BOARD MINUTES
June 4, 2024 – 3:00 PM ET

Present: Kristie Collier, Dawn Palermo, Greg Lambard, Cheryl Stone, Creadell Webb, Jeffrey Tsunekawa, Rick Pierce, Brandon Kimura, Nicole Garcia, Tina Mattison, Kelly Hutton, Roger Rand, Nate Mingo, Jude Del Preore, Jennifer Haire, and Erin Carr

1. **President**
   a. Minutes from April 4 are approved as submitted.
   b. NCSC Board will meet on August 2nd. Rick went to a Congressional Briefing that everyone can read about in the First Friday newsletter.
   c. Rick asked that the board get committee award nominations to Erin by Friday.
   d. Committee slides due by June 21 to Erin.

2. **President-Elect**
   a. Tina shared a conference development update with the Board.
   b. Los Angeles Superior Court has some budget cuts and were originally sending quite a few people and now are not. It doesn't seem to have affected the hotel and registration according to the pace report.

3. **Vice President**
   a. Nothing to report.

4. **Secretary/Treasurer & CORE® Committee**
   a. Greg asked the Membership Chairs why only four conference scholarships were approved. They are going to follow up with the committee and see if it's possible to award more according to the SJI grant.

5. **Immediate Past President**
   a. Jeffrey noted that Jude has gathered all of the past president photos and board accomplishments.
   b. Board nominations close on Friday.

6. **Membership Committee**
   a. Membership survey – it was discussed to combine membership survey with the Voice of the Profession survey. Governance has been working on the survey.

b. New member onboarding call – one more call this month before the conference. They are going well and membership is appreciative of everyone from the board who has attended and shared what their committees are doing.

c. An announcement regarding SWAG was sent out a few weeks ago. Cheryl is working on loading the new logos into Amazon.

d. Whitney is working with Katie to get information and plan for the ECP reception at Annual.

7. **Governance Committee**
   a. Operations manual updates – Brandon provided the board with the updates that were done in the [submitted manual](#).
      i. Brandon will draft another update to the Operations Manual regarding membership cancellations and refunds.
      ii. **Greg made a motion to approve the Operations Manual as submitted**. *Tina seconded the motion*. All in favor, none opposed. **The motion is approved**.
   b. Proposed amendment to bylaws – Brandon shared that a little more than a year ago there was a proposed amendment to NACM's mission. It incorporated DEI aspects and changed a few court-related terms. In the process it cleaned up and omitted some other language that was present. It was posted for comment and comments were received – some were strong against the language mainly on items that were to be removed. The board decided to pull the proposal and not get a vote on it last Annual. There was a committee formed after the Annual to work on the language, but ultimately came up with the same. The amendment to the Vision statement now is just adding the word "inclusive". Governance is asking the board if they should post the new Mission and Vision statements for comments. Rick shared that the officers discussed and agreed to move forward with the process.
   c. Nicole shared that the Governance committee doesn't feel the membership and voice of the profession survey should be combined. The VoP survey will be distributed by QR code, email, and through push notifications in the app. The membership survey would be distributed via renewal emails and membership receipt emails. Kristie asked for clarification on when data would be collected then for the membership survey. The board agreed they would collect rolling information all year and compile results at the end of July.
   d. Governance is working on the Voice of the Profession survey and trying to make it shorter to see if they can get a higher completion rate.
   e. Ethics Code Review is going well. They're aiming to have it completed before the conference.
   f. State of the Profession – Working on an editing the state of the profession. All final comments are to be submitted to Nicole by 6/6. The goal is to have it done by the middle of June.
   g. Sponsored Webinar Policy – republication policy. **Brandon made a motion to adopt the amendments to the sponsored webinar policy as proposed**. *Dawn seconds the motion*. All in favor, none opposed. **The motion passed unanimously**.

8. **Communications Committee**
   a. July 8 Court Manager articles are due and will be published by August 2. Fall edition will be conference edition.
   b. Court Security Guide – Nate reported that the guide is primarily completed in draft form.
   c. Roger sent the Board the AI Guide draft. JTC is asking that the NACM board review the guide and provide guidance by June 10. A follow-up webinar will be on September 25.
      i. Roger shared that the initial site where the AI Guide would be published was flagged for spoofing. NCSC recommended that NACM use Adobe InDesign to publish the Guide. The AI guide will be updated yearly to incorporate new changes that can be submitted to the NACM email address. The cost would be $238/year/person. Roger recommended that two licenses be purchased – one for Erin and one for the chair.
   d. Document Library Proposal – Always Be Creating provided a proposal to the website committee and followed up with John. At the next website committee meeting he will be answering additional questions and provide further detail. This will combine NACMs two existing document libraries and place all of the long-term storage needs for Court Manager and Court Express permanent. Jeffrey will try to get all questions answered at the July website meeting in order to have a vote at the pre-conference meeting.
   e. **Roger made a motion that NACM purchase two $238 licenses per year for the purposes of subscribing to Adobe InDesign purpose of making and creating NACM publications**. *Nicole seconded the motion*. All in favor, none opposed. ***The motion passed unanimously***.
   f. There's a webinar next week on Increasing Court Appearance, August 29 Tyler Technologies, September 12 is the DEI webinar, October 22 State Courts in Focus, and an AI Guide webinar at some point too, then January will be the next CORE webinar.

9. **CORE Committee**
   a. A CORE Unleashed training will take place in Wyoming in late August. Awaiting information from Nevada to schedule their training.
   b. The January webinar will either be on education, operations management, or one other topic that hasn't been presented lately.
   c. The NCSC graphic designer is working on the executive summaries.
   d. CORE Trainers – For the first list of core trainers the next step is having a meeting to go over what it means and how it works, then decide who will go to Nevada to do the training.
   e. Exploring IT Curriculum – CORE committee will go to JTC to see what should be included in that curriculum.

10. **DEI Committee**
    a. Equity and Fairness in the Courts meeting that no one from board was able to attend, Roger asked someone from his court who attended to report back.
    b. There will be a few sessions at Annual on DEI, an article in Court Manager authored by Creadell, and the webinar Dawn mentioned earlier.

    c.   Creadell reminded Roger to share about an inclusivity training that will be happening in Roger's court. It will be on best practices to improve workplace inclusion for your workforce. In attendance will be all NACM members from his court that will be doing the exercises on communication, policies, and review tactics in various breakout sessions.

11. **NCSC Report**
    a.   Jennifer shared that the @The Center Newsletter went out and included association conferences. Stacey sent an email to the exhibitor list advertising all exhibit/sponsor opportunities available.

12. **Other Business –** Cheryl asked if conference interviews will be needed again. Tina thought it would be good to have them.

13. **Executive Session –** not needed.

14. **Adjourn –** The board adjourned at 4:51 pm ET.

Recording: https://nationalcenterforstatecourts.box.com/s/t83scxyi8n1q7yhkw5wd44e6jrflj0d9