



BOARD CONFERENCE CALL

Wednesday, June 3, 2020 – 2:00 PM ET

MINUTES

Present on Call: Will Simmons, TJ BeMent, Kathy Griffin, Jeffrey Tsunekawa, Paul Delosh, Jeff Chapple, Michelle Dunivan, Frank Hardester, Dorothy Howell, Kelly Hutton, Tina Mattison, Rick Pierce, Angie VanSchoick, Jesse Rutledge, Jennifer Haire, Janet Reid, Callie Dietz, Jude Del Preore

1. Welcome

Will Simmons

- a. Will called the meeting to order.
- b. Approval of March 31st and May 18th Minutes. Will asked for changes. Angie asked for her last name to be corrected. With no other changes, the minutes were accepted with the spelling changes.
- c. Will thanked everyone for their support and the work of NACM, as well as doing their real job.

2. President

Will Simmons

- a. Appointments to NCSC COVID Task Force Committees - NACM has been invited to have 3 people appointed to the COVID Task Force – civil, criminal, and family/juvenile subcommittees. Will asked for volunteers. TJ mentioned that Dawn Palermo has been recommended for the family/juvenile subcommittee. Will stated that he would reach out to Dawn, and requested the board recommend folks to Will and TJ. Will requested the board give authority to make appointments. Rick motioned that we gave authority to the president and officers for appointments for the 3 COVID task force subcommittees. Dorothy seconded the motion. All in favor, none opposed, and the motion carried.
- b. Appointments to #WeToo Advisory Group - TJ & Jeffrey previously submitted grants for #WeToo. We now need 3-5 people for the advisory group. Paul DeLosh, Dorothy Howell and Jeffrey Tsunekawa will serve. TJ has one additional person who may be interested, and he will let Will know. Dorothy made a motion to authorize the president to confirm



nominations to the #WeToo advisory group. Rick seconded the motion. All in favor, none opposed, and the motion carried.

- c. Annual Business Meeting Logistics – deferred to President Elect’s report.

3. **NCSC Report**

Jesse Rutledge

- a. Immense amount of work happening around the pandemic. Jesse encouraged NACM to finish determining representation on the task forces. There are currently workgroups around communications and technology. If NACM interested in participating in those groups, NCSC would welcome up to 5. The sooner appointments made, the better.
- b. Hopefully NACM has seen some of content from Rapid Response Team. Today topics include budget & finance; tomorrow is jury selection.
- c. Non-pandemic related news: recently published the National Open Data Standards. This multiyear project included NCSC and many other partners. (NODS) It provides for transparency in court operations and consistency in data standards.
- d. NCSC’s newsletter was released today. A technology infrastructure project was completed, and moved to a new content management system.
- e. Pandemic Zoom video series – 8-15 minute chats with subject matter chats on access to justice issues
- f. A status of contract negotiations was provided. Officers have met with Jesse informally regarding items that were raised. At a later meeting, they will present to the board the items that need to be flushed out.
- g. Jesse mentioned that Jude DelPreore was on the call as Callie announced her resigning to NCSC. We are going to miss Callie, but Jude will be a great replacement.
- h. Rick mentioned the webinars and information on the pandemic on the NCSC website is excellent and thanked the National Center for these materials.

4. **Communications Committee**

Charleston Carter

- a. Tyler sponsored webinars – Tyler has offered to sponsor a webinar.



- b. Conference TV proposal from WebsEdge – This is vendor that has sent information and would like to be considered along with the other companies that Association Services is approaching for an RFP.
- c. Podcasts have been received positively.
- d. There has been positive feedback about the conference going virtual. Will feels that they have been pushing information out well as to what is happening.

5. President-Elect

T.J. BeMent

- a. Virtual Experience Updates
 - i. Timing: RFP going out today for review. Comments are to be back by Friday. Proposals are going out with a return by June 17. There will be some committee members reviewing on the 18th and 19th, demos June 22, and a decision by June 29.
 - ii. After a vendor is determined, an update will be sent to members as to what to expect moving forward.
 - iii. The extended virtual experience will occur over several weeks.
 - iv. Jonathan Mattiello has received a follow-up letter for amendment. The SJI board has approved and allowed free reign of remaining SJI funds. This allows the virtual experience to be complimentary to members and nonmembers alike.
 - v. T.J. had several thoughts regarding scheduling; and most will depend on vendor pricing scheduling. He wants to move as many sessions as was scheduled virtually as well as networking, shared interest groups and a vendor virtual expo.
 - vi. There needs to be direct marketing to nonmembers and members. There will also be opportunities for vendors. More to come. Rick asked when this would start. T.J. said that he was thinking of starting in August for approx. 10 weeks. Planning for three sessions once a week that are approx. 1 hour each but will depend on costs. Rick noted this gives members more session exposure than if developed in person. All sessions will be recorded except sponsored sessions possibly.



- vii. Kathy inquired about board meeting and business meeting. T.J. is trying to determine when to do this, but thinks the business meeting should be a standalone meeting in July. It could be used as an opportunity to hype up the virtual conference
 - viii. Will mentioned the State of the Profession is in good shape and perhaps July would be a great time to have the speech - during the business meeting. TJ thinks a good use of time.
 - ix. Callie mentioned that they have been in touch with all speakers to let them know we are going virtual. Most speakers would like to go forward virtually.
- b. Business Meeting Logistics
- i. TJ expressed that he would like the business meeting held over same conference dates. We would have to notify members more than 30 days, and less than 60 days ahead. This would be the State of the Profession, awards, business meeting, committee reports and election. Ideally this would be July 13, 2020. Janet mentioned that the timeline for the virtual conference has them starting Aug 21. Rick raised concerns about the time lapse between business meeting and the virtual conference, in terms of raising momentum. Jeff agrees. TJ's concern is notifying members of the business meeting.
 - ii. TJ feels voting should be through survey monkey again. The slate of candidates should be put out in advance. If there is a nomination from the floor, we would have to modify survey monkey to add the person or allow a field for Other (fillable box). TJ mentioned having the NCSC Staff send an email telling them the business meeting was open and that they should vote.
 - iii. TJ asked if there were any objections to this plan and having meetings July 13. He plans to start sending messaging. TJ asked Janet to reach out to committee chairs for reports and slides and to adhere to timeline in place.



- c. Fair Use Statement – TJ took a stab at a Fair Use Notice for the NACM Core for Court Leader’s Advantage’s group. TJ asked if people were comfortable voting on this.
 - i. Want to be posted to website and have link to Core graphics
 - ii. Kathy says she thinks it looks great and will be good not just for Court Leader’s Advantage but also other groups that use Core.
 - iii. Jeffrey suggested having Rob Baldwin review. Angie pointed out a spelling error.
 - iv. Kathy made a motion to move forward with the Fair Use statement after review by Rob Baldwin. Jeffrey seconded. All in favor, none opposed. This passed.

6. Vice President

Kathy Griffin

- a. Kathy mentioned NASJE is willing to do the leadership seminar virtually.

7. Secretary/Treasurer

Jeffrey Tsunekawa

- a. FY2021 Budget Amendments
 - i. TJ brought up projections for 2020 to look at bottom line. He highlighted changes.
 - ii. This assumes the fall board meeting will be virtual.
 - iii. Removes all president’s travel and association services travel.
 - iv. Site visits are eliminated for the year.
 - v. Bottom line is \$263,377 in the negative.
 - vi. NACM’s Money Market would be eliminated; the operating account to be kept with a balance of \$50,000; investments would be reduced to \$344,000.
 - vii. Will said he thought TJ was thorough when he last presented the budget two weeks ago.
 - viii. TJ requested approval of the budget. Kathy maintains that the President’s travel should be in there as she thinks it is important to attend meetings.
 - ix. TJ thinks there needs to be acknowledgement pulling from investments. Janet mentioned that any change more than \$3,000



the full board needs to vote. Rick says that there needs to be a motion to approve withdrawing from investment account. Kathy thinks that the line items being changed needs to be approved.

- x. **ACTION:** TJ made a motion to move to approve the revised budget noted as board recommendation virtual conf as FY2020 budget. Rick seconded the motion. Will asked if anyone did not understand. Jeff asked about the cancellation penalty for New Orleans and when it is determined we get it back. Dorothy would like to abstain from the vote. Unanimous with one extension.
- xi. **ACTION:** TJ made a motion to approve a potential liquidation of investments. Will asked if any objections. TJ clarified that we need to be sure have at least \$50,000 cash in the operating account. Michelle asked if penalty to withdraw once or at a time.
- xii. Will asked if need to make a decision now. Janet mentioned that the operating account is currently at \$67,000 and with the payment to the Hilton of \$50K, virtual conference fees, and NCSC monthly payments are all still outstanding, so a decision needs to be made now. Dorothy says would be more comfortable if it was a fixed amount for the time being. TJ suggests authorizing a withdrawal of about \$100,000. TJ Made an amendment to his motion to withdrawal \$100,000. Overall withdrawal projected to be about \$225,000. Kathy seconded the motion with the amendment to liquidate \$100,000 from the assets. Will asked for those not in favor. Dorothy stated she would like to abstain. No nays, so the motion carries.

8. Immediate Past President

Paul DeLosh

- a. Paul encouraged folks to apply for the upcoming vacancies on the board. Will inquired how many we have. Paul said we have enough for each position.

9. Governance Committee

Rick Pierce



- a. National Agenda Update – Rick reached out to people to see if they were willing to work on this during pandemic; the committee requested it be put on pause. Rick will contact Pam Harris regarding disseminating the survey. He hopes to post questions on the COSCA listserv re: national agenda, then NASJE and CCPIO. Possible change in leadership in July to carry this forward. Hope to present in the new year.
- b. State of the Profession Address – Angie was thanked and also others who have participated. Rick feels confident that this addresses issues. The address has been cut down.
- c. Voice of the Profession Survey Distribution – Rick stated that the voice of the profession survey has been given the past two years. It has been used in a variety of ways. Paul thinks it may be useful to do it every other year or at the beginning of the year. Not sure that now is the time to ask people what they would like to do. Michelle also sees value in pausing. Not wanting to use up good will. Will agrees as does TJ. Will asked if any opinions opposite of that. There being none, the survey is paused for the summer year.

10. Membership Committee

Michelle Dunivan

- a. Michelle apologized for not copying the board on last meeting invite. The committee met and had a few things of value that came out of the meeting.
 - i. Conduct a podcast specific to membership.
 - ii. Incentives for membership. Because of current economic circumstances, we need to find a way to reach out to individuals. There are expectations that court spending will be cut back. Seeing the impact of courts focusing on operations in membership going down.
 - iii. TJ said that he thinks having the virtual experience complimentary will have the ability to do streaming ads for benefits of membership during conference, and offer the ability to follow up with registrants.



- iv. Membership 2020 – want to do \$50 membership or something. But does not think ready to discuss. TJ suggests discount code to register as a new member during the time.

11. Other Business – Will asked if any other business.

- a. Tina announced awards winners. Award of Merit - Kevin Bowling; Enhancing Justice Award - Pima County Juvenile Court's Dependency Alternative Program. Award Committee: Stacy Worby, Edwin Bell, Greg Lambard, Teresa Decker, Don Cullen
- b. TJ said that he may want to invite winners to make comments.

12. Executive Session – Will announced no need for executive session.

13. Adjourn – the meeting was adjourned at 4:08 pm



National Association for Court Management

Strengthening Court Professionals

	2019 Actual Budget	2020 Approved Budget	2020 End of April Financials	JANET's Projections	2020 Projections with virtual conf & reg fee	2020 Projections with virtual conf & no reg fee	2020 Projections without virtual conf	Board Recommendation (Virtual w/ No Reg)
Revenue								
4000 · Membership Dues/Regular	\$ 172,755	\$ 180,000	\$ 69,005	\$ 160,000	\$ 174,000	\$ 165,300	\$ 156,600	\$ 160,000
4005 · Membership Dues/Associate	\$ 17,285	\$ 14,000	\$ 6,885	\$ 12,000	\$ 16,800	\$ 15,960	\$ 15,120	\$ 12,000
4010 · Membership Dues/Sustaining	\$ 4,300	\$ 4,500	\$ 2,500	\$ 4,500	\$ 5,400	\$ 5,130	\$ 4,860	\$ 4,500
4015 · Membership Dues/Retired	\$ 1,340	\$ 1,600	\$ 650	\$ 1,200	\$ 1,440	\$ 1,368	\$ 1,296	\$ 1,200
4025 · Membership Dues/Student	\$ 315	\$ 245	\$ 35	\$ 35	\$ 210	\$ 200	\$ 189	\$ 35
4030 · Membership Dues/DUAL	\$ 8,150	\$ 14,000	\$ 5,850	\$ 8,000	\$ 9,285	\$ 8,821	\$ 8,357	\$ 8,000
4035 · Membership Dues/eLimited	\$ 315	\$ 245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Membership Dues TOTAL	\$ 204,460	\$ 214,590	\$ 84,925	\$ 185,735	\$ 207,135	\$ 196,778	\$ 186,422	\$ 185,735
4050 · Scholarship Fund	\$ 3,604	\$ 3,000	\$ 645	\$ 2,145	\$ 645	\$ 645	\$ 645	\$ 2,145
4065 · Donations/Other	\$ 90,300	\$ 90,000	\$ 29,705	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
4070 · Interest Income/Regular	\$ 25,313	\$ -	\$ 26	\$ 26	\$ 25	\$ 25	\$ 25	\$ 26
4080 · Unrealized Gain/Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4090 · Fees and Registrations	\$ 507,501	\$ 437,000	\$ 114,600	\$ 109,245	\$ 177,995	\$ 109,245	\$ 109,245	\$ 109,245
4095 · In-Kind Registration	\$ 44,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4100 · Social/Other Income	\$ 8,715	\$ 10,000	\$ 570	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
4110 · Vendor Income	\$ 235,490	\$ 235,000	\$ 78,000	\$ 60,000	\$ 78,000	\$ 78,000	\$ 40,600	\$ 37,400
4120 · Sponsorship Income	\$ 108,750	\$ 108,750	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 19,000	\$ 28,000
4130 · Grant Income	\$ 156,350	\$ 156,350	\$ -	\$ 155,850	\$ 95,168	\$ 155,850	\$ 31,168	\$ 155,850
#WETOO Grant	\$ -	\$ 113,346	\$ -	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346
4140 · Advertising Income	\$ 12,003	\$ 13,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
4150 · Publication Sales	\$ 2,081	\$ 500	\$ 675	\$ 800	\$ 700	\$ 700	\$ 570	\$ 800
Total Revenue	\$ 1,398,657	\$ 1,381,536	\$ 356,146	\$ 770,267	\$ 816,134	\$ 797,709	\$ 597,141	\$ 728,667
Expense								
5100 · Travel/General	\$ 39,457	\$ 69,217	\$ 23,011	\$ 47,000	\$ 23,011	\$ 23,011	\$ 23,011	\$ 23,011
5105 · Travel/President	\$ 9,398	\$ 15,000	\$ 4,447	\$ 4,447	\$ 4,447	\$ 4,447	\$ 4,447	\$ 4,447
5110 · Travel/Officer	\$ 1,432	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
5120 · Travel/Site Visit	\$ 5,519	\$ 4,000	\$ (710)	\$ (710)	\$ (710)	\$ (710)	\$ (710)	\$ (710)
5125 · Travel/Association Serv.	\$ 15,359	\$ 16,549	\$ 3,010	\$ 5,000	\$ 3,010	\$ 3,010	\$ 3,010	\$ 3,010
5130 · SJI Speaker Travel	\$ 15,354	\$ 15,500	\$ 5,668	\$ 5,668	\$ 5,668	\$ 5,668	\$ 5,668	\$ 5,668
5200 · Honoraria	\$ 15,146	\$ 20,000	\$ 5,500	\$ 13,500	\$ 9,500	\$ 13,500	\$ 7,750	\$ 13,500
5300 · Conference Expenses	\$ 45,047	\$ 29,599	\$ 22,807	\$ 145,745	\$ 89,063	\$ 145,745	\$ 26,563	\$ 145,745
5310 · Food and Beverages	\$ 431,506	\$ 366,116	\$ 60,803	\$ 85,803	\$ 110,803	\$ 110,803	\$ 110,803	\$ 110,803
5320 · Audio Visual	\$ 80,000	\$ 68,500	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
5400 · President's Discretionary	\$ 537	\$ 2,000	\$ 690	\$ 1,090	\$ 1,090	\$ 1,090	\$ 1,090	\$ 1,090
#WETOO Grant	\$ -	\$ 113,346	\$ -	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346	\$ 113,346
5600 · Scholarships	\$ 5,420	\$ 6,410	\$ 274	\$ 3,274	\$ 2,774	\$ 1,774	\$ 1,774	\$ 3,274
5650 · Awards	\$ 853	\$ 1,300	\$ -	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
5700 · Presidents Gifts	\$ 170	\$ 400	\$ -	\$ 300	\$ 400	\$ 400	\$ 400	\$ 300
6000 · Telephone	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6010 · Webinars	\$ 2,428	\$ 2,988	\$ -	\$ 2,988	\$ 2,988	\$ 2,988	\$ 2,988	\$ 2,988
6200 · Postage	\$ 2,662	\$ 3,900	\$ 1,682	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
6300 · Printing/Photocopying	\$ 11,290	\$ 12,625	\$ 2,770	\$ 12,723	\$ 12,723	\$ 12,723	\$ 12,723	\$ 12,723
6400 · Office Supplies	\$ 121	\$ 100	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
6410 · LinkedIn	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6500 · Insurance Expense	\$ 7,508	\$ 8,200	\$ 3,349	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200
6600 · Consultant	\$ 47,013	\$ 47,705	\$ 12,723	\$ 25,205	\$ 25,205	\$ 25,205	\$ 25,205	\$ 25,205
6610 · Audit Fee	\$ 10,480	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
6700 · Website Devp/Internet Exp	\$ 6,568	\$ 6,500	\$ 2,238	\$ 6,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,500
6800 · Credit Card Fees	\$ 21,180	\$ 17,000	\$ 3,875	\$ 7,000	\$ 12,000	\$ 8,000	\$ 8,000	\$ 7,000
6810 · Licenses & Fees	\$ 181	\$ 1,085	\$ 158	\$ 1,085	\$ 1,085	\$ 1,085	\$ 1,085	\$ 1,085
6820 · Admin Supp/Contract Fee	\$ 393,079	\$ 403,383	\$ 130,738	\$ 378,859	\$ 378,859	\$ 378,859	\$ 378,859	\$ 378,859
6950 · Depreciation	\$ 4,433	\$ 4,000	\$ 1,478	\$ 4,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,500
5135 - Grant Match-Speaker	\$ -	\$ -	\$ 2,250	\$ 2,250	\$ -	\$ -	\$ -	\$ 2,250
7000 · Grant Match-Travel	\$ 5,621	\$ 15,500	\$ 1,313	\$ 1,313	\$ 1,313	\$ 1,313	\$ 1,313	\$ 1,313
7010 · Grant Match-Honorarium	\$ 44,396	\$ 15,000	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -
7020 · Grant Match-Audio Visual	\$ 97,856	\$ 68,500	\$ 27,737	\$ 27,737	\$ 67,737	\$ 27,737	\$ 27,737	\$ 27,737
7030 · Grant Match-Admin Support	\$ 67,857	\$ 69,214	\$ 23,071	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Total Expense	###	\$ 1,408,136	\$ 358,882	\$ 993,023	\$ 976,712	\$ 988,394	\$ 863,462	\$ 992,044
Change in Net Assets	\$ 8,788	\$ (26,600)	\$ (2,736)	\$ (222,756)	\$ (160,578)	\$ (190,685)	\$ (266,322)	\$ (263,377)
Investment Income								
4080 Net Gain/(Loss) on Investment	\$ 91,067	\$ -	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518
Final year:	\$ 99,855	\$ -	\$ (60,175)	\$ (60,175)	\$ (60,175)	\$ (60,175)	\$ (60,175)	\$ (60,175)
		\$ (26,600)	\$ (61,393)	\$ (281,413)	\$ (219,235)	\$ (249,342)	\$ (324,979)	\$ (322,034)