



National Association for Court Management

Strengthening Court Professionals

NACM ANNUAL BOARD MEETING AGENDA

Saturday, July 21, 2018 ~ Rooms 206/207

Present: Vicky Carlson, Paul DeLosh, Will Simmons, T.J. BeMent, Scott Griffith, Jeffrey Tsunekawa, Jeff Chapple, Julie Dybas, Kathy Griffin, Rick Pierce, Dawn Palermo, Alyce Griffin, Greg Lambard, Janet Reid, Jesse Rutledge, Patti Tobias
Guests: Mary McQueen, NCSC; Callie Dietz and Jeff Shorba, COSCA; Judge Tamara Curry, National Association of Probate Judges; Judge Douglas Beach, National Association of Presiding Judges and Court Officials

A. President's Report

Vicky Carlson

1. Vicky provided the board members an overview of the Officers meeting
 - a. Maximizing Partnerships – the officers discussed how to maximize collaborations in the following ways:
 - i. Supporting grants
 - ii. Distributing partner materials
 - iii. Asking for assistance in sending NACM's products out
 - b. NACM Representatives and Appointments – the officers discussed developing a reporting mechanism for liaisons to provide to board
 - c. Education Committee – the officers discussed how this would look. T.J. noted that the Education Committee would encompass CORE, Conference Development and Resources (Guides and Webinars):
 - i. Core – this committee will remain the same, developing grab and go presentations.
 - ii. Conference Development – this committee will stay the same, run by President-Elect. Leadership Seminar for State Associations will be included here, potential continuing partnership with NASJE.
 - iii. Resources – this subcommittee will include guides, webinars, topics for Court Express/Court Manager, gathering topics.
 - iv. The Chair of this Committee will be the Vice President of Board.
 - d. Strategic Planning – the officers will look at focus areas 2020-2023. Immediate Past President will facilitate this planning. Vice President will lead annual action planning.
 - e. Past President Liaisons to Committees – officers suggested that individual past presidents will participate on committees. Involvement will not be forced but perhaps include an email invite to the past presidents for committees.
 - f. Board Vacancies – Will drafted something to formalize the informal policy the officers have used for board vacancies. This is not yet ready to present to board, but the officers are looking at adding something to the Operations Manual. Would memorialize precedent they've been using.
 - g. Crisis Plan – The officers reviewed the plan and it is available online. Let Janet or Val know if something occurs.
 - h. Website Costs – Discussion and approval of costs for https certificate for Core website and maintenance for main website.
 - i. Sponsorship – NACM will pay NCSC approximately \$15,000 based on sponsorship income. Per the bonus clause, a 75%/25% split is enacted for revenue over \$310,000.
 - j. Development of Vetting Processes for letters of support - How does NACM determine what it wants to support.

- k. State Association Committee work in progress – officers are rethinking how often have meetings. May make the meetings topic driven on membership matters.
2. Approval of minutes – June 5 Board Call. Vicky requested changes, hearing none, those minutes were approved.
3. Approval of minutes – June 25 Board Call. Vicky requested changes, hearing none, those were approved.

B. President-Elect/Conf. Dev. Com.

Paul DeLosh

1. Annual Conference 2019 – The Hard Rock Resort was sold to Virgin, and due to the remodeling a disruption to the conference is anticipated. The Hard Rock is allowing NACM out of the contract due to the construction. The Bellagio will host the annual conference, and the contract is being finalized.
2. Outstanding annual conference issues for 2018. Paul highlighted a few aspects of the 18 Annual Conference. He noted that sponsorship was well done, and he'd like input regarding the sponsored sessions. Trying to start Technology Track – CITOC partnership is currently stalled. Plan to resume discussions to have track and funnel proposals through JTC.
3. Marketing Plan – has been developed to take another step to formalize the process. Paul reviewed the proposed plan. Paul wanted to make a motion to adopt the marketing plan as proposed. Second by Rick. All in favor, none opposed. Motion carried. T.J. stated this would be added into the Operations Manual as an appendix.

C. Vice President

Will Simmons

1. Will thanked Alyce for coming up with the idea for Leaders Teaching Leaders. Limited to 21 participants, have 18 with 7 mentors. Discussing adult learning styles and presentations skills. Board members can introduce themselves at the beginning of the session.
2. Conference Development committee meeting at the annual conference: Will has invited Arkansas and Nevada, T.J. invited North Carolina and Louisiana to discuss upcoming conferences and try to engage them early in the process.
3. State Association Presidents. Will has updated the State Association contact list with the changes he is aware of, and will pass the list along to T.J..

D. Secretary/Treasurer

T.J. BeMent

1. Budget Update – Midyear came out well. When looking at budget, remember deficit was \$90-95K. T.J. stated that he feels all is looking good. The financial year will likely end in the red, but less of a loss than what budgeted. T.J. expects around \$50-60K deficit.
2. T.J. thanked the National Center for new accounting system. Have worked together to create summaries and reports. T.J. feels the report helps provide board members with a snapshot of where we are.

E. Communications Committee

Dawn Palermo

1. Communications Plan- has been revised to include various recent policies. Dawn made a motion to approve, Kathy seconded. Janet suggested removing the term ListServ, as NACM does not have one. Amendment made to remove listserv portion of communications plan. Alyce motioned to approve the communications plan with the amendment, Will seconded. All in favor, none opposed. Motion carried. Dawn will amend and send to Greg and Julie.
2. Communication Review – A proofreading checklist for communications being sent out was presented and discussed. Vicky suggests including in Operations Manual. The checklist is meant to ensure communications accurate and correct and make association more professional. Paul commented that the checklist should tie to style guide.
3. Court Manager/Court Express Advertising-the deadline has passed for the next edition. Need to write articles this week and capture pictures to include the conference in the Court Manager. Dawn reviewed suggested Court Manager and Court Express advertising

rates, recommending increases for both publications. Kathy made the motion to approve the advertising rates as written for Court Manager and Court Express, Alyce seconded. All in favor, none opposed, motion carried.

4. Court Express Deadline is September 10. Send Jeffrey an email if you want to include anything.
5. Plain Language Guide – Sept/Oct publication and distribution is expected.
6. November 8 is next webinar on the Domestic Violence Guide.
7. Webinar Preparation Guide – Dawn reviewed for the board. Revision date will be changed, no vote needed. Paul asked about GotoMeeting process. Alyce stated that GoToMeeting has tutorials, no need to create an individual one. Greg asked re: Webex account for NACM. T.J. stated that the plan for next year to have for a full year. More will be discussed in January.
8. Webinar Sponsorship - Dawn reviewed the webinar sponsorship proposal. Dawn's recommendation is to have both options. After discussion, Alyce made a motion to table approving two sponsored webinars annually and direct the communications committee to make a policy on the Webinar Sponsorships Policy A.
9. Webinar Access -Dawn reviewed, suggesting a \$15 fee for nonmembers per webinar. An exception would be made for an SJI funded webinar. Paul made a motion to accept as written. T.J. made friendly amendment to state SJI or Sponsored webinars. Kathy seconded Paul's motion with the amendment. All in favor, none opposed and motion carried.
10. Guides. Paul made a motion that guides be made available free to members and available on the bookstore at no cost. T.J. seconded the motion. All in favor, none opposed, motion carried.

F. Governance

Greg Lambard

1. State of the Profession – Greg reported that the speech is finalized and survey complete to be blasted to members on Tuesday.
2. Letter in conjunction with the State of the Profession – Greg reviewed a draft letter to be sent to educational bodies. Letter will have a link to the actual web address. Vicky would need to review the video prior to being posted on the website. Decisions: the letter will be from the president and be sent out in Oct/Nov with custom landing page with specific information.
 - a. Mary suggests using rifle approach vs. shotgun, approaching organizations where these folks belong. (ie associations/groups.)
 - b. Greg states celebrating the success of State of the Profession and looking for another partner beyond MSU were the goals of letter. He will talk amongst board over next few days to finalize content of letter, and board approved the creation of a website landing page.
3. Operations Manual revisions – Julie revised appendices with the committee and reformatted all in the past year. Made listing of all appendices. Paul requested to conference site selection to be reviewed every year. Greg made a motion to approve the appendices as changed. After discussion, Greg withdrew the motion.
 - a. The travel reimbursement policy was reviewed and changes highlighted.
 - b. Alyce reviewed the communications committee operations manual changes, and spelled out committee responsibilities.
 - c. Greg made a new motion to approve the changes to the appendices. Alyce seconded, all in favor, none opposed. The changes were carried forward.
4. NACM Agenda – Governance is tasked with promoting the NACM agenda, Greg asked if they should they still be involved? T.J. stated that outside of the refresh, the goal of the committee is to track progress and report out how the board is moving forward with the Agenda and Strategic Plan. Governance committee will still refresh the National Agenda (not the Strategic Plan.) The next National Agenda will be presented in (Fall) 2020.

Governance reports on progress made from the Strategic Plan annually at the end of the year to be reported at Midyear.

G. Core Committee

Kathy Griffin

1. Core Report Overview –
 - a. Kathy reported that the 4th competency is updated on the website, 5th underway and 6th is forming a workgroup. (ICM wants to use in October)
 - b. 10th Competency is being highlighted at Annual Conference Session.
 - c. Core presentations at the NADCP Conference and the National Association of PreTrial Agencies.
 - d. A Judge in New York has requested CORE training for 60 judges.
2. Core Website – standalone site handled by Registered Creative. Because of Google updates, if don't update to https: site a message will pop up saying we're not secure. Kathy recommends to go with the change for \$300 to Registered Creative. Kathy made a motion to pay Registered Creative to secure the changes, Dawn seconded. All in favor, none opposed. The motion carried.
Paul mentioned that hosting was prepaid through 2020 to Registered Creative.
3. Kathy has put all detail on Connected Community for the Core Committee.

H. Immediate Past President

Scott Griffith

1. Past President Committee Liaisons – already discussed, no action needed.
2. Scott announced that exiting board members will be interviewed by Michele Oken and Scott Griffith this week and he will report back.
3. Nominations Committee – the committee has 9 interviews tomorrow. All officers will be interviewed together, and six others will be interviewed individually. Scott will fill out the slide for the report with the slate as soon as he is able.

I. Membership Committee

Jeff Chapple

1. NCJFCJ dual membership has been finalized.
2. Jeff is working on how to send Linked In sponsored emails from NACM vs. from him.
3. Sustaining Membership Fee – Jeff proposed to increase this membership from \$350 to \$500. Recommendation from Stacey Smith of NCSC. She feels would not lose members and the rate has not changed in some time. Jeff Chapple made a motion to raise sustaining membership from \$350-\$500. Dawn seconded. All in favor, none opposed. Motion carried.
4. Conference Registration Fee Structure. Jeff proposed to increase the differential between non-member and member registration fees. Raise spread by \$40, increase member benefit. Possibility to incentivize to join as a member. Jeff made a motion to make the difference an additional \$40 between members and nonmembers, Will seconded. All in favor, none opposed. The motion carried.
5. Jeff will transfer to Jeffrey, but will stay on the committee, dual membership agreements, linked in.

J. Introductions and Welcome of Board Guests

The Board Introduced themselves and gave a brief overview of activities from the year.

1. Judge Tamara Curry – National College of Probate Judges
 - a. Judge Curry – National College of Probate Judges would like to partner again. Make coming to court/access to court more feasible for everyone. Two major awards- Treat Award and Isabella Award. Treat Award give to Judge Dana Handley who set up e-filing in the state of Maine.
 - b. Pamela Teaster was the recipient of Isabella Grant Guardianship Award.
 - c. Christine Butts manages website. Any articles you think would be relevant to NCPJ, they would be happy to put information on website.
 - d. Partnered with ACTEC and National Judicial College to establish modules to

- educate judges about basic trust/estate issues
 - e. Work with AARP and Texas, National Guardianship Association and Association for Conflict Resolution to produce manuals that will be released soon.
 - f. Continue to try to have sponsors/exhibitors at seminars because digital access court management issues continue to arise.
 - g. Fall seminar in Hilton Head November 14-17, and she will send NACM invitation.
- 2. Judge Douglas Beach – National Association of Presiding Judges & Court Executive Officers
 - a. Relatively new organization; 3rd reconstituted year. Training for Presiding Judges and build relationship with the court executive, as court executive will stay longer.
 - b. Leadership Academy – full day to work on leadership and how PJ/CEO can apply at home
 - c. Deal with leadership and current events/facts. This years' conference in St. Louis.
 - d. Want to create and establish relationship with all organizations, welcome the opportunity to partner
- 3. Callie Dietz & Jeff Shorba – Conference of State Conference Administrators
 - a. COSCA has been busy this year, one of the things they want to focus on is strengthening relationships with partners. Want to be sure COSCA representatives and members know and encourage memberships and partnerships.
 - b. Several National Task Forces:
 - i. Fines, Fees & Bail winding their work up and have many products that have produced.
 - ii. Opioid Task Force gearing up. NACM representative will be providing information
 - c. COSCA Midyear will be in Nevada in December to butt up against eCourts.
 - d. 32 of 56 Court Administrators have turned over in last 5 years. Many will continue to retire. Redoubling efforts with Patti's help to have full-blown orientation for COSCA new members and succession planning.
 - e. Sally Holewa of North Dakota will be taking over as president of COSCA in August.
 - f. They are working on a white paper on mental illness, making recommendations to improve work with mentally ill
 - g. Access to Justice white paper in rural communities – how provide accessibility and meaningful justice in this area.
 - h. COSCA is divided into regions, pretrial justice reform summit in one region. Efforts on innovation & use of technology to advance courts in the Northwest region.
 - i. Jeff Shorba detailed Midyear Meeting with Theme of Data Quality. Focusing on data collection, data quality, data access and sharing data.
 - i. 2019 midyear meeting will be held in Galveston. The theme is Virtual Services.
 - ii. 2020 midyear in Charleston – theme not determined as yet.
 - iii. Jeff will send message to COSCA members after this meeting – and will be encouraging them to renew.
 - iv. HR Summit very positive
 - v. They are hosting a National User Group Meeting for those using Tyler Technologies at conference. Trying to have hour-long session at these conferences for feedback.

4. NCSC Update

Mary McQueen

1. Mary thanked those who have participated in various National Task Forces. When bring people together, great ideas come together.
2. Tom Clarke retired, his replacement has been announced as Dr. Pam Casey for head of research.
3. Kay Farley has announced retirement; Mike Boehner will take her place as head of Government Affairs as well as some other responsibilities for official title Chief of Operations.
 - a. Mike is looking to grow senior staff relationships in Congress to work together and be looked to as a resource.
4. NCSC will be working with JTC, COSCA, CCJ to launch a National Open Data Standards project.
5. Rapid Response Project with Conservatorships – Partnering with a credit card monitoring service and court so they could have access to the data when certain things occur. Insurance companies are going to provide resources to make this happen.
6. Community Engagement RFP was reviewed and distributed to the NACM Board.
7. 50th anniversary in 2021- will put together proposal to CCJ, COSCA and NACM to work with a larger think tank to define trends. Will start working on this project this fall, and hope to have a workplan by Midyear Conference.
8. Hack-a-thon – come up with business problem and have team design app to solve problem. Last year's winner created an app to calculate what people can afford to pay, and is being implemented in California. Now doing a Vis-a-Thon with the same methodology to create ways of showing data.

K. New Business / Open Discussion / Carryover

1. Janet reviewed Website maintenance for the nacmnet.org site. T.J. recommended that we use Endowment drawdown for the six-month retainer. Kathy made a motion to second the six-month retainer. All in favor, none opposed.
2. Janet clarified that the nacmnet site does have https.
3. Paul mentioned that he received dates from the Bellagio for fall board meeting.