**COMMUNICATIONS COMMITTEE MINUTES**

**May 11, 2023 @ 4:00 p.m. ET**

Chair: [Greg Lambard](mailto:greg@nacmnet.org) Vice Chair: [Roger Rand](mailto:roger@nacmnet.org)

[Committee Page](https://nacmnet.org/committees/standing-committees/communications-committee/)

1. Attendance: Greg Lambard, Roger Rand, Joe Fazarigi, Dawn Palermo, Kent Pankey, Jeff Chapple, Andra Motyka, Melinda Brooks, Erin Carr, Rick Pierce.
2. Approval of the [April 13, 2023 minutes](https://nacmnet.org/wp-content/uploads/Communications-Meeting-Minutes-041323.docx): Approved
3. DEI Guide
   1. Comments are due from contributors by Friday the 12th. Next Thursday we are going to get together for a final discussion and then the document will be further refined by a small group.
4. Communications Updates
   1. Website Roger Rand
      1. Working on a request for estimates for new maintenance provider.
   2. Podcasts Peter Keifer
      1. Next Podcast should be coming out next week.
   3. Publications
      1. Court Manager Dawn Palermo & Melinda Brooks
         1. Spring edition is in the works. Draft is coming
         2. Summer edition articles are due July 7th but the issue is full already
         3. We need an article for tribal courts.
         4. ECP meeting this month is going to be a Q&A and will become an article.
         5. Fall Edition – post conference article needed.
      2. Court Express Janet Cornell
         1. The current issue of the Court Express is set for release on Tuesday, 5/9/23, a couple of days early from the original publish date of 5/12/23.
         2. Deadline for content for the next issue is Friday 9/22/23.  That will be after the 2023 Annual Conference, so if anyone has ideas on content that needs to follow the conference, they should advise/share thoughts.
         3. Janet welcomes content from anyone, and/or any suggestions on how to improve/add to/enhance the publication.
   4. Social Media Natalie Williams
      1. The working group continues its work in mapping out how the eventually committee will operate. Toward that end a description of the committee for inclusion in the OPS manual has been drafted and forwarded to Brandon.
5. NACM Committee Updates
   1. Membership
      1. Looking for nominations for annual awards
   2. Core
      1. New Website is up and people are using it.
      2. New database to track progress and certificates
   3. Education/Conference Development
      1. Committees won’t be meeting in person at the Annual Conference, but the standing committees will have a booth.
      2. QR Code can be used for people to signup for a committee and get information.
      3. June 7th there is going to be a DEI webinar. We need to get a message out to members and there will be a small registration fee for non-members.
   4. Governance
      1. Proposed amendments to bylaws are available for comment through the end of the month.
      2. The state of the profession is video based this year. While there is less writing to do there still will be some and the Governance Committee is looking for volunteers to help.
      3. The Voice of the Profession survey is being prepped to go out.
   5. DEI
      1. DEI Collaborative is at the NCJFCJ Conference on May 21st.
6. New Business
   1. Between now and June 8th Committee members are asked to develop potential strategic planning items for the Communications Committee. This is being done to speed up the planning process this fall.
   2. How do we honor NACM members who have passed? The following ideas were discussed. This topic will be discussed further at the June meeting.
      1. In memorium in court manager. This would keep a historical record.
      2. In memorium on the website.
      3. In memorium slide at the annual conference.
      4. Perhaps Membership could be the contact.

**Next Meeting date:** June 8, 2023 Final one for this Board Year

**Thank you for your time this year!!**

Greg Lambard & Roger Rand