



BOARD CONFERENCE CALL
Tuesday, December 11, 2018 – 2:00 PM ET
[GoToMeeting](#) - (872) 240-3212, if needed

AGENDA

- 1. Welcome** *Paul DeLosh*
 - a. Approval of November 13, 2018 Meeting Minutes (page 3)
 - b. Open Board Position
 - i. Determination and process to fill (Action item)
 1. Article V, Section 3. A vacancy in the position of Director may be filled by the affirmative vote of a majority of the remaining Officers and Directors at the next regularly scheduled Board meeting. Persons so appointed shall serve until the close of the annual meeting.
 - ii. 90-day period (Action item) (page 8)
- 2. President-Elect's Report** *Will Simmons*
- 3. Vice President's Report** *T.J. BeMent*
 - a. Annual Priorities - Strategic Plan
- 4. Secretary/Treasurer's Report** *Kathy Griffin*
 - a. 2021 Site selection (Action item)
 - b. 2022 Site selection (Action item)
 - c. SJI Grant
- 5. Membership Services** *Michelle Dunivan*
- 6. Governance Committee** *Greg Lambard*
- 7. Communications Committee** *Alyce Roberts*
- 8. NCSC Report** *Janet Reid*
- 9. Other/New Business**
- 10. Adjourn**



FALL BOARD MEETING

Tuesday, November 13, 2018

Las Vegas, NV

Bellagio, VanGogh 1&2

Board Book available on [Board Page](#)

Present: Paul DeLosh, Will Simmons, T.J. BeMent, Kathy Griffin, Vicky Carlson, Tina Mattison, Michelle Dunivan, Charleston Carter, Greg Lambard, Rick Pierce, Frank Hardester, Angie VanSchoick, Julie Dybas, Alyce Roberts, Janet Reid

AGENDA

11. President's Report (30 minutes; 8:30-9:00)

Paul DeLosh

- a. Overview of Agenda. Paul welcomed the board. Paul asked the board for feedback as to what would be more helpful to prepare for the meeting in advance. As always, we request reports in advance to be able to estimate time frames as well as to become aware of action items which require a board vote. 2021 Site Selection will not be an action item on the agenda as Kathy is still visiting sites. Paul gave an overview of the site selection process for new directors to understand. Tomorrow's meeting will focus on setting annual strategic priorities.
- b. Approval of September 11, 2018 Board Meeting. Paul asked for any changes to the minutes. Hearing none, the minutes were approved. Alyce requested that the minutes be sent out as close as possible after the meeting while information is fresh in everyone's mind.
- c. Partner Outreach efforts. Paul has been trying to engage with other associations to develop products
 - i. NASJE – Met with their board. We worked with them for the leadership seminar on the Sunday of the Annual Conference last year. Paul asked NASJE to partner with NACM to offer some type of skill building opportunity at conferences. They are willing to do this for no fee, only fee would be to provide overnight room for them. Tony Simones and Paul will put together some sort of agreement to document what is expected of both groups. This partnership provides exposure for both groups. Paul hopes to have an agreement together in next two months.
 - ii. CCPIO – Conference call with Leah Gurowitz, president of CCPIO this morning. Leah would like to partner together for Social Media Guide update. The potential is there not only for a guide but also a webinar. Paul met with Beth Riggert, who used to be president of CCPIO, to create a guide or training as to how to provide a role for courts that do not have public information officers. CCPIO saw the call for proposals and indicated that they will submit for the Annual Conference regarding Community Outreach. CCPIO does not want to have a dual membership at the moment as they just changed their dues structure.

- iii. NCJFCJ – we just entered into Dual Membership Agreement with this group. Spoke with Joey Hastings regarding partnerships; Jonathan Mattiello has said he would work with this partnership for funding if he could. Discussing a partnership with NCJFCJ and NAWJ for #metoo for a guide/webinar/bench cards to deal with issues. Joint grant to be submitted to SJI for funding to create product.
- iv. CITOC – Discussion with Casey Kennedy to seek assistance with Technology Awards. Previously JTC has been administering awards, but they no longer want to do so. Pool of entries can be business related (presented by NACM) or techie type award (presented by CITOC). Kevin Iwerson, liaison to CITOC, will be creating a proposal to look at. Also talked to JTC & CITOC about technology related programs. Kevin will participate on education committee to discuss tracks.
- d. Review of last Officer's call
- e. Review of Monday's Officer meeting. Spent most of the time talking about the budget, and this will be a large focus of the conversation today. Also discussed open board position and the two applications that were received and will be considered. Requested board members review submissions to become familiar with them prior to the end of the day.
- f. Education Consultant change – the change is a positive one for the court community in gaining Patti in her new role. Paul discussed Patti's efforts for NACM and thanked her for her energy and support, and encouragement of policy and structure for the board. The change will be a challenge for NACM. This is the third educational consultant for NACM in 5 years but understand there is a great need for Patti on mental health. With the retirement of Callie Dietz, former COSCA President, the opportunity was there for her to become educational consultant, reporting to John Meeks in ICM. John, Callie and Mary will be meeting this week to discuss transition. There will be a good six weeks of training before Midyear. They will both attend Midyear, so they can work together. Patti plans to man the *Doctor is In* booth for NCSC at Annual Conference so she will be at the NACM Conference to help. Will received note from Patti that she is 200-300% behind NACM. Patti wants to stay involved and help in any way she can moving forward. She is "not going anywhere."

12. President-Elect's Report (15 minutes; 9:00-9:15)

Will Simmons

- a. Conference Development Committee Update – Will noted that he would have fallen on his face without Patti. As far as Midyear, the call for proposals is out and sessions are being scheduled. The agenda is being filled out on conference app. Conference is set, just fine-tuning details. Working with Ben Barham. 2 associations in Arkansas, receiving promises of numbers. Need to follow marketing plan and push educational content. Requested help from the board to do this. Edwin Bell is working with Julie on the hosts. TJ and Alyce are working on the Special Interest Groups. Need to push the conference.
- b. Call for Proposal for Annual just went out. Looking at social by the pool. If interested in being on the review team for the call for proposals, let him know.
- c. 2019 Annual Conference Registration Rates (**Action item**). Will discussed history of conference regular rates. Proposed rates – super early bird of \$615 member "roll the dice fee" – a \$30 increase in regular rates- through April 12. Jackpot rate (regular) is \$715 through May, last minute is \$785 "Busted" for 6 weeks prior to late. There is such a negative impact on our budget because of Bellagio being such a huge increase in costs that we need to adjust the rates to offset. Michelle suggests group activities that people

- can do together to include family activities. Will will put together an activity committee. He wants to put out a promo video on our website.
- d. Will made a motion that the early bird rate for members is \$615, regular rate \$715 and late member rate \$785 for the 2019 annual conference. Nonmember rates will follow the normal spread. Rick seconded the motion. All in favor, none opposed, the rates were set.
 - e. TJ requested discussion on group rates. Group regular rate \$615, group late @\$715, nonmember rate \$140 additional. Nonmember \$755 regular, \$855 late.
 - i. Kathy made a motion that for the group early rate member is \$615 and late \$715. The nonmember group rate is \$140 additional. TJ seconded the motion. All in favor, none opposed, the motion carried.
 - f. ECP rates – ECP has been the same as the group rate. Kathy made a motion that the ECP rate follows the group rate pattern. TJ seconded. All in favor, the motion approved.
 - g. Daily rates – TJ moved that daily rate became \$275 member, \$300 nonmember. Greg seconded. All in favor, none opposed. Motion carried.

13. Vice President's Report (10 minutes; 9:15-9:25)

T.J. BeMent

- a. Education Committee Update – Education call Thursday. Conversations about skills building.

14. Secretary/Treasurer's Report (45 minutes; 9:25-10:10)

Kathy Griffin

- a. 2019 Budget (**Action item**) - Already discussed budget issues. Board book included proposed 2019 budget. 2018 budget started over -\$100,000; looks like it will end I the negative amount of \$37,000 for 2018. Board previously voted to use \$50,000 for website renewal. If we pull expenses will be at balanced budget for 2018. Factored in more attendees to this budget.
- b. Arkansas numbers are currently low. Need to push to get registration numbers higher.
- c. List of proposed cuts – Kathy explained the recommended officer cuts. After much discussion, the following cuts were voted in:
 - i. Reductions: Eliminate breakfast for board meetings and replace with per diem or concierge lounge service, reduce officer meeting to an afternoon session, reduce soda beverage service at conferences, reduce board gifts, eliminate a board member, if a by-law vote passes. Added in breakouts at annual and midyear, books at midyear, an ad for the website, \$3,500 from investment dividends and increased registration rates and member dues.
- d. Kathy made a motion to approve all of the highlighted cuts and add in additional expenses for Leaders Teaching Leaders, breakouts and books. Increase revenue dues and budget enhancements leading to a \$80,000 deficit. TJ seconded. All in favor, none opposed, the budget was passed.
- e. 2021 Site selection - Kathy is finishing site visits. Will start looking at 2022 shortly.
- f. SJI Grant - Grant submitted with an increase of \$20,000, will hear December 10 as to whether approved.

15. Immediate Past President's Report (5 minutes; 10:10-10:15)

Vicky Carlson

- a. Past Presidents have met once. They are looking for ways to provide value, so send ideas to Vicky.
- b. Nominations issue – NACM will advertise that there is a by-law change vote at the annual meeting (to eliminate one board position.) The nomination form will be posted after midyear.

16. Governance Committee (30 minutes; 10:30-11:00)

Greg Lambard

- a. Model Code of Conduct for Court Professionals (**Action Item**) Peter and his group have made changes to the Model Code of Conduct. Greg was seeking approval by the board. Requests board to make a thorough read-through. Greg made a motion to approve the model code of conduct as presented. Alyce seconded. Paul discussed two versions – one with commentary which resides behind member wall. Without commentary is for anyone. All in favor, none opposed the motion carried.
- b. Resolutions (**Action Item**)
 - i. Rick stated that the 30-day window for comment had not expired, but would like the board to review and take vote on December 3 or take vote now and not be binding until December 3. Jeffrey will be putting in Court Express.
 - ii. All resolutions are supported, save 1. These are resolutions previously adopted by COSCA/CCJ and NACM has made determination to support.
 - iii. Original resolution regarding SJI funding. NACM added additional language regarding the cooperation SJI has given NACM. TJ suggests the resolution goes to SJI when comment period is over. Greg made a motion to adopt resolution 2 as presented. Alyce seconded. All in favor, none opposed. The resolution was passed.
 - iv. Governance committee reviewed COSCA/CCJ resolutions and determined to support 6 of them as written.
 - v. Greg made a motion to approve Supported Resolution 3; Kathy seconded. All in favor, none opposed, the resolution was approved.
 - vi. Supported Resolution 3 – Rick stated a change had been made. Asterisk to denote the twelve states that have adopted ICPC.
 - vii. Greg made a motion to approve all the remaining resolutions as presented. All in favor, none opposed.
- c. Operations Manual – consideration for online software programming to facilitate to upkeep via the website. May not be feasible this year with the budget. Long-term managing for the ops manual would be great to utilize. Alyce would like shared Windows experience. Could National Center host documents and provide login credentials with box. Frank will help test out.
- d. Governance to do annual review of strategic achievements for Midyear. Will hope to have done prior to the Fall Meeting next year.
- e. Voice of the Profession Survey – Greg reviewed the results of the survey. Goal to use this to create strategic planning for 2020-2023. Incorporated into an article for Court Manager. Capitalize on engagement – follow up to let members be aware that they were heard and what NACM plans to do with it. National Agenda and Priorities – how to make relate-able to the court community. Is it used?
- f. Educators & Students – landing page set. Target narrowly to find individuals that could be a champion for NACM – need to define objective. Paul mentioned the targeted approach to Mary McQueen, who currently is in talks with Mary McQueen

re: an online court administration program with ASU. Would want participation from NACM.

17. Membership Services (15 minutes; 11:00-11:15)

Michelle Dunivan

Michelle highlighted a few items in her report:

- a. Angie has taken over ECP chair and working on multiple items to include a mentoring program and a conference buddy at conferences to make people feel more welcome. This will require support of seasoned NACM members.
- b. Michelle wants to focus on data analysis – and needs more information to do so. Would like to suggest changes to new member onboarding and conference registrants. Would like to determine where to start targeting.
- c. LinkedIn campaign has a long way to go and will continue.
- d. Membership appreciation and welcome emails – relying on Jeffrey Tsunekawa to pull together event between Midyear and Annual. They will use scavenger hunt to drive people to website.
- e. Onboarding emails for new members continue to go out.
- f. Frank suggests doing a better job at the state level to get information out. Michelle would like to know who the longest tenured NACM member is.

18. Communications Committee (45 minutes; 11:15-12:00)

Alyce Roberts

- a. Website – Individual pictures on Committee pages -Alyce would like to put leadership roles in committees on the page. She would like to propose to establish a policy that subcommittee chair be highlighted on committee page.
- b. Press Release Policies - Opportunities to get information out regarding activities in the organization. Policy addresses new board members, as well as work that should be released out. Frank reviewed the policy. Concern over full board release announcing all names to national press outlets. After discussion, it was determined they would focus press releases on items that they are doing vs. people. Policy will be changed for the full group release. TJ recommends a media page for press releases. Option B is approved and will be sent to Julie to include in ops manual. Alyce made a motion to adopt Option B, Greg seconded. All in favor, none opposed.
- c. SurveyMonkey Account – licensing structure changed.
- d. Podcasts – Pete Kiefer interested in podcasts and software. Looking at webx as a vehicle for podcasts. Subscription is \$20/month (10 people at a time). 2 microphones @\$150, USB interface, \$100. Total is less than \$500. Want to proceed with podcasts with a written understanding of those involved of topics and oversight. Charleston will make sure branding is adhered to. Peter will be asked for a list of equipment and approval of the policy for approval at the next board call.

19. NCSC Report (15 minutes; 1:00-1:15)

Janet Reid

eCourts is sold out. The National Center is working with ASU to develop courses. Shay Robertson has joined the team and will be in Little Rock.

20. Other Business (30 minutes; 1:15-1:45)

All

- a. Open Board Position – Paul gave overview of applicants and opened for discussion. Two decisions: one to fill or not to fill, and whom to fill with. Greg moved to move forward to fill the position. Alyce seconded the motion. All in favor, none opposed. Position will be filled.

- b. Discussion of the two candidates. Jeffrey has fulfilled and continues to fulfill the work of the organization. Alyce motioned to fill the vacancy to fill the vacancy with Jeffrey Tsunekawa. Michelle seconded. All in favor, none opposed. Jeffrey Tsunekawa was appointed to the position effective immediately.
 - i. 90-day period - this policy will be tabled until the next meeting.

21. Overview of Wednesday meeting (15 minutes; 1:45-2:00)

T.J. BeMent

TJ gave a brief overview of how Wednesday's strategic planning session would be run.

22. Executive Session

Board

There being no further business, the meeting adjourned, and the board moved to executive session.



Proposal to revise section 4.3, Board, Duties, of the Operations Manual (pp. 15-16) by adding section 9 to document the 90-day provision and possible extension of service due to a Board member change in employment that makes them ineligible to serve.

9. Pursuant to Section 3(b) of Article IV and Section 3(b) of Article V of the NACM Bylaws, the Board is responsible for filling a vacancy should an officer, other than the President, or board member resign from their position or otherwise become ineligible to serve. If a Board member is unable to serve on the Board due to a change in employment, the member must notify the President in writing noting the date of his/her last date of employment. Upon such notice, a grace period of up to ninety (90) days to remain on the board may be granted upon approval of the remaining board members while the former Board member is actively, in good faith, seeking to secure employment consistent with being a Regular Member of the association. Upon petition, an extension of time beyond the initial extension period may be granted upon approval of the board but may be no later than the start of the next annual conference.