

**National Association for Court Management**

***COMMUNICATIONS COMMITTEE CALL***

***MEETING MINUTES***

 **Thursday, May 10, 2018**

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

***Minutes***

**Attendees:**

Janet Cornell, Paul DeLosh, Joe Fazari, Phil Knox, Andrea Motyka, Dawn Palermo, Rick Pierce, Roger Rand, Janet Reid, Alyce Roberts, Tasha Ruth, Johnny Tse, Jeffrey Tsunekawa, Steve Thomas, Aurora Zamora.

1. Welcome/Call to Order
2. Publications updates
3. ***Court Manager*** - Tasha was unable to join conference call. Tasha needs articles for the Court Manager. Articles are due June 29th to Tasha.
4. Court Express – Jeffrey gave an update. The next Court Express will go out May 25. Send submissions to Jeffrey.
5. Quarterly Webinars
6. Trauma Awareness Webinar – will be held Thursday, May 17, 2pm Eastern. We have 316 registrants so far and 75 of these are NACM members. The presenter will be Judge Floerke and the moderator will be Alyce Roberts.
7. 3rd Quarter Webinar – Joint Technology Projects Webinar will be held July 12, 2018, 3pm Eastern. Presenters will be Kevin Bowling and David Slayton. The moderator will be Jeffrey Tsunekawa.
8. Guides

Plain Language Guide - Aurora Zamora thanked everyone on the Guide Committee and stated she loves working with this group. The draft guide is in google docs and all committee members have taken sections. The product is amazing and the committee hopes to have a draft by the annual conference.

1. Social Media Update – Janet Reid requested members forward light, funny stories to her for Facebook postings.
2. Website Update – Jeffrey updated committee on issues with vendor. NACM will be delaying launch of new website. Receiving daily updates from vendor. A deadline of end of month is the latest project can continue. Website should be easy to use and maintaining site should be easier. Advertisements on website was discussed. NACM needs to build in the capability now so the advertisement space is available. Pop-up advertisements can occur. Jeffrey will work with Janet Reid and Stacy Smith to create an advertisement package.
3. Announcements

Paul DeLosh announced that annual conference early bird registration ends May 15, 2018. The regular rate is high so we are probably headed for a sell out. Encourage people to register and book their rooms.

Vendor sponsored webinars will be put on June agenda for discussion. Item has been sent to Ethics Committee.

 Please let Alyce know if attending annual conference. Alyce will use cell phone to facilitate meeting so others not attending conference can participate in meeting. The communication committee meeting at annual conference will be held Wednesday, July 25, 11am.

•Board nominations due April 15, 2018

•Declaration of Candidacy due May 4, 2018

•Awards nominations due tomorrow.

1. Next Meeting: Thursday, June 14, 2018, 2018 at 4pm Eastern.