

**National Association for Court Management**

***COMMUNICATIONS COMMITTEE CALL***

***MEETING MINUTES***

**Thursday, January 11, 2018**

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

***Minutes***

**Attendees:**

Vicky Carlson, Janet Cornell, Paul DeLosh, Julie Dybas, Joe Fazari, Kathy Griffin, Pete Kiefer, Phil Knox, Andra Motyka, Dawn Palermo, Rick Pierce, Roger Rand, Janet Reid, Alyce Roberts, Tasha Ruth, Will Simmons, Steve Thomas, Johnny Tse, Jeffrey Tsunekawa, Aurora Zamora

1. Welcome/Call to Order. Meeting called to order at 4pm.

Steve Thomas was welcomed as a new member to the committee. Steve introduced himself and stated he is a District Court Administrator in Texas. He has been at the court for over 20 years.

1. Social Media Update was given by Kathy Griffin. Janet Reid has been posting to Facebook on behalf of NACM. Facebook and Twitter will be utilized at Midyear Conference for questions.
2. Publications Update

Court Manager – Tasha reported that we received enough articles that she will be able to push some to the summer edition. March 22, 2018 is the deadline for the summer issue.

A follow-up article on the Plain Language webinar may still be a possibility. We may also possibly have a follow-up article to the Civil Justice Initiative Webinar. Call for proposals for the annual conference includes a box to check if interested in writing an article.

Court Express – Jeffrey reported that the last Court Express went out in December. We did receive some interest. Next Court Express goes out in February. Space is filling up in the next issue. We did secure some advertisements for the Court Express.

1. Quarterly Webinars
2. Civil Justice Initiative Webinar is scheduled for February 28, 2018, at 2pm Eastern. Registration forms will go out in late January.
3. Other 2018 Webinars:
4. Trauma Awareness Webinar is being planned with Judge Floerke for second quarter of 2018. Date will be set by judge.
5. JPJC Projects webinar or DV Guide webinar will be offered in the third and fourth quarter respectively. Julie stated she has speakers committed for the DV Webinar and Jeffrey Tsunekawa is willing to assist with speakers for the JTC webinar.
6. Guides
7. Plain Language Guide – Aurora Zamora reported that the subcommittee has members and each has been assigned a section. The document will be put in Google docs for everyone to edit. Anticipated completion date will be September 13, 2018 and a draft will be sent to the Communications Committee. January 25, 2018 at 2pm eastern will be the first conference call of the subcommittee. Email Aurora if anyone else would like to get involved.
8. Website Update – Jeffrey provided an update on the website redesign. First beta site was viewed. The goal is to have a new site by the end of February.
9. New Business
10. Additional SJI Grant funds are being applied for to cover quarterly webinars and an additional guide.
11. Guide selection protocol was drafted by Alyce and Dawn. It will be shared with NACM board at the midyear board meeting. If anyone has suggestions please share with Alyce.
12. The Strategic Plan Objectives report will be presented to the NACM Board at the Midyear Meeting. Follow-up will be brought back to committee.
13. Next Meeting: Thursday, March 8, 2018, 4pm Eastern on NACM Conference call line.