



CONFERENCE DEVELOPMENT COMMITTEE

April 17, 2018

MEETING MINUTES

A conference call of the NACM Conference Development Committee was held on Tuesday, April 17, 2018 at 2:00 (ET). The meeting was called to order at 2:02 PM ET by Paul DeLosh, Chair. The meeting proceeded as follows:

I. Welcome and Roll Call

The following were present for the call:

Tammy Anton, Sarah Brown-Clarke, Theresa Ewing, Tasha Ruth, Linda Romero-Soles, Elizabeth Stephenson, Karl Thoennes, and Ron Truss. NACM Board Members: Jeff Chapple, Julie Dybas, Kathy Griffin, Alyce Roberts, Will Simmons, and Dawn Williams. NCSC: Val Gardner, Janet Reid, Stacey Smith, and Patti Tobias.

II. 2018 Annual Conference

a. Agenda and Registration

- i. Committee members were reminded that the Agenda, to date, has been posted on the [conference app](#). It was shared that the plenary addresses are in the works and not yet finalized on the Agenda. Patti and Paul will wrap up the agenda within the next two weeks. It is shaping up to be a fabulous agenda for court professionals!!
- ii. As the conference app does not have a printable Agenda feature, attendees may contact conferences@ncsc.org to request a copy. As many attendees may not know to contact conference services, a request was made to post the Agenda, even a tentative Agenda, for downloading from the conference site. Some need the Agenda to present to their funding source to approve attendance. This will be reviewed further to accommodate stated need.
- iii. [Registration is also open](#) and registration can be completed through the [fillable Registration form](#). As there is again a likelihood the conference will sell out, it was shared that the maximum number of registrants for Atlanta is 722 at which point a waiting list would be started.

a. Subcommittees/Events

i. Leaders teaching Leaders

Will shared that a new concept is coming to fruition with a partnership with NASJE entitled, *Leaders teaching Leaders*, that will be offered in afternoon on the Sunday before the official opening of the conference. Session will accommodate up to 30 individuals and be open to both state association leaders and the NACM general membership. The learning objectives of the session include the importance of court leaders as teachers, adult learning principles,

applying adult learning principles to teaching the NACM Core® curriculum, creating learning objectives, constructing a presentation using adult learning principles to address a current professional challenge, and effective presentation skills. Committee members were asked to look out for an announcement of the details should they wish to attend. While materials may not be helpful to those not participating in the training session, posting of any materials will be considered, if even a possibility, for those who cannot attend.

- ii. SIGs
Paul shared that Michele Oken will lead the SIGs efforts for the Annual and is looking for volunteers to assist in planning. There will be four (4) SIGs planned for Wednesday from 3:30-4:30. Suggestions for SIG topics should be sent to Michele – moken@lacourt.org.
- iii. First-time Attendee
Subcommittee members Kathy Griffin, Rick Pierce, Alyce Roberts, Linda Romero-Soles, and Elizabeth Stephenson continue to work on the event with the event ice breaker, *Two Truths and a Lie*, finalized. As shared previously, three (3) prizes will be awarded and the committee will next meet in June to finalize event and activity details.
- iv. Boot Camp-Fun Run/Walk
Kathy shared the original idea of using the small track at the hotel has been finalized following learning that construction will be ongoing at Centennial Park with no details of which sidewalks will be open or closed. Kathy will work on finalizing the event title and description and forward to Val Gardner for posting. Details regarding event registration cost, as well as “conference shirts” vs. event shirts and possible sponsorship, are still in preliminary stages. Committee members shared they appreciated being able to purchase shirts even though they may have participated in the event.
- v. Scholarships
Jeff Chapple shared the scholarship [Application](#) has been posted and with a deadline submission date of Friday, May 4, 2018, 5:00 EST.
- vi. Hosts
Julie shared she is in the early stages of updating the online Host training module due to recent changes such as the conference app and evaluations. She will work with Paul to locate the original script used to record the session to make any updates.
- vii. ECP
Paul shared Sarah Couture will meet with the ECP committee on Monday, April 23, 2018, to select a charity for NACM Cares. They previously selected an ice breaker called *Question Ball* for their conference event.
- viii. Volunteers
Will shared the process of securing volunteers is approximately 75% complete and feels confident all the volunteer needs will be met.
- ix. Exhibitors
Stacey shared that three (3) booths remain open for reserving and the exhibit hall [Floorplan](#) is on the NACM conference site. Once the final booths are sold, there will be no consideration for adding more as space is needed for event/social activity in and around the Exhibit Hall. It was also reported that the sponsorship goal has been exceeded.
- x. Social event
[Georgia Aquarium](#) will host the social event and family and guests are welcome. Registration of guests (\$75 per guest) is completed on the conference [registration form](#). Live band, [Bogey & the Viceroy](#), has been confirmed and will be sponsored by AllianceOne. Additional sponsorships are being considered such as digital signage, dive event, and postings on bars.

III. **New/Other Business**

As NACM Needs You, committee members were reminded of the [Declarations of Candidacy](#) to the NACM Board and the May 4, 2018 deadline for filing [Declaration of Candidacy form](#). Committee members were encouraged to consider joining the Board.

IV. **NACM CDC Committee Call**

The regularly scheduled Conference Development Committee calls are as follows –

- b. Third Tuesday of each month, 2:00 PM ET/11:00 AM PT
- c. Next meeting: May 15, 2018

V. **Adjourn**

There being no other business, the meeting was adjourned at 2:45 PM (ET).

Respectfully Submitted:

Paul DeLosh
Conference Development Committee Chair

Will Simmons
Conference Development Committee Vice Chair