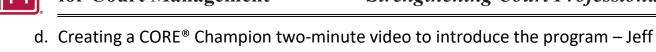# CORE® COMMITTEE
Minutes – 01/22/2025, 3pm ET
Chair: Greg Lambard Vice Chair: Roger Rand Vice Chair: Jeff Chapple
Committee Page

Zoom Core® Committee Meeting
Meeting ID: 851 6564 5331
Passcode: 234368

1. Attendance: Rachel Downing, Peter Kiefer, Janet Cornell, Ellen Procida, Kelly Hutton, Roger Rand, Jeff Chapple, Charles Mapp, Kevin Bowling, Creadell Webb, Norman Meyer, Rick Pierce, Kent Pankey, Lisa Burke

2. Welcome and Introductions

3. Approval of minutes from November 21, 2024

4. Updates on projects for this year's CORE® Committee:

    a. Curriculum review of Budget and Fiscal Management – Roger Rand Chair
        i. Roger mentioned the committee is on track to be completed by July this year.
        ii. Roger inquired about making the activities fillable forms. It was discussed and agreed adobe would be the best platform.
    b. Curriculum review of Case flow and Workflow – Charles Mapp Chair
        i. Janet stated the have had several meetings and their next meeting in 03/03/2025.
        ii. Courtney Whiteside has agreed to join the committee and assist in review.
        iii. They have split up the chapters and are progressing through the curriculum.
    c. The creation of one-page documents that would be "companion diagnostic tools" for curricula – Janet Cornell and Lisa Burke
        i. Janet states Courtney has joined this group as well and assisting in the project.
        ii. Janet shared the draft work product of the 1-page quick tool of the importance of the topic. Looking as a fillable PDF.
        iii. This will be a score and tally assessment.
        iv. Next meeting is set for 2/4/2025

d. Creating a CORE® Champion two-minute video to introduce the program – Jeff Chapple and Greg Lambard
    i. Work in progress.
    ii. A workflow was presented and approved by the Officers.
    iii. Videos opportunities are being reviewed for the midyear conference.
    iv. Project will be completed prior to the July deadline.
e. Creation of a WG to review CORE® Champion videos to see if they are still relevant/current – Brandon Kimura
    i. Norman states the Next meeting is 1/28/2025.
    ii. The workload was divided up and being reviewed.
    iii. Next steps are deciding if the videos are relevant still.
    iv. Discussions on videos removed will still be on the YouTube channel
f. Continue to offer CORE® trainings –
    i. Kelly mentioned Missouri 1 day 5/19/2025
    ii. Vermont June 12-13
    iii. Several others in the process and discussions for 2025
g. Hold two CORE® Webinars –
    i. Operations Management January 27, 2025
        1. Ellen and Cheryl are ready
        2. They added a polling feature within the webinar
        3. SRT needs to be prepared
    ii. Budget/Fiscal Management Fall 2025
        1. Looking for presenters and will look once the revision is completed.

5. Open Discussion
    a. Kelly reviewed the Midyear conference. States registration is closed to guarantee the hotel as we filled the room block however Conference registration is still open.
    b. Janet Cornell asked for input for the Court Express for the March/April edition. Also looking for a member and a state association to highlight.
    c. Roger mentioned the Penn State opportunity in the next Court Express.

Future Meeting dates (Every 4th Wednesday at 3pm EST)

February 26, 2025	March 26, 2025	April 23, 2025
May 28, 2025	June 25, 2025	