



Board Conference Call

April 4, 2017

In attendance: Scott Griffith, Vicky Carlson, Yolanda Lewis, Paul DeLosh, T.J. BeMent, Alfred Degrafinreid, Jeff Chapple, Alyce Roberts, Julie Dybas, Dawn Palermo, Jennifer Haire, Janet Reid, and Patti Tobias.

President Scott Griffith called the meeting to order.

President's Report – Scott Griffith

1. Approval of Minutes from February 4, Board Meeting (Action Item/Attached)
 - a. Alyce made an addition to the Finance Committee Section in the Minutes from February 4, Board Meeting – ECP fundraising funds would be open to any NACM member
 - b. Yolanda made a Motion to Accept the Minutes with Alyce's addition
 - i. Jeff Chapple Seconded the motion. A vote was taken and the minutes were approved.
2. Recap of March Officer's Call
 - a. Discussed basic requests
 - i. Lodging Request for Annual Conference
 - ii. Appointments – Renee Danser has taken a new job and will be leaving current job as court administrator. She currently serves as NACM's liaison to SRLN.
 1. Renee will stay as the liaison to SRLN and the ABA's Judicial Administration Committee. Vicky will make a new appointment after being sworn in
 - iii. Invitation from NCSC offer to include a NACM representative to participate in the development of content for the user-friendly court track for CTC – decided on Stacey Marz
 - iv. NACM does not have an in memorium policy
 1. Policy was not drafted but acknowledged that one is needed
 - v. Website Review project – Kerry McGowne
 1. Should have been in touch with all board members by now
 - vi. Vicky's update on Annual Conference going well

- vii. Possibility of a Partnership with JTC and CITOC, allowing NACM to take advantage of their expertise in planning for, soliciting, reviewing and selecting technology related proposals.
 - 1. Idea of partnerships – being intentional and deliberate on who those partners are and the degree to which NACM wants to and needs to make investments to nurture them
 - viii. Conference App
 - ix. Yolanda discussed format of the new Leadership Seminar and the Audit Committee
 - x. Update from Paul on the Scholarship issue
 - xi. Stephanie discussed nominations
3. Draft proposal from ACLU re fines and fees
- a. Scott has been on the task force for Fines, Fees and Bail Practices
 - b. ACLU has contacted Scott about the possibility of partnering with NACM on a webinar – virtual convening of court people to talk specifically about what’s happening in courts re collections reform
 - i. Continuing to grow an awareness of how in the area of pretrial reform, collections and fines and fees reform that court managers play an important role. The ACLU has reached out to NACM regarding the possibility of partnering together for a webinar that would be recorded and archived, and followed by an article in the Court Manager
 - 1. More to come on this – Scott had shared with Officers on the call and got support and approval to move forward and flush out the details. Has reached out to Patti for a resource
 - c. No formal proposal but working on possibly ACLU helping offset the cost of this
4. Update on NACM/NCSC Master Service Agreement
- a. Jesse and Scott discussed the agreement.
 - i. Scott compiled all the notes and comments that have been given over the past few months from the board and included them in a working version of the document that Jesse has received for review

President-Elect’s Report – Vicky Carlson

- 1. Midyear Post-Con Report (Attached)
 - a. Janet’s highlighted the report – Great first conference and great to be with everyone in person.
 - i. Overall smooth meeting and numbers were good

- b. Vicky mentioned that the plenary speakers were up on the big screen – felt that went over very well and will be duplicating that in the annual conference and hopefully in future conferences moving forward
- 2. Conference evaluation summary
 - a. Need an Overall Comment Box
 - i. Catch all for anything they were not able to comment on previously
 - b. Distribution of Speaker Evaluation Summaries was discussed.
 - i. There are board member speakers and how NACM wants to distribute that may be a question. In the past they have gone to the individual speaker with comments
 - ii. ACTION: It was determined that a policy on the distribution of the evaluations will be drafted and brought to the next board meeting – Vicky, Patti, Yolanda, and Alyce will work on this
 - 1. This time around without a policy in place – speakers should get their results, and the conference development committee current and incoming should get all the results/information
 - iii. Vicky discussed her desire to bring a proposal to make the Midyear conference 2 full days moving forward and to eliminate one day at the annual conference
 - iv. It was discussed that it would be nice to post the conference registration list prior to the conference – would have helped to be able to network and set up breakfast/dinner conversations and such
 - 1. Possibly a moot point with the conference app rollout
- 3. Recap of Vendor Forum. Changes that are being implemented:
 - a. Making sure we incorporate asking the attendee what their level of involvement in the court is and how much time they spent in the exhibit hall
 - b. Name badges – having double clip name badge so they don't twist around
 - c. Conference app and electronic access to the attendees
 - d. Exhibit hall – decreasing the aisle space and strategically placing the bars and food to control the flow of traffic
 - e. Sponsor sessions within the regular sessions – have opened two slots for this
- 4. Annual conference update
 - a. Added bonus sessions to the conference on Sunday
 - b. PDF agenda has been loaded to the conference website

- c. T.J. is doing a presentation at the NADCP in DC and, in turn, someone from NADCP is going to be doing a presentation at NACM.
 - d. Registration Total is 249; 207 Paid
 - e. 2 Committee meeting rooms and 3 SIG sessions simultaneously
 - i. Room 1 – Conference Development Committee paired with ECP Subcommittee & Membership
 - ii. Room 2 – Communications paired with Governance
 - f. Social Hour on Monday with the informal networking suite for officer candidates 4:45-5:45
 - i. Officer candidates required but all board encouraged
 - g. Welcome Reception on Sunday followed by Dueling Pianos – casual dress to encourage those traveling to attend
 - h. Janet has asked if all board members could create their profiles on the conference app for future messaging
 - i. Leadership Seminar – Yolanda – is scheduled Sunday 1:00-4:30
 - i. Pam Harris, T.J. BeMent and Yolanda created the agenda
 - ii. Patti is helping with a conversation around building capacities for state associations
 - iii. T.J. will be helping with a conversation around strategic planning and visioning for associations
 - iv. A leadership roundtable will take place among the participants and attendees
 - 1. Not to have them lectured to all day but to have time to talk to and hear from each other in a facilitated discussion
 - v. Hopefully a good number of attendees of IACA will sign up to attend
 - 1. Pam Harris, the IACA representative, mentioned that there may only be 3-4 from IACA
5. Committee award process
- a. The committee chairs must get names of those you would like to recognize to Janet by May 15, 2017
 - i. All major committees not subcommittees
 - b. Recognizing those who are serving and doing a good job back at their home court – recognition will be sent to their court administrator or presiding judge
 - c. The list of names go in the Court Express

Vice President's Report – Yolanda Lewis

- 1. Finance Committee update

- a. The audit committee draft has gone out – received feedback re actual language
 - i. Next committee meeting is on May 10, 2017
 - ii. Final conversation will be taken up at May meeting and hopefully have the final product ready to go to vote in July
 - b. Budget providing scholarships to NACM membership with the sustainability program
 - i. Yolanda thanked everyone giving feedback and working on the sustainability program
2. Vicky gave a shout out to Patti and Janet for all their hard work on the conference and Yolanda gives kudos to both for working on the upcoming conferences at the same time

Secretary/Treasurer's Report – Paul DeLosh

1. Budget Update
 - a. Listing in the duties of the Secretary/Treasurer to review the NACM investment policy
 - i. The Wells Fargo advisor who reviewed the account and investment policy and stated there are no concerns – NACM is following the investment policy as far as the investments are concerned
 - b. NACM Logo refresh in final stages – hopefully will be getting final word on approval of the trademark soon
 - c. Upon review of NACM's accounts – found that a Scholarship account was established in 2012 and was funded through fundraising activities in 2013 to approx. \$10,000
 - i. Paul and Yolanda recommended that the board use the funds to offer 2017 annual conference scholarships up to \$5,000 and transfer the remaining balance into the sustainability account to carryover to next year
 1. Officers approved the recommendation
 2. Paul contacted Jeff and Jeffrey and they have gotten out the word of the scholarships available
 - d. Part of the role of Secretary/Treasurer is to Plan future conferences – 2019 for Paul – site selection is based on the areas of the country as well as other criteria
 - i. Selected 4 sites for consideration for the 2019 Annual
 - ii. Selected 6 sites for consideration for the 2019 Midyear
 1. Val sends the selections to a company for them to get bids in the selected areas

- a. Since Val is out the results are on hold until she returns April 24, 2017
- e. Yolanda wanted to mention as they are planning the conference for 2018 that is on the west coast (Orange County) and she asked for a few more people to join the subcommittee from that area.

Governance Committee Report – T.J. BeMent

1. Consideration for NACM resolutions (Action Item/Attached)
 - a. NACM was presented with 4 resolutions that came out of the January CCJ Meeting in Scottsdale for consideration
 - i. Forwarded them to the Resolution Subcommittee, posted on the NACM website and delivered to the membership in the Court Express
 1. Received no feedback from members
 2. The Resolutions Subcommittee then made the following recommendations:
 - a. Supported Resolutions support the resolution as it was given to NACM by CCJ – an endorsement
 - i. Supported Resolution 1 – In Support of CIP Grants
 - ii. Supported Resolution 2 – Encouraging Education on and Use of the Bench Card on Lawful Collection of Court-Imposed Legal Financial Obligations Prepared by the National Task Force on Fines, Fees, and Bail Practices
 - b. Resolution #1 – first resolution of 2017
 - i. Resolution Subcommittee & Governance Committee – Took the information from CCJ and opted to use it as an opportunity to add more then what was given by CCJ
 1. Reference to the upcoming Domestic Violence Guide being released in the Fall
 2. Support the reauthorization of the Violence Against Women Act which will be up for its reauthorization in 2018
 - ii. Motion to adopt/approve In Support of the Violence Against Women Act
 1. Motions to Approve, Vicky Seconds

- a. All in favor; No opposed
- iii. Motion to endorse the Supported Resolution 1 – In Support of CIP Grants
 - 1. Paul Motions to Approve, Jeff Seconds
 - a. All in favor; No opposed
- iv. Motion to endorse the Supported Resolution 2 – Encouraging Education on and Use of the Bench Card on Lawful Collection of Court-Imposed Legal Financial Obligations Prepared by the National Task Force on Fines, Fees, and Bail Practices
 - 1. Jeff Motions to Approve, Vicky Seconds
 - a. All in favor; No opposed
- v. Resolutions vs. Letters the Fourth Resolution from CCJ honoring the work of Judge Washington
 - 1. Suggestion from the Resolution Subcommittee and Governance Committee per the Bylaws that NACM has the ability for the President to send out letters of support on issues
 - a. It is suggested that NACM’s President – Scott – send a letter to Judge Washington directly thanking him for all his efforts in his field
 - i. No motion needed since it is still being addressed for policy

Communications Committee Report – Dawn Palermo

- 1. Emergency Preparedness Webinar
 - a. May 5, 2017, 2:00 PM EST
 - b. Canceled monthly charges and will reinstate April 6, 2017 for the webinar May 5, 2017 and will cancel again after
- 2. Domestic Violence Guide
 - a. Julie has done an incredible job on this
 - 1. As the 2017 budget is approved with only electronic guides, the guide will be distributed electronically
 - b. Should be coming out early September
- 3. Electronic Version of the Court Manager
 - a. A meeting is scheduled April 13, 2017 to evaluate results from the survey
 - i. Develop a wish list for membership ‘wants’ included in the electronic journal to use to receive bids
 - ii. Come back to the board with recommendation based on the results from the survey and the proposals so they will know exactly what is involved (cost savings or things lost)

4. 1st webinar was successful
 - a. 99 signed up – 100 capacity
 - b. 62 participated
 - c. 15 people on one line in addition to the 62
 - d. Dawn inquired as to how to thank presented – NACM notecards to be sent to Dawn to send for ‘Thank You’ notes
5. A question was raised regarding Vendors on Committees – the board determined committee members must be NACM members

Membership Committee Report – Jeff Chapple

1. Update on scholarships and scholarship fundraising
 - a. \$5,000 to be awarded for this year’s annual conference
 - i. Giving the applicants opportunity to select what they are looking for assistance with – registration or travel
 1. No Hotel option
 - ii. Edwin Bell, Randall Soderquist, and Mark Weinberg will be serving on the committee to review the applications
 - b. Fire Sale of all the old NACM logo inventory to bring in scholarship funds
 - i. What is the cost to ship everything out to Crystal City compared to what we can raise?
 1. Paul volunteered to help drive some items
 - c. Buses have been secured for the DC Bus Tour
2. Update on strategic plan item for targeting membership and onboarding
 - a. A way to communicate electronically with campaigns built in so there aren’t volunteer issues when it is ongoing year after year

Immediate Past President’s Report – Scott Griffith for Stephanie Hess

1. Nominations for Board Service
 - a. Challenges the board to think of two people who are active on NACM committees for nomination or encourage them to declare their candidacy

NCSC Report—Jennifer Haire

Nothing to report on/update at this time

Other Business

Janet – Asked all board members to confirm their hotel dates for the Annual Conference

Patti—Nothing to report on/update at this time

Directors moved into executive session.