



ANNUAL BOARD MEETING
MINUTES
July 20, 2024

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

Not present: Kristie Collier and Nate Mingo

1. President

- a. Minutes from the June 6 Board meeting are approved as submitted.
- b. Officer meeting recap: Officers of NACM will meet with NCSC Board next March. NCSC is looking at revising the Court Solutions Conference. Rick will meet with Mary and the rest of the NCSC Board at CCJ/COSCA. Mary McQueen and Jeff Shorba will not be able to make it due to cancelled flights.
- c. Rick reviewed how the business meeting and bylaw vote will go. Voting will be open when announced and closed at recess of the meeting.

2. President-Elect

- a. Tina reviewed some conference updates with the board. The Louisiana association paid for NACM to have a jazz band at the welcome reception that will be a part of the second line into the welcome reception.
- b. Tina reviewed The NACM Game with the board.

3. Vice President

- a. Kelly shared 2025 conference planning information via email with the board.

4. Secretary/Treasurer & CORE® Committee

- a. Greg shared that the investment account has an increase of 45K and that the budget is doing well.
- b. Curriculum reviews are very successful for IT and DEI.
- c. Wyoming will hold an SJI funded CORE Champion training. Getting close to having an SJI training set up in Vermont. CORE committee has also been approached by Washington state to have a training, but they would pay. PA expressed interest as well as Nevada.
- d. Greg is working on training more CORE presenters so multiple trainings can happen at the same time.
- e. Greg is a rep on the IJIS committee. They discussed several IT groups getting together and having an IT award.



- f. Val and Greg will go on site visits in a few weeks to Albuquerque and Oklahoma City to look for a location for Midyear 2026.

5. Immediate Past President

- a. Past Presidents will get together for lunch on Tuesday.
- b. Nominations will do interviews on Sunday. Secretary/Treasurer, three three-year board positions, and one one-year board position. They will interview five people for the board positions. One person on the committee will not be able to participate so there will be four on the panel.

6. Governance Committee

- a. Bylaw amendments are out for comments. Received about 6 comments, several were supportive, one was critical of the mission statement. Brandon confirmed that the board was okay with moving forward with the vote during the business meeting.
- b. Voice of the Profession is completed and will launch Monday morning.
- c. Operations Manual update: 1.8 Membership Fee Refund Policy - Membership Fees: Membership fees are non-refundable and non-transferable for all membership categories, including joint memberships. Exceptions: For regular and associate memberships only, you can request a partial refund of 100.00 if you cancel within 30 days of purchasing your membership at full price and have not used any discounts or benefits.
 - i. Regarding membership cancellation – Jeffrey recommended removing the statement on transferability and to just stay silent on that matter. Rick would prefer to add transferability of membership to the operations manual.
- d. Brandon amended the section to read, “Membership Fees: Membership fees are non-refundable for all membership categories, including dual memberships. Exceptions: For regular and associate memberships only, you can request a partial refund of 100.00 if you cancel within 30 days of purchasing your membership at full price and have not used any discounts or benefits.”
 - i. **Nicole made a motion to approve the operations manual addition as amended.** *Tina seconds the motion.* Jeffrey made a clarification that the language should read dual membership instead of joint membership. All in favor, none opposed. **The motion passed unanimously.** Brandon will forward the updated operations manual to Erin and Nicole for posting.
- e. The model code of conduct was amended. **Brandon made a motion to approve the proposed model code of conduct for court professionals.** *Cheryl seconded the motion.* All in favor, none opposed. **The motion passed unanimously.** Brandon will forward the information to Erin to be posted.

7. Membership Committee



- a. In January Cheryl started transferring membership chair duties to Kristie so she is up to speed. The new swag is out in the NACM store.
- b. There were 11 scholarships that were given for the annual conference.
- c. Cheryl shared updated membership numbers with the board.
- d. Cheryl shared that the federal system gives quite a bit of time to give more than a land acknowledgement to talk about their tribe and the significance of the land/location.

8. Communications Committee

- a. Court Express and Court Manager deadlines are on the website. Janet needs members to highlight for the CE, and any new opportunities for people to get involved in committees.
- b. The next Court Manager will be released soon. IACA has an article, WFH article, social media committee wrote an article, Melinda and Mandy did a review of the ICM Fellows program for members. The fall issue will contain information on the annual conference.
- c. Court Security Guide revision and AI Guides will be rolled out this week. The QR code will be available at Roger's breakout session on the AI Guide. Erin will send out an email with a press release as well. There will be no guides in 2025.
- d. The next webinar is Tyler. Dawn is looking for a host for that one. DEI webinar is on Sept 12 with Creadell and Zenell presenting. October 22 is State Courts in Focus with Brennan Institute. November 25 is the AI Guide webinar. Dawn asked Joe Fazari to be the host and is waiting for confirmation. The CORE guide will be in January and a date will be decided by the committee.
- e. Social media committee is very successful and posting a lot.
- f. Podcasts are being released regularly.
- g. If anyone has ideas for webinars in 2025 with potential speakers send them to Dawn.
- h. Jeffrey sent out the [website analytics report](#) and an [estimate for the document library](#) via email. Roger and Jeffrey discussed with the vendor requesting a fully enclosed system so people will need to login to access member only items for \$15,920. The document storage solution would be amazon web services (AWS). The time for completion would be 3-6 months so it would be done by the end of the year. A subscription cost would be paid to AWS yearly. Roger noted there would be no increase in cost from Always Be Creating, the increase would be adding the cost of AWS. Kelly suggested the Board create a strategic plan for the website. Dawn suggested doing a webinar in June reviewing the NACM website and products. **Greg made a motion to approve the website proposal as presented. Kelly seconded the motion.** Creadell asked if something were to go wrong with Amazon in the future, is there flexibility moving it somewhere else. Roger responded that it can be moved but right now they are the least expensive and most secure at this time. **All in favor, none opposed. The motion passed unanimously.**
- i. Dawn will work on press releases for the new board and awards once that is announced.

9. DEI Committee



- a. The DEI committee has had a very successful year. They have a regular following and did a survey recently and have 27 people that signed up to be on the committee for 2024-2025.
- b. They set goals to increase website resources and feel they have the most on the website.
- c. They've been pushing information out at conferences via breakout sessions.
- d. One of the largest undertakings they did this year was the inclusivity training. On June 20th they provided the training to Multnomah Courts. It was a 3-hour training with 60 people present. Roger was on site and Creadell joined virtually. Roger included the feedback in the board book. The majority was positive, but some felt the training wasn't strong ("radical") enough. They provided tools and best practices that court supervisors could use immediately.

10. **NCSC Update** – Mary McQueen was not able to attend the meeting due to flight cancellation.

11. **New Business/Open Discussion** – Erin reviewed the app questions

12. **Partner Reports**

- a. Roger gave an update on the Global Advisory Committee. He included a PowerPoint in the Board book.
- b. Roger shared the agenda for JTCs meeting tomorrow that will include Paul DeLosh taking over as new co-chair. There is an opening for a NACM member on the JTC. There are standing discussions on priority topics, cybersecurity is one of them.
- c. Greg shared that IJIS is partnering with NACM and other agencies to create an IT award. They're doing a series of webinars on IT related subjects.
- d. John Bello is in attendance representing NAPCO. This year NAPCO transitioned executive director leadership from Gordy Griller to John. They've been looking at how to make NAPCO more relevant. Leading in a Time of Unprecedented Change is their theme for their conference this year.
- e. Luis Palma from IACA shared that they had their live conference in Argentina with 41 countries present. Serbia is interested in hosting a conference next year. IACA hopes to work jointly with NACM on Artificial Intelligence. He finishes his term in November and Pam Harris will become President.
- f. Sean O'Sullivan shared that CCPIO just finished their 2024 annual meeting. They had one of the best turnouts at their conferences in a few years. He shared that their focus is getting the word out from the courts. They did a large session with Judge Schlegel, a session on public perception of the courts, a session on community engagement, better use of public spaces in the courthouses, crisis response and high-profile cases at their conference.
- g. Jeff Schrade shared that NASJEs conference is in Tempe AZ this year. They have a membership of about 300 and will get about 100-130 in Tempe. Steven Feiler will be succeeding Jeff as President at the conference. Christy Christopherson will be President-Elect. Jeff will be presenting the Leadership Seminar tomorrow afternoon. Jeff commended NACM for infusing



CORE competencies into the membership/profession through the CORE Champion program. NASJE is building a set of self-study programs for core competencies for judicial educators. They're also building a database to have access to high-quality faculty and speakers.

- h. Jeff Shorba was not able to attend due to a cancelled flight, but Rick sent his report via email.
- i. Rick shared that the letters from CCJSCA, SJI, and NCRA are included in the board book.

13. **Executive Session** – not needed

14. **Adjourn** – The board adjourned at 2:06 pm.