

**National Association**

**for Court Management *Strengthening Court Professionals***

**BOARD CONFERENCE CALL**

**Tuesday, December 5, 2017, 2:00 pm ET**

**MINUTES**

**2:00 Executive Session**

**Present: Vicky Carlson, Paul DeLosh, Will Simmons, TJ BeMent, Scott Griffith, Jeff Chapple, Sarah Couture, Alfred Degrafinreid, Julie Dybas, Kathy Griffin, Greg Lambard, Dawn Palermo, Rick Pierce, Alyce Roberts, Jeffrey Tsunekawa**

**NCSC Staff joined call at 2:25 p.m. EST: Jesse Rutledge, Jennifer Haire, Janet Reid, Patti Tobias**

**President’s Report** *Vicky Carlson*

1. The Minutes from September 30, Board Meeting were reviewed. A motion to approve was made by Julie Dybas, second by Greg Lambard. All were in favor, none opposed and the minutes were approved.
2. Update on NACM/NCSC Master Services Agreement: As a result of discussion during executive session, Vicky called for a vote to approve the agreement with some minor changes to the scope of services with regard to the electronic Court Manager. Vicky requested for a motion to approve, Kathy Griffin made the motion. Dawn Palermo seconded. No further discussion, a vote was taken: all were in favor, none opposed. No abstentions. Contract was approved with the changes which will be forwarded to the National Center for acceptance.
3. Partner Organizations: The updated list of partner organizations was in the board packet emailed with the agenda. No discussion.
4. Strategic Planning Discussion: Focus areas for 2017-18 were distributed (derived from the planning session in Atlanta.) Vicky asked if the board had questions regarding document being doable. There being no discussion, Vicky asked for motion to approve. Paul made motion, Will seconded. No further discussion. All in favor, none opposed. Plan was adopted.

**President-Elect’s Report**  *Paul DeLosh*

1. Conference Development Committee – Midyear conference going well. On the path to selling out. Agenda for midyear is complete.
2. Planning for Annual Conference has begun. Call for proposals is planned to go out January 5.

**Membership Committee Report** *Jeff Chapple*

1. No dual member agreement to present. The committee is still working on it and will plan to present in February.

**Governance Committee Report**  *Greg Lambard*

1. Resolutions for Consideration were presented by Rick Pierce to the board for approval. All of the resolutions were adopted by CCJ/COSCA in August. All were posted for comment for 30 days, no feedback received.
	1. Supported Resolution: Opioid Abuse Task Force to Combat Opioid Package
	2. Supported Resolution: Human Trafficking
	3. Supported Resolution: Veteran’s Courts
	4. Supported Resolution: Social Security
2. Vicky asked if could adopt as a package. Asked for any concerns. Scott suggested formatting be changed prior to finalizing. Rick presented a motion to approve the 4 supported resolutions, Kathy Griffin seconded. All were in favor, no one opposed, motion carried and the supported resolutions were passed.
3. The final resolution presented added a paragraph to the Pretrial Risk Assessment Resolution passed by CCJ/COSCA. There being no discussion, Rick made motion to approve, and Alfred seconded. All in favor, none opposed. Motion carried and the resolution was passed.
4. Operations Manual update – All of the appendixes are on the website as updated last year. Julie and her committee are now working on updates and links. Will develop process as to how to update. July 15, 2017 will be the new date of revision on any of the appendices that are listed as unknown. On new website, Appendixes index will link to appendix.
5. Peter Kiefer is working on the model code update.
6. The state of the profession is being worked on as well.

**Communications Committee Report** *Dawn Palermo*

1. Webinar updates: Plain Language Nov 29. Was very successful.
2. Webinars for 2018. Not a lot of volunteers for DV Guide, so Civil Justice Initiative will be the first quarter webinar.
3. Domestic Violence Guide – this is out and was highlighted in Court Express.
4. Plain Language will be the next guide in 2018. Aurora Zamora is chairing.
5. Update on electronic version of the *Court Manager –* proof will be looked at on December 14*.*
6. *Court Manager* and *Court Express* publication deadlines – Dawn highlighted upcoming deadlines for Court Express and Court Manager.
7. Website project Update: Board received website site map and first look at home page yesterday. It is exciting to be at this point, Jeffrey T thanked everyone for their feedback. Site map created by Howell based on industry standards, feedback from board, current website analysis.
	1. Sitemap: Proposed 6 main categories. Asked if any serious concerns that something was missing. Question regarding whether can move pages, it is understood that this is the case and will be following up with Howell regarding this.
	2. Proposed Home Page: Howell group looked at content and traffic and created homepage. Jeffrey discussed the highlights briefly. The board was asked if any concerns: Vicky stated home page had a lot of dead space. Alyce asked if they were going to do a contrast test. Question as to whether the Core should be highlighted at the top. Group liked navigation and color scheme overall. List competencies under CORE so people know what it is. Next step: Beta site by December 27. Mid-January, edits due to Howell. Jeffrey will be sending more information and appreciates timely feedback.

**Vice-President’s Report** *Will Simmons*

1. Finance Committee update - Nov 16 email received notice October finances were uploaded.

**Secretary/Treasurer’s Report** *TJ BeMent*

1. Finances are good and on target for closeout of 2018.
2. T.J. also encouraged all board members to book there flights to California as soon as possible to get the best rates.

**CORE Report** *Kathy Griffin*

1. 3 of the curricula have been reviewed and updated.
2. Have received 3 volunteers from article in the Court Express to help with additional curricula reviews

**NCSC Update**  *Jesse***/***Jennifer*

1. Fines and Fees met in November and finalized products which will be rolled out early in 2018.
2. Opioid Task Force met for the first time in November. Determining what they’d like the task force to address and who they would like to participate.
3. NCSC Website is undergoing a refresh to be complete by January and are working to present data visually in a way that is more contemporary and successful.
4. 2017 Public Opinion Survey has been released and can be found on Connected Community
5. Crisis communication plan for conference will be rolled out the first of the year. Goal for the NACM board/officers to be aware of policies.

**New Business/Open Discussion** *All*

1. Michigan State University Judicial Program closure: Paul reported Kathy White sent email detailing the closure of the program. Will Simmons suggested acknowledging Maureen at the Annual Conference with a resolution. Will and Sarah will get language to Greg.
2. NACM Logo discussion: Howell has proposed branding guidelines and logos. Jeffrey has negotiated a price compatible with what thinking. After a brief discussion, a motion was made to move forward with the negotiated price of $3,400 for this work by Jeff Chapple, seconded by Sarah Couture. All in favor, none opposed. Motion carried.
3. Conference Locations for 2020 – TJ walked through presentation he had forwarded to the board previously.
	1. Annual Conference 2020: Of the two hotels in Chicago, preferred Sheraton Grand. In New Orleans, recommendation was Hilton Riverside. TJ recommended the New Orleans Hilton Riverside. TJ made a motion to accept New Orleans Hilton Riverside as 2020 Annual location. Rick seconded. All in favor, none opposed. New Orleans Hilton Riverside will be site.
	2. Midyear 2020: Charlotte was the only place good room rate and location. Did site visits with Westin and Sheraton. TJ would recommend the Westin for Midyear 2020. Room rate is $194. TJ made a motion to accept the Westin Charlotte for the 2020 midyear. Greg seconded. All in favor, none opposed. Motion carried and Westin Charlotte was approved.
4. Vicky asked if people would like to forward anything that goes into First Friday to cut down on email traffic, please send to her.

**There being no additional business, the meeting call concluded at 4:13 p.m.**

**Important Upcoming Dates and Events**

* December 14 – New Board Member Call
* January 9 – Officer’s Call
* January 10 – Committee Reports for Board Book Due
* February 9 – Officer’s Meeting at Midyear Conference
* February 10 – Board Meeting at Annual Conference
* February 11-13 – Midyear Conference
* April 13 – Awards Submissions Due
* April 15 – Nominations for Board Candidates Due
* May 4 – Declaration of Candidacy Form Due