CORE® COMMITTEE
MINUTES – 3/26/25, 3:00pm ET

1. Welcome and Introductions
   Kevin Bowling, Melinda Brooks, Janet Cornell, Jude DelPreore, Stacey Fields, Peter Kiefer, Cassandra Kirk, Greg Lambard, Rich Lynch, Mike Malone, Charles Mapp, Tina Mattison, Ed McNachtan, Norman Meyer, Dawn Palermo, Rick Pierce, Ellen Procida, Roger Rand, Creadell Webb

2. Approval of minutes from February 26th
   The minutes from February were approved.

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

   a. Curriculum review of Budget and Fiscal Management – Roger Rand Chair
      This effort is moving along. The working group has finished updating the curriculum activities. They will be made into fillable forms.
   b. Curriculum review of Caseflow and Workflow – Charles Mapp Chair
      Moved the finish date to end of December. Went over project scope and material contact. By May 16th going to submit an updated outline to the CORE Committee. Looking to add some new sections like Federal litigation, mass torts, and others. For this effort they have added a couple of new members.
   c. The creation of one-page documents that would be "companion diagnostic tools" for curricula – Janet Cornell and Lisa Burke
      They have done draft CDTs for eight of the curricula. They will meet next on April 1st. Their goal is to have all of them done by the May CORE meeting.
   d. Creating a CORE® Champion two-minute video to introduce the program – Jeff Chapple and Greg Lambard
      No report
   e. Creation of a WG to review CORE® Champion videos to see if they are still relevant/current – Brandon Kimura
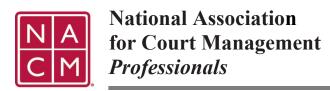   The working group has finished their work and recommended the following:

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1. All videos on the attached list be retained for possible credit for the CORE® Champion program except one. That exception, #20 on the attached list, focused on COVID-19 issues in a coffee talk style to engage the audience. While we believe it accomplished its purpose well, it did not rely heavily upon the NACM Model Code nor reference the NACM CORE®.

2. Going forward, sessions selected to be recorded consider gaps in curricula. While there is at least one recording for each curricula, there are several with only one.

3. A note be appended to both videos #6 and #28 because they are similar. We thoroughly discussed whether to recommend both be retained and we concluded that they should both be retained with a note. Here is a note for consideration: This recorded session, entitled CORE Leadership Webinar, is similar to the session entitled The Leadership Competency—Being a Resilient Leader. This recorded session, entitled The Leadership Competency—Being a Resilient Leader, is similar to the session entitled CORE Leadership Webinar.

   The recommendations were accepted by the Committee.

f. Continue to offer CORE® trainings –
   i. Vermont – June 12th & 13th
   ii. New Mexico – October 28th & 29th
   iii. Missouri – May 19th
   iv. Michigan – In talks
   v. Georgia – In talks
   vi. Oregon – Under consideration by Oregon
   vii. Illinois – In talks
   viii. Ohio – Melinda floated the idea of including Ohio.

g. Hold One more CORE® Webinar –
   i. Operations Management webinar occurred this past Monday.
   ii. Budget/Fiscal Management Fall 2025 – Projecting October

4. Open Discussion
   a. CORE Corner… Janet mentioned this will be part of the Court Express Creative ways courts/associations are using the CORE Curricula

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b. IT Curriculum…
   i. Adding in as a 14th curriculum. Thinking about getting some assistance from JTC, COSCA, CITOC, and so on. We would look for some grant funding. The intent is not to be to tech heavy, but aim more for assistance to court managers in understanding the main IT areas.
      1. Roger working on a poll
      2. Workgroup: Roger, Greg, Ed, McNachton, Peter, Dawn,
      3. What area Vision, Practice??
      4. Scope? Purpose? JTC's thoughts on this too? Maybe put a poll in the Court Express? Social media post too? First Friday, SIG at annual, Cursory table of contents, determine principal author(s), American University was tangentially involved last time. JMI survey to get feedback on drafts? Use of a macro analysis of Court Futures surveys?
      5. How IT effects the other areas of the court
c. Registration is open for the Annual Conference.
d. Jude and Greg will be meeting on themes for 2026 Conferences. There will be no ICM Fellows seminar at the coming Annual.

Future Meeting dates (Every 4th Wednesday at 3pm EST)
April 23, 2025   May 28, 2025   June 25, 2025

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