

**LEADERSHIP OPPORTUNITIES AND CHALLENGES FOR OUR NATION’S COURTS**

CONFERENCE DEVELOPMENT COMMITTEE MEETING

Meeting Minutes

Tuesday August 8, 2023, 2 p.m. ET.

1. Welcome and Introductions
	* Tina Mattison, Jude Del Preore (NCSC), Rick Pierce, Jeffrey Tsunekawa, Erin Carr (NCSC), Dawn Palermo, Roger Rand, Bo Coxen, Janet Cornell, Norman Meyer, Courtney Whiteside, C Erica White, Jeff Schrade, Debbie Olguin, Jorge Basto, Mark Dalton, Ally Meadows, Erica MP Santiago, and Alicia Shepard.
2. 2023 Annual Conference feedback / Debrief
	* Last speaker of the conference was amazing and received a standing ovation.
	* Board is not yet reviewed responses.
	* Very large number of first-time attendees
		+ - New to NACM need to know how to navigate the app, as it can be very confusing.
			- May need a session for new attendees to understand the structure of NACM and how to be involved.
			- Possible idea of a 30min SIG session or webinar before the conference begins. Roger Rand said that a SIG session was best for ECP and that it could serve as an orientation. ECP and first-time attendees event blends well together.
	* Feedback from the membership group was that we may need extra breakouts for super sessions.
	* Debbie said that she saw the value of attending with colleagues and word of mouth helps to get more out of the conference. She suggested that sessions be offered more then once or later in the day and include sessions on Wednesday afternoons. Rick Pierce agreed that Wednesday was never intended to be a vacation day, however we have to be mindful of the vendor show.
	* Janet Cornell suggested adding the differences between midyear and annual in the CourtExpress.
	* Discussion held regarding locations for 2025. We still have not entered into contracts for this year, due to lack of responses from hotels. Our conference does have a large footprint, which means we require more meeting room space, then we have attendees. Do we need to shift things around? Jude and Tina will be working on this for 2024, so we may be able to alter things before 2025.

III. Theme for upcoming conference(s)



1. Midyear (Orange County, CA February 4-6)
	* Theme is Engaging a New and Diverse Workforce
	* Norman Meyer stated the need for front lead supervisors: what they need, performance appraisals, etc. Proposals geared to building mid-level management and supervisors.
2. Annual (New Orleans, LA July 21-25)
	* Theme is Challenges for our Nation’s Court: Leading Leaders into the New Tomorrow

V. NACM Committee Strategic Plan Projects for 2023

 a. CORE – Creating “How to be a CORE presenter”

* + Bring these sessions to the conference. Expose our members to the core competencies.
1. Communications – New Guide for 2024
	* Artificial Intelligence - AI
	* Norman Meyer – Ethics committee will be updating the Ethics Guide.
2. DEI – Workgroup to submit a proposal for presentation at mid-year/annual.

VI. Subcommittees

1. Proposal Review
* Proposals will be going out around last week of August. Need a group of individuals to read/review/rate the proposals. Please email Tina if you are interested.
1. Know before you go
* Introduction video – background of where we want to go, what to know, experience NACM, video commercial, etc. We are looking for assistance. Volunteering Mae from Oregon.
1. Hosts
* Roger Rand and Kristie Collier volunteered to coordinate the hosts/facilitators for next year’s conferences. We have included in the ask for host duties, someone to check comments and engage virtual attendees.
1. Virtual MC
* Looking to create a way to provide some connection to the virtual attendees before the sessions and/or during breaks. Tina to work with Erin/Val to see what our livestream capabilities are. It would also be nice to hold a social happy hour prior to the conference for those who attended virtually.

VI. New/Old Business – Discussion held regarding a proposal to conduct a joint conference with IACA. Norman to bring it up with the International Subcommittee group.

VII. Looking into the possibility of adding a “click here” to add to google or

outlook calendars on the websites.

Conference Committee Call Schedule for 2023-2024 NACM year

2nd Tuesdays at 2:00pm ET

September 12 / October 10 / November 14 / December 12 / **January 9** / February 13 / March 12 / April 9 / May 14 / **June 11**.