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

**Board Meeting Minutes**

**July 8, 2017**

In attendance: Scott Griffith, Vicky Carlson, Yolanda Lewis, Paul DeLosh, Stephanie Hess, Jeff Chapple, Alfred Degrafinreid, Julie Dybas, Kathy Griffin, Greg Lambard, Alyce Roberts, Jeffrey Tsunekawa, Jesse Rutledge, Jennifer Haire, Janet Reid, and Patti Tobias.

Absent: T.J. BeMent, Kevin Burke, and Dawn Palermo

President Scott Griffith called the meeting to order.

**President’s Report – Scott Griffith**

1. Officers Meeting: Officers met and discussed the National Center Memorandum of Understanding proposal, strategic planning with committees – board activities including review of committee structure to reflect priorities ex: education committee, partnerships (who we want to be partners and why), JTC collaborations, update from Mary
2. Minutes from June Board Call – asked for objections.
   1. There being none, considered approved

**Governance Committee Report – Greg Lambard**

1. Resolutions Communication Strategy – change #3 and #4 from **can** to **may** suggest.
   1. Send resolutions to education committee to see if can be made into guide/education session
   2. Suggestion to be proactive vs. reactive on resolutions
2. Operations Manual Revisions
   1. Suggestion made to approve entire package.
   2. Motion to approve edits.
   3. Paul has updated site selection process to add after cleaned up version out and available.
   4. Yolanda – Open door policy on page 155 needs to be removed, Article 5.
   5. Question: if every time there is a revision needs to be voted on. Scott: governance committee will still need to work on this. Vote today is general clean up.
   6. Reference document in Ops manual but not actual document so updated items are linked.
   7. Jeff suggests changes made be voted on and continue revisions as necessary. Pull out webinar guide, open door policy, change can’s to may’s
   8. Scott motioned, Yolanda seconded.
      1. All in favor, suggested changes accepted, none opposed.
3. Page 192 of board book – Strategic Planning Report Form.
   1. Presented format and requests board approval. Strategic plan develops annual priorities to include focus on budget. Time is an issue in doing this. Board likes the look.
   2. Vicky suggests post on website so members can see.
   3. Scott asked for a motion to accept.
   4. Kathy made motion, Alyce seconded.
      1. All in favor, none opposed and report was accepted.

**Vice President/Finance Committee’s Report – Yolanda Lewis**

1. Audit Committee – Yolanda discussed the document which outlines the structure of the Audit Committee, responsibilities and voluntary process. Requested any recommendations for change. Last audit 2016, audit takes place 2020 for 2019 year.
2. Yolanda suggests this be an appendix to ops manual.
3. Stephanie questions whether committee should be created in conjunction with the audit and then dissolved.
   1. Discussion as to what type of committee this would be considered: decision to make it a special committee.
   2. Yolanda will update to reflect is a special committee.
4. With changes, Vicky made motion to approve, Stephanie seconded.
   1. All in favor, none opposed.

**Secretary/Treasurer’s Report – Paul DeLosh**

1. Budget Update
   1. Financial Reports are now stored on the NACM Board page of Connected Community. All board members have access and are encouraged to review.
   2. Paul gave overview of budget – projections for revenue and expenses. Midyear Revenue projections above of tracking.
   3. Costs and expenses have been analyzed. May have larger deficit than anticipated. Items to watch include conference expenses and revenue and publications
   4. Investment Account – money market, investment and operating. $50,000 previously committed to update of the website
   5. Board will need to review investments accounts due to website expenditures and to address possible deficit. It is important for the board to protect organization moving forward.
2. Site Selection
   1. Paul presented site selection report for MY and Annual 2019. Two year out planning has been a challenge, need to plan further out.
   2. Criteria for site: members in a state, dual membership, state association, history of success in the state. Use two tier site selection matrix: Tier 1 (25 or more members), Tier 2 (24 members or less). Reach out to states, identify whether there would be commitment from state associations/members. 4 regions considered, required to rotate throughout those. Have been on east coast for annual last 4 years, felt needed to go to Region 1 for Annual Conference.
   3. Initial search: selected 4 locations, only 1 possible. Added two cities. Little Rock and Nashville only availability.
   4. Annual Selection: 4 sites, only Las Vegas had availability. Added Phoenix.
   5. Went to site visits: recommends Little Rock (Marriott) for Midyear, Annual for Las Vegas (Hard Rock)
   6. Took into consideration location, what to do, and whether there was room to expand.
   7. Marty Sullivan believes he can get 125 people from Arkansas to attend Midyear.
   8. Kathy made a motion to approve Marriott, Little Rock, AR. Greg seconded.
      1. All in favor, none opposed.
      2. 2019 MidYear will be in Little Rock.
   9. Stephanie made a motion to approve Hard Rock, Las Vegas, NV. Vicky seconded.
      1. All in favor, none opposed.
   10. Starting process to engage in 2020 now.

**Communications Committee Report – Alyce Roberts**

1. Court Express is going out August 24, articles due August 7.
2. Court Manager published. The subcommittee has been working on transitioning to an electronic publication. Proposal emailed out this morning.
   1. National Center sought proposals from 4 publishers for electronic version. One did not do design work, so did not receive details. Received proposals from Mellen Street Creative, Registered Creative and Color Outside. Recommend Mellen Street Creative: known quantity, quote lower. Met requirements for search and ad overlays/spots. Past 5 year issues would be in flipbook and searchable.
   2. Redesign Mellen Street Creatives’ mock up for a fresher look.
   3. Subcommittee recommends Mellen Street Creative. Alyce made a motion, Vicky seconded.
   4. Paul questioned cost. Total investment is $12,200 for ezine.
   5. All in favor, none opposed.
3. Webinar Topic Selection
   1. LGBTQ and Emergency Preparedness webinars were very successful. Alyce feels like this is important and should continue. Ideas for fourth webinars: Joint Technology Guide, Plain Language in Courts and Domestic Violence Guide.
   2. Ties into education initiative – how used and overlap – are sessions in conference and webinar building on each other.
   3. 3rd Webinar on Court Administrator Guide will be in September. Will be building on what is covered at conference. Market as such. Don’t want to push out same information in different ways.
   4. Alyce recommends Plain Language webinar as 4th webinar. Vicky suggests switching topics.
   5. Jeff makes motion that the other webinar is the Importance of Plain Language, Yolanda seconded.
      1. All in favor, none opposed.
4. Jeffrey gave a report re: website analysis. 9% response to surveys. Consultant received a lot of helpful information. Evaluated website based on industry standards. Great information on site, lacking on ability for people to find information. Consultant had 3 recommendations:
   1. Address design and layout. Nowhere close to industry standards currently. Create more white space, add top tool bar, change member login,
   2. Content. Develop messaging and positioning based on target audience. Areas to drive specific people to. Content Management System recommended.
   3. Navigation and Usability. Site as a spiderweb, no common thread.
   4. Know site needs to move forward with web design. What does that mean? Do worry about brand creep? Who is managing these things?
   5. Want financial commitment from board. Cannot move forward with requests for proposal. Thinking cost may be $35-50K, content management another $50K.
   6. Paul: Initial Commitment from Board of $50,000
   7. Vicky: Need to get proposals and evaluate
   8. Motion to move forward with an RFP for the boards consideration with a website made by Alice. Second by Vicky.
      1. All moved in favor, none opposed.

**President-Elect/Conference Development Committee’s Report – Vicky Carlson**

1. Vicky thanked everyone for the support on this conference – Patti, Janet and Team, Val
2. Association Leadership Conference – 17 signed up. Ask board members to stop by. Meeting from 1-4. 2:30 pm there will be a facilitated discussion.
3. Midyear 2018, no change in the structure. Recommends same rates as Portland in 2017: early bird $475, ECP $425.
   1. Yolanda motioned that rates would be kept at the 2017 rates, Vicky 2nds.
      1. All in favor, none opposed.
4. Hosts and Reporters – question value. Vicky would like to propose eliminating reporters and reporter summaries. Stephanie 2nd.
   1. Stephanie motioned, Yolanda seconded.
      1. All approved.
5. Conference Length Proposal – presented document in board book. Two full days of programming at Midyear, start Monday, end Tuesday afternoon. Alyce seconded.
   1. Vicky amended motion to see if it would work for Little Rock, and if couldn’t move it to 2020. Jeff seconded.
   2. All in favor, none opposed. The motion carries.
6. Vicky would like to make a motion to go back to repeat sessions as an option for the 2018 midyear and developing criteria around that. Kathy seconded.
   1. All in favor, none opposed, motion carries.
7. Use rejected proposals for conference as idea for webinars.
8. Annual Conference proposal: shorted annual conference, lessen registration. Start Sunday and end on Wednesday.
9. Add question to the evaluation about conference length.

**Core Committee Report – Kathy Griffin**

1. Rollout 1 competency at each conference. Don’t want to cram too much into. Greg discussed micro sessions (30 minutes) at conferences.
2. Kathy wants feedback re: toolkits and self/group assessments. Feels like always asking same authors.

**Immediate Past President’s Report – Stephanie Hess**

1. All in favor to pass board position description, none opposed.
2. No historian for NACM. Past president have documents. Next immediate past president decides do you want a policy and what it intends. Scott states drafting policy, he will do that moving forward.
   1. Kathy motioned that Scott develop a policy in his role as Immediate Past President. Stephanie seconded.
      1. All in favor, none opposed.

**INVITED GUESTS JOIN**

Welcomed invited guests. Asked everyone to introduce themselves.

**NCSC Report—** **Mary McQueen**

1. Gave update from the National Center. Shared re: major projects. National Task Force on Fines & Fees.

Each invited guest gave 2-3 minutes as to what is going on with their organization.

**Kevin Bowling –** His service on Global is done end of the year next year. Board will need to make another appointment.

**Membership Committee’s Report – Jeff Chapple**

1. Addressed every strategic item this year. LinkedIn – August focus on Court Administrator September Court Manager. Ken Kalman is going to work with communications.
2. Working with registered creative re: Onboarding for members. Are working on packet with schedule with mentor, committee, data up to date, social media, renewal messaging. Will have plan for fall board meeting.
3. Revised Membership Brochure – add registered trademark with the ®
4. Offered 7 scholarships this way. Plan to exceed $2,000 raised for scholarships this year.
5. Discussion around fun run dollars going to scholarships.
   1. Motion made to table discussion for now 2018 to move fun run registration fees less expenses to scholarship by Vicky.
6. Discussed 2018 Strategic priorities membership levels.

**New Business**

1. Vicky: Gave board statistics regarding decline of attendance at the annual conference. Will table for now, but will raise question in fall.
2. Scott recognized Greg & Jeffrey on behalf of service this year. Vicky acknowledged Alyce, and Yolanda acknowledged Alyce as well.

Directors moved into Executive Session.