** National Association for Court Management**

**CORE® Courses Committee**

**March 22, 2023**

**Attendees:** Kevin Bowling, Janet Cornell, Jude Del Preore, Juli Edwards-McDaniel, Robert Gunn, Kelly Hutton, Brandon Kimura, Phil Knox, Ed McNachtan, Termica Lucas, Richard Lynch, Norman Meyer, Mallory Minor, Theresa Owens, Dawn Palermo, Roger Rand.

Kelly Hutton opened the meeting and welcomed everyone.

1. Minutes

Previous meeting minutes were reviewed and no changes given. Minutes were approved.

II. CORE Champion

1. Annual conference – 3 CORE sessions will be held at the annual conference. These will be two of the last sessions needed to complete CORE champion program.
2. Website – Kelly shared revised website with committee. Kelly stated she is very grateful to the website committee for their amazing work. Lots of time and energy was dedicated to this project. T

Question was asked about the certificates of completion. Kelly explained that the certificate of completion will be presented after the SRT was completed and approved. Certificates given at annual conference if present or recognized in ***Court Manager*** or ***Court Express***. If not present at the annual conference, the certificate will be mailed.

III. CORE News

1. Brandon announced newsletters go out monthly. This month will highlight the website revision. Any suggestions can be sent to Brandon.

IV. Curriculum Review

1. CORE In-Practice – Janet Cornell updated on curriculum review. Draft should be available for committee review in May.
2. Public Relations – Dawn Palermo stated that curriculum review going well. On target for May completion. Group decided to add an introduction and conclusion to the curriculum.

V. CTC Presentation/Proposal

Kelly stated the proposal was submitted. Committee is reviewing proposals. Unsure when we will know if were selected.

VI. NACM Awards:

Kelly stated that nominations are open: link in agenda for more information on the following awards:

1. Award of Merit
2. Perkins Award
3. Outstanding Early Career Professionals
4. Enhancing Justice Award

Committee members are encouraged to submit nominations.

VII. Call for nominations for Board Candidacy:

Applications are open. Link on agenda. Kelly suggested some committee members consider board service.

VIII. Other

1. Core Courses planning is being discussed. Considering course to give people a taste and some information on CORE Curriculums but not as much detail as a conference session. In the very early stages of planning. Next steps are looking for presenters at our low budget. The board will discuss the plans further to determine the next course of action.

Another way to present the CORE was discussed. We would like to find another way to present the sessions in the future given that most people will have taken the introductory course. Norman suggested the target audience be listed on agenda to explain if basic, intermediate or advance class. Attendees could consider items before determining which session to attend.

1. Court Express – Janet announced the next edition will come out next month. Content due April 14th. Janet will highlight website revision. Any suggestions for content can be emailed to Janet.

IX. Next Meeting – April 26, May 24, and June 28, 2023