

**Midyear Board Meeting**

**Hyatt Regency Orange County - Pacific Room (2nd Floor)**

Saturday February 10th, 2018

9:00 a.m. – 3:30 p.m.

**MEETING MINUTES**

Attending: Vicky Carlson, Paul Delosh, Will Simmons, T.J. BeMent, Scott Griffith

Sarah Couture, Julie Dybas, Rick Pierce, Greg Lambard, Alyce Roberts, Jeffrey Tsunekawa, Jeff Chapple, Kathy Griffin, Dawn Palermo

NCSC Staff: Janet Reid, Patti Tobias

Guests: Callie Dietz, COSCA President and Jeff Shorba, COSCA Liaison

**AGENDA**

1. **President’s Report Vicky Carlson**
2. Vicky called the meeting to order and welcomed everyone. Board members and guests introduced themselves. Vicky went over housekeeping notes.
3. Vicky gave the board a recap of January 9 and February 9, 2018 Officer’s Meetings.
	1. Guest restructure. COSCA and CCJ most important partners. Trying a new approach and limiting the number of guests in order to be mindful of board health and time. Partners may submit information about organization, a few did. Want to be sure partners feel valued, so they will be recognized at conference opening on Monday morning.
	2. NACM is receiving many requests from partners re: distribution of materials. Officers determined that if the material is for the betterment of members, or they should receive information, NACM will forward on. Need to determine what to put on latest news and social media; draw attention to this in Court Express but try not to clutter up the Court Express by possibly just doing a link to info from partners.
	3. There is a need to market NACM material to partners – officers working on a strategy to share with board.
	4. Officers discussed the idea of a “Committees and Cocktail Hour” just for committees and to grow involvement. Education committee may throw around for future years to get more people connecting.
	5. T.J. has submitted an SJI Grant for project work for guides and webinars. Waiting to hear response.
	6. Officers reflected on how things are going with officers and overall board health. Trying to make sure all board members are staying healthy – distributing the work, etc.
	7. Strategic planning process -will discuss further later in meeting.
	8. Partner process – officers want to make sure we are getting value from partners just as they are getting from us.
	9. Officers have determined that they are not going to take action at this time on replacing CORE Vice Chair.
	10. Crisis plan was presented and reviewed by officers. Board is welcome to review; president and officers will be responsible. Center staff will work with social media and hotel. Addresses how communication with attendees will take place. A few minor tweaks have been made, and officers have asked Rob Baldwin, legal counsel to review.
	11. CCJ/COSCA Court Management Committee released a policy paper on decriminalization of mental illness released. A workgroup is being created. Patti Tobias has suggested a NACM representative requested to be a part of it. Callie will discuss during her report.
4. Vicky requested approval of December 5, 2017 Board meeting minutes. Kathy made a motion, Rick seconded. All approved, none opposed. Minutes were approved.
5. Vicky reported on President’s travel – she attended COSCA in New Orleans in November and CCJ Conference last week in Henderson, Nevada. Focus on opioids quite a bit; great conference and very timely.
6. Partner organization summaries/included in board book for those who submitted.
7. Vacant board position – officers thought best to wait until the process for nominations in July. Board discussed, need to make sure nominee understands it is a two-year term. Alyce made a motion that the position filled by Alfred be delayed until the regular July process. T.J. seconded. All in favor, none opposed. The motion carried and the position will be filled in July for a 2 year term.
8. NACM received a Letter from the AJA President wanting to collaborate on products and services as a joint effort. The Board discussed some options for collaboration including: webinar presenters, joint guide, presenting Core sessions at an AJA meeting. Vicky will respond to the AJA President regarding some ideas to work together on and let her know NACM is working with some AJA judges on the Domestic Violence Webinar.
9. AIA Partnership – this will become a Presidential partnership, and NACM will not have an appointed liaison with the duty falling to the NACM president for now.
10. **Conference Development Committee Report Paul DeLosh**
11. Midyear conference is sold out. 335 registrants including speakers and exhibitors, 253 paid registrants. For the future, we need to look at larger spaces. We do have ample space in 2019 and 2020. Can expand hotel room and meeting space in future conferences. Jeff Chapple encouraged moving the early bird rate cutoff up earlier.
12. Midyear Conference housekeeping – encourage people to get on app. First impressions team is being launched, will be present throughout the conference. Will have a post-conference call to receive feedback. ECP is doing a scavenger hunt during reception and in exhibit hall. Win a 50/50 raffle. Met goal for exhibit booths and sold out. Conference will open at 8 a.m. Paul discussed book distribution.
13. Annual Conference update is in report.
14. **Vice President Report Will Simmons**
15. Strategic Planning Discussion
	1. Goal: Increase member participation on committees. Please encourage people that we need them and need their voice.
	2. Goal: Assess committee structure. Current structure of governance. Discussed education committee concept with officers the previous day. Conference Development Committee is a lot of work. Finance Chair has been reporting out. Wants position to be more meaningful.
	3. Strategic Plan ends in 2019 – thought to be purposeful to end in December 2019 to have an overlap of what is going on and what is expected. 2019-2021 would begin Jan 1, 2020. Gives new board members and new chairpersons some overlap. It was decided that bylaws do not need to be changed as these are standing committees and not permanent committees.
	4. Presented draft vision of what education committee could look like. Goal is to relieve some of the burden on committees. The Vice President would oversee Education. 3 subcommittees under chair of education committee (Conference Development, Core and Educational Resources). Possibly add webinars/guides under here.
	5. VP to oversee Strategic Plan – provide vision to overall education plan.
	6. Paul made a motion to create an education committee chaired by the Vice President and comprised of conference development, core, and resources. Greg made a second. All in favor, none opposed. Motion carried. Change effective July 1, vote on revised Ops Manual at pre-conference meeting in July. Janet suggested that this may require a scope change. The officers suggested that we didn’t see much change to Patti’s role.
16. **Secretary/Treasurer’s Report T.J. BeMent**
17. Budget update and financial report: 2017 projection was to be in the negative, but will have surplus. Projected revenues for 2018 will be better than budgeted. Only waive SJI, CCJ and COSCA for both conferences, and other partners only for Annual Registration Waiver only. T.J. has a call with SJI re: project Grant and hopefully will know where NACM stands with submission soon.
18. **Governance Committee Report Greg Lambard**
19. State of Profession – The official draft outline will be presented to committee on 2.21. Will dig in on research and draft writing in next few months. Plan to present at annual – want to have live streamed. Greg suggests the presentation be made earlier in the conference.
20. Resolutions-working on some resolutions. Not ready to present. COSCA just passed 5 resolutions, NACM is considering supporting these. Subcommittee meeting on the 20th with intention of addressing these resolutions as well as first initial draft for Maureen Conner. Resolutions will be posted. Vote on resolutions at April 3rd board meeting. Maureen Conner will go to Annual Conference, plan to present a resolution to her then. Conversation regarding submitting a nomination for Dr. Conner for Award of Merit. Should give an award and resolution? Decision to move forward with the resolution, and if she wins an award put the language in the remarks.
21. Voice of the Profession – document in board book. Does it make sense to poll the membership and poll to see what issues are? Decision was made to poll membership and present the issues important to them and how NACM responded, and identify trends across the nation. Use results from Kiefer survey potentially. Scott suggests communicating what the purpose of the survey is and how going to be used. Purpose to elevate profession: who we are, what we do and what we support.
22. Publication Policy Discussion – for when people want to put information in Court Manager, Court Express, etc. Scenario document has been developed to serve as tool. No policy discussion necessary, but how do you make sure documents are given to new chair. Part of succession planning and old chairs distributing documents to the new chair.
23. **Membership Committee Report Jeff Chapple**
24. Scholarships –Jeff reported that a person had applied but court paid for registration. Court asked for refund after individual was awarded scholarship. Will be refunding, but will be revising the application before July.
25. Dual Membership Agreement NCJFCJ-In October in Atlanta had a dual member agreement discussion. Board discussed then that we wanted a separate dual membership agreement and a separate MOU. There was nothingin MOU that is objectionable. However, the board determined that it would be best to have all of our dual membership agreements be consistent. Anything else relating to the NACM and NCFCJ partnership should be a separate discussion. Jeff and Scott to work together to come up with the new dual membership agreement. Vicky is willing to follow up with Joey Hastings in March if needed. Jeff will send document to Vicky.
26. **Core Committee Report Kathy Griffin**
27. Kathy mentioned the training for changes to CORE website. Need to show how to make changes for succession planning. Administrator codes should be documented somewhere for the CORE Website.
28. **Communications Committee Report Dawn Palermo**
29. Electronic Court Manager – to share article, they must have the password. Will figure out access at some point. Overall good feedback.
30. 2018 Guide is rolling. Looking to publish in October.
31. Court Express dates – send items to Jeffrey Tsunekawa. Kathy mentioned how nice it looks; great response to committee involvement. Dawn suggests do an article about committee participation once per year.
32. Outdated Guide Archive – The committee suggests archive for guides on the website. 4 guides will be moved to the archive: State of the Green Court, Business Continuity, Court Security and Verbatim Record.
33. Future guide protocol – Committee created a document to determine how to decide what recommendations to make re: guides. The document also contains life-cycle of a guide. Possibly store this document on connected community.
34. Committee chair transfer of documents was discussed Paul mentioned having a template for committee chairs for information to pass down – perhaps should share with committee chairs prior to July. It was discussed using connected community or google docs. The board had previously used google docs and moved items to connected community. Janet will create a folder for each committee on Connected Community and documents can be stored there. Dawn will also add the webinar how-to document here.
35. Survey Tool Assessment. Paul had suggested a survey tool. Alyce used Google Forms for Plain Language Survey. Did a fine job. Was going to suggest that consider using this. Alyce suggests SurveyGizmo, with a standard package of $1,008/annually or Survey Monkey is $408. Alyce made a motion to purchase a paid advantage subscription to SurveyMonkey for the year. Kathy seconded. All in favor, none opposed. Janet to create a user and a second generic user login will be created.
36. The board discovered that we did not budget for a paper guide, so the guide for 2018 will be online.
37. Additional Educational Opportunities Assessment from Strategic Plan – Committee determined not a good idea to expand at this time.
38. Feb 28th webinar, Civil Justice Initiatives, 158 people registered.
39. Website Review – Jeffrey went over website being built. Looking for feedback via email. Toward end of February will attend training session. Will provide training to board members who want to update their own pages. Discussion re: having committee pages behind member portal or open. Move forward with having committee pages be on website and accessible while being careful with information – remove committee rosters. Final decision made to leave committee pages public going forward.
40. **Immediate Past President’s Report Scott Griffith**
41. Exiting Board Member Survey-Idea to have exit interview instead of a survey. Several past presidents interested in being a part of the committee. Suggestion to talk to board members before leaving – One month before midyear board meeting would send out anonymous survey to board members relating to work load, dynamics, etc. and have past president present at midyear board meeting. Will move forward with a survey next winter and results at Midyear board meeting.
42. Past President’s conference registration waiver policy – discussed with past presidents. Very strong feelings regarding this, centered around what value NACM places on past presidents as members of the community. Feel removing the waiver diminishes the value they bring to the organization. Consensus to have past presidents have registration waived for one conference (either annual or midyear) and membership will continue to be waived.
43. Past President’s committee doesn’t have a very clear purpose. An idea discussed at the officer meeting was to ask past presidents to volunteer to be a liaison for a committee. Scott will discuss this idea on the next past president’s call.
44. **Partner Update**
45. [*Conference of State Court Administrators*](http://cosca.ncsc.org/) *Callie Dietz/Jeff Shorba*
	* Thank you to everyone for giving free first year membership to non-NACM COSCA members
	* Many similar conversations taking place, much turnover with state court administrators, underscores why COSCA people should be NACM members
	* COSCA has joint committees with CCJ. Court Management is one such committee. At this meeting, they determined they would develop a work group to focus on recommendations from mental illness policy paper. One area of focus is sequential intercept model. Want a NACM member to serve on a task force – interest in substance abuse or mental health.
	* Chief Justice O’Conner and Callie appointed 4 members each to create National Opioid Task Force. Similar approach as what took to fines and fees. Need more involvement from NACM on this.
	* Next policy paper will focus on justice in rural America.
	* COSCA will meet in March, NCSC board meets in April. Annual meeting with chiefs in Rhode Island in August. Focus will be on Court Security and Emergency Preparedness.
	* Based on what Callie heard at the NACM board meeting, she is going to include a focus on one partner organization per Quarterly bulletin that she distributes to COSCA membership.
	* In addition to National Opioid Task Force, the National Task Force on Fines & Fees will be wrapping up their work. Principle guidelines have been adopted, deliverables go before board in August and things will be finalized.
	* Great liaison to NACM in Jeff Shorba and Patti Tobias is always there to remind him.
	* Jeff Shorba –Patti has been coaching him, and he is forwarding emails out to COSCA membership
46. [*National Center for State Courts*](http://www.ncsc.org) *Janet Reid/Patti Tobias*
	* Administration – Janet discussed the changes in Association Services with the retirement of Kathleen Moseley, the vacancy of the Administrative Assistant and the outside accounting firm (with Financial Coordinator position being added.)
	* Patti discussed national initiatives they are keeping an eye on – many referenced in Callie’s report.
47. **New Business/Open Discussion**

* + Rick Pierce brought up the idea of accreditation for NACM. Maureen Conner had stressed opportunity with MSU void. Is this something NACM wants to discuss? Is this part of our mission? After discussion, Rick suggested that if NACM moves forward with resolution, it be shared with partners and reach out to those that may be able to support academic accredidation.