**COMMUNICATIONS COMMITTEE**

**November 10, 2022 @ 4:00 p.m. ET**

Chair: Greg Lambard Vice Chair: Roger Rand

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

**Minutes**

Attendees: Greg Lambard, Melinda Brooks, Janet Cornell, Kelly Hutton, Brandon Kimura, Phil Knox, Andra Motyka, Kenneth Pankey, Kelly Steele, Kendall Timmons, Johnny Tse, and Jeffrey Tsunekawa

1. Welcome and Introductions
2. Approval of October 13th minutes
	1. The minutes were approved after corrections were noted.
3. DEI Guide
	1. The working group has met again and has created a good first draft of the guide outline.
4. Communications Updates
	1. Website Roger Rand
		1. The website will be down for maintenance on 11/15.
	2. Podcasts Peter Keifer
		1. The next podcast will air on 11/15.
	3. Publications
		1. Court Manager Dawn Palermo
			1. The Fall edition will be coming out prior to Thanksgiving. The submission deadline for the Winter edition which will come out in March, is January 16th.
			2. A meeting was held to ensure the Court Manager and Court Express do not come out in the same month.
			3. A meeting was held with Norman Meyer to discuss referencing older court express issues that haven’t been digitized yet. He subsequently wrote up a proposal that is being discussed by the Board.
			4. Dawn has agreed to be interim editor while we search for a new editor. Andra Motyka and Phil Knox said they might be able to offer some advice. Melinda Brooks said she might be interested in co-editing with someone.
		2. Court Express Janet Cornell
			1. We are pushing out the publication date of the Fall Court Express into early December, so that the Express and Manager don’t come out too close to the same time.
			2. The 2023 publication schedule is approved and posted on the communications committee website, and under the publications tab.  The next due date for the 2023 1st quarter Vol. #25 Issue #1, is Friday 1/13/23.
	4. Social Media Christina Prieto
		1. No report
5. NACM Committee Updates
	1. Membership
		1. No meeting since our last.
	2. Core
		1. The committee is moving forward with creation of a mini-guide on the CORE in practice. They plan to complete it prior to the annual conference.
	3. Conference Development
		1. Proposals for Mid-Year and Annual are being reviewed.
	4. Governance
		1. Resolutions: Nearly finished with the online review process.

**Future Meeting dates.**

December 8, 2022 April 13, 2023

January 12, 2023 May 11, 2023

February 9, 2023 June 8, 2023

March 9, 2023 July TBD at Annual Conference

**Thank you for your time.**

Greg Lambard & Roger Rand