



National Association *for* Court Management

EARLY CAREER PROFESSIONALS (ECP) SUBCOMMITTEE

Wednesday, February 22, 2023 / 1:00 P.M. EASTERN

ECP Zoom Meeting

Meeting ID: 967 3597 1921

Passcode: 879795

[Find your local number](#)

2022/2023 Committee Charges

Choose a Community Service Project for the Annual Conference
Plan/Implement networking opportunity for the Annual Conference
Define/Implement ways to increase participation of ECP outside of the conferences (*Ongoing*)

AGENDA

Part 1: ECP Subcommittee Meeting (1:00-1:30 p.m. EST)

1. Welcome / Introductions

- Present:

Courtney Whiteside	Erin Carr
Katie Hempill	Jarrett Perlow
Rick Pierce	Stacy Worby

2. Shared Interest Groups Project

- February – Tips for Developing and Delivering a Conference Program | Jarrett Perlow
- March – Performance Evaluations | Aretha Catchings
- ECP SIG could be a training ground for proposed conference presentations.

3. Resource Group Proposal – Katie Hempill

Conduct an Employee Resource Group – 15 minutes during 1st half – perhaps send questions beforehand to participants.

Katie:

The second thought was that we could use some time in that first half hour to create like a resource group. For example, what if we had a few discussion questions each month and just put them to

Contact: Stacy Worby – sworby@akcourts.gov



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the group and everyone (who's comfortable doing so) shared? We can also open the floor for people to come with their own questions, if they have something specific they're dealing with. If people felt like they had a chance within the group to share, get ideas, and make connections, they might feel more inclined to come back. Below are some questions I was thinking of for starters:

Suggested Discussion Questions

- What is the biggest challenge you are facing in your career?
- What are your best time management tools?
 - <https://medium.com/better-humans/4-unsexy-one-minute-habits-that-save-me-30-hours-every-week-5eb49e42f84e>
 - <https://www.calnewport.com/books/>
- How do you ensure you have a healthy work-life balance?
- How can you build your network?
- What steps are you taking to grow in your career?
- What are you doing to plan for your next step?
- What skills do you need the most help with developing?
- What has been your biggest learning curve since joining the courts?

4. Annual Conference | Tampa, Florida | Fulfilling the Promise of Justice for All

<https://nacmnet.org/2023-annual-conference/>

- NACM Cares project – Aretha Catchings suggests Bay Area Volunteer Legal Services, their website is <https://www.hillsbar.com/page/ProBono>.
- Other suggestions: Book drive, toy drive for local family court waiting room/areas.
Contact other local NACM members for support.
- Mixer/Networking
Erin Carr - Details on the social event for the annual conference are still in the works, but it will be pirate themed. Suggestion from Stacey Smith to conduct a treasure hunt. I'm sure we could find enough people to assist between the board, attendees, and NCSC staff as well. | Tuesday night social event | Have people team up – randomly assign teams |
- Katie will be presenting at the annual conference - Onboarding



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- Membership is working on a SIG involving generations in the workforce. It is possible to have a committee pitch after the generational SIG.
5. Welcoming New NACM Members
 - Corresponding with the Membership Chair, the new members are currently being contacted by past presidents.
 6. Court Manager Article
 - Dawn: There was an idea to ask ECP participants what issues hit them by surprise or what are some of the things they wish they knew when they started their job. This could be turned into an article for *Court Manager*. I can help write or if someone from ECP group wants to write, they could.
 7. General Discussion
 - Get a list from Val of 1st time attendees/ECP at mid-year.
 - Change name of the subcommittee to Early Career Professionals Group.
 - Change the 'advertising' for ECP SIG from "Are you a NACM member..." to "ECP Presents"
 - Send email to the ECP group about volunteer opportunities.
 8. Next meeting:
 - March 22, 2023

Part 2: Shared Interest Group (1:30 p.m. – 2:00 p.m. EASTERN)



**Are you a NACM member and
an Early Career Professional?**

**Join the Early Career Professionals Subcommittee on
Wednesday, February 22nd at 1:30 p.m. (Eastern) for a
30-minute discussion about:**

**Tips for Developing and Delivering
a Conference Program**

NETWORK.PARTNER.ADVANCE