**National Association**
**for Court Management *Strengthening Court Professionals***

**Board Meeting Minutes**

**July 13, 2017**

In attendance: Vicky Carlson, Paul DeLosh, Will Simmons, Scott Griffith, Jeff Chapple, Sarah Couture, Alfred Degrafinreid, Julie Dybas, Kathy Griffin, Greg Lambard, Rick Pierce, Alyce Roberts, Jeffrey Tsunekawa, Jennifer Haire, Janet Reid, and Patti Tobias.

Absent: T.J .BeMent, Dawn Palermo

President Vicky Carlson opened the meeting and welcomed everyone.

**NCSC Report— Jennifer Haire**

1. Jennifer Haire discussed the relationship with the National Center for State Courts. National Center has a contract with NACM to provide association services. As the contract is set to expire at the end of this year, ongoing effort continue to finalize the Scope of Services. Such services include assistance with exhibitors and sponsorship, conference management, accounting services, and routine support from NACM’s Association Services Manager. The long-term relationship has been positive with Vicky noting the great work of the Center

**Annual Conference DeBrief – All**

1. Concern about Mogeong Mogeong – attendee walking out due to leniency on crimes against women. Not politicize speakers.
2. Back to back plenaries were a lot; needed a brief break.
3. Yolanda had difficulty announcing awards; people talking over speaker.
	1. Although people were distracting could hear announcement.
4. Vendor exhibit space worked well – Maximized use of their time.
5. A few vendors expressed interest in going back to give-away cards.
6. ECP reception was great. Card idea went over well. ECP’ers want to do more
	1. First-time attendees: had to explain how to get involved. (Would be worth sending Thank You email).
	2. Reserved table to ECP/Scavenger hunt?
	3. Renee Danser to write article about getting involved.
	4. Online activity feed with mentor/mentee options.
	5. Patti – Involve ECP’ers in speaking.
	6. It was noticed that many ECP folks were alone during the conference and perhaps something could be done to address.
7. Committee meetings at Conferences – not many new members at meetings.
	1. Need to look at marketing for greater attendance
	2. Look at when we schedule meetings.
	3. Committee Fair – at booth learn about committees.
	4. Call for Volunteers email – sent twice a year.
8. Make sure breakout speakers stay on time.
	1. Need to concentrate on Host duties and need to stay during entire session.
9. Sunday valuable.
	1. Don’t think we should have sessions Sunday.
	2. Keep Sunday travel/dress down day – casual.
10. Committee meetings at Midyear?
	1. Have not done in the past, but only have 200 people – Perhaps worth trying.
11. People value networking opportunities in the evening.
	1. Perhaps do one of each. (one happy hour and another the evening networking suite)

**Board Resource Guide Overview – Vicky Carlson**

1. Updated each year. Content includes travel, details of board page, how to get on connected community, etc.
	1. New board members have been added to connected community.
	2. New board members provided NACM email address.
	3. Contact sheets were distributed for board members to add their contact information.

**Conference Call Schedule – Vicky Carlson**

1. Schedule distributed
	1. First call August 3 for new members.
	2. Vicky will send out monthly communication
2. No Sunday board meetings at Midyear or Annual Conference, but will meet on Sunday at the Fall board meeting

**Committee Assignments – Vicky Carlson**

1. Permanent and Standing Committees:
	1. Conference Development: Paul DeLosh, Chair and Will Simmons, Vice Chair
	2. Membership Services: Jeff Chapple, Chair; Jeffrey Tsunekawa, vice chair
	3. Governance: Greg Lambard; Alfred Degrafinreid, Vice Chair
	4. Communications: Dawn Palermo, Chair; Jeffrey Tsunekawa, Website vice chair; Kathy Griffin, Social Media vice chair; Alyce Roberts, Publications vice chair. Other slight changes forthcoming
	5. Core: Kathy Griffin, Chair
2. Want new board members to be acclimated.
3. Committee and board health. Find committee to really stay involved in/stay comfortable in. Not expected to be on every committee call. Officers will assign themselves to committee so one officer is on every committee.
4. Mentors – new board members used to have mentors. Instead of assigning mentor, new directors pick their mentor

Update board bio – send updates to Janet or let know it is fine. Headshots will be sent to board members for review. **Carry Over/Old business – Scott Griffith**

1. Main things carrying over: Agreement from the National Center.
2. Encourages all to look at strategic plan. Fundamental reference for committee.
3. Looking at who our partners are. Strategic look at the list, will be working on.
4. Streamline who at board meeting – who are the partners should be pursuing. Don’t need so many people at the board meeting. Possibly submit report. Also look at Dual Membership. Jeff will look at this.
5. Transfer of files to new chairs.

**Conflict of Interest Policy – Paul DeLosh**

1. All board members sign each year. Form signed and returned to Paul.

**Upcoming Meeting Dates – Vicky Carlson**

1. **Fall Board Meeting, Atlanta, GA**

Officers: Friday, September 29, 2017

Board: Saturday and Sunday, September 30 – October 1, 2017

1. **Midyear Conference, February 11-13, 2018 – Orange County, CA**

Officers: Friday, February 9, 2018

Board: Saturday, February 10, 2018

1. **Annual Conference, July 21-26 2018 – Atlanta, GA**

Pre-Conference -

Officers: Friday, July 20, 2018

Board: Saturday, July 21, 2018

Post-Conference -

Board: July 26, 2018

* 1. Vicky will contact people to talk about committees.
	2. Alfred will not attend fall board meeting.

**Adjourn – Vicky Carlson**