



**NACM BOARD OF DIRECTORS  
MIDYEAR CONFERENCE MEETING  
SATURDAY, FEBRUARY 4, 2017  
PORTLAND, OREGON**

**MEETING NOTES**

*In Attendance NACM:* Scott Griffith, Vicky Carlson, Yolanda Lewis, Paul DeLosh, Alyce Roberts, Dawn Palermo, TJ BeMent, Hon. Kevin Burke, Alfred Degrafinreid, Kathy Griffin, Jeff Chapple, Jeffrey Tsunekawa, Greg Lambard, and Julie Dybas

*In Attendance NCSC:* Jesse Rutledge, Jennifer Haire, Patti Tobias, and Janet Reid

Scott welcomed everyone and called the meeting to order.

**PRESIDENT'S REPORT - SCOTT GRIFFITH**

- The Board Call minutes from October 29, 2016 and December 6, 2016 were presented for consideration.
  - *Kathy moved to accept the minutes as written. Yolanda seconded and the motion carried.*
- Scott shared details of February 3, 2017 Officer's Meeting. He noted a change in format where Officers met in the morning and were joined by NCSC staff after lunch. Scott reported that discussion at the meeting was focused on the strategic priorities.
- Scott thanked Committee Chairs for their work on Committee Progress Reports. He acknowledged the desire but difficulty in attending all committee calls. To demonstrate the commitment of the Officers to the work of the committees, each Officer has been assigned as a liaison to specific committees to be a resource and participate on calls. Liaisons are as follows:
  - Scott – Governance Committee
  - Vicky – Membership Committee
  - Yolanda – Ethics Committee
  - Paul – Communications Committee
  - Stephanie – ECP Committee
- Scott then provided an update on the Conference of Chief Justices Midyear meeting. He reported that NACM was warmly welcomed and that he had the chance to speak to the Court Management Committee about several key NACM projects, including the State of the Judiciary Address and the Futures work being done by Peter Kiefer and Phil Knox.
- Scott then raised the issue of NACM partnerships. Discussion followed which included a recommendation that the practice of sending only the current president to CCJ/COSCA

meetings be amended to also include the President-Elect so as to create an opportunity for that person to begin making relationships with CCJ and COSCA leadership. This will be discussed with National Center staff in terms of protocol.

- Scott then moved to formally record the recent electronic vote of the board via election buddy:
  - *Action: The Officers propose that the Board approve a delay in the transition of the Court Manager to an electronic format in order for additional information to be gathered by the Communications Committee and NCSC staff. Results: Yes – 14; No – 0; Abstain – 0.*
  - *Action: The Officers propose that the request to advertise in Court Express be granted and that the rate of \$250 per advertisement per edition apply. Results: Yes – 14; No – 0; Abstain – 0.*
- Scott shared that he and Jesse continue to discuss the Master Services Agreement.
- Scott referred members to the recently received proposal from Michigan State University to establish a 5-year relationship with NACM to support MSU Judicial Administration Certification programs at NACM conferences. Board members were requested to review the proposal for a discussion on the next board call.

#### **CONFERENCE DEVELOPMENT COMMITTEE – VICKY CARLSON**

- Vicky reported on the Midyear Conference, noting that, as there will be no greeters at the conference, Board Members were being asked to meet three people they don't know and engage with them throughout the conference. Also new this year will be the Vendor Forum and social hour with the vendors, which replaces the hospitality suite. Vicky also shared NACM will add Facebook Live Streaming in addition to the regular live streaming sessions.
- Vicky shared NACM received a request from Miguel Willis, a law school student from Seattle, requesting waived Midyear Conference registration fee. Mr. Willis runs a blog. While typically NACM would not offer such, the Officers thought it a good opportunity to engage law students and millennials through this student's blog as well as asking him to write an article for Court Manager. Mr. Willis will write an article for his blog, serve as a conference Host and Reporter, and join NACM as an e-Member.
- A meeting will be held during the conference to include Scott, Vicky, Paul, Patti and representatives from CITOC and JTC to discuss a possible partnership between the groups. The partnership is to be focused on the development of technology proposals.
- Vicky then coordinated presentations by Attendify and Guidebook for the Board so that all could see examples of a conference app. Following the demonstration from the two firms,
  - *Vicky moved to select Attendify to provide conference app services. Greg seconded. The motion carried.*
- Vicky noted that Conference Development Committee has been discussing options for vendors to sponsor educational tracks at conferences and that the committee is considering one to two sessions in July.
  - *Vicky moved to allow the Conference Development Committee chair to work with the Educational Consultant to draft a proposal for this. The motion was seconded by Yolanda and was carried.*
- Vicky will conclude her report later in the day.

## **FINANCE COMMITTEE – YOLANDA LEWIS**

- Yolanda directed members’ attention to the Scholarship Sustainability Plan for ECP. She shared the recommendation was made to set a fundraising target of \$2,500 for each year with \$700-\$1,000 provided in scholarships with remaining funds held for future years to ensure sustainability. While no scholarships would be funded in 2017, any raised funds would be held for 2018 to start scholarship funding at that time. Paul and Janet will determine how best to account for a project moving forward. It was noted additional discussion may be needed regarding several aspects of the issue. Also discussed was whether members should receive a report on how their investment in scholarship funding made a difference. ECP and the Finance Committee will come up with suggestions on this. It was clarified that funds raised from ECP fundraising efforts may be awarded to any NACM member (not just ECP).

## **SECRETARY/TREASURER – PAUL DELOSH**

- First Friday: Paul shared that he worked with Scott and the First Friday communication will include information about inner workings of the budget including report highlights and contracts such as the telephone contract highlighted in the most recent edition.
- Budget: Paul shared the 2016 Budget ended up in the black and reminded the Board the 2017 budget was approved with the projection of a deficit. Following the Board’s official approval of the budget however, additional expenses (travel, *Court Manager* printing costs, etc.) will have more negative impact on the budget. Paul shared he will be inviting the Immediate Past President, Stephanie Hess, to analyze budget from previous year to help with future preparation of budget as well as planning.
- Grants: Paul shared the SJI Grant for the 2017 conferences was approved. He noted the 2016 conference grant has been paid down to \$0.00. Cash match, however, was not met because Wi-Fi expenses were waived in Mobile. Paul will call Jonathan Mattiello to see how to settle the issue.
- Google Site: Paul shared that the Google site may be replaced with documents stored on the National Center’s Connected Community platform. He will investigate the possibility with Center staff and report back to the Board. Since the Google calendar can be accessed through Gmail, there may not be a need to keep the Google site active if storage on the Connected Community works.

## **GOVERNANCE COMMITTEE – TJ BEMENT**

- TJ reviewed report and suggestion from the Ethics Committee to create a Vendor Liaison Committee to work with Stacey Smith and invite feedback from vendors.
  - *After discussion, TJ moved to table creation of Vendor Liaison Committee recommendation until the Vendor Forum on Monday with exhibitors. Greg seconded and the motion carried.*
- TJ reported that the committee continues its work on the Operations Manual including review of appendices with focus on policies. A revised set of appendices will be presented in July.
- TJ reported that NACM received resolutions recently adopted by CCJ that will be sent to the Resolutions Review committee and included on the website and published in Court Express by February 13 for review by membership to meet the 30-day review cycle.
- TJ shared the committee’s goal is to have the State of the Profession Address completed in time for delivery of an executive summary of the address by the NACM President at the

Annual Conference. A longer version of the address will also be created for inclusion in the Conference Edition of the *Court Manager*.

#### **COMMUNICATIONS COMMITTEE – DAWN PALERMO**

- Court Express: Dawn noted that the deadline for *Court Express* submissions is February 13. It will be distributed February 28. She encouraged anyone with content to contact Kelly Steele.
- Court Manager: Dawn shared that discussion of moving to an electronic journal continue. The subcommittee has received a proposal from Mellen Street. She noted that since NACM still needs to find out what members want in an electronic journal, a survey will be developed.
- Dawn shared that five (5) copies of the *Court Manager* are mailed to authors. While a common practice, the recommendation was made to ask authors if they'd like copies and/or an electronic copy. A further suggestion was made to send "Thank you" card to all authors as is a similar practice of the Center with Court Trends article authors.
- Joint NACM/IACA Journal: Dawn shared that there seems to be support for a joint post-2017 Annual Conference journal, with NACM's to be in print and IACA's to be electronic. The cover will include the conference logo and include a joint letter, history and purpose of both groups. Lastly, while journal will include some of the same articles, each organization can use its own discretion for all articles included.
  - *Alyce moved to pursue this approach. Vicky seconded and the motion carried.*
- Webinars: Dawn shared that the first webinar, Inclusion in the Workplace & Justice in the Courts: LGBTQ Considerations, is scheduled at 2:00 PM on February 24, 2017. The next webinar will focus on emergency preparedness and be held before June 30, 2017. The third webinar will be a follow-up to TJ's and Janet Cornell's presentation at the Annual Conference on recently the revised Court Administrator, A Guide.
- Finally, Dawn shared that the Electronic Records Management Guide for the Judiciary has been posted on the website and that the NACM Domestic Violence guide is currently being updated.

#### **MEMBERSHIP COMMITTEE – JEFF CHAPPLE**

- Jeff highlighted the recent revision to the website's home page and reported on the project to review the website. He also shared that we will not have a table at this year's Midyear Conference, but that there is a plan to contact registered attendees who are non-members after the conference.
- Jeff also shared that one of the strategic initiatives for the committee is a target membership campaign. The committee will be analyzing members in each state and will also consider a new opportunity is being researched, that being LinkedIn targeted text ads.

#### **PARTNER UPDATE**

Scott then welcomed visitors to the meeting. Visitors included:

- Kevin Bowling, Global Advisory Committee, Joint Technology Committee
- Jim Beight, American Institute of Architects
- Honorable Russ Otter, American Judges Association
- Irene Bizzoso, National Conference of Appellate Court Clerks
- David Boyd, COSCA liaison to NACM

- Sheryl Loesch and Norman Meyer, International Association for Court Administration
- Elaine Borakove, Justice Management Institute

Each partner gave a brief report on their organization's activities.

#### **CONFERENCE DEVELOPMENT COMMITTEE CONT'D. – VICKY CARLSON**

- Vicky reported that planning for the Annual Conference is moving along well. There was a great response to the call for proposals, with over 120 being reviewed. Norman Meyer reported that IACA is very pleased.
- The possibility of a travel ban resulting from the recently signed Executive Order was discussed.
- Patti Tobias reported on her efforts to enrich faculty development resources through the development of a cadre of judicial educators who can provide one-on-one assistance to faculty.

#### **NATIONAL CENTER FOR STATE COURTS (NCSC)**

- Jesse Rutledge extended warm regards from Mary McQueen, who is at the ABA meeting in Miami. Jesse provided brief updates on several projects, including: Minority Engagement; Courting Justice; Task Force on Fines, Fees and Bail Practices; and State of the State of the Courts. Hel also noted that CourTools Measure 7 has been updated.
- Jesse also shared that the 2<sup>nd</sup> Court Hack is scheduled for April 22-23 in New Jersey and the National Center is currently looking for problem sets to test/hack.
- Jesse shared the Court Technology Conference is scheduled for September 12-14, 2017 in Salt Lake City, Utah.
- It was noted that Integrated Justice Information Systems (IJIS) is looking for new Executive Director. They currently have over 100 industry partners and 200 associate members. There National Symposium will be held in March in Arlington, VA. The IJIS Courts Advisory Committee is doing very well. Topics that came out of the 1<sup>st</sup> Court Hack in 2016 are still being discussed.

#### **CORE COMMITTEE – KATHY GRIFFIN**

- Kathy reported that committee recently approved a process to govern the review of each of the curricula. She requested an announcement be made at the Midyear Conference that anyone with expertise in any of the curricula and an interest in serving as a reviewer to let her know.
- Kathy shared the committee is working on PowerPoints for each of the Core curricula and noted there will be a presentation at the Midyear Conference.
- Finally, it was shared that recordings of overview presentations for two of the curricula are ready to be posted. These were created as an added benefit as to how and why the curriculum is used.
- It was suggested each breakout session indicate which curricula of the Core is being addressed—possibly used on the Attendify App.

#### **IMMEDIATE PAST PRESIDENT’S REPORT – SCOTT GRIFFITH FOR STEPHANIE HESS**

- Scott reported on behalf of Stephanie Hess. He noted that the nomination process and the Board member exit interview will be discussed on next call.

#### **NEW BUSINESS**

- Scott thanked Alfred for his work on the drafting and acceptance (on behalf of the Board) of the MOU with the American Institute of Architects.
- Scott shared that NCSC received a three-year grant from SJI to address long-range policy and planning issues related to pretrial program improvements. NCSC is looking for two people from NACM to serve on an advisory board. Scott will send an abstract to Board members and asked them to let him know if they are interested, or if they know anyone who is interested.
- A brief discussion took place as to the timing of committee awards. It was noted that each committee chair is responsible for nominating person they feel worthy of recognition. It was further noted that forms need to be updated.

There being no other business to conduct, the meeting was adjourned.