



***CORE COMMITTEE***  
***Wednesday, February 26, 2020***  
***3:00 P.M. ET***

**MEETING MINUTES**

**Call Participants:**

Jeffrey Tsunekawa	Janet Reid	Norman Meyer
Kathy Griffin	Jeff Chappel	Edward McCachtan
TJ Bement	Kent Pankey	Peter Kiefer
Kelly Hutton	Phillip Knox	Steve Thomas
Rick Pierce	Janet Cornell	

**1) Welcome, Roll Call and approval of the January 22, 20120 Minutes**

Updates were sent prior to the meeting regarding updates to the minutes which included swapping the text for the curricula review sections with the updates the January 22, 2020 meetings were deemed approved.

**2) Curricula Review Updates**

**a. Purposes and Responsibilities**

Kelly Hutton gave an update on the current review process. The group has been meeting every couple of weeks and should only have 2 or 3 more meetings to finish up. Brandon Kimura, Peter Kiefer, Judy Ly and Kelly Hutton are reviewers for the group.

**b. Operations Management**

Ed McNachtan will begin working with his group this week. Ed McNachtan, Janet Cornell, and Dorothy Howell are the reviewers for the group.

**3) CORE Micro Courses Update**

Jeffrey Tsunekawa discussed the board's decision to not partner to complete the micro-courses at this time due to the resources that would be required and instead focus on the CORE Champion. Norman Meyer discussed the decision and was encouraged about possible collaboration in the future. He also discussed that they would be moving forward and tackling Workforce Management next and begin identifying subject matter experts. Jeffrey Tsunekawa agreed that NACM would assist as it could and looks forward to seeing this project develop. Janet Cornell inquired if the further guidance in the letter to Court Leaders would be forthcoming. TJ BeMent indicated that there would be something developed for use by all entities using the CORE. Janet inquired if there was a timeline for this response. TJ indicated that the Court Leaders could continue as they deem appropriate and that a group would be getting together to develop the fair use guidance.

#### **4) CORE Champion**

Jeffrey Tsunekawa is working on gathering a team to begin working on this. Currently the group consists of Jeffrey Tsunekawa, Janet Cornell, Kent Pankey, Kelly Hutton. Jeffrey will continue to reach out to people to add to the team. If you are interested please reach out to Jeffrey Tsunekawa.

Janet inquired about what conference session will qualify for education for the CORE Champion. The NACM mid-year conference had topics related to the CORE but were not presenting the actual content of the CORE. TJ BeMent indicated that the sessions at mid-year were related to the CORE but not as in-depth. The future goal will be to provide curriculum that are more “spot on” with the CORE. Janet and TJ both discussed that the group working on the CORE Champion could take this under consideration as part of their overall tasks to ensure that content classified as CORE are meeting a set of guidelines before receiving credit for these sessions. Kathy Griffin indicated that there has been an evolution of what has been presented and the group will decide what will be acceptable, 15 minutes, two sessions, etc. TJ indicated that sometimes it is hard to review the submissions received and correlate how closely related the presentation will be to the CORE without having the presentations be from those within NACM.

#### **5) Other Business**

Meeting adjourned at 2:32 pm.

**NEXT Meeting: March 25, 2020, 3:00 PM EST**