

**National Association for Court Management**

***COMMUNICATIONS COMMITTEE CALL***

***MEETING MINUTES***

 **Thursday, June 14, 2018**

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

***Minutes***

**Attendees:**

Maria Elena Arvizo-Knight , Vicky Carlson, Dawn Palermo, Rick Pierce, Carlene Redmond, Janet Reid, Alyce Roberts, Danielle Rosete, Will Simmons, Steve Thomas, Johnny Tse, Aurora Zamora.

1. Welcome: Meeting called to order by Dawn Palermo at 4:00pm Eastern
2. Publications updates
3. ***Court Manager*** - Tasha was not able to attend meeting. Alyce Roberts provided a report. The fall 2019 deadline is June 29. New articles have been received. More articles are needed. Suggested topics include:
4. How courts are providing data to The National Instant Criminal Background Check System (NICS) to provide accurate data for record checks to determine whether a person is disqualified from obtaining a firearm or explosive.
5. Bail Reform/Pretrial Services
6. Court engagement with communities (like educational programs put on for the general public to learn more about our courts as part of the community).
7. How to engage staff, especially with a changing workplace (e.g., many staffs are comprised of long-term workers who are now reaching retirement and will do relatively at the same time, leaving the court without the institutional knowledge they possessed to do their jobs; also, how to engage a younger generation to care about their jobs and court customers, or is okay to “just show up.”)
8. Amnesty programs – anyone that would like to share their story of how they conducted a “Safe Surrender” or “Amnesty Day” in their court?

The columnist for the Courtside Conversation will be leaving NCSC. A new columnist needs to be found. Interested volunteers can notify Tasha.

1. Court Express: Jeffrey Tsunekawa was unable to attend meeting. Dawn Palermo reported that Court Express went out last week and a new edition will go out in September.
2. Quarterly Webinars –
3. Trauma Awareness Webinar – was held on May 17. The survey results were shared with the committee.
4. 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.
5. 4th Quarter Webinar – Domestic Violence Webinar - Julie Dybas is working with her guide committee to get the webinar scheduled for some time in November.
6. Guides

Plain Language Guide update was provided by Aurora Zamora. The Committee is planning to complete by September 13, 2018. Committee members are welcome and encouraged to review guide prior to publication.

1. Social Media Update – Kathy Griffin did not have any updates. Janet posts to social media regularly.
2. Website Update – Jeffrey Tsunekawa did not have a report. Janet Reid reported that the e-commerce store is being configured. The website is continually being fixed to ensure all items are included. Plan for committee chairs to update their pages.
3. New Business
4. Communications plan updates were reviewed by Committee. The plan was updated to include reprinting of Court Manager/Court Express articles, survey evaluations and reports section was clarified and the membership listing section was enhanced. Vicky Carlson suggested we add some language to the membership listings. As part of agreement, an organization can have access to membership listing twice a year. Janet Reid suggested we also add language regarding sponsor agreements and sharing of conference participant listings.

The updated Communication Plan will be submitted to the NACM board for review at their July meeting.

1. Proposal to Establish Webinar Access Policy
* A proposal has been created stating that webinar recordings should be a member benefit and non-member could purchase the recording for a minimal fee. Discussion took place regarding the fee.
* Aurora is a member of another organization which charges $10 a month.
* Vicky stated that some courts won’t pay for staff to become members. Many people only have webinars and live stream session as their education opportunities so charging the full membership rate for a webinar is not feasible.
* Alyce stated the board would continue to make live webinars free to non-members. The recordings would become a member benefit.
* Rick stated that it shouldn’t be more than $20. We are unsure if it will be worth charging because e-commerce isn’t set up yet.

Committee agreed to recommend $15 fee for recording purchase. Policy proposal will be submitted for board review at the July meeting.

1. Proposal to establish webinar sponsorships- was revised to include (1) Vendor provided and sponsored webinars (2) NACM produced and vendor-sponsored webinars. Proposal includes Ethics Committee points for consideration. Policy proposal will be submitted for board review at the July meeting.
2. Communication Reviews – Discussion took place on communications being sent to members and a possible checklist to ensure the communications follow a review process. Vicky Carlson stated that we just have to ensure it is a timely response as to not hold up communications. Alyce recommended a third party review document for content and errors. Alyce and Dawn will create a checklist for board review and present at next board meeting.
3. New Communications Chair will be Alyce Roberts. Dawn Palermo will be rotating off board in July.
4. Meeting time was discussed and will remain same. Meeting will be held on second Thursdays of month for 4pm Eastern.
5. Next Meeting: Wednesday, July 25, 11am Eastern during NACM Annual Conference.

Meeting adjourned to 5pm Eastern.