



National Association for Court Management

Strengthening Court Professionals

Committee Progress Report Form – 2017-2018

Committee: Communications

	Report	Due Date	Submission Date
	Fall Progress Report	September 5, 2017	
	Midyear Progress Report	January 10, 2018	
X	Annual Progress Report	July 1, 2018	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Communication Plan	NACM Communication Plan was updated by the Communications Committee. Board to approve changes.	No	Yes	Yes	Board to approve the Communication Plan changes.
Communication Review	A communication checklist has been created to assist authors in drafting communications on behalf of NACM.	No	Yes	Yes	Board to approve communications review policy.
Court Manager	<i>Court Manager</i> Fall edition article deadline June 29, Posting October 19. Includes follow-up articles from Annual Conference. Court Conversation Columnist leaving.	No	No	No	
CM & CE Advertisement Rates	<i>Court Manager</i> and <i>Court Express</i> advertisement rates for 2019 to be approved by the board.	No	Yes	Yes	Board to approve the 2019 advertising rates for CM & CE.
Court Express	<i>Court Express</i> Fall edition deadline September 10, Distribution Date September 26	No	No	No	
Plain Language Guide	2018 Guide topic is Plain Language. Guide Committee continues to meet and should have a draft guide by	Yes	No	No	

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	August 2018. Anticipated publication would be September/October 2018.				
Webinars	3 webinars held for 2018. Participation continues to increase. Last webinar of 2018 will be on the Domestic Violence Guide.	Yes	No	No	
Webinar Preparation Guide	Webinar preparation guide was adopted June 2017. The webinar preparation guide was updated to include a webinar moderator scripts and pointers for planning/organizing webinar.	Yes	Yes	Yes	Board to approve edits to the policy.
Webinar Sponsorship	Proposal to establish webinar sponsorships be be considered by board.	No	Yes	Yes	Board to decide if want to allow for vendor sponsorship of webinars
Webinar Access	Proposal to establish a policy for access to webinar recordings by members through member portal and non-members for a cost.	No	Yes	Yes	Board to decide the cost and if they want to charge non-members for webinar recording access.
Website Redsign	Website redesign was launched on June 4, 2018. Traffic has increased greatly.	Yes	No	No	

Time needed at meeting for Committee report: 30 minutes

Submitted by: Dawn Palermo

Date: June 29, 2018