



**BOARD CONFERENCE CALL**

**Tuesday, April 3, 2018**

**MINUTES**

**Board Members/NCSC Staff Present:** Vicky Carlson, Paul DeLosh, Will Simmons, T.J. BeMent, Scott Griffith, Julie Dybas, Rick Pierce, Alyce Roberts, Dawn Palermo, Kathy Griffin, Jeff Chapple, Jeffrey Tsunekawa, Jennifer Haire, Janet Reid, Patti Tobias. Sarah Couture arrived midway through the call.

Vicky welcomed everyone to the board conference call. All board members present except Greg Lambard.

**President's Report**

1. Vicky Carlson requested any corrections to the Minutes from the Midyear Board Meeting on February 10, 2018. There being none, the minutes were approved.
2. Vicky then requested any corrections or modifications to the Minutes from Board Call March 12, 2018. There being no corrections, the minutes were approved.
3. Board Conflict of Interest Policy – Vicky reported that the Board Conflict of Interest Policy is up for review for the operations manual and asked board members if they had any changes to the policy. The following recommendations were made:
  - a. Update the logo/banner.
  - b. Verify section 2.05 of the policy (referenced on 2<sup>nd</sup> page of policy.) Does this exist? It is recommended that the sentence referencing section 2.05 be amended to “Listed below are certain circumstances which are deemed to create conflicts of interest.”
  - c. Update approval dates and responsible party.
  - d. It was suggested both the policy and form be given to board members at the July post-conference board meeting in July.
  - e. In section 1, the last sentence refers to 2.05, but possibly should refer to section 5.
  - f. Add page numbers.

Vicky will make modifications and forward on to Julie. T.J. will send Vicky a Word version of the current policy.

4. Presidents Travel Update
  - a. NCJFCJ – Vicky attended conference and had the opportunity to speak with Joey Hastings while there. Joey indicated their board will sign the dual membership agreement and will be sending out a press release. Over 500 people were at the conference; they had expected 300. It was interesting that the conference offered no meals, but bagels in the morning and afternoon snacks. They provide binders in addition to using a conference app.
  - b. COSCA – Attended board meeting.
    - i. Opioid Task Force has been launched; Greg Lambard was appointed to be on that committee. Jeffrey Tsunekawa will post the announcement regarding the task force and Greg's representation of NACM on it in the next *Court Express*.
    - ii. COSCA mentioned that they are seeking additional funds from SJI for Opioid-related education. NACM may wish to consider this in its programming.
    - iii. The next COSCA white paper is on rural courts. They are also working on guardianship, ice, FBI audits, and more.
    - iv. Vicky reported on NACM activities to COSCA. During the report Sally Holewa

from North Dakota mentioned that the webinars and conference live streaming and recordings are really helpful to her folks as they cannot travel and it is their only opportunity for education.

- v. Vicky read a memo Callie sent to COSCA membership encouraging continued support of NACM.
5. Termination of MOU between NACM and AIA. Vicky talked to Jim Beight after last Board Meeting re: MOU. They both agreed that it was not necessary. Vicky presented a document to the board to approve documenting the termination. T.J. BeMent made a motion in favor of Vicky sending the document, Jeffrey Tsunekawa seconded. All were in favor, none opposed. Vicky will proceed with sending the termination document to AIA.
6. Committee Chair Reports and committee awards at annual conference.
  - a. Vicky asked the board members if they had any ideas about changing the business meeting at the annual conference.
  - b. Jeffrey Tsunekawa suggested a 2-page annual report that summarized what people have traditionally talked about in the past.
  - c. Vicky will discuss with committee chairs on call this week.
  - d. It was requested that the business meeting be live streamed. Paul will confirm what was included within the live stream contract with the National Center.
  - e. For committee awards, board members will be recognized at the board meeting vs. during the business meeting.
  - f. The ultimate goal is to try to find a way to do a shorter business meeting.
7. Webinar Sponsorships – Stacey Smith of the National Center has received interest from a vendor to sponsor a webinar. Vicky distributed a sponsorship opportunity recommendation from Stacey Smith and Janet Reid. It was suggested that sponsored webinars would be in addition to the four that NACM currently does. Would be opportunity for business to create their own webinar and use NACM lists, would be \$2,000 benefit to NACM. After discussion, Dawn suggested having a committee look at this and bring options to the board. Various Board members noted questions about whether it would be on NACM's webinar platform, have NACM marketing materials at the end, etc. Jeff Chapple, Dawn Palermo, Jeffrey Tsunekawa, and Julie Dybas will work with Janet and Stacey to bring forward a recommendation to the board.
8. Guests at annual conference board meeting. Vicky is inviting CCJ, COSCA and NCSC to the full board meeting on Saturday. Other guests will join at 1 p.m. Vicky is thinking those committees who report in the morning can recap committee work during introductions. At conclusion, 3:30ish, there will be a dessert networking time with partners. TJ suggests pushing guests at 1:30/2. Letters have already gone out but updates could be given once confirmations received.
9. Notification of board changes to membership. Vicky received an email from a NACM member concerned about transparency on board with regard to the vacant board seat. Vicky asked the board to approve an email to send to the full membership regarding the vacancy. T.J. BeMent cited concerns about details going to the court community creating awkwardness for the person who resigned. The board approved responding directly to the member regarding the discussions the board had but that no further action was needed. The Board consensus was the process for filling the vacancy was transparent given that the notice of the vacancy due to a resignation was included in this year's nomination materials. The Board also confirmed that the protocol should likewise be transparent if they solicit names to fill a vacancy outside of the annual conference cycle.
10. There will be no First Friday Newsletter for April since the Board meeting was this week.

### **President-Elect's Report**

*Paul DeLosh*

1. Conference Development Committee report –
  - o Paul reported that the agenda for the annual conference is being finalized; information can be found on the conference app.

- Thanks to the committee chairs who have let him know they will be having a meeting. Once he hears from everyone, he will place the meetings on the agenda.
  - Details are still being flushed out for a “Lead the Leader” with a NASJE member leading. This will take place Sunday and will be open to state association leaders as well as the general membership.
2. Paul discussed importance of booking within room block. Board suggests referencing government rate when considering the hotel contract for conference or including in future contracts that no lower rate is offered. Jennifer mentioned that the current contract shows that this is relevant to other groups, but does not take into account government or airline rates. (which is the industry norm)
  3. Paul wanted to make the board aware that the Hard Rock Hotel in Las Vegas was sold to the Virgin Group. The Hard Rock name will continue through the end of 2019. There are concerns regarding the renovations expected over the next year and a half and impact on the NACM Conference. We are working to ascertain details and remain hopeful there will not be a major impact on the conference program or amenities.

### **Secretary/Treasurer’s Report**

*T.J. BeMent*

1. Budget update – T.J. reported that nearly all receipts for Midyear Conference are in. Revenues exceeded expenses for the conference, but NACM is still carrying a negative projected balance. Some unbudgeted expenses such as books, and board travel, which is looking to be higher than anticipated will continue to impact the budget but it is hoped that a positive annual conference will reduce the final negative balance.

### **Membership Committee Report**

*Jeff Chapple*

1. Donation Solicitation of Members – Jeff raised the question about the future of NACM Cares to the board. There is some concern as to whether NACM members are being asked too many times to support ECP donations and NACM Cares in a given year, and whether donations are actually making a difference to charities?
  - a. Will Simmons suggested staggering fundraisers.
  - b. Vicky suggested perhaps they should just focus on scholarship.
  - c. Alyce Roberts stated that she supports eliminating NACM Cares.
  - d. It was determined that this would be discussed further on the committee call.
2. Scholarship Fundraiser – Fun Run Funds. Jeff questioned what is happening to the funds raised from the fun run. He feels there is a perception that the funds are going to scholarship but are actually going to operations. Jeff would like to see this as a regular stable donation to scholarship fund.
  - a. The board discussed the benefits of having fun run funds unrestricted vs. going to the scholarship fund.
  - b. Jeff Chapple made a motion that net revenue funds from the fun run be designated to scholarship funds. Dawn seconded. No discussion. All in favor, none opposed. Motion carried to have fun run net revenue to scholarship fund.

### **Governance Committee Report**

*Rick Pierce for Greg Lambard*

1. Rick Pierce presented the resolutions for consideration:
  - a. 2018 Supported Resolution #1: In Support of COSCA Resolution in Support of Principles of Bail. Rick made a motion to approve the supported resolution #1. Sarah Couture seconded. All in favor, none opposed. Resolution approved.
  - b. 2018 Supported Resolution #2: In Support of COSCA Resolution to Expand CASA Funding. Rick made a motion to approve. No discussion, dawn seconded. All in favor, none opposed. Resolution approved.

c. NACM 2018 Resolution #1: In Recognition of Maureen Conner, Ph.D. and the Michigan State University Judicial Administration Program

Rick received suggestions from board regarding this resolution. Sarah and Will are looking for clarification re: which programs are ending. Paul suggested a technical change for formatting resolutions. Rick made a motion to approve the resolution with the changes. Paul DeLosh seconded the motion. During discussion, Rick stated they will change preposition in last paragraph and in second to last paragraph will follow up to confirm whether graduate degree programs are included or whether they will be continues. Rick will also label with year adopted. All in favor, none opposed. Resolution carried.

Maureen Conner is not eligible for the Award of Merit, so that issue is resolved.

2. Operations Manual update – Julie Dybas reported that they are making good progress in updating the manual/appendices and are  $\frac{3}{4}$  way through the appendices.
3. State of the Profession Address – Rick reported that there was a meeting last Tuesday to finalize the first draft of the Address. The draft will be sent to the executive committee in April for review. Rick expects there will be a finished product in next 30 days.

### **Past President's Report**

*Scott Griffith*

1. Nominations Committee- Scott mentioned that the Immediate Past President chairs the committee and the President approves committee members. Committee normally includes another past president, a Board director, an ECP member and one other member. Alyce Roberts has agreed to serve as director. Others invited to participate include: Kevin Bowling, Crystal McCreery as ECP, Ranord Darensburg as ad hoc member. The committee should be confirmed soon.
2. Past President Conference Registration – At the midyear board meeting, the board determined past presidents would be designated as honorary members and allowed to have 1 conference complimentary per year. The next past presidents call is next week and Scott will discuss this with the past presidents and let board know the result.
3. Nomination of Candidate/Declaration of Candidacy Deadlines – Scott mentioned that the deadlines are coming up (see below).

### **NCSC Update**

*Jennifer Haire*

On behalf of the National Center for State Courts, Jennifer reported the following:

1. The transition to an outsourced accounting firm is currently taking place for all association services clients. Expense reimbursements can now be done via direct deposit.
2. KIS produced short paper on the Ethics of Search Engines and Judging. NACM Board members should have received a hard copy in the mail.
3. NCSC has updated website – it is a responsive design and easily navigable. Jennifer encouraged board members to take a look.
4. The National Judicial Opioid Task Force will have its first full meeting at the beginning of June in Indianapolis.
5. eCourts registration is currently open.
6. Janet mentioned that the board travel memo for the annual conference will be distributed mid-April.
7. Patti commented that she thinks the education program is strong for the Annual Conference.

### **New Business/Open Discussion**

*All*

1. Paul DeLosh mentioned that the Live Stream Contract with ICM will need to be revised; it calls for 3 plenaries and they have 6. Will suggested incorporating streaming of the business meeting into the contract as well.
2. Sarah Couture apologized for joining the call late.

There being no further business, the board conference call ended.

### **IMPORTANT UPCOMING DATES AND EVENTS**

- . April 5 – Committee Chairs Call, 3 p.m.
- . April 13 – [Most] Awards Submissions Due
- . April 15 – Nominations for Board Candidates Due
- . May 1 – McQueen Award Nomination Deadline
- . May 1 – Officers Call, 2-4 p.m.
- . May 3 – New Board Members Call
- . May 4 – Declaration of Candidacy Form Due
- . May 7 – Court Express Deadline
- . May 15 – Committee Recognition Award Names (2-3 per committee)  
due to Janet
- . May 17 – Trauma Awareness Webinar, 2 p.m.
- . June 5 – Board Call, 2-4 p.m.
- . July 10 – 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