**COMMUNICATIONS COMMITTEE**

**Meeting Minutes**

**May 9, 2024 @ 4:00 p.m. ET**

Chair: Dawn Palermo Vice Chair: Nate Mingo

[Committee Page](file:///%5C%5CDATA2016%5CUser%20Data%5CDPalermo%5CMy%20Documents%5CNACM%5Cnacmnet.org%5Ccommittees%5Cstanding-committees%5Ccommunications-committee)

**Attendees: Dawn Palermo, Roger Rand, Creadell Webb, Peter Kiefer, Melinda Brooks, Robert Gunn, Chris Reams, Erin Carr, Phillip Knox, Kent Pankey, Natalie Williams, Andra Motyka, Hope LaFleur, Joe Fazari, Andrea Ribando.**

1. Welcome and Introductions
2. Review of the April Meeting [minutes](file:///%5C%5CDATA2016%5CUser%20Data%5Cdpalermo%5CMy%20Documents%5CNACM%5CCommunications%20Committee%5CCommittee%20Minutes%5C2023-24%5CCommunications%20Minutes%20December%2014%202023.docx).

3. Update on Guide(s) for 2023-24

 a. Artificial Intelligence Guide – Roger Rand

* Switch from ISSU to InDesign by Adobe
* Draft underwent initial content review, second draft will be out next week.
* Governance is adding a section to the operations manual under communications on how our committee will review and approve edits and suggestions for additional content. We will update the guide biannually.

 b. Revision of Court Security Guide – Nate Mingo sent a report

* A draft of the guide will be presented on May 17.
* Anticipating publication in July.

4. Communications Updates

a. [Website](http://www.nacmnet.org) – Jeffrey Tsunekawa unable to attend. Roger Rand provided report.

* A document library proposal was reviewed. The solution will provide one space for the various NACM documents. A revised proposal will be presented in June.
* A new webinar page has launched. Tagging needs to be done
* The guides will be link on the webinar pages if they are resources.

b. Podcasts - Peter Kiefer

* Two podcasts on public service centers. The first one is out now.
* May 21st the second podcast will come out on how we communicate with litigants.
	+ We know about not giving legal advice
	+ How do we give better information to litigants to improve customer service
* June will be on Civil Filings – re: new book by Alan Carlson and

c. Publications

i. [Court Manager](http://www.nacmnet.org/resources/publications/) - Melinda Brooks

* Discussion of article ideas and potential authors
* Spring edition on June 3rd
* Summer edition in production, submission deadline July 8 with release date of September. We will include an article on the annual conference. Article on the fellows program. We may include some of the Core Champion papers. IACA will submit an article. Natalie and Lilian will submit an article.

ii. Court Express - Janet Cornell sent a report.

* April 19th was most recent edition.
* Next edition is July 26th.
* What kind of little articles would be good for members.

d. Social Media - Natalie Williams – Next Comm Meeting May 16, 4PM ET

* Asian Pacific Islander Heritage Month Post coming.
* Winners of the SWAG contest post coming soon.
* Registration Fees post will be coming.
* Please like, subscribe, repost, and comment on NACM Social Media posts
* Mental Health post is coming
	+ Discussion about specialty courts moving from grant funded programs to permanently funded court dockets. Idea for a court manager article. Melinda said she could write on this. John Dieter from Multnomah County Court may be a good writer for this as well.

e. Webinars –

* + i CORE Leadership Webinar – TJ BeMent presenter – April 22, 2024 - Follow-up- 523 registrants with 315 participants.
	+ ii. Increasing Court Appearance (Ideas42) – June 11, 2024, 3PM ET
	+ iii.Tyler Webinar - August 29, 2024, 2PM ET – Melinda Brooks volunteered to host.
	+ iv. DEI is More Than Alphabet Soup – September 12, 2024, 3PM ET, Roger is facilitating and Zenell Brown and Creadell Webb are presenting.
	+ v. State Courts in Focus: State Constitutional Trends & Legislative Assaults on Judicial Independence – October 22, 2024, 3PM ET – Host will be needed.
	+ vi. AI Guide: Fall 2024
	+ v. CORE: January 2025

5. Other Communication Updates

* Session at Annual Conference, 10:30 – 11:30 about our publications
* Nate will lead the June Meeting because Dawn will be out of town.
* Our Committee will not meet in July.
* The AI Guide updating procedure will be adding to Operations Manual.

6. Other NACM Committee Updates

a. Membership

* + Still Scholarship opportunities
	+ New Member Webinar was well received.
	+ SWAG contest announcement coming

b. CORE

* + 179 Participants in the CORE Champion Program.
	+ 354 SRT’s filled out in 2023
	+ 258 SRT’s filled out so far in 2024
	+ 5 CORE Sessions at the Annual Conference
	+ Email just went out to potential CORE Presenters. If you are interested in being a presenter contact Greg Lambard

c. Conference Development-2024 Annual Conference – July 21-25 New Orleans, LA (Hilton Riverside)

Scholarship Applications, Award Nominations, Registration

Earlybird ends soon

Regular registrations ends June 28th.

Board declarations are due by June 7th. Please consider it.

d. Governance -

* OPS entry for the AI Guide

e. DEI

* Article and Webinar coming out will be about conversations around DEI
* Updating and adding resources to our website

**Meeting adjourned: 1:43PM**

**Future Meeting dates:** June 13