJE. NASJE Facilitators – Jeff Schrade, AZ; Tony Simones, MO. Registration process (limited to 30) II. <u>SIGs</u> <i>Minding the Gap:</i> State of the Profession <i>Connecting the Gap:</i> Modern e3 Court <i>Filling in the Gap:</i> Recruit and retain younger generation into courts, marketability, telecommuting and making	N	N	N	

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
	<p>it more relevant to their career</p> <p><i>Bridging the Gap:</i> Collaboration and working with partners: Community dialogue – what have they done to reach out into the community to have dialogue on court-related issues</p> <p>III. <u>First-time Attendees' Reception</u> Ice breaker – <i>Two Truths and a Lie</i></p> <p>IV. <u>Boot Camp/Run</u> Conference t-shirts to benefit Scholarship Fund</p> <p>V. <u>Scholarships</u> 4 scholarships awarded</p> <p>VI. <u>Hosts</u> Online signup complete Update to Host tutorial completed.</p> <p>VII. <u>ECP</u> NACM Cares The Pajama Program</p> <p>VIII. <u>Exhibitors</u> Exhibit space sold out Sponsorship goal exceeded</p>				

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
	IX. <u>Social event</u> Georgia Aquarium – Access to Atrium and Exhibits. Family and guests welcome. Register guests (\$75 per guest) when completing registration form .				
2019 Annual Conference Bellagio 3600 S. Las Vegas Blvd Las Vegas, NV 89109	Original contract with Hard Rock canceled due to hotel being sold. No penalty incurred.	N	N	N	
Marketing plan for guides, webinars, live-streaming, conferences, call for proposals, etc.	Draft for consideration	N	Y	Y	Approve proposed marketing strategy

Time needed at meeting for Committee report: 20 minutes

Submitted by: Paul DeLosh, Chair
Will Simmons, Vice chair

Date: 6/29/18



National Association for Court Management

Strengthening Court Professionals

Marketing Plan

PURPOSE: The goal of the Marketing Plan is to formalize the process for direct outreach and engagement that extends beyond regular membership communication to also include key partners and stakeholders to promote NACM products, events, services, and other offerings to bring awareness and request further outreach to their members and constituencies

MARKETED PRODUCTS/EVENTS: State of the Profession Address, National Agenda, Core® and its curricula, Conferences, Call for Proposals, Live-streaming schedules, Webinars, Guides and other publications, Resolutions, Code of Conduct, Mentoring, Early Career Professionals

INDIVIDUALS INVOLVED: President, Education Committee Chair, President-Elect (CDC Chair), State Associations Chair, Membership Chair, Board Members, and Association Services Manager

MARKETING BEYOND MEMBERSHIP: The following partners, stakeholders, and others will be the target of the marketing plan

Partner/Stakeholder/Other	Contact list maintained by
State Justice Institute (SJI)	NACM President
Conference of State Court Administrators (COSCA)	"
Conference of Chief Justices (CCJ)	"
International Association for Court Administration (IACA)	"
National Association of State Judicial Educators (NASJE)	"
American Judges Association (AJA)	"
National Association of Women Judges	"
National Association of Drug Court Professionals (NADCP)	"
National Association of Presiding Judges and Court Executive Officers (NAPCO)	"
National College of Probate Judges	"
Dual Membership Partners	NACM Membership Services Chair
State Associations	NACM State Association Chair
Self-Represented Litigants Network (SRLN)	NACM Liaison
COSCA/NACM Joint Technology Committee (JTC)	"
Institute for Court Management (ICM)	"
National Center for State Courts (NCSC)	Association Services Manager
Past Conference Attendees and Speakers	"
Webinar participants	"

Recommended Marketing Steps:

1. **Lists maintained by:**
 - a. **President**
 - i. President delivers personal correspondence announcing product, event, services, or other offerings with specific request to forward to membership, constituency base, or court colleagues
 - b. **Membership Services Chair**
 - i. Forwards email blasts to dual partner contacts and requests they forward to their membership and constituency groups
 - ii. Per Dual Partnership agreement
 1. Requests posting on partner's website and/or publication
 2. Requests membership listing to include in blast email
 - c. **State Association Chair**
 - i. Forwards email blasts to contact list with personal note asking associations to forward to their constituencies.
 - d. **NACM Liaisons (JTC, SRLN, ICM)**
 - i. Forwards email blasts to contact list with personal note asking groups to forward to their constituencies
 - e. **Association Services Manager**
 - i. In conjunction with President-elect (Conference Development Chair) and Education Consultant, sends/forwards email blasts of call for proposals to webinar participants and past speakers and attendees
 - ii. Notifies other association managers requesting outreach to their groups to distribute message to other groups using NCSC for services (NAPCO, NAWJ, NASJE, AJA, CCJSCA, CCPIO, NCPJ, NCACC.) Permission is granted by group president and is not automatic
 - iii. Requests Midyear and Annual conference dates and highlights on NCSC Website, News, and calendar
2. **Social Media**
 - a. Social Media Chair posts conference announcements "news" on website and social media
3. **Board members**
 - a. Request board to forward the information to state colleagues
 - b. Court Express Editor ensures announcements are included in Court Express
 - c. Court Manager Editor, space permitting, places ad in Court Manager
 - d. Webinar liaison includes
 - i. conference ad within emails sent out for webinars, etc.
 - ii. slide within webinar presentation promoting conference
4. **Media Sponsorship**
 - a. Conference Development Chair annually examine opportunity for a media sponsorship for the Annual Conference with publications such as **Courts Today** to include ads in their publication by March with Stacey Smith

EMAIL PATTERNS:

Mid-year Conference

1. Call for Proposal Email (9-11 months in Advance of Conference)
2. Registration is Open email-highlight Location, Dates, Conference theme and education agenda (5 months in Advance of Conference)
3. Early Bird Deadline Email- highlight Conference theme and education agenda (2-3 months in Advance of Conference)
4. Networking, Sponsored Sessions, Exhibitors email (1 month in Advance)
5. Last chance registration and livestreaming agenda (4-6 weeks in Advance)

Other possible Emails

6. Week of Conference - livestreaming agenda
7. Videos posted after conference

To attendees only

1. What you need to know before you go
2. General evaluation

Annual Conference

1. Call for Proposal Email (9-11 months in Advance of Conference)
2. Registration is Open Email – highlight Location, Dates, Conference Theme and education agenda (4 months in advance of Conference – building begins after Midyear complete)
3. Early Bird Deadline Email – Highlight Conference Theme and Education Agenda (2.5 months in Advance of Conference)
4. Networking, Service opportunities email (2-3 months in Advance of Conference)
5. Sponsors, exhibitors email (1 month in Advance of Conference)
6. Last chance to register and livestreaming agenda (4-6 weeks in advance of Conference)
7. Videos posted after conference (2 weeks after, and highlight next conference dates)

Other possible emails

8. Week of conference- livestreaming agenda

To attendees only

1. What you need to know before you go
2. General evaluation

Note: EMAIL DISTRIBUTION LIMITS OUTLINED IN CONTRACT FOR CONFERENCES FROM ASSOCIATION SERVICES:

- 6 Attendee Emails for Annual Conference
- 4 Attendee Emails for Midyear Conference
- 2 Call for Proposal emails per Conference



National Association for Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2017-2018

Committee: _____ State Associations _____

	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 10, 2018	
X	Annual Progress Report	July 1, 2018	June 27, 2018

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
Mailing List	The email list of new State Association leaders continue to be updated. 6-7 new state leaders were added this year.	Yes	NO	No	
Leaders Teaching Leaders Session	15 members have registered as of the date of this report. Capacity is 21.	No	No	No	
Meetings	Next meeting will be held July 25, 2018				

Time needed at meeting for Committee report: 2 minutes

Submitted by: Will Simmons

Date: June 27, 2018

National Association for Court Management

Statement of Financial Position

As of May 31, 2018

ASSETS

Cash and Cash Equivalents	\$ 457,188.78
Accounts Receivable	172.53
Investments	548,742.65
TOTAL ASSETS	\$ 1,006,103.96

LIABILITIES & NET ASSETS

Liabilities

Accounts Payable	\$ 700.38
Deferred Revenue	430.00
Total Liabilities	1,130.38

Net Assets

Unrestricted	996,754.69
Temporarily Restricted (Special Project Fund)	8,218.89
Total Net Assets	1,004,973.58
TOTAL LIABILITIES & NET ASSETS	\$ 1,006,103.96

National Association for Court Management
Statement of Activities - Budget vs Actual
For the Five Months Ended May 31, 2018

	YTD	Annual Budget	Variance	% Budget
Revenue				
4000 • Membership Dues/Regular	\$ 80,795.00	\$ 184,375.00	\$ (103,580.00)	44%
4005 • Membership Dues/Associate	5,050.00	7,625.00	(2,575.00)	66%
4010 • Membership Dues/Sustaining	2,100.00	3,500.00	(1,400.00)	60%
4015 • Membership Dues/Retired	850.00	1,600.00	(750.00)	53%
4025 • Membership Dues/Student	70.00	245.00	(175.00)	29%
4030 • Membership Dues/DUAL	100.00	-	100.00	0%
4035 • Membership Dues/eLimited	350.00	-	350.00	0%
4050 • Scholarship Fund	195.65	6,500.00	(6,304.35)	3%
4065 • Donations/Other	37,599.54	90,000.00	(52,400.46)	42%
4070 • Interest Income/Regular	1,566.44	-	1,566.44	0%
4080 • Investment Gains/Losses	12,891.46	-	12,891.46	0%
4090 • Fees and Registrations	306,634.90	343,490.00	(36,855.10)	89%
4100 • Social/Other Income	3,405.00	8,300.00	(4,895.00)	41%
4110 • Vendor Income	238,315.00	225,000.00	13,315.00	106%
4120 • Sponsorship Income	59,700.00	80,000.00	(20,300.00)	75%
4130 • Grant Income	44,762.33	137,050.00	(92,287.67)	33%
4140 • Advertising Income	778.50	16,500.00	(15,721.50)	5%
4150 • Publication Sales	737.74	500.00	237.74	148%
Total Revenue	795,901.56	1,104,685.00	(308,783.44)	72%
Expense				
5100 • Travel/General	22,937.06	53,000.00	(30,062.94)	43%
5105 • Travel/President	8,235.41	20,000.00	(11,764.59)	41%
5110 • Travel/Officer	-	1,500.00	(1,500.00)	0%
5120 • Travel/Site Visit	-	4,000.00	(4,000.00)	0%
5125 • Travel/Association Serv.	6,366.62	20,000.00	(13,633.38)	32%
5200 • Honoraria	3,000.00	25,000.00	(22,000.00)	12%
5300 • Conference Expenses	48,142.26	135,500.00	(87,357.74)	36%
5310 • Food and Beverages	63,181.15	238,000.00	(174,818.85)	27%
5320 • Audio Visual	18,150.00	58,350.00	(40,200.00)	31%
5400 • President's Discretionary	2,140.00	2,500.00	(360.00)	86%
5500 • Committee Expense	-	2,700.00	(2,700.00)	0%
5600 • Scholarships	1,425.00	8,000.00	(6,575.00)	18%
5650 • Awards	333.99	2,200.00	(1,866.01)	15%
6000 • Telephone	1,609.22	4,200.00	(2,590.78)	38%
6010 • Webinars	-	1,600.00	(1,600.00)	0%
6100 • Conference Calls	249.00	-	249.00	0%
6200 • Postage	1,299.77	6,000.00	(4,700.23)	22%
6300 • Printing/Photocopying	2,725.00	13,250.00	(10,525.00)	21%
6400 • Office Supplies	-	600.00	(600.00)	0%
6410 • LinkedIn	400.00	4,000.00	(3,600.00)	10%
6500 • Insurance Expense	2,447.05	7,500.00	(5,052.95)	33%
6600 • Consultant	23,742.30	45,850.00	(22,107.70)	52%
6610 • Audit Fees/Tax Prep	-	1,500.00	(1,500.00)	0%
6700 • Website Devp/Internet Exp	9,646.58	32,205.00	(22,558.42)	30%
6800 • Credit Card Fees	9,065.68	15,000.00	(5,934.32)	60%
6810 • Licenses & Fees	153.00	170.00	(17.00)	90%
6820 • Admin Supp/Contract Fee	157,076.66	376,983.50	(219,906.84)	42%
7000 • Grant Match-Travel	839.83	16,500.00	(15,660.17)	5%
7010 • Grant Match-Honorarium	1,300.00	7,000.00	(5,700.00)	19%
7020 • Grant Match-Audio Visual	26,377.67	58,200.00	(31,822.33)	45%
7030 • Grant Match-Admin Support	27,719.15	66,526.50	(38,807.35)	42%
Total Expense	438,562.40	1,227,835.00	(789,272.60)	36%
Change in Net Assets	357,339.16	\$ (123,150.00)	\$ 480,489.16	
Net Assets at beginning of year	647,634.42			
Net Assets at end of period	\$ 1,004,973.58			

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.
The accompanying notes are an integral part of these financial statements.

**National Association for Court Management
For the Five Months Ended May 31, 2018**

Departures from Generally Accepted Accounting Principles (GAAP)

For the annual audit, National Association for Court Management (NACM) prepares financial statements and disclosures in compliance with generally accepted accounting principles (GAAP). For interim reporting, management has determined that the additional cost to prepare fully GAAP compliant interim financial reports outweighs the benefits and prefers to use the savings to support programmatic and operational expenditures. As a result, certain GAAP requirements are not incorporated in the interim financial statements. This is an acceptable and common practice used for the purpose of interim financial reporting for nonprofit organizations. The following lists the significant departures from GAAP for this set of interim financial statements:

1. Substantially all disclosures have been omitted.
2. The Statement of Cash Flows has been omitted.
3. Conference and membership dues revenues for the current year are recognized when received. Conference expenses for the current year are recognized when paid.

If the above departures from U.S. GAAP were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

**National Association for Court Management
Supplemental Report
For the Five Months Ended May 31, 2018**

**National Association for Court Management
Statement of Functional Revenue and Expense
For the Five Months Ended May 31, 2018**

	Annual Conference	Midyear Conference	Communications	Membership	Guides	Special Project Fund	General Operations	Total YTD
4000 · Membership Dues/Regular	\$ -	\$ -	\$ -	\$ 80,795.00	\$ -	\$ -	\$ -	\$ 80,795.00
4005 · Membership Dues/Associate	-	-	-	5,050.00	-	-	-	5,050.00
4010 · Membership Dues/Sustaining	-	-	-	2,100.00	-	-	-	2,100.00
4015 · Membership Dues/Retired	-	-	-	850.00	-	-	-	850.00
4025 · Membership Dues/Student	-	-	-	70.00	-	-	-	70.00
4030 · Membership Dues/DUAL	-	-	-	100.00	-	-	-	100.00
4035 · Membership Dues/eLimited	-	-	-	350.00	-	-	-	350.00
4050 · Scholarship Fund	90,000.00	-	-	-	-	195.65	-	90,195.65
4065 · Donations/Other	-	-	-	-	-	80.00	37,519.54	37,599.54
4070 · Interest Income/Regular	-	-	-	-	-	-	1,566.44	1,566.44
4080 · Investment Gains/Losses	-	-	-	-	-	-	12,891.46	12,891.46
4090 · Fees and Registrations	182,551.90	124,083.00	-	-	-	-	-	306,634.90
4100 · Social/Other Income	3,065.00	340.00	-	-	-	-	-	3,405.00
4110 · Vendor Income	161,400.00	76,915.00	-	-	-	-	-	238,315.00
4120 · Sponsorship Income	42,000.00	17,700.00	-	-	-	-	-	59,700.00
4130 · Grant Income	3,375.00	41,387.33	-	-	-	-	-	44,762.33
4140 · Advertising Income	-	-	778.50	-	-	-	-	778.50
4150 · Publication Sales	-	-	475.00	-	262.74	-	-	737.74
Total Revenue	482,391.90	260,425.33	1,253.50	89,315.00	262.74	275.65	51,977.44	885,901.56
Expense								
5100 · Travel/General	-	837.33	-	-	-	-	22,099.73	22,937.06
5105 · Travel/President	-	-	-	-	-	-	8,235.41	8,235.41
5120 · Travel/Site Visit	-	-	-	-	-	-	-	-
5125 · Travel/Association Serv.	1,470.90	4,895.72	-	-	-	-	-	6,366.62
5200 · Honoraria	-	3,000.00	-	-	-	-	-	3,000.00
5300 · Conference Expenses	33,708.60	14,433.66	-	-	-	-	-	48,142.26
5310 · Food and Beverages	-	60,207.68	-	-	-	-	2,973.47	63,181.15
5320 · Audio Visual	-	18,150.00	-	-	-	-	-	18,150.00
5400 · President's Discretionary	-	-	-	-	-	-	2,140.00	2,140.00
5600 · Scholarships	-	-	-	-	-	1,425.00	-	1,425.00
5650 · Awards	333.99	-	-	-	-	-	-	333.99
6000 · Telephone	-	-	-	-	-	-	1,609.22	1,609.22
6100 · Conference Calls	-	-	-	-	-	-	249.00	249.00
6200 · Postage	-	1,015.27	-	185.18	-	-	99.32	1,299.77
6300 · Printing/Photocopying	-	-	2,725.00	-	-	-	-	2,725.00
6410 · LinkedIn	-	-	-	400.00	-	-	-	400.00
6500 · Insurance Expense	1,686.25	760.80	-	-	-	-	-	2,447.05
6600 · Consultant	3,375.00	19,550.00	817.30	-	-	-	-	23,742.30
6700 · Website Devp/Internet Exp	-	-	9,397.58	-	-	-	249.00	9,646.58
6800 · Credit Card Fees	-	-	-	-	-	-	9,065.68	9,065.68
6810 · Licenses & Fees	128.00	-	-	-	-	-	25.00	153.00
6820 · Admin Supp/Contract Fee	-	-	-	-	-	-	157,076.66	157,076.66
7000 · Grant Match-Travel	-	839.83	-	-	-	-	-	839.83
7010 · Grant Match-Honorarium	-	1,300.00	-	-	-	-	-	1,300.00
7020 · Grant Match-Audio Visual	-	26,377.67	-	-	-	-	-	26,377.67
7030 · Grant Match-Admin Support	-	-	-	-	-	-	27,719.15	27,719.15
Total Expense	40,702.74	151,367.96	12,939.88	585.18	-	1,425.00	231,541.64	438,562.40
Change in Net Assets	\$ 441,689.16	\$ 109,057.37	\$ (11,686.38)	\$ 88,729.82	\$ 262.74	\$ (1,149.35)	\$ (179,564.20)	\$ 447,339.16

**National Association for Court Management
Statement of Functional Revenue and Expense By Class
For the Five Months Ended May 31, 2018**

Class Code:	Annual Conference- SJI Grant 1010	Annual Conference- Planning 1030	Annual Conference- Events 1040	Annual Conference- Vendors 1050	Total Annual Conference 1000	Annual Conference Budget	Annual Conference % of Budget
Revenue							
4000 · Membership Dues/Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4005 · Membership Dues/Associate	-	-	-	-	-	-	0%
4010 · Membership Dues/Sustaining	-	-	-	-	-	-	0%
4015 · Membership Dues/Retired	-	-	-	-	-	-	0%
4025 · Membership Dues/Student	-	-	-	-	-	-	0%
4030 · Membership Dues/DUAL	-	-	-	-	-	-	0%
4035 · Membership Dues/eLimited	-	-	-	-	-	-	0%
4050 · Scholarship Fund	-	90,000.00	-	-	90,000.00	-	0%
4065 · Donations/Other	-	-	-	-	-	-	0%
4070 · Interest Income/Regular	-	-	-	-	-	-	0%
4080 · Investment Gains/Losses	-	-	-	-	-	-	0%
4090 · Fees and Registrations	-	-	182,551.90	-	182,551.90	265,590.00	69%
4100 · Social/Other Income	-	-	3,065.00	-	3,065.00	8,000.00	38%
4110 · Vendor Income	-	-	-	161,400.00	161,400.00	175,000.00	92%
4120 · Sponsorship Income	-	-	-	42,000.00	42,000.00	62,500.00	67%
4130 · Grant Income	3,375.00	-	-	-	3,375.00	91,500.00	4%
4140 · Advertising Income	-	-	-	-	-	-	0%
4150 · Publication Sales	-	-	-	-	-	-	0%
Total Revenue	3,375.00	90,000.00	185,616.90	203,400.00	482,391.90	602,590.00	80%
Expense							
5100 · Travel/General	-	-	-	-	-	5,000.00	0%
5105 · Travel/President	-	-	-	-	-	-	0%
5110 · Travel/Officer	-	-	-	-	-	-	0%
5120 · Travel/Site Visit	-	-	-	-	-	-	0%
5125 · Travel/Association Serv.	-	-	1,470.90	-	1,470.90	10,000.00	15%
5200 · Honoraria	-	-	-	-	-	20,000.00	0%
5300 · Conference Expenses	-	-	33,708.60	-	33,708.60	127,000.00	27%
5310 · Food and Beverages	-	-	-	-	-	175,000.00	0%
5320 · Audio Visual	-	-	-	-	-	40,200.00	0%
5400 · President's Discretionary	-	-	-	-	-	-	0%
5500 · Committee Expenses	-	-	-	-	-	-	0%
5600 · Scholarships	-	-	-	-	-	-	0%
5650 · Awards	-	-	333.99	-	333.99	2,200.00	15%
6000 · Telephone	-	-	-	-	-	-	0%
6010 · Webinars	-	-	-	-	-	-	0%
6100 · Conference Calls	-	-	-	-	-	-	0%
6200 · Postage	-	-	-	-	-	2,000.00	0%
6300 · Printing/Photocopying	-	-	-	-	-	100.00	0%
6400 · Office Supplies/Expense	-	-	-	-	-	-	0%
6410 · LinkedIn	-	-	-	-	-	-	0%
6500 · Insurance Expense	-	1,686.25	-	-	1,686.25	2,000.00	84%
6600 · Consultant	3,375.00	-	-	-	3,375.00	26,300.00	13%
6610 · Audit Fee	-	-	-	-	-	-	0%
6700 · Website Devp/Internet Exp	-	-	-	-	-	-	0%
6800 · Credit Card Fees	-	-	-	-	-	-	0%
6810 · Licenses & Fees	-	128.00	-	-	128.00	125.00	102%
6820 · Admin Supp/Contract Fee	-	-	-	-	-	-	0%
7000 · Grant Match-Travel	-	-	-	-	-	12,500.00	0%
7010 · Grant Match-Honorarium	-	-	-	-	-	5,000.00	0%
7020 · Grant Match-Audio Visual	-	-	-	-	-	40,200.00	0%
7030 · Grant Match-Admin Support	-	-	-	-	-	-	0%
Total Expense	3,375.00	1,814.25	35,513.49	-	40,702.74	467,625.00	9%
Change in Net Assets	\$ -	\$ 88,185.75	\$ 150,103.41	\$ 203,400.00	\$ 441,689.16	\$ 134,965.00	

National Association for Court Management
Statement of Functional Revenue and Expense By Class
For the Five Months Ended May 31, 2018

		Mid Year Conference- SJI Grant 1510	Mid Year Conference- Education 1520	Mid Year Conference- Planning 1530	Mid Year Conference- Events 1540	Mid Year Conference- Vendors 1550	Total Midyear Conference 1500	Mid Year Conference Budget	Mid Year Conference % of Budget
Class Code:									
Revenue									
4000 - Membership Dues/Regular	\$	-	\$	-	\$	-	\$	-	0%
4005 - Membership Dues/Associate		-	-	-	-	-	-	-	0%
4010 - Membership Dues/Sustaining		-	-	-	-	-	-	-	0%
4015 - Membership Dues/Retired		-	-	-	-	-	-	-	0%
4025 - Membership Dues/Student		-	-	-	-	-	-	-	0%
4030 - Membership Dues/DUAL		-	-	-	-	-	-	-	0%
4035 - Membership Dues/eLimited		-	-	-	-	-	-	-	0%
4050 - Scholarship Fund		-	-	-	-	-	-	-	0%
4065 - Donations/Other		-	-	-	-	-	-	-	0%
4070 - Interest Income/Regular		-	-	-	-	-	-	-	0%
4080 - Investment Gains/Losses		-	-	-	-	-	-	-	0%
4090 - Fees and Registrations		-	-	-	124,083.00	-	124,083.00	77,900.00	159%
4100 - Social/Other Income		-	-	-	340.00	-	340.00	300.00	113%
4110 - Vendor Income		-	-	-	-	76,915.00	76,915.00	50,000.00	154%
4120 - Sponsorship Income		-	-	-	-	17,700.00	17,700.00	17,500.00	101%
4130 - Grant Income		41,387.33	-	-	-	-	41,387.33	45,550.00	91%
4140 - Advertising Income		-	-	-	-	-	-	-	0%
4150 - Publication Sales		-	-	-	-	-	-	-	0%
Total Revenue		41,387.33	-	-	124,423.00	94,615.00	260,425.33	191,250.00	136%
Expense									
5100 - Travel/General		837.33	-	-	-	-	837.33	3,000.00	28%
5105 - Travel/President		-	-	-	-	-	-	-	0%
5110 - Travel/Officer		-	-	-	-	-	-	-	0%
5120 - Travel/Site Visit		-	-	-	-	-	-	-	0%
5125 - Travel/Association Serv.		-	-	-	4,895.72	-	4,895.72	7,500.00	65%
5200 - Honoraria		3,000.00	-	-	-	-	3,000.00	5,000.00	60%
5300 - Conference Expenses		-	-	-	9,076.00	5,357.66	14,433.66	8,500.00	170%
5310 - Food and Beverages		-	-	-	60,207.68	-	60,207.68	53,000.00	114%
5320 - Audio Visual		18,000.00	-	-	-	150.00	18,150.00	18,150.00	100%
5400 - President's Discretionary		-	-	-	-	-	-	-	0%
5500 - Committee Expenses		-	-	-	-	-	-	-	0%
5600 - Scholarships		-	-	-	-	-	-	-	0%
5650 - Awards		-	-	-	-	-	-	-	0%
6000 - Telephone		-	-	-	-	-	-	-	0%
6010 - Webinars		-	-	-	-	-	-	-	0%
6100 - Conference Calls		-	-	-	-	-	-	-	0%
6200 - Postage		-	-	-	1,015.27	-	1,015.27	1,500.00	68%
6300 - Printing/Photocopying		-	-	-	-	-	-	600.00	0%
6400 - Office Supplies/Expense		-	-	-	-	-	-	-	0%
6410 - LinkedIn		-	-	-	-	-	-	-	0%
6500 - Insurance Expense		-	-	760.80	-	-	760.80	-	0%
6600 - Consultant		19,550.00	-	-	-	-	19,550.00	19,550.00	100%
6610 - Audit Fee		-	-	-	-	-	-	-	0%
6700 - Website Devp/Internet Exp		-	-	-	-	-	-	-	0%
6800 - Credit Card Fees		-	-	-	-	-	-	-	0%
6810 - Licenses & Fees		-	-	-	-	-	-	-	0%
6820 - Admin Supp/Contract Fee		-	-	-	-	-	-	-	0%
7000 - Grant Match-Travel		-	839.83	-	-	-	839.83	4,000.00	21%
7010 - Grant Match-Honorarium		-	1,300.00	-	-	-	1,300.00	2,000.00	65%
7020 - Grant Match-Audio Visual		-	26,377.67	-	-	-	26,377.67	18,000.00	147%
7030 - Grant Match-Admin Support		-	-	-	-	-	-	-	0%
Total Expense		41,387.33	28,517.50	760.80	75,194.67	5,507.66	151,367.96	140,800.00	108%
Change in Net Assets	\$	-	\$(28,517.50)	\$(760.80)	\$49,228.33	\$89,107.34	\$109,057.37	\$50,450.00	

National Association for Court Management
Statement of Functional Revenue and Expense By Class
For the Five Months Ended May 31, 2018

Class Code:		Communications 2000	Membership 3000	Guides 4000	Restricted-Special Project Fund 6000	General Operations 9000	Total Other	Other Class Budget	Other Class % of Budget
Revenue									
4000 - Membership Dues/Regular	\$ -	\$ 80,795.00	\$ -	\$ -	\$ -	\$ -	\$ 80,795.00	\$ 184,375.00	44%
4005 - Membership Dues/Associate	-	5,050.00	-	-	-	-	5,050.00	7,625.00	66%
4010 - Membership Dues/Sustaining	-	2,100.00	-	-	-	-	2,100.00	3,500.00	60%
4015 - Membership Dues/Retired	-	850.00	-	-	-	-	850.00	1,600.00	53%
4025 - Membership Dues/Student	-	70.00	-	-	-	-	70.00	245.00	29%
4030 - Membership Dues/DUAL	-	100.00	-	-	-	-	100.00	-	0%
4035 - Membership Dues/eLimited	-	350.00	-	-	-	-	350.00	-	0%
4050 - Scholarship Fund	-	-	-	-	195.65	-	195.65	6,500.00	3%
4065 - Donations/Other	-	-	-	-	80.00	37,519.54	37,599.54	90,000.00	42%
4070 - Interest Income/Regular	-	-	-	-	-	1,566.44	1,566.44	-	0%
4080 - Investment Gains/Losses	-	-	-	-	-	12,891.46	12,891.46	-	0%
4090 - Fees and Registrations	-	-	-	-	-	-	-	-	0%
4100 - Social/Other Income	-	-	-	-	-	-	-	-	0%
4110 - Vendor Income	-	-	-	-	-	-	-	-	0%
4120 - Sponsorship Income	-	-	-	-	-	-	-	-	0%
4130 - Grant Income	-	-	-	-	-	-	-	-	0%
4140 - Advertising Income	778.50	-	-	-	-	-	778.50	16,500.00	5%
4150 - Publication Sales	475.00	-	-	262.74	-	-	737.74	500.00	148%
Total Revenue	1,253.50	89,315.00	262.74	275.65	51,977.44	143,084.33	310,845.00	46%	
Expense									
5100 - Travel/General	-	-	-	-	-	22,099.73	22,099.73	45,000.00	49%
5105 - Travel/President	-	-	-	-	-	8,235.41	8,235.41	20,000.00	41%
5110 - Travel/Officer	-	-	-	-	-	-	-	1,500.00	0%
5120 - Travel/Site Visit	-	-	-	-	-	-	-	4,000.00	0%
5125 - Travel/Association Serv.	-	-	-	-	-	-	-	2,500.00	0%
5200 - Honoraria	-	-	-	-	-	-	-	-	0%
5300 - Conference Expenses	-	-	-	-	-	-	-	-	0%
5310 - Food and Beverages	-	-	-	-	-	2,973.47	2,973.47	10,000.00	30%
5320 - Audio Visual	-	-	-	-	-	-	-	-	0%
5400 - President's Discretionary	-	-	-	-	-	2,140.00	2,140.00	2,500.00	86%
5500 - Committee Expenses	-	-	-	-	-	-	-	2,700.00	0%
5600 - Scholarships	-	-	-	-	1,425.00	-	1,425.00	8,000.00	18%
5650 - Awards	-	-	-	-	-	-	-	-	0%
6000 - Telephone	-	-	-	-	-	1,609.22	1,609.22	4,200.00	38%
6010 - Webinars	-	-	-	-	-	-	-	1,600.00	0%
6100 - Conference Calls	-	-	-	-	-	249.00	249.00	-	0%
6200 - Postage	-	185.18	-	-	-	99.32	284.50	2,500.00	11%
6300 - Printing/Photocopying	2,725.00	-	-	-	-	-	2,725.00	12,550.00	22%
6400 - Office Supplies/Expense	-	-	-	-	-	-	-	600.00	0%
6410 - LinkedIn	-	400.00	-	-	-	-	400.00	4,000.00	0%
6500 - Insurance Expense	-	-	-	-	-	-	-	5,500.00	0%
6600 - Consultant	817.30	-	-	-	-	-	817.30	31,205.00	0%
6610 - Audit Fee	-	-	-	-	-	-	-	1,500.00	0%
6700 - Website Devp/Internet Exp	9,397.58	-	-	-	-	249.00	9,646.58	1,000.00	965%
6800 - Credit Card Fees	-	-	-	-	-	9,065.68	9,065.68	15,000.00	60%
6810 - Licenses & Fees	-	-	-	-	-	25.00	25.00	45.00	56%
6820 - Admin Supp/Contract Fee	-	-	-	-	-	157,076.66	157,076.66	376,983.50	42%
7000 - Grant Match-Travel	-	-	-	-	-	-	-	-	0%
7010 - Grant Match-Honorarium	-	-	-	-	-	-	-	-	0%
7020 - Grant Match-Audio Visual	-	-	-	-	-	-	-	-	0%
7030 - Grant Match-Admin Support	-	-	-	-	-	27,719.15	27,719.15	66,526.50	42%
Total Expense	12,939.88	585.18	-	1,425.00	231,541.64	246,491.70	619,410.00	40%	
Change in Net Assets	\$ (11,686.38)	\$ 88,729.82	\$ 262.74	\$ (1,149.35)	\$ (179,564.20)	\$ (103,407.37)	\$ (308,565.00)		



National Association for Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2017-2018

Committee: Communications

	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 10, 2018	
X	Annual Progress Report	July 1, 2018	

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
Communication Plan	NACM Communication Plan was updated by the Communications Committee. Board to approve changes.	No	Yes	Yes	Board to approve the Communication Plan changes.
Communication Review	A communication checklist has been created to assist authors in drafting communications on behalf of NACM.	No	Yes	Yes	Board to approve communications review policy.
Court Manager	<i>Court Manager</i> Fall edition article deadline June 29, Posting October 19. Includes follow-up articles from Annual Conference. Court Conversation Columnist leaving.	No	No	No	
CM & CE Advertisement Rates	<i>Court Manager</i> and <i>Court Express</i> advertisement rates for 2019 to be approved by the board.	No	Yes	Yes	Board to approve the 2019 advertising rates for CM & CE.
Court Express	<i>Court Express</i> Fall edition deadline September 10, Distribution Date September 26	No	No	No	
Plain Language Guide	2018 Guide topic is Plain Language. Guide Committee continues to meet and should have a draft guide by	Yes	No	No	

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
	August 2018. Anticipated publication would be September/October 2018.				
Webinars	3 webinars held for 2018. Participation continues to increase. Last webinar of 2018 will be on the Domestic Violence Guide.	Yes	No	No	
Webinar Preparation Guide	Webinar preparation guide was adopted June 2017. The webinar preparation guide was updated to include a webinar moderator scripts and pointers for planning/organizing webinar.	Yes	Yes	Yes	Board to approve edits to the policy.
Webinar Sponsorship	Proposal to establish webinar sponsorships be be considered by board.	No	Yes	Yes	Board to decide if want to allow for vendor sponsorship of webinars
Webinar Access	Proposal to establish a policy for access to webinar recordings by members through member portal and non-members for a cost.	No	Yes	Yes	Board to decide the cost and if they want to charge non-members for webinar recording access.
Website Redsign	Website redesign was launched on June 4, 2018. Traffic has increased greatly.	Yes	No	No	

Time needed at meeting for Committee report: 30 minutes

Submitted by: Dawn Palermo

Date: June 29, 2018



TITLE Communications Plan

POLICY SUMMARY AND PURPOSE

The Communications Plan establishes NACM's methods for effectively communicating with its members and partners.

POLICY GUIDANCE

Publications: NACM will Create and publish various publications including the *Court Manager* (four issues per year), *Court Express* (four issues per year), and *Guides* (at least 1 per year) on pertinent subjects that are of interest to the membership.

Listserv: The National Center for State Courts manages NACM's listserv (the email distribution list for NACM members). The NACM Board determines the appropriate uses of the listserv, including access to it by outside organizations.

Surveys: All requests to survey the NACM membership must be approved by the NACM Officers and/or Board following demonstration of the survey purpose. The President Elect or NACM's Education Consultant shall review conference evaluation surveys and survey results prior to distribution. Requests to survey NACM's membership will be accepted through committees, individual members, professional partners, or other outside organizations. A written report or analysis of the information gathered is required to be submitted to the NACM Board within 60 days of survey end date.

NACM will generally not provide other organizations access to its membership list for survey purposes. However, organizations may request permission of the NACM Board to survey its members. In such a request, the outside organization must demonstrate:

1. How NACM members' participation in the survey benefit NACM or its members;
2. The survey's alignment with NACM's mission, goals, and purpose;
3. The organization's interest in the advancement of the field of court administration; and
4. The method to be used to send the survey instrument to the membership (i.e., blast email, posting on NACM website).

Use of Membership List: Except as otherwise stated in NACM's Dual Membership Agreements with other organizations, the following policy applies to the use of NACM's membership list by an outside organization:

- **Pre-approval.** Each request for use of the NACM's membership list must be in writing and must detail the communication purpose.

- **One-time Only Basis.** Each approved use will be for a one-time only basis.
- **Sponsor Agreements.** The President must approve sharing of membership lists with NACM sponsors.

Publications for Other Organizations: In order to avoid an actual or perceived endorsement, NACM will not publish articles or white papers prepared exclusively by vendors. Articles for other justice organizations for educational purposes may be published, shared or posted, subject to Board approval.

Posting of Guides on Other Websites: NACM will generally not allow the posting of its Guides on other entities' websites. If authorized, A link to the NACM page with information on purchasing the Guide must be posted on the other entities' website.

Reprinting of Court Manager/Court Express Articles: Authors must submit written approval for reprinting the article. Authors should submit written approval to NACM's Association Services Manager and the Communications Committee Chair at least ten days prior to the article submission deadline. Articles must be reprinted with the following parameters:

1. Credit must be given to NACM and the NACM Publication. For example:

The Court Manager, National Association for Court Management, Volume 15, No. 4. The Court Manager is a publication of the National Association for Court Management, the national association for court management professionals. www.nacmnet.org

Court Express, National Association for Court Management, Volume 3, No. 3, September 2001. The Court Express is a publication of the National Association for Court Management, the national association for court management professionals. www.nacmnet.org

2. Credit must be given to the Author.
3. The requesting party must send copies of the reprinted publication to the Communications Committee Chair and the Author.

This revised document incorporates the "Reprinting of Court Manager/Court Express Articles" policy that is in the Ops Manual. If this policy document is approved, the former should be deleted.



National Association for Court Management

Strengthening Court Professionals

"Little errors and inconsistencies can shake our readers' confidence in our accuracy and professionalism."
[Lynn Gaertner-Johnston](#)

Proofreading Checklist for Communications

- ☐ The subject line accurately and concisely informs the reader about the communication.
- ☐ The first sentence or paragraph in the body of the message tells the reader the purpose for the communication.
- ☐ Check for proper word usage and spelling. Commonly misused words: affect/effect; complement/compliment; convince/persuade; discreet/discrete; eminent/imminent; imply/infer; it's/its; lose/loose; perspective/prospective; principal/principle; stationary/stationery; than/then; there/their/they're; you're/your.
- ☐ Check alignment of document, bulleted, and enumerated items. Wrapped text in bulleted and enumerated items should be left aligned as shown below:
 Participants will:
 - Discuss the importance of court leaders as teachers
 - Describe adult learning principles
 - Construct a presentation - using adult learning principles - to address a current professional challenge
- ☐ Font is consistent throughout message unless use of multiple fonts is intentional.
- ☐ All links in the message work properly and the landing pages for the same are accurate.
- ☐ Ran MS Word's full grammar and spell check; changed passive voice sentences to active voice sentences.
- ☐ All sentences are complete and components of each sentence are grammatically equal. For example: The following actions were taken: advertising the product, improving quality control, and bringing the retail price down.
- ☐ Punctuation and capitalization used properly throughout message. Experienced writers are stingy with capitals.
- ☐ Verify dates, places, times, numbers, and prices.
- ☐ Attached attachments mentioned in email to email.
- ☐ Printed message out and read full message aloud. If possible, it is best to wait a day after writing a message to proofread it.
- ☐ Someone who was **not** involved in the drafting of the message proofread it for message clarity and typographical errors.



RATE CARD FOR 2019 *Court Manager* AND *Court Express*

Court Manager

THE QUARTERLY JOURNAL OF THE NATIONAL ASSOCIATION FOR COURT MANAGEMENT

Publisher: National Association for Court Management

Circulation: Distributed quarterly via email link to nearly 1,800 court managers, administrators, and clerks. Magazine stays “live” on website until the next edition is published. Seeking advertisers for the 2019 spring, summer, fall and winter editions of the *Court Manager*.

Court Manager* Rates

(All rates include placement on the home page of the digital publication, unless otherwise noted)

On Court Manager Home Page – please see attached mockup for specific placement

Side Bar Ad – static <i>1 available</i>	\$630	300 x 600 pixels, color, click through capability, ad on the right side of screen alongside content, Static Image. Logo with click-through also included in email to ALL members announcing the publication is ready to be viewed
Side Bar Ad – animated <i>1 available</i>	\$650	300 x 600 pixels, color, click through capability, ad on the right side of screen alongside content, 10 seconds, 3x loops max, no flash for tablet, max size 40 KB. Static Logo with click-through also included in email to ALL members announcing the publication is ready to be viewed
Lower Billboard Ad <i>1 available</i> Static <u>Or</u> Animated	\$825 \$850	Static: 970 x 250 pixels, color, click through capability, static. Animated: 970 x 250 pixels, color, click through capability, 10 seconds, 3x loops max, no flash for tablet, max size 40KB. Static Logo with click-through also included in email to ALL members announcing the publication is ready to be viewed
Upper Billboard Ad – static <i>1 available</i> static	\$925	970 x 250 pixels, color, click through capability, top of eMagazine Home page under Masthead, static. Static Logo with click-through also included in email to ALL members announcing the publication is ready to be viewed

Inside Ad Rates (ad on page with featured article content)

Side Bar – static <i>1 available</i>	\$300	300 x 600 pixels, color, click through capability, ad on the right side of screen alongside content, Static Image. Static Logo with click-through also included in email to ALL members announcing the publication is ready to be viewed
Billboard – static <i>1 available</i>	\$400	970 x 250 pixels, color, click through capability, ad on the bottom of screen under article. Static Logo with click-through also included in email to ALL members announcing the publication is ready to be viewed

Splash Page

Splash Page Ad (when user clicks to see publication) <i>1 available</i>	\$1,100	970 x 500 pixels, color, click through capability, static, flashes up between user click from website link to Court Manager home page. Logo with click-through also included in email to ALL members announcing the publication is ready to be viewed.
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* A 2% charge will be assessed for late payments.

Purchase an ad **in all 4 publications** and receive a 10% discount on published ad rates.

First right of refusal will be given to those who reserve in the inaugural Winter issue.

Spring 2019 Vol. 34/1	Ad space reservation/ ad submission deadline	Video Deadline	eMagazine Launches
Ad space reservation/ ad submission deadline	February	Minimum 7 days before launch	March
Summer 2019 Vol. 34/2	Ad space reservation/ ad submission deadline	Video Deadline	eMagazine Launches
Ad space reservation/ ad submission deadline	April	Minimum 7 days before launch	June 11
Fall 2019 Vol. 34/3	Ad space reservation/ ad submission deadline	Video Deadline	eMagazine Launches
Ad space reservation/ ad submission deadline	September	Minimum 7 days before launch	October
Winter 2020 Vol. 34/4	Ad space reservation/ ad submission deadline	Video Deadline	eMagazine Launches
Ad space reservation/ ad submission deadline	November	Minimum 7 days before launch	December

To advertise, call or email:

Stacey Smith
Court Manager
 c/o National Center for State Courts
 300 Newport Avenue
 Williamsburg, VA 23185-4147
 (757) 259-1816 ssmith@ncsc.org



Court Express

THE ENEWSLETTER OF THE NATIONAL ASSOCIATION FOR COURT MANAGEMENT

Publisher: National Association for Court Management

Circulation: Distributed in February, May, September and November via email to nearly 1,800 court managers, administrators, and clerks.

Details: The Court Express contains brief articles relevant to the association and its members. Semi-exclusive advertising opportunity in the Court Express, an eNewsletter. 600 x 900 pixel static ad with click through, file must be less than 200 KB. Must be in jpg or gif format.

Cost: \$300 per issue

February 2019 Vol. 20/1	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	February	Minimum 14 days before launch: February 14	February
Summer 2019 Vol. 20/2	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	May	Minimum 14 days before launch: May 11	May
September 2019 Vol. 20/3	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	September	Minimum 14 days before launch: September 12	September
Winter 2019 Vol. 20/4	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	November	Minimum 14 days before launch: November 14	November

Please note: A maximum of two ads per edition of Court Express will be allowed.



National Association for Court Management

Strengthening Court Professionals

Webinar Preparation Tips:

1. Set up GoToWebinar Using the NACM Account
 - a. Schedule the webinar using GoToWebinar's setup wizard
 - b. Get the presenters' bio and pictures and setup the "Home" slide in GoToWebinar that will appear in the "Waiting Room" that attendees will see before the webinar starts.
 - c. Schedule a practice date with presenters
 - c. Get presenters' PowerPoint (PPT) at least three days before the webinar so you can add the NACM Membership and Upcoming Events slides (samples shown at the bottom of this document) and include the entire PPT slideshow as a resource attached to the webinar. Attendees should be able to view all resources included in a webinar.

Available GoToWebinar Resource Materials:

[The GoToWebinar Organizer and Presenter Checklist](#)
[GoToWebinar – Organizer Quick Start](#)
[GoToWebinar – Organizer Hosting a Webinar – Quick Start \(includes session features\)](#)
[GoToWebinar – Practice Makes Perfect](#)
[From Start to Finish: Preparing and Presenting Compelling Webinars](#)
[GoToWebinar – Present Online Like a Pro](#)
[Link to more GoToWebinar Training Videos](#)

2. Before the webinar:
 - a. Draft a feedback survey in GoToWebinar. Click on the applicable webinar link and scroll down towards the bottom to edit (create) the survey.
 - b. Edit GoToWebinar's Follow Up Email. In your message:
 - (1) thank attendees for their participation,
 - (2) inform attendees where they can find the recording of the webinar and the webinar PPT slides, and
 - (3) invite attendees to complete the feedback survey (created in GoToWebinar). The survey you created a. above will automatically be included in your Follow Up Message.

- (4) remind attendees how they can become NACM members.
- c. For registrants who did not participate in the webinar, send a message that:
 - (1) tells them we missed them,
 - (2) informs them how they can access the webinar recording and PPT slides,
 - (3) informs them how they can become NACM members.

Moderator

- a. Draft a “moderator” script for the webinar. See [script template](#) below.
- b. Attendees are on mute so you will not hear them. Remind them to put their questions in question pane.
- c. Start webinar on time or no more than few minutes late (notify attendees of late start). Don’t wait until the registered number of attendees is present as it is not uncommon for members to register for a webinar but not attend.
- c. Monitor question pane for questions.
- d. Facilitate the Q&A session at the end of presentation.
- e. Closing remarks (from script).

3. Speaker(s)

- a. Draft a script for your presentation. Practice the timing for your script to ensure you will be able to get through your training content within the allotted time. Remember to allow about ten minutes for questions and answers at the end of your presentation and a few minutes for the moderator’s closing remarks.
- b. Draft PowerPoint Slides.

Review Best Practices for Creating Effective PowerPoint Slides:

[TED Blog: 10 tips on how to make slides that communicate your idea, from TED’s in-house expert.](#)

[How to Give the Best PowerPoint Presentation](#)

[Top Presentation Tips from the Best Speakers](#)

[8 Tips for Creating Effective PowerPoint Presentations](#)

Tip: Consider using the GoToWebinar polling feature a few times during your presentation to improve (maintain) audience engagement!

- c. Final PPT Slide – Include: Thank you message, presenter contact information, and if applicable, inform attendees that handouts are available at <https://nacmnet.org/>.

4. Practice, Practice, Practice.

- a. Hold a practice session with the organizer, moderator, and presenter(s) using GoToWebinar so that all are familiar with the software and its features.
- b. Practice timing for both the moderator and presenters. This is especially important when there are multiple presenters.
- c. Determine who will advance PowerPoint slides (only one organizer can do this at a time).
- d. Both the moderator and presenters should continuously monitor the timing of the presentation. The moderator can use the GoToWebinar chat feature to alert presenters of timing status.

Suggested Timing Outline for Webinar

- 2 minutes Moderator Introduction
- 45-60 minutes Presentation
- 10 minutes Q&A
- 3 minutes Closing

NACM WEBINAR MODERATOR SCRIPT GUIDELINE

Introduction

Hello everyone and welcome to the National Association for Court Management's webinar about _____.

My name is _____ and I am serving as the moderator today. [Include a very brief description of who you are and your involvement in NACM. For example: I am the _____ for the (court) and I have been a NACM member for _____.]

Before we get started, I would like to go over a few items so you know how to participate in today's event.

The presentation will be approximately _____ minutes and we will be recording this webinar. You can submit questions to today's presenter(s) throughout the presentation by typing your questions into the Questions pane of the attendee control panel as shown on the current slide. We will address your questions during the Q&A session at the end of the presentation.

Our speaker today is (speakers today are):

_____ (one paragraph of a bio)

_____ (one paragraph of a bio)

Welcome, _____ and _____.

Q&A Script (at end of session):

Thank you _____ and _____, we are now going to begin answering the questions submitted during today's presentation. As a reminder, you can still submit questions through the Questions pane in your attendee control panel. Our first question is from <ATTENDEE'S NAME>, and his/her question is.....

Exit Script:

Thank you presenter(s).

I want to take this opportunity to remind attendees of upcoming opportunities:

Include any time-relevant announcements (such as conference information, board nomination deadlines, future webinars, Guide announcements, etc.)

Registration is open for the _____ Conference. The _____ deadline for the early bird rate is fast approaching so please visit our conference page to register today.

NACM conferences provide valuable educational opportunities and the opportunity to network with peers.

For non-members participating in today's webinar, I encourage you to consider NACM membership. With over 1700 members from the United States, Canada, Australia, and other countries, NACM is the largest organization of court management professionals in the world. NACM provides court management professionals with quality education and the opportunity to work with colleagues to improve the administration of justice. Please visit NACMnet.org to join today.

As I mentioned previously, NACM recorded today's webinar and the recording will be available to NACM members via the member portal at NACMnet.org.

If you have any other questions about today's webinar, [presenter(s)] contact information is available on the last slide of the slideshow.

Once again, I thank [presenter(s)] for his/her/their expertise and for the time they invested to make this webinar possible. I also thank _____ for organizing today's webinar.

On behalf of the National Association for Court Management and our presenters, thank you for joining us today, and have a great rest of your day!



Proposal to Establish Webinar Sponsorships

Goal: To provide another revenue source for NACM. Provide additional webinars to members and non-members who might join NACM as a result of exposure.

A. Policy: Allow vendors to produce webinars for a fee of \$2,000 as set by NACM Board.

1. NACM facilitator would state that the webinar is a sponsored webinar
2. Sponsor summary and suggestion of topic to be approved by NACM Board
3. Sponsor content approval to occur prior to the contract being signed
4. Sponsor may select the presenter(s) but NACM initiates webinar and maintains the webinar platform
5. NACM representative would verbally introduce webinar host (if not serving as webinar host), thank them for their support in providing this education webinar program
6. Sponsor representative may provide a brief 1-2 minute welcome at the beginning of the webinar
7. Sponsor name and logo included on slides
8. Sponsor thank you slide at the end of the program with link to company website
9. Email sent after webinar to webinar registrants with brief message from sponsor (NACM to send out, Vendor will not receive NACM webinar registrant listing)
10. All registration information would specify that the webinar is vendor sponsored and include vendor log with link to website and short company description

Policy considerations:

1. Ethics Committee Considerations:
 - This format presumes that vendors would both produce and sponsor the webinars. NACM would still have final approval over content, but actual production would rest with the vendor.
 - Subcommittee concerns:
 - Although webinar content would be NACM approved and comply with NACM's mission, vendors would still have considerable leeway in what and how to present topics. Subcommittee members were skeptical that vendors would demonstrate an "evenhanded" approach, and not just focus on topics that the vendor performs well. Some members have reported that vendor-sponsored conference presentations are beginning to take on the appearance of infomercials. Many thought that vendor-sponsored and produced webinars would probably look the same.
 - Vendors paying a sponsorship fee to NACM for producing a webinar might give the appearance of "paying for access" to the NACM membership; a concept that is currently not fairing too well in the national media.
 - NACM facilitating vendor sponsored and produced webinars could give the appearance that the Association favors or even endorses a few specific vendors. This might eventually diminish NACM's reputation as being impartial. Admittedly, there is the counter-argument that NACM members are a savvy group. We should not underestimate the membership's ability to discern the underlying intent of a vendor-produced webinar if it is properly labeled.
 - If the NACM board chooses to pursue the vendor-produced format, the subcommittee felt it important that NACM maintain a welcoming but impartial relationship with the sponsoring vendor. Clear statements that NACM is not endorsing the vendor need to be displayed. These statements might even include recommendations that members also

explore other vendors who might offer a product or service discussed in the webinar or presentation.

- If the board chooses to allow the vendor-produced format, NACM should explore ways to also allow, smaller, less well-funded vendors some access to the membership to mitigate the barriers more modestly funded vendors would inevitably have to promote their product.

2. What does it cost NACM to produce webinars? GoToWebinar account fee: \$249 per month @ six months = \$1,494 annually.

Note: NACM saves money by only activating its GoToWebinar account when hosting a webinar or needing to practice use of webinar software. Currently NACM hosts four webinars per year. If NACM increases the number of webinars it hosts per year, this fee will increase. GoToWebinar offers an annual rate of \$2,388. No webinar speakers have been compensated. No funds budgeted for speaker compensation.

3. Sponsor would include their mailing list for registration purposes opening up NACM to the potential of new members

B. Policy: Allow vendors to sponsor webinars for a fee of \$500 as set by NACM Board.

1. NACM facilitator would state that the webinar is a sponsored webinar
2. Sponsor summary and suggestion of topic to be approved by NACM Board
3. Sponsor content approval to occur prior to the contract being signed
4. NACM would organize and produce the webinars (select topic and presenter), then offer topic to vendors for sponsorship. NACM would control webinar content.
5. NACM representative would verbally introduce webinar host (if not serving as webinar host), thank them for their support in providing this education webinar program
6. Sponsor representative may provide a brief 1-2 minute welcome at the beginning of the webinar
7. Sponsor name and logo included on slides
8. Sponsor thank you slide at the end of the program with link to company website
9. Email sent after webinar to webinar registrants with brief message from sponsor (NACM to send out, Vendor will not receive NACM webinar registrant listing)
10. All registration information would specify that the webinar is vendor sponsored and include vendor log with link to website and short company description

Policy considerations:

1. Ethics Committee Considerations
 - This format presumes that NACM would organize and produce the webinars, then offer them to vendors for sponsorship. NACM would control webinar content.
 - Concerned that sponsorship needs to be opened up to any vendor without appearance of bias.
 - Subcommittee discussed this format and found no ethics concerns. The format keeps NACM in control of content, provide the potential for having smaller vendors to access the webinar platform, and keeps NACM's position impartial towards specific vendors.

**** Sponsorships are one-time costs. Vendor could sponsor one webinar a year.**



TITLE Webinar Access Policy

POLICY SUMMARY AND PURPOSE

The goal of this policy is to provide an exclusive benefit to NACM members; promote NACM membership to non-members; and encourage greater attendance and participation in live webinars. Having more attendees participate in the live webinar is preferable because it increases the potential for greater dialogue between the presenter and attendees during the Q & A portion of the webinar.

POLICY

1. Non-members may view and fully participate in live webinars.
2. Recordings of webinars will be exclusively available to members via NACM's membership portal.
3. Non-members may purchase a recording of webinars for \$15.00 per webinar recording.

Exception: SJI sponsored webinars will be available to members and non-members on NACM's public website.

Policy considerations:

The cost to produce NACM webinars is minimal. At the time NACM promulgated this policy, the annual cost for administering four webinars a year was an estimated \$1,494 (the six-month subscription fee* for NACM's GoToWebinar Account.) NACM has not compensated any webinar speakers and no funds have been allocated for webinar speaker compensation.

*NACM saves money by only activating its GoToWebinar account when hosting a webinar or needing to practice use of webinar software.



National Association *for* Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2017-2018

Committee: _____ Governance _____

	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 16, 2018	
X	Annual Progress Report	June 29, 2018	June 21, 2018

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
State of the Profession Address	The Address has been finalized and approved by Vicky Carlson. Additionally a letter is being drafted as a followup to be sent to Academic Institutions.	Yes	Yes	Yes	The Committee would like the Board to comment on the current version of the referenced letter.
In conjunction with the Communications Committee Develop a communication strategy for advocacy efforts	A survey of the membership to see what topics are important to them has been created.	Yes	No	No	We will outline the planned survey timing.
Develop original and supported resolutions that	No resolutions currently being worked on.	Yes	No	No	

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
reflect NACM's goals					
Work on the Model Code of Conduct	The sub-committee has reviewed the issues surrounding the sponsorship of webinars.	Yes	No	No	
Operations sub-committee review and rework of update process	The sub-committee has reviewed the appendix list and revised review dates. It will now focus on creating a methodology for use in annual updates of the manual.	Yes	Yes	Yes	The committee wishes the Board to consider: Revisions to the Addendum in a package vote; and Revisions to Section 6.3.2.4 – Communications Committee of NACM's Operations Manual
NACM Agenda	The Committee is tasked with promoting NACM's agenda	Yes	Yes	No	The Committee could use some input from the Board on ways to promote the agenda.

Time needed at meeting for Committee report: 20 mins

Submitted by: Greg Lambard

Date: 7/8/18

To whom it may concern: (include individual's name)

The mission of the National Association for Court Management (NACM) is to provide quality education and professional development in the field of court administration for its members. Like esteemed academic institutions as yours, NACM provides theoretical as well as practical application education and training. We write you today to introduce our association and encourage the continued promotion of careers in the administration of justice and, in particular, the field of court management.

NACM devotes its attention and the talents of experts in the field to address the core values of administration of justice, while always mindful of current needs of our communities. We have long been recognized as a leader in the profession of court management; with over seventeen hundred members worldwide, we are the largest court management association in the world. NACM recognizes its position and stature in the administration of justice, working collaboratively with the Council of Chief Justices (CCJ) and the Conference of State Court Administrators (COSCA) in the United States as well as the International Association for Court Administration (IACA) across the globe. To that end, NACM, through the voice of its state of the profession (SOP) notes how the profession of court management closely intertwines with matters of jurisprudence and restoration in our communities, addressing one individual at a time. We have placed much of what we are about and what we strive to accomplish in the present and near future in the SOP, a segment of which may be viewed here:

We encourage you to read our mission statement and our strategic plan located on our website, www.nacmnet.org. Faculty and students may learn more about our courts as well as about NACM here (insert link to landing page for students and academic faculty). . It is our hope and desire that you, your staff and students will use our website as a resource.

While our methods of education may differ slightly, our goal is the same as yours, to promote and enhance professional growth in the discipline of court management under the field of administration of justice. We encourage you, your faculty and students to consider becoming a member as we offer a significant discount for a student membership.

Sincerely,

To be decided: 1. Single author (President) or Board;

2. Intent: to recruit new members, partnership with universities, or introduction to our association or all three and if all three will there be follow up communication;

3. Content of landing pages, broad and generic, membership specific; searchable academic resource, or all or some of the above. Timeline for all actions too.



TITLE Travel Reimbursement Policy

BRIEF SUMMARY

The Travel Reimbursement Policy establishes set guidelines for reimbursing individuals who travel on authorized NACM business for actual, reasonable, and necessary travel-related expenses.

POLICY

1. Travel Voucher

To request reimbursement for authorized travel expenses, travelers must complete and sign a Travel Voucher form. Travelers must ensure Travel Vouchers are complete, including:

- All required information on the forms such as the dates and times of departures and arrivals;
- Original invoices or receipts¹ for all travel expenses² except meals; and
- Prepaid travel expense information.

The Travel Voucher form is available on the Board web page or from Association Services as an [Excel spreadsheet](#) or [PDF](#). Travelers should submit completed Travel Vouchers with necessary receipts by mail to Association Services at 300 Newport Avenue, Williamsburg, VA 23185 or by email to jreid@ncsc.org.

2. Accommodations

NACM will reimburse travelers for actual lodging costs at a rate equal to the standard single occupant room rate. Travelers who wish to stay in a larger or more expensive suite must pay the difference in cost. NACM will not reimburse travelers for in-room dining, room service charges, tips, and telephone costs. Travelers must pay for meals charged to the room and ensure that the hotel removes these charges from the accommodation receipt. NACM will reimburse travelers for meal costs as provided in Section 3 below.

3. Meals and Incidental Expenses (M&IE)

NACM will reimburse travelers for meals and incidental expenses at the rates specified by

¹ Original receipts must be attached to your Travel Voucher if provided by the service provider (hotel, airline, cab company, etc.). Receipts provided in a form (electronic or print) that is not distinguishable as an original receipt, may be submitted electronically.

² Travel expenses include but are not limited to lodging, airfare, ground transportation, parking, registration fees, in-room internet access (Wi-Fi or hard-wired), and other authorized expenditures.

location in the Federal Travel Regulations (FTR) accessible at <http://www.gsa.gov/perdiem>. NACM will use the standard reimbursement rate for locations not listed in the FTR. Travelers do not need to submit receipts for meals and incidental expenses.

For purposes of computing the meal allowance, official travel begins when travelers leave home, the office, or other points of departure and ends when travelers return home, to the office, or other points at the conclusion of the trip.

On travel days, any travel over 12 hours is eligible for full per diem that day unless the traveler travels by an indirect route for his or her own convenience when said route extends the duration of travel beyond 12 hours. Travelers who travel less than 12 hours will receive 75% of the applicable per diem rate. Incidentals include travel-related fees and tips given to porters, baggage carriers, bellhops, and hotel house cleaners.

4. Airfare

Travelers should purchase airfares well in advance whenever possible to secure supersaver rates and other special fares. When possible, travelers should use NACM's travel agency, Concur Travel to secure commercial airline tickets. Concur Travel bills NACM directly for travel booked through its website. Travelers who wish to fly in a class more expensive than coach class will bear the difference in cost even if no other class is available for the selected flight. NACM will not reimburse travelers for upgrades such as priority seating, priority boarding, and in-flight Wi-Fi. NACM will pay for one checked bag.

Airfare in excess of \$500 requires prior approval by the president or his or her designee. NACM will not reimburse individuals for cancelled flights. To book your airline ticket without incurring any out of pocket expenses, follow the steps below:

- a. Click <https://www.concursolutions.com> to access the login site
- b. Enter your login credentials:
 - i. Login: NACM email address
 - ii. Password: Association Services will email a password to travelers using Concur Travel for the first time.
- c. Complete your account profile. Make sure you enter your name the same as it shows on your government ID. Mandatory fields are marked with the word [Required].
- d. Click on "Profile" and then "Profile Settings" to change your password. Record your password for future use.

NACM will reimburse travelers who purchase airfare with a personal credit card after travel is completed. NACM will not reimburse travelers for airfare exceeding \$500 unless the president or his or her designee approved the airfare prior to booking. Travelers must attach airline

receipts to the Travel Voucher.

5. Ground Transportation

NACM will reimburse travelers for ground transportation to and from the airport. Depending on the location, options may include train, shuttle, Uber/Lyft or taxi. When practical, travelers should take the least expensive mode of transportation. Use of shuttle service and shared transportation services is encouraged. Travelers must attach transportation receipts to the travel claim.

6. Rental and Privately-Owned Vehicles

Rental and privately owned vehicles should not be used unless the total cost for said use is less expensive than other forms of travel. The total cost includes the car rental (if applicable), gas costs, tolls, and parking. In most cities, rental cars cannot be justified. Reimbursement for privately owned vehicles is limited to the lower of (1) mileage and related costs equivalent to the rate shown on the NACM Travel Expense Voucher or (2) equivalent costs of performing the travel by the use of scheduled commercial air carriers. Travelers must submit a printout from an airline website showing what a flight would have cost, compared to the cost of using a rental or privately owned vehicle.

Travelers who drive a personal vehicle to and from home/work and the airport, may be reimbursed for mileage at the prevailing federal rate (<http://www.gsa.gov/portal/category/104715>). Travelers must attach a printout from MapQuest or a similar site that shows the mileage between home/work and the airport to the Travel Voucher. NACM will reimburse travelers for airport parking. Travelers must also attach parking receipts to the Travel Voucher. Travelers must make every attempt to keep parking costs to a minimum.

7. NACM Meetings and Conferences

Midyear Board Meeting/Conference & Fall Board Meeting

NACM will reimburse all Board Members for attendance at the Midyear Board Meeting and Conference and Fall Board Meeting (contingent on funding availability).

Annual Board Meeting/Conference

NACM expects Directors to attend the Annual Board Meeting and Conference at their own expense. Any board member with extreme hardship may submit a request to the President for exception. Directors must submit hardship requests no later than 90 days prior to the first day of the annual conference. The President shall present the request for confirmation to the Board (naming only the hardship, not the board member); taking into account only one request per board member while serving on the Board.

NACM will reimburse Officers for attendance at the Annual Board Meeting and Conference.

8. Other Meetings

Travel expenses for NACM business other than Board meetings must receive pre-authorization from the President upon consultation with the Secretary/Treasurer.

9. Review Policy

Reimbursement claims that do not conform to this travel policy are subject to review by the NACM President and Secretary/Treasurer.

OPERATIONS MANUAL - PROPOSED LANGUAGE FOR COMMUNICATIONS COMMITTEE

6.3.2.4 – Communications Committee

The Communications Committee (CC) is responsible for promoting and maintaining effective communications with NACM members and partners. The CC promotes NACM's activities through its website content, publications, and social media. A NACM Board member who is assisted by a vice chairperson, website coordinator, and a social media coordinator chairs the committee.

Specific Responsibilities:

1. Create and publish four editions of the **Court Manager** annually.
2. Create and publish four editions of the **Court Express** annually, during alternating months from the *Court Manager*.
3. Create and publish one **NACM Guide** annually.
4. Coordinate four **Webinars** annually.
5. In conjunction with NACM's association manager at the NCSC (NACM's association manager), maintain the **NACM website** ensuring website content is current and relevant to the membership.
6. Maintain NACM's presence on **social media** (Facebook, LinkedIn, and Twitter), promoting public awareness of NACM, NACM conferences, webinars, and special events; and posting articles and other information that might be of interest and relevance to the membership. NACM's live-streaming contact at the NCSC posts conference videos to the NACM YouTube channel.
7. Make policy recommendations to the board for **advertising rates** for the *Court Manager*, *Court Express*, Webinars, and the website.
8. **Proofread** surveys and informational materials produced by other NACM Committees upon request.
9. Ensure that requirements for conducting a survey, as stated in the Communications Plan, are met and that **survey results** are posted to NACM's Connected Community Board Page.
10. Maintain and update as necessary the **NACM Overview** PowerPoint Slideshow (*Connected Community/NACM Board of Directors/Sample .PPTs*); the **Webinar How-to Guide; Guide Selection Protocol**; and **Webinar History** document (*Connected Community/NACM Board of Directors/Communications Chair Folders/Communications Chair*).

6.3.2.4.1 – Chair Responsibilities.

The chair is responsible for the overall coordination of the CC. The chair facilitates committee meetings and prepares committee reports and recommendations to the board. The chair appoints regular *Court Manager* contributors and, upon consultation with the NACM President, appoints the Executive Editor of the *Court Manager* and *Court Express*. The chair is responsible for coordinating NACM webinars and production of the NACM Guide. The chair works closely with the vice chair, website coordinator, social media coordinator, and the NACM's association manager to ensure all communications with members and partners are professional, accurate, and delivered in a timely manner.

6.3.2.4.2 – Vice Chair Responsibilities.

The vice chair of the CC assists the chair with the overall coordination of the CC, including the preparation of committee reports and updates. The vice chair serves as the primary liaison between the CC and the editors of the *Court Manager* and *Court Express*, ensuring the coordination of article submissions and timely distribution of these publications.

6.3.2.4.3 – Website Coordinator

Working in conjunction with the NACM's association manager, the website coordinator is responsible for ensuring that the content on NACM's website is current. This includes:

- ongoing monitoring of website to ensure website content is current and relevant;
- timely posting of association news and announcements for members, visitors, and partners;
- ensuring web links are current; making recommendations to the board for website enhancements as necessary;
- ensuring that exclusive member resources are maintained and posted in the "members only" section of the website;
- providing training to committee chairs on how to post to and update committee pages; and
- creating committee chairs' WordPress user accounts, establishing appropriate access levels, so committee chairs can update their respective committee pages.

The website coordinator is also responsible for providing monthly updates about the website to the CC.

6.3.2.4.4 – Social Media Coordinator

Using social media and NACM's conference app, the social media coordinator is responsible for communicating NACM's agenda, mission, and goals; promoting NACM conferences, webinars, publications; and encouraging fellowship and a sense of unity among members. The social media coordinator is also responsible for regularly monitoring the activity on NACM's social media pages and for providing monthly updates about NACM's social media presence to the Communications Committee.

6.3.2.4.5 – Editors for the *Court Manager* and *Court Express*

The editor for the ***Court Manager*** will seek articles, select themes for each publication, determine timeliness of articles, and coordinate preparation of each publication with the *Court Manager*'s managing editor at the NCSC. The editor may call on officers and directors for assistance as needed. The editor will provide monthly updates about the progress of article submissions, deadlines for submitting articles, and progress for each publication monthly to the Communications Committee.

The editor for the ***Court Express*** will seek articles and announcements about upcoming events that might be of interest to the membership and will draft the publication and submit it for review to the chair and the NACM's association manager before distribution. The editor will provide monthly updates about the progress of article submissions and deadlines for submitting articles and announcements to the CC.

CURRENT OPS MANUAL LANGUAGE FOR COMMUNICATIONS COMMITTEE

6.3.2.4 - Communications Committee

The Communications Committee shall consist of no less than three subcommittees: Publications, Website, and Social Media.

The NACM President shall appoint the chairperson of the Communications Committee, and may appoint a vice chairperson overseeing the Publications subcommittee, a vice chairperson overseeing the Website subcommittee and a vice chairperson overseeing the Social Media subcommittee. The Communications Committee chairperson shall be a NACM Board member.

Responsibilities and Role:

1. Promote and maintain effective communications with the NACM membership and partners.
2. Create and publish various publications including the Court Manager, Court Express, and Guides on pertinent subjects that are of interest to the membership (for additional details, see Vice Chairperson of the Publications Subcommittee responsibilities as outlined below and in the Communications Plan).
3. In conjunction with the NCSC staff, maintain the NACM website to ensure that timely and relevant content is available to the NACM membership (for additional details, see Vice Chairperson of the Website Subcommittee responsibilities as outlined below and in the Communications Plan).
4. Ensures that all NACM Social Media is used appropriately to provide the NACM membership and the general public with timely and relevant content and updates.
5. Ensure that any NACM-sponsored webinar meets NACM's mission and content is approved.

6.3.2.4.1 - Publications Subcommittee

Responsibilities and Role:

1. Responsible for the oversight of all NACM publications;
2. Coordinates and communicates article submissions with editors and contributors;
3. Works closely with the NCSC staff to ensure timely distribution of publications;
4. Provides reports and updates regarding all publications.

5. Publish The Court Manager. The Chairperson shall appoint an Executive Editor as well as other members of The Court Manager committee.
 - A. The Executive Editor will seek articles, select themes, determine timeliness of articles and have an overall concern for advertising. The Executive Editor in consultation with the Chairperson will do planning, both short and long range, for The Court Manager.
 - B. The Executive Editor, with consultation from the Chairperson of the Publications Subcommittee, will direct the work and activities of the members in preparation of The Court Manager. Officers and directors may be called upon to assist in this ongoing effort as needed. The Court Manager shall be published quarterly.
6. Electronically publish the Court Express. The Chairperson shall appoint an Editor as well as other members of the Court Express committee.
 - A. The Editor will seek articles and information and determine timeliness of materials submitted. The Editor in consultation with the Chairperson will do planning, both short and long range, for the Court Express.
 - B. The Editor, with consultation from the Chairperson of the Publications Subcommittee, will direct the work and activities of the members in preparation of the Court Express. Officers and directors may be called upon to assist in this ongoing effort as needed. The Court Express shall be published quarterly in an electronic format, but not in the same month as The Court Manager.
7. Publish reports, publications and credentials.
8. Develop and disseminate information about NACM and its role in improving court management.
9. Maintain a record of the organization's history and goals through brochures and other relevant materials; keep brochures and materials updated and make them available to judicial systems throughout the country.
10. Provide members an up-to-date list of resources that are available to assist courts.
11. Develop and maintain information sheets about NACM, courts and court management, for use with media and other key audiences.
12. Develop, support and contribute research and analytical articles, and explore new methods to improve the administration of trial courts.
13. Develop and maintain "Guides" as a resource to NACM members.

14. Recommend policy for Board approval and monitor requests for reprinting of articles in NACM publications.
15. Update list of working groups or subcommittees to be included on Committee Service Form.

6.3.2.4.2 – Vice Chair

The Vice Chair shall provide ongoing assistance in carrying out the responsibilities of the chair and shall serve as chair in the chair's absence.

6.3.2.4.3 - Website Subcommittee

Responsibilities and Role:

1. Develop, maintain, and update the website to further the mission of the association.
2. Develop and maintain a three-year plan to update the site. Periodically solicit input from the Board and membership as to the types of features and content that would be desirable.
3. Serve as the contact with the NCSC to direct and monitor that various content and materials updates be performed.
4. Develop recommendations to the NACM Board concerning the scope of services that should be supplied by the NCSC in regards to maintaining the website.
5. Liaison with the Publications Committee and others to ensure consistent communications with the membership and organizational leadership through the website.
6. Develop recommendations to the Board regarding proposed website enhancements.
7. In regards to any website project requiring the expenditures of NACM funds, the Chair will advise the President as whether the progress of the project warrants the disbursement of funds.
8. Develop and update an electronic communications plan for member outreach. Review and determine policy on advertisements on NACM website.

6.3.2.4.3 - Social Media Subcommittee

Responsibilities and Role:

1. Communicate with the membership and promote public awareness of the organization.
2. Monitor the content of NACM's social media outlets.
3. Communicate NACM agendas, mission, and goals through social media.
4. Promote NACM conferences, webinars, and educational opportunities.
5. Develop criteria for inclusion of Social Media as part of the website – Twitter, Facebook, Linked In, YouTube, etc.



National Association for Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2017-2018

Committee: ____ Core Committee _____

	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 10, 2018	
X	Annual Progress Report	July 1, 2018	

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
Curricula Review	The 4 th competency is almost ready to publish. 5 th competency group is in initial phase and a 6 th is forming	Yes	No	No	
Education Sessions at Conference	At the 2018 Annual Conference session, it will be the 10 th competency presented and all have been recorded.	Yes	No	No	
Market/ Advertise	Several other Core presentations held, including one to the National Drug Court Conference and an upcoming session scheduled at the National Association of Pretrial Service Agencies.	Yes	No	NO	
Create PowerPoints	Several PowerPoint presentations have been added to the Core website and additional presentations are being developed by Committee Membes	Yes	No	NO	

Time needed at meeting for Committee report: 10 minutes

Submitted by: Kathy Griffin

Date: June 25, 2018



National Association for Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2017-2018

Committee: Past Presidents Committee/Nominating Committee

	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 10, 2018	
X	Annual Progress Report	July 1, 2018	June 30, 2018

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
Past President Liaisons to Committees	Past President Committee members support the assignment/ appointment of liaisons to committees.	Yes	Yes	Yes	Discussion of expectations; appointments/assignments need to be made.
Exiting Board Member Interviews	Interviews to be conducted on-site at annual conference by Scott Griffith and Michele Oken.	Yes	Yes	No	This will be the last year of interviews of exiting Board members.
Nominating Committee	Committee has been empaneled and met by conference call to discuss interview questions and logistics.	No	No	No	
Past Presidents Conference Registration Policy	Complete; revised policy approved.	No	No	No	

Time needed at meeting for Committee report: 15 mins.

Submitted by: Scott Griffith, Immediate Past President

Date: June 30, 2018



National Association for Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2017-2018

Committee: Membership

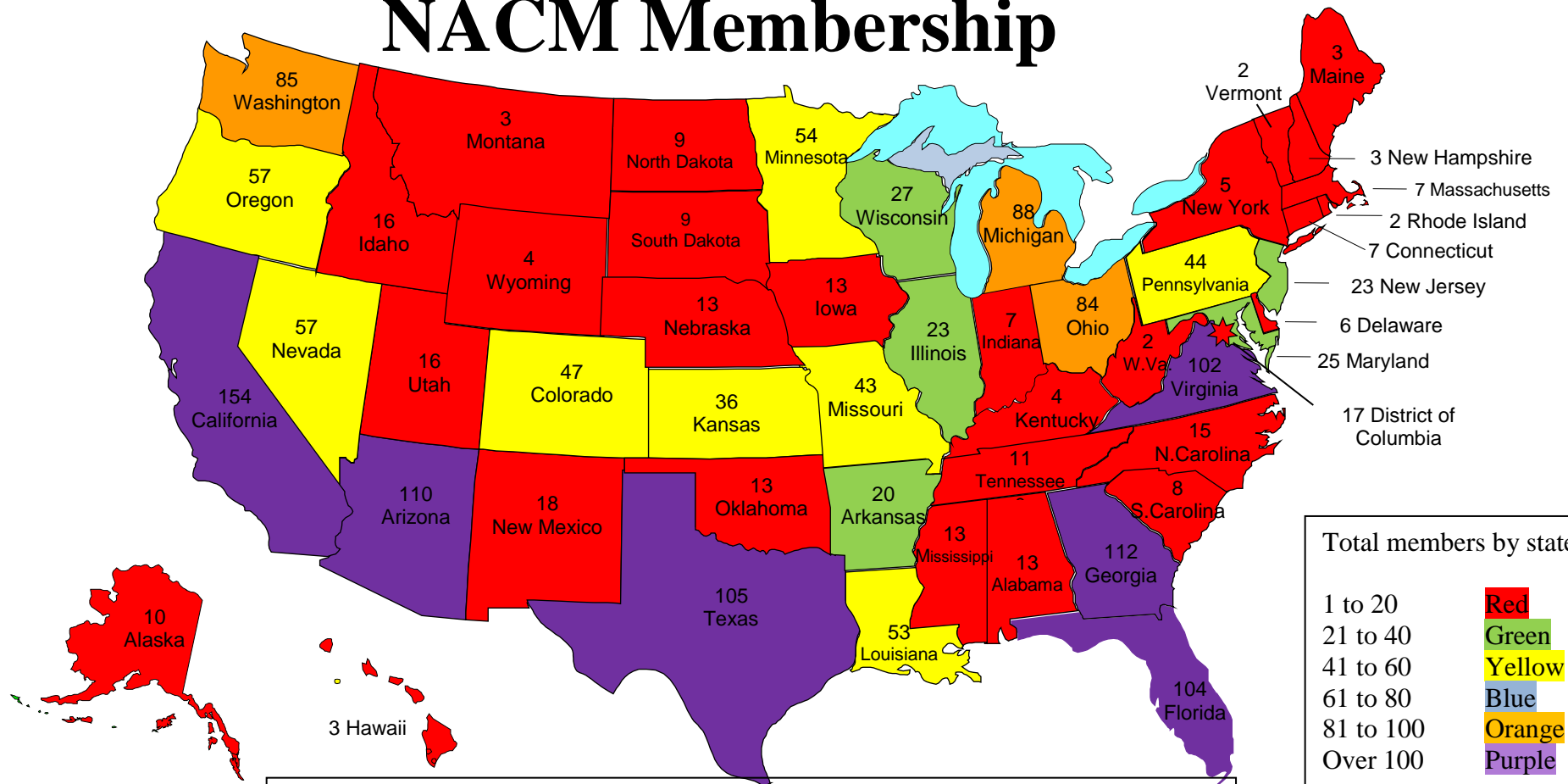
	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 10, 2018	
X	Annual Progress Report	July 1, 2018	

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
Dual Membership	Signed and implemented May 2018 with National Council of Juvenile and Family Court Judges	Yes	No	No	
LinkedIn	Working on transitioning to coming from NACM. Can do with a company status just not as an organization.	Yes	No	No	
On Boarding	Continuing we are 7 months in No	No	No	No	
Sustaining Membership Fee	Proposal to raise the fee from \$35-\$500	No	Yes	Yes	Vote on proposed rate increase
Fee structure of Conference Registrations	Proposal to raise non-members registration fee to be greater than the cost of membership and registration. Proposal to increase the spread by \$40	Yes	Yes	Yes	Vote on fee structure change.

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

Submitted by: Jeff Chapple

NACM Membership



Total members by state

1 to 20	Red
21 to 40	Green
41 to 60	Yellow
61 to 80	Blue
81 to 100	Orange
Over 100	Purple

NACM Members

U.S. Territories:

American Samoa	2
Armed Forces Pacific	2
Guam	4
Virgin Islands	2
Puerto Rico	2

International:

Afghanistan	1
Australia	4
Canada	10
China	1
Luxembourg	1
Marshall Islands	1
Montserrat	1
Scotland	1
Singapore	1
Trinidad and Tobago	1
Ukraine	2
United Arab Emirates	2

Total International - 26
 Total U.S. and Territories - 1,719
 Total Membership - 1,745

'The American Institute of Architect's, (AIA), Academy of Architects for Justice, (AAJ) is a subset practice group of the AIA which focuses on the improvement of our nation's justice systems. This includes the entire justice process from arrest, through trial and ultimate interment with a strong focus on rehabilitation and successful reintegration of the individual into society at every step in the judicial process. A strong focus is on evidence-based solutions where the built environment can support the group's goals of a reduction in the incarceration rate in our country and successful treatment and educational programs that can lead to improvement in the human condition. There are several aspects of the AIA/AAJ's activities as follows:

Justice Partners Committee, (of which NACM is an active and valuable partner): The purpose of the Partners Committee is to establish a professional relationship with partner organizations including the American Corrections Association (ACA), American Jail Association (AJA), the National Association of Court Managers (NACM), and the International Association of Police Chiefs (IACP) to foster and promote like ideals and objectives.

The Justice Facilities Review is a publication which documents best practices in planning and design for Justice Architecture. Functionality and community impact, sustainability and economic feasibility, as well as aesthetic achievements are essential elements for identifying the success of these projects. The Justice Facilities Review is published annually as print on-demand and digital book.

Research Committee is comprised of industry leading professionals committed to supporting design decision-making through scientific research for its members in a user-friendly manner.

Communications Committee, a group which plans, writes, edits, and publishes four AAJ E-Journals annually. The AAJ Journal features original articles focused on current issues specific to the justice market.

University Outreach, is comprised of leading professionals dedicated to the growth, development, and expansion of our recent architectural graduates and newly licensed architects. The goal of the committee is to provide guidance and exposure to all aspects of the profession with the help of our AAJ members and firms.

Emerging Professional subcommittee is committed to evolving justice architecture and supporting the growth of professionals at the early stages of their careers who practice in this field.

Sustainable Justice Committee, which developed out of the following question: "Close your eyes and imagine it is 2030, and everything we have ever hoped for in creating a green, sustainable world has been accomplished. What do you see in the world of "...law enforcement?" "....detention/corrections?" "....courthouses?" Answering this question is at the heart of the work of the AIA AAJ Sustainable Justice Committee.

In closing, The AAJ sponsors a Fall Conference which is an annual 2.5-day event with sessions organized by members, keynotes, and local justice facilities tours, etc. The event attracts 200 to 300 people – the total spectrum of owners, design professionals, contractors, vendors, operators, and financiers, active within the criminal justice building community. We would like to invite interested members of NACM to inquire into attendance as well as presentation of thought provoking topics at our upcoming conference in the fall.'

IJIS Courts Advisory Committee – Summary of Activities – July 2018

Court Technology Component Model

- Refinement of the Court Component Model continues with shoulder to shoulder collaboration between Court CIOs and IJIS SMEs. The [JTC Resource Bulletin adopted in November, 2017](#) introduces a component-based approach and proposes an Application Component Model for courts.
- Scope and capabilities documents are being drafted for prioritized components. For more detail see the Prioritized List of Components in the Appendix.

IJIS Court Solution Provider Directory

- The directory currently contains 25 published product offerings and 41 offerings that are being readied for publishing, provided by 127 vendors of court technology. This will map court technology solutions against the component model and provide public access so courts and stakeholders looking for court technology can see what is available across the vendor community. 104 searches were run from June 1 through June 24. There is now a product development backlog (on Trello). Access the [Court Technology Provider Directory](#).

Collaboration

NACM top Technology Solution Awards

- Joe Wheeler and Brad Smith participated in judging.
- Winners announced in July at NACM mid-year conference.

IJIS ITAC Blockchain Task Force

- Anne Thompson is representing the committee, with the support of Mike Carter, on a cross-committee blockchain task force being led by the ITAC committee, chaired by Iveta Topolova. This will build on the work of the Courts Advisory Committee and the previous Emerging Technology committee in defining suitable use cases across the criminal justice community.
- Paul Embley and Anne Thompson will participate in a session on blockchain at this year's eCourts Conference.

Events

[IJIS Mid-Year Briefing](#)

- Date: August 15–17
- Location: Renaissance Denver, Colorado
- Must attend conference focused on technology information sharing and safeguarding standards. Session topics including using data to combat the opioid crisis, impact of GDPR.

NCSC / IJIS Court Industry Summit

- Date: September 17–18
- Location: The Vinoy Renaissance St. Petersburg, Florida
- The IJIS Court Advisory Committee meeting will convene immediately after the summit at noon. This will be our third annual Summit with the NCSC. IJIS will begin pushing out information to members shortly.

2018 eCourts Conference

- Date: December 10–12
- Location: Las Vegas

Appendix

Prioritized List of Components

Number	Priority	Component	Drafter	IJIS Representative	CITOC Representative	Complete
1		Case Manager	Sue Humphreys	Equivant		Y
2		Case Participant Manager	Tessa Rye	Justice Systems		
3		Accounting Financial	Susan Goleman	Tyler Technology		
4		Scheduling/Calendar	Michael Locascio	Integrated Software Specialist	Roberto Alderadi	Y
5		Document Content Management	Jenny Bunch	ImageSoft	Jack McCarthy	Y
6		Electronic Filing Service Provider	Jenny Bunch	ImageSoft		
7		Electronic Filing Manager	Dallas Powell	Tybera		Y
8	Y	Public Access Portal			Snorri / Jorge	Y
9	Y	Judicial Tools E-Bench	Jim Downum / Ben Martin	Mentis	Stephanie Thiel	Y
10		Jury Management		Jury Systems	Kevin Bowling	
11		Evidence and Exhibit Management	Brent Berkley	Axon	Casey Kennedy	
12	Y	ODR	MJ Cartwright	Court Innovations	Casey Kennedy	
13	Y	Remote AV			Jack	
14	Y	Digital Recording	Kevin Wanke	JAVS		Y
15		Electronic Transcripts				
16	Y	Notifications	MJ Cartwright	Court Innovations	Jack	
17		Payment Processing	Jeff Karotkin	One Legal		
18	Y	Compliance Monitoring		DCX		
19		Call Center and Customer Service	Jason Lambert	Conduent		
20		Search Engine	Flint Waters	Google		
21		Reporting and Analytics	Anil Sharma	IBM		
22		Business Rules Engine	Tom Beaulieu	PegaSystems		Y
23		Identity Management	Don Dinulos	Microsoft		Y
24		Knowledge Management				Y
25		Integration Engine	Akbar Farook	Global Justice Solutions		Y
26		Enterprise Security				
27	Y	Litigant Portal			Snorri Ogata	
28		Work Flow Engine				
29		Court Form Document Generation	Jenny Bunch	ImageSoft		Y
30		Litigant Document Generation				