



CONFERENCE DEVELOPMENT COMMITTEE

March 20, 2018

MEETING MINUTES

A conference call of the NACM Conference Development Committee was held on Tuesday, March 20, 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, Kevin Bowling, Sarah Brown-Clarke, Peter Kiefer, Michele Oken, Carlene Redmond, Elizabeth Stephenson, Karl Thoennes, and Ron Truss. NACM Board Members: Jeff Chapple, Julie Dybas, Kathy Griffin, Rick Pierce, Alyce Roberts, and Will Simmons. NCSC: Val Gardner, Janet Reid, Stacey Smith, and Patti Tobias.

II. [2018 Midyear Conference](#)

a. Evaluations

- i. The committee was asked to comment on conference evaluations (post-conference email and session evaluations received through the [Conference App](#)). Of special note was a repeat request for a session on grant writing as well as new questions asking what idea(s) participants heard that they were most excited to take back and participant's goal in attending conference and if it was accomplished.
- ii. The committee responded to requests to improve evaluation response rates with ideas including, sharing of how evaluations work (2-step process for session and speakers), early engagement of participants through a game or activity using the app, limited number of prizes for participant(s) that post the most, and a reminder from Hosts for participants to complete online evaluation before they leave or immediately following the session. A review of the rate of past paper evaluations was suggested to compare to current electronic version. This may be a challenge as electronic submission has been the method since mid-2000s. It was noted the national average for conference evaluation submission is 20% of participants.

III. 2018 Annual Conference

a. Registration

- i. Committee members were reminded that [registration is now open](#) and were referred to 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.

b. Hotel Reservations

- i. Committee members were reminded of the new process for attendees that includes registering for the conference first to obtain the hotel registration information. The rationale of which is to prevent individuals “saving” rooms prior to conference registration to better accommodate those completing the conference registration.
 - ii. The importance of reserving in the NACM Hotel block was discussed as booking a hotel room in NACM’s block ensures that NACM meets their commitments to the hotel and helps to keep future conference registration and hotel costs down for all conference attendees. Establishing a history of filling our room blocks allows NACM to secure competitive rates when negotiating with future conference cities. It was suggested NACM work with the hotels to ensure the hotel does not undercut the contracted NACM rate.
- a. Subcommittees/Events
- i. Education subcommittee
The Annual Education subcommittee finalized their work during a conference call held on March 12, 2018, 12:00 PM EST following a review and rating of submitted session proposals. A draft agenda is being finalized with an anticipated posting date of the first week of April.
 - ii. SIGs
Michele shared she is looking for volunteers from Georgia to assist in the planning of the SIGs and encouraged those interested to email her. Preliminary ideas for the four (4) SIGs currently planned for Wednesday from 3:30-4:30 include, a follow up to the State of the Profession address, succession planning, and e3 Court (efficient, effective, electronic). Consideration for extending the SIGs past 1 hour was suggested.
 - iii. Scholarships
Jeff Chapple shared the scholarship [Application](#) has been posted and with a deadline submission date of Friday, May 4, 2018, 5:00 EST.
 - iv. First-time Attendee
Subcommittee members Kathy Griffin, Rick Pierce, Alyce Roberts, Linda Romero-Soles, and Elizabeth Stephenson met on March 19 and established their event ice breaker, *Two Truths and a Lie*. Three (3) prizes will be awarded. The committee will next meet in June to finalize event and activity details.
 - v. Hosts
Julie shared the process has not yet begun, but questioned the pre-conference training at conference site. The online Host training module was referenced and further follow up as to the training of the Hosts will be made.
 - vi. State Associations
Will shared that a new concept for the Leadership seminar in partnership with NASJE entitled, *Leaders teaching Leaders*, is being consider for the Sunday before the official opening of the conference. Session will accommodate 21 individuals and will likely 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.
 - vii. Volunteers
Will shared the process of securing volunteers for the annual conference is moving forward nicely with the likely filling of all need volunteer opportunities within the coming weeks.
 - viii. Fun Run/Walk

Kathy shared details are being finalizing with an anticipated event in nearby Centennial Park. Park opening time of 7:00 AM is being reviewed to accommodate an early morning event that will start at 6:00 AM. As participants will walk to the park, the time to walk to the back will be counted for those walking in the race and runners will commence their race once they arrive at the park.

ix. Exhibitors

Stacey shared that four (4) booths remain open for reserving and the exhibit hall [Floorplan](#) is on the NACM conference site. It was also reported that the sponsorship goal of \$62,500 has been exceeded with a current sponsorship total of \$69,500.

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](#). NACM has budgeted for two drink tickets per paid attendee with a Cash (will take credit cards) bar. As minors may likely attend, assurances were provided by the Aquarium that ID's will be checked. 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.

IV. **New/Other Business**

As NACM Needs You, committee members were reminded of the [Declarations of Candidacy](#) to the NACM Board and the April 15, 2018 deadline for submitting a [Nomination of Candidate form](#) and May 4, 2018 deadline for filing [Declaration of Candidacy form](#). Committee members were encouraged to nominate another individual, encourage others to apply, and/or apply themselves.

V. **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: April 17, 2018

VI. **Adjourn**

There being no other business, the meeting was adjourned at 2:56 PM (ET).

Respectfully Submitted:

Paul DeLosh
Conference Development Committee Chair

Will Simmons
Conference Development Committee Vice Chair