** National Association for Court Management**

**CORE® Committee Meeting**

 **September 28, 2022, 3 p.m.**

**Attendees:** TJ BeMent, Kevin Bowling, Jude Del Preore, Julie Edwards-McDaniel, Kelly Hutton, Courtney Jackson, Robert Lynch, Ed McNachtan, Nathaniel Mingo, Dawn Palermo, Kent Pankey, Jeffrey Tsunekawa

1. **Introductions**

Kelly Hutton opened the meeting and introduced herself and Vice Chairs. She welcomed all to the meeting and thanked them for their continued interest.

1. **Previous Meeting Minutes**- The meeting minutes of the August 24, 2022 were reviewed. No amendments were offered.
2. CORE Champion
3. Script for Hosts and Presenters at Conferences regarding CORE Champion program. Alyce Roberts and Dawn Palermo created some host instructions for the CORE Conference sessions which provide a general review of the CORE Champion program and the requirements. In addition, PowerPoint slides on the program were created and reviewed for inclusion in the presenter’s slide deck or the host’s slide deck.

The committee discussed whether presenters would want the host to present or if it would be better for the presenter. Questions were raised whether the presenter would want to include in their slide deck. This can be something discussed with the presenters once they are selected.

1. CORE Champion FAQ has been created by TJ BeMent. TJ explained that the document was created to explain the training certificates available. It provides the progression of the curriculum and provides information on the ICM programs. The thought is that it would be put on the CORE website. The main purpose of the document is to explain what is in the NACM domain and outside of the NACM domain. It will state what is in the public domain.

Julie was requested to look at ICM course descriptions to see if they are accurate.

Nathaniel Mingo stated that as a first-time attendee, this document explains what the CORE is and what is to be accomplished. He thought the document would be helpful.

1. Website

[**www.nacmcore.org**](http://www.nacmcore.org)

Kelly stated that the CORE website will be revised. She has provided a request to the website committee for updating of the site to include the CORE sessions and the links. Now members are able to go back and review past CORE sessions for credit. The listing on the website will include the links for the available sessions and will state that the participants can email the core email address to request the structured response. CORE email address is CORE@nacmnet.org

1. CORE newsletter:

Kelly discovered that the link sending out the CORE news must be broken because members are not receiving. This will be investigated to determine how to fix. The last newsletter came out in August.

1. **Curriculum Review**
	1. CORE in Practice Guide will be updated this year. Kelly announced that Janet Cornell agreed to chair the committee with Richard Lynch and Brandon Kimura assisting.
	2. Public Relations Curriculum needs to be updated this year. Kelly announced that Dawn Palermo will chair with Julie Edwards-McDaniel, Phil Knox, Theresa Owens, and Kevin Bowling serving on the committee. Jude stated he is working on recruiting Joe for this committee.

Kelly will be a participant on the committees if she is available.

Kelly stated that the groups will work independently with a shared google document. The groups can meet to discuss changes to the whole document or may break up the document into sections and each committee member select a section to work on. The goal is for completion in May and posting in July prior to the annual conference.

1. Next Meeting: October 26, 2022, 3 PM EST
2. **Other**

Kelly discussed that you can view past sessions that qualify for the CORE Champion Program. We need to find ways to get message out to our members. There will be an article in the Summer ***Court Manager*** about the CORE Champion Program.

1. Kelly thanked all for attending the meeting and meeting was adjourned. Next meeting September 28, 2022.