

**National Association for Court Management**

***COMMUNICATIONS COMMITTEE CALL***

***MEETING MINUTES***

**Thursday, March 8, 2018**

**4:00 P.M. ET**

***Minutes***

**Attendees:**

T.J. BeMent, Jeff Chapple, Julie Dybas, Andra Motyka, Dawn Palermo, Rick Pierce, Janet Reid, Alyce Roberts, Danielle Rosete, Steve Thomas, Jeffrey Tsunekawa, Aurora Zamora

1. Welcome/Call to Order

Dawn Palermo called meeting to order at 4:05pm Eastern.

1. Publications Update
2. Court Manager – Tasha was unable to make call. She requested that we report that the deadline for article submission for summer edition is March 22, 2018. Electronic ***Court Manager*** was issued for first time. The member log-in credentials will be required for signing in to access ***Court Manager*** in future. Members will use NACM membership log-in to gain access. Article sharing will be locked down to a single article that is being shared but offer a 7-day trial period to access full journal. More discussion on this issue will take place by NACM Board after Howell Group estimates the costs.
3. **Court Express** just went out on Tuesday. An advertisement was included. Next **Court Express** goes out at the end of May. Deadline for submission is May 14. We can track clicks on advertisement.
4. Quarterly Webinars
5. Civil Justice Initiative Webinar Follow-Up. 161 registrants, 82 participants. 103 of registrants were not NACM members. The membership committee will be following up with the non-members.
6. Trauma Awareness Webinar will be held May 17, 2018, 2pm Eastern. Registration info will be sent out 1 month prior. Alyce Roberts volunteered to moderate webinar.
7. The last 2 webinars of 2018 will be on JTC projects and Domestic Violence Guide..
8. Guides
9. Plain Language Guide – Aurora gave an update on the drafting of guide. Guide already have 19 pages. It will be an electronic guide.
10. Social Media Update

Janet Reid regularly updates our social media accounts. Send items to report out to her.

1. Website Update

The website overhaul has begun and will roll out later this year.

New Business

1. Board meeting follow-up

Board approved our proposal to archive outdated guides. Board approved publication of items of interest to members. Education Committee was created.

1. Conference app will come out next week and conference registration information will come out week of March 12.
2. Declaration of candidacy due early May. Information can be found on NACM website.
3. Nominations of Board members due Mid April. Information can be found on NACM website.

Next Meeting: Thursday, April 12, 2018, 4pm Eastern on NACM Conference call line.

Meeting adjourned by Dawn Palermo at 4:35pm Eastern.