



# National Association *for* Court Management

## *Strengthening Court Professionals*

---

**FALL BOARD MEETING**  
**Saturday, November 14, 2020**  
**9:30 am – 4:00 pm ET**

[https://www.gotomeet.me/NACM\\_Meeting](https://www.gotomeet.me/NACM_Meeting)

You can also dial in using your phone:

Dial: +1 (872) 240-3412

Access code: 361-052-541

Board Book available on [Board Page](#)

### **AGENDA**

- |   |                              |
|---|------------------------------|
| <b>1. President's Report</b> (30 minutes)                   | <i>T.J. BeMent</i>           |
| a. Overview of Agenda                                       |                              |
| b. Approval of September 15, 2020 Board Meeting Minutes     |                              |
| c. Review of Friday's Officer meeting                       |                              |
| d. Partner Updates  |                              |
| <br><b>2. President-Elect's Report</b> (15 minutes)         | <br><i>Kathy Griffin</i>     |
| a. Exhibitor Booth Rates (Action Item)                      |                              |
| b. 2021 Midyear (Action Item)                               |                              |
| <br><b>3. Vice President's Report</b> (15 minutes)          | <br><i>Jeffrey Tsunekawa</i> |
| a. CORE Champion Program                                    |                              |
| b. 2021 Conference Rates (Action Item)                      |                              |
| c. Website Update   |                              |
| <br><b>4. Secretary/Treasurer's Report</b> (60 minutes)     | <br><i>Rick Pierce</i>       |
| a. 2020 Budget Recap  |                              |
| b. 2021 Budget (Action item)                                |                              |
| c. SJI Grant (Action item)                                  |                              |
| <br><b>5. Immediate Past President's Report</b> (5 minutes) | <br><i>Will Simmons</i>      |
| a. Diversity, Equity, and Inclusion Collaborative           |                              |



# National Association for Court Management

## *Strengthening Court Professionals*

---

### 6. Governance Committee (30 minutes)

*Angie VanSchoick*

- a. Diversity and Inclusion (Action Item)
- b. Resolutions (Action Item)
- c. Operations Manual Update Overview

### 7. Membership Services (20 minutes)

*Tina Mattison*

- a. Membership Price Reduction – 1<sup>st</sup> time (Action Item)
- b. 2020 Membership Scholarship (Action Item)
- c. Membership Website (Action Item)
- d. Ambassador Program (Action Item)
- e. Membership Discounts

### 8. Communications Committee (15 minutes)

*Charleston Carter*

- a. Court Manager Ad Rates (Action Item)
- b. Court Express Ad Rates (Action Item)
- c. Sponsored Webinar Rates (Action Item)
- d. Midyear Conference website bid
- e. Public Landing page updates

### 9. Other Business (15 minutes)

*All*

- a. TBD

**BREAK for approximately 1 hour; Resume at approximately 1:00 pm ET**

### 10. Strategic Planning

*Jeffrey & All*

- a. Trends 2020
- b. 2020-2022 Strategic Plan

**BREAK**

### 11. Executive Session

*All*

- a. NCSC/NACM Agreement (Action Item)

### 12. Adjourn (no later than 4:00 pm ET)



# National Association for Court Management

## *Strengthening Court Professionals*

---

### **NACM BOARD MEETING MINUTES**

#### **Tuesday, September 15, 2020, 2:00 p.m. ET**

PRESENT: T.J. BeMent, Kathy Griffin, Jeffrey Tsunekawa, Rick Pierce, Will Simmons, Charleston Carter, Angie VanSchoick, Michelle Dunivan, Kent Pankey, Jeff Chapple, Kelly Hutton, Dorothy Howell, Greg Lambard, Tina Mattison, Jennifer Haire, Jesse Rutledge, Jude DelPreore, Erin Carr

#### **1. Welcome –**

- a. TJ asked if there were any changes to June 3<sup>rd</sup> meeting minutes. No changes were received, minutes are approved. TJ welcomed everyone to the board for the year.

#### **2. President**

- a. Virtual Education Series Update – we're in week 5 now.
  - i. TJ gave an update on number of people registered each week and that the majority are non-members. Good opportunity to do outreach and we are capturing registration information from those people as well. Erin reported that we are up to 18 new members at the \$65 rate.
  - ii. The swag box was just advertised in the latest email blast. TJ approved \$300 from President's discretionary to provide NACM swag in the swag box. Talked about putting a flyer in the swag box as well. TJ reached out to Jonathan Mattiello at SJI and asked if we need to put anything in the swag box contributing to SJI and he said just a notice that the virtual is SJI funded.
  - iii. Rick said he thought the PA presentation went well last week with the exception of internet issues. They reported to him that it is more involved than what OnServices made it out to be in terms of recording. They were told to plan to be online no more than 30 mins prior to recording. They said it took easily up to an hour. Thought maybe it depends on presenter, but they reported they didn't have a warm experience with OnServices.
  - iv. Tina reported her experience with OnServices was great and that perhaps it depends on their comfort levels.
  - v. TJ asked for Will's experience. He thought it was great. He and his team prepared by meeting twice before the Live event. Will said it was helpful that Val would notify him when a chat message was coming through, so he knew to look for it and answer.
  - vi. Jude said Jason from OnServices is providing everyone with tests to check bandwidth and lighting before their recording.
  - vii. TJ said he thought SIGS went well last week – conversations were good, and people didn't feel stifled in GoTo Meeting environment. Will commented that Angie did a fantastic job as a host. Kathy reminded Jeffrey that he has the next SIG session in 2 weeks. Tina has the last one on Oct 22.
- b. Partner Updates – Trying to use first Friday to give everyone highlights.
  - i. TJ is excited about Edwin Bell joining the national center as new director of racial justice, equity and inclusion. Edwin will start the first week of October. TJ said

Edwin would be part of discussions we're working on regarding equity and inclusion.

- ii. TJ is continuing to reach out quietly to partners to do check-ins. Checked in with NCJFCJ had a good convo with Joey. She wanted him to pass along that they're creating a court administration committee to make sure there's a connection between judges and those of their members who are in court management within juvenile and family courts. She asked TJ to help be an initial voice. Asked if other board members who are also NCJFCJ members will be part of that conversation as well in the future. NCJFCJ asked NACM board members to be part of their SJI grant project – TA provider around family and juvenile court topics.
- iii. CITOC award process is still open – share with your committees until early part of October to help us get submissions in.

### **3. President-Elect**

#### **a. Conference Items –**

- i. Call for Proposals went out, survey included for NACM members to take to get a pulse on membership on whether we should go virtual or be in-person. TJ said COSCA has a similar survey out as well. Kathy said a lot of this impacts the budget prep that Erin and Rick are doing. Kathy suggested getting a proposal for LiveStream for live and virtual. Jesse chimed in with info from COSCA survey so far. There were 35 respondents – half said they have an out of state travel ban, almost all being indefinite. Half have reduced or limited travel budgets, almost half will have to quarantine when they return from out of state. NCSC will be going virtual for Fall Events, eCourts will be Virtual, CCJ Midyear meeting in Feb 2021 will be virtual as well.
- ii. Kathy reported on conference themes. Jude has been reaching out to various plenary speakers. Thinks it will come down to whether we can sustain a midyear in Jacksonville. We can have 125-130 attendees at the hotel due to COVID. Can we justify having a conference for budget purposes? Would we get 125 or do we go virtual and do it in 1.5-2 days, charge a registration fee and try to make up a little bit of money? She said this is the decision we'll be facing now. TJ added that 125-130 limit due to plenary room for separation due to meals and set up for AV.
- iii. Hotel is willing to work with us if we're willing to commit to go there in 2024. Do we want to sign another contract that would hold us to a midyear instead of regional events? They could accommodate us for an annual conference, but an issue she sees is that Tampa is so close to Jacksonville so for 3 straight years the conferences would be all in the South. Kathy asked for thoughts from everyone.
  - 1. Jeffrey wouldn't be opposed to charging registration fee if it was virtual. Noticed that some national conferences he previously attended thinks that nominal registration fee is much more appealing to have people attend. Another option is to do in-person and virtual combo. May be a way to have people attend virtually and in person. If we do in-person need to make sure NCSC staff is able to attend as well.
  - 2. Kathy shared info from administrators in Florida. Last correspondence was in June, many were saying they would send anywhere from 6-10 people to our midyear.
  - 3. Rick asked if there is a cut off date for waiving a penalty if we were to cancel? TJ said no pandemic clause in contract but that's why were gathering survey info to get additional concessions for attrition or lower food and beverage from the hotel to reduce the penalty to us. TJ said for board to be prepared to call an emergency meeting to make a decision in

regard to midyear and the hotel.

#### **4. Vice President**

- a. Nothing to report.

#### **5. Secretary/Treasurer**

- a. Rick reported that he'll be traveling to Williamsburg to meet with Erin on Thursday and Friday to prepare the initial draft of the SJI grant and the 2021 budget.

#### **6. Immediate Past President**

- a. Will reported that the Past Presidents will meet next Tuesday. Looking forward to working with group and Jude as past president and Education Consultant. TJ asked that Will encourage past presidents to complete the survey and share their thoughts on midyear.

#### **7. Communications Committee**

- a. There is an opportunity for a sponsored webinar on PASS: Best Practices for Upgrading Court Records - PSBA and CDIA (Background screening) on November 5<sup>th</sup>, if available and approved by board. The sponsor indicated he'd be interested in doing another sponsored webinar before midyear or for a midyear session.
  - i. Charleston asked if the board was in favor or against someone doing sponsored webinar on Nov. 5<sup>th</sup>. Greg asked if anyone would be tied up with the election since it is so close to that. Charleston said if that's an issue we can do the following week. TJs initial reaction is that since they were willing to pay sponsorship fee and the timing is after our virtual education session, he's all for it. There being no objections, Kathy made a motion to move forward with sponsored webinar on November 5<sup>th</sup>, Dorothy seconded the motion. Rick asked the time of the webinar. Charleston said 2pm ET. No objections, all are in favor.
- b. Che' Alexander asked to do two sponsored webinars: one for the first week of December 2020 and one for the first full week of January 2021. TJ mentioned if we can get December one in that would fill our 3 for the year. TJ thanked Charleston for continuing to gather sponsored webinars. Kudos for Charleston for selling sponsored webinars for a "special" rate of \$2,000 even though that's our regular rate.

#### **8. Governance Committee**

- a. Committee meets tomorrow – Angie sent out agenda this morning. They are working on National Agenda, had a couple more COSCA replies this week. Meeting on September 29<sup>th</sup> at 2pm ET. She thinks they're making good progress after several months of not doing anything to it.
- b. Updating operations manual, asked if any committees have anything that changed in last couple of years to forward it to her so it can be added/updated. She doesn't think a lot has changed since she updated it last but wanted committees to be aware that an update is occurring.
  - i. TJ wants them to be mindful of language that is out there on conferences – virtual (midyear or annual) that allows for an either/or of virtual. TJ thinks everything was winged going into business meeting but thinks they did a great job following bylaws.
- c. Closer to the beginning of the year the committee will start thinking of the state of the profession.

#### **9. Membership Committee**

- a. Committee met earlier this month and talked about how to bring California, Texas, Florida, and New York into membership committee. Idea was to invite reps from those states to committee and talk to them about their thoughts on getting more members from their states on board.
  - i. After that meeting, Tina had a few people reach out – FL willing to help. CA reached out and mentioned that there were a lot of retirements. These were the

founding people of NACM and really instrumental in formative years of NACM. CA rep pointed Tina in the direction of state advisory group for court executives. She's going to reach out to chair of that and see if she can get an audience with that group. She also has a list of state court organizations and is trying to reach out to those associations within states to see if we can get members out of that area.

- ii. TJ appreciates them looking at other groups for outreach. He mentioned that in 80s and 90s NACM was the only group on the block and since then there are smaller niches of groups. We need to remind folks that they can belong to more than one group.
- b. ECP group is doing videos on "what membership means to me".
- c. Michelle added that t-shirts have 17 sales since conference started.

#### **10. NCSC Report**

- a. Jesse reported that TJ and Jesse have started doing regular check-ins so that line of communication between NCSC and NACM remain as open as they can be.
- b. Mentioned that Center is excited for Edwin Bell to join.
- c. Moving most upcoming events from in-person to virtual. Biggest conference of the year would have been eCourts and the Center is working on virtual plan. Taking notes and lessons from NACM of adaptation of content to virtual.
- d. Jesse is aware that there is an ongoing conflict of the schedule on Thursday afternoons between NACM and CCJ COSCA Rapid Response Team as their webinar time also.
- e. Jude spoke to Nora Sydow about helping with topics for midyear and rapid response team. Jesse has a meeting tomorrow with them and Jude asked for him to entice them to submit proposals.

#### **11. Other Business**

- a. Kathy just received an email back from someone from Florida. They have an 8.5% funding reduction from their governor. "If Feds don't help, cuts will be required."

#### **12. Executive Session – no business for executive session.**

#### **13. Adjourn – There being no other business to report the meeting was adjourned.**

**From:** [Smith, Stacey](#)  
**To:** [Carr, Erin](#)  
**Cc:** [Gardner, Valerie](#)  
**Subject:** NACM 2021-Exhibitors & Rates  
**Date:** Monday, November 2, 2020 3:07:03 PM  
**Importance:** High

---

Hi Erin,

I know NACM won't be able to determine if there will be an annual meeting in San Diego until some time next year. On a "normal year" this is the time I begin contacting exhibitors with a floorplan and contract so they can select their space and confirm.

With the uncertainty of the annual, I think the best way to approach this is for me to move forward and contact exhibitors and provide an overall update about the 2021 conferences, and see if they will be interested in participating. I wouldn't collect any contracts or payments until the final decision. NACM has not signed a contract with Freeman for 2021. I wanted to wait to see what decisions are made.

Below are the booth rates used for past few years. Underneath that is my recommendation of booth fees "just for 2021" to help everyone through. I think the good will gesture of providing the multi-show discounted rate goes a long way.

Please feel free to share this with TJ and Kathy, and if there are any questions, just let me know. Thank you!! Stacey

#### **NACM 2020 BOOTH FEES**

Exhibit at Midyear Only	\$2,200 (by Dec. 6, 2019)	\$2,400 (after Dec. 6)
Exhibit at Annual Only	\$4,000 (by June 5, 2020)	\$4,300 (after June 5)
Exhibit at Midyear & Annual	\$6,000 total (MY-\$2,100 by Dec. 6; <b>\$3,900</b> by June 5) \$6,500 (MY-\$2,300 after Dec. 6; <b>\$4,200</b> after June 5)	

#### **NACM 2021 ANNUAL BOOTH FEES-*for 2021 only***

\$3,900 by June 5 / \$4,200 after

**Stacey A. Smith** | Exhibit Manager

National Center for State Courts | 300 Newport Avenue | Williamsburg, VA 23185

t 757.259.1816 | [ssmith@ncsc.org](mailto:ssmith@ncsc.org) | [www.ncsc.org](http://www.ncsc.org)

 Please print responsibly



# National Association *for* Court Management

*Strengthening Court Professionals*

## Education Committee Progress Report Form – 2020-2021

	Report	Due Date	Submission Date
<b>X</b>	Fall Progress Report	November 4, 2020	November 9, 2020
	Midyear Progress Report	January 2021	
	Annual Progress Report	June 2021	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Curricula review: Operations Management & Leadership	Ongoing	Yes	No	No	
CORE Champion Program	Kicking off in 2021.	Yes	Yes	No	
CDC sub-committee	Mid-Year and Annual Call for Proposals done, conference themes and graphics completed.  Establish 2021 Conference Rates	Yes	Yes	Yes	Set Conference Rate

Time needed at meeting for Committee report: 15 minutes

Submitted by: Jeffrey Tsunekawa

Date: November 9, 2020



**National Association for Court Management  
Financial Statements  
September 30, 2020**

**National Association for Court Management**  
**Statement of Financial Position**  
**As of September 30, 2020**

<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 159,984
Prepaid Expense	6,000
Investments	537,446
Capitalized Software Costs, net	3,325
<b>TOTAL ASSETS</b>	<b>\$ 706,755</b>
<b>LIABILITIES &amp; NET ASSETS</b>	
Accounts Payable	\$ 500
Deferred Revenue	35,510
<b>Total Liabilities</b>	<b>36,010</b>
<b>Net Assets</b>	
Without donor restriction	
Unrestricted	665,346
Board Designated - Special Projects Fund	5,399
<b>Total Net Assets</b>	<b>670,745</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$ 706,755</b>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

The accompanying notes are an integral part of these financial statements.

**National Association for Court Management**  
**Statement of Activities**  
**For the Nine Months Ended September 30, 2020**

	Annual Conference	Midyear Conference	Communications	Membership	Guides	NCJFCJ	Special Project Fund	General Operations	Total YTD
4000 · Membership Dues/Regular	\$ -	\$ -	\$ -	\$ 114,530	\$ -	\$ -	\$ -	\$ -	\$ 114,530
4005 · Membership Dues/Associate	-	-	-	8,775	-	-	-	-	8,775
4010 · Membership Dues/Sustaining	-	-	-	3,000	-	-	-	-	3,000
4015 · Membership Dues/Retired	-	-	-	1,300	-	-	-	-	1,300
4025 · Membership Dues/Student	-	-	-	35	-	-	-	-	35
4030 · Membership Dues/DUAL	-	-	-	7,725	-	-	-	-	7,725
4040 · Membership Dues/Virtual	-	-	-	1,300	-	-	-	-	1,300
4050 · Scholarship Fund	-	640	-	-	-	-	162	-	802
4065 · Donations/Other	-	(400)	-	-	-	-	-	67,605	67,205
4070 · Interest Income/Regular	-	-	-	-	-	-	-	33	33
4090 · Fees and Registrations	-	109,245	-	-	-	-	-	-	109,245
4100 · Social/Other Income	-	120	-	-	-	-	-	-	120
4110 · Vendor Income	19,650	38,500	-	-	-	-	-	-	58,150
4120 · Sponsorship Income	33,450	19,000	-	-	-	-	-	-	52,450
4130 · Grant Income	11,463	45,368	-	-	-	5,390	-	-	62,221
4140 · Advertising Income	-	-	2,505	-	-	-	-	-	2,505
4150 · Publication Sales	-	-	950	-	165	-	-	-	1,115
<b>Total Revenue</b>	<b>64,563</b>	<b>212,473</b>	<b>3,455</b>	<b>136,665</b>	<b>165</b>	<b>5,390</b>	<b>162</b>	<b>67,638</b>	<b>490,511</b>
<b>Expense</b>									
5100 · Travel/General	-	5,814	-	-	-	-	-	17,197	23,011
5105 · Travel/President	-	672	-	-	-	-	-	3,775	4,447
5120 · Travel/Site Visit	-	-	-	-	-	-	-	(710)	(710)
5125 · Travel/Association Serv.	-	114	-	-	-	-	-	2,895	3,009
5130 · SJI Speaker Travel	-	5,668	-	-	-	-	-	-	5,668
5200 · Honoraria	-	5,500	-	-	-	-	-	-	5,500
5300 · Conference Expenses	13,455	9,861	-	-	-	-	-	500	23,816
5310 · Food and Beverages	-	58,636	-	-	-	-	-	2,167	60,803
5320 · Audio Visual	-	20,000	-	-	-	-	-	-	20,000
5400 · President's Discretionary	-	-	-	-	-	-	-	690	690
5600 · Scholarships	-	270	-	-	-	-	274	-	544
5650 · Awards	494	-	-	-	-	-	-	-	494
5700 · Presidents Gifts	-	-	-	-	-	-	-	153	153
6200 · Postage	-	1,441	-	-	-	-	-	493	1,934
6300 · Printing/Photocopying	-	-	2,770	-	-	-	-	-	2,770
6500 · Insurance Expense	2,976	373	-	-	-	-	-	2,943	6,292
6600 · Consultant	11,463	11,463	-	-	-	5,126	-	1,259	29,311
6700 · Website Devp/Internet Exp	-	2,738	-	-	-	-	-	2,000	4,738
6800 · Credit Card Fees	222	-	-	-	-	-	-	6,350	6,572
6810 · Licenses & Fees	133	-	-	-	-	-	-	25	158
6820 · Admin Supp/Contract Fee	-	-	-	-	-	-	-	281,899	281,899
6950 · Depreciation	-	-	-	-	-	-	-	3,325	3,325
7000 · Grant Match-Travel	-	1,313	-	-	-	-	-	-	1,313
7010 · Grant Match-Honorarium	2,250	-	-	-	-	-	-	-	2,250
7020 · Grant Match-Audio Visual	-	27,737	-	-	-	-	-	-	27,737
7030 · Grant Match-Admin Support	-	-	-	-	-	-	-	51,911	51,911
<b>Total Expense</b>	<b>30,993</b>	<b>151,600</b>	<b>2,770</b>	<b>-</b>	<b>-</b>	<b>5,126</b>	<b>274</b>	<b>376,872</b>	<b>567,635</b>
<b>Change in Net Assets from Operations</b>	<b>33,570</b>	<b>60,873</b>	<b>685</b>	<b>136,665</b>	<b>165</b>	<b>264</b>	<b>(112)</b>	<b>(309,234)</b>	<b>(77,124)</b>
Investment Income (Net of Fees)	-	-	-	-	-	-	-	33,887	33,887
Unrealized Gains/(Losses) on Investment	-	-	-	-	-	-	-	(13,188)	(13,188)
<b>Change in Net Assets</b>	<b>\$ 33,570</b>	<b>\$ 60,873</b>	<b>\$ 685</b>	<b>\$ 136,665</b>	<b>\$ 165</b>	<b>\$ 264</b>	<b>\$ (112)</b>	<b>\$ (288,535)</b>	<b>(56,425)</b>
<b>Net Assets at beginning of year</b>									727,171
<b>Net Assets at end of year</b>									<b>\$ 670,746</b>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.  
The accompanying notes are an integral part of these financial statements.

**National Association for Court Management  
Notes to Financial Statements  
For the Eight Months Ended August 31, 2020**

**Departures from Generally Accepted Accounting Principles (GAAP)**

For the annual audit, National Association for Court Management (NACM) prepares financial statements and disclosures in compliance with generally accepted accounting principles (GAAP). For interim reporting, management has determined that the additional cost to prepare fully GAAP compliant interim financial reports outweighs the benefits and prefers to use the savings to support programmatic and operational expenditures. As a result, certain GAAP requirements are not incorporated in the interim financial statements. This is an acceptable and common practice used for the purpose of interim financial reporting for nonprofit organizations. The following lists the significant departures from GAAP for this set of interim financial statements:

1. Substantially all disclosures have been omitted.
2. The Statement of Cash Flows has been omitted.
3. Conference and membership dues revenues for the current year are recognized when received. Conference expenses for the current year are recognized when paid.
4. The Statement of Activities does not show functional expenses and we are not presenting a statement a functional expense. The Statement of Activities also does not show restricted net assets presented separately.

If the above departures from U.S. GAAP were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

The accompanying notes are an integral part of these financial statements.

**National Association for Court Management  
Supplemental Report  
September 30, 2020**

National Association for Court Management  
Budget vs Actual  
For the Nine Months Ended September 30, 2020

	YTD	Annual Budget	Variance	% Budget
<b>Revenue</b>				
4000 · Membership Dues/Regular	\$ 114,530	\$ 180,000	\$ (65,470)	64%
4005 · Membership Dues/Associate	8,775	14,000	(5,225)	63%
4010 · Membership Dues/Sustaining	3,000	4,500	(1,500)	67%
4015 · Membership Dues/Retired	1,300	1,600	(300)	81%
4025 · Membership Dues/Student	35	245	(210)	14%
4030 · Membership Dues/DUAL	7,725	14,000	(6,275)	55%
4040 · Membership Dues/Virtual	1,300	245	1,055	531%
4050 · Scholarship Fund	802	3,000	(2,198)	27%
4065 · Donations/Other	67,205	90,000	(22,795)	75%
4070 · Interest Income/Regular	33	-	33	0%
4090 · Fees and Registrations	109,245	437,000	(327,755)	25%
4100 · Social/Other Income	120	10,000	(9,880)	1%
4110 · Vendor Income	58,150	235,000	(176,850)	25%
4120 · Sponsorship Income	52,450	108,750	(56,300)	48%
4130 · Grant Income	62,221	269,696	(207,475)	23%
4140 · Advertising Income	2,505	13,000	(10,495)	19%
4150 · Publication Sales	1,115	500	615	223%
<b>Total Revenue</b>	<b>490,511</b>	<b>1,381,536</b>	<b>(891,025)</b>	<b>36%</b>
<b>Expense</b>				
5100 · Travel/General	23,011	69,217	(46,206)	33%
5105 · Travel/President	4,447	15,000	(10,553)	30%
5110 · Travel/Officer	-	1,500	(1,500)	0%
5120 · Travel/Site Visit	(710)	4,000	(4,710)	-18%
5125 · Travel/Association Serv.	3,009	18,049	(15,040)	17%
5130 · SJI Speaker Travel	5,668	15,500	(9,832)	37%
5135 · Grant Match Speaker	-	-	-	0%
5200 · Honoraria	5,500	20,000	(14,500)	28%
5300 · Conference Expenses	23,816	29,599	(5,783)	80%
5310 · Food and Beverages	60,803	366,116	(305,313)	17%
5320 · Audio Visual	20,000	68,500	(48,500)	29%
5400 · President's Discretionary	690	2,000	(1,310)	35%
5500 · Committee Expenses	-	113,346	(113,346)	0%
5600 · Scholarships	544	6,410	(5,866)	8%
5650 · Awards	494	1,300	(806)	38%
5700 · Presidents Gifts	153	400	(247)	38%
6010 · Webinars	-	2,988	(2,988)	0%
6200 · Postage	1,934	3,900	(1,966)	50%
6300 · Printing/Photocopying	2,770	12,625	(9,855)	22%
6400 · Office Supplies	-	100	(100)	0%
6500 · Insurance Expense	6,292	8,200	(1,908)	77%
6600 · Consultant	29,311	47,705	(18,394)	61%
6610 · Audit Fee	-	3,000	(3,000)	0%
6700 · Website Devp/Internet Exp	4,738	6,500	(1,762)	73%
6800 · Credit Card Fees	6,572	17,000	(10,428)	39%
6810 · Licenses & Fees	158	1,085	(927)	15%
6820 · Admin Supp/Contract Fee	281,899	403,383	(121,484)	70%
6950 · Depreciation	3,325	4,000	(675)	83%
7000 · Grant Match-Travel	1,313	15,500	(14,187)	8%
7010 · Grant Match-Honorarium	2,250	15,000	(12,750)	15%
7020 · Grant Match-Audio Visual	27,737	68,500	(40,763)	40%
7030 · Grant Match-Admin Support	51,911	69,214	(17,303)	75%
<b>Total Expense</b>	<b>567,635</b>	<b>1,409,637</b>	<b>(842,002)</b>	<b>40%</b>
<b>Change in Net Assets from Operations</b>	<b>(77,124)</b>	<b>(28,101)</b>	<b>(49,023)</b>	
Investment Income (Net of Fees)	33,887	-	33,887	
Unrealized Gains/(Losses) on Investment	(13,188)	-	(13,188)	
<b>Change in Net Assets</b>	<b>\$ (56,425)</b>	<b>\$ (28,101)</b>	<b>\$ (28,324)</b>	

National Association for Court Management											
Budget vs Actual											
	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual YTD (9/30/2020)	2020 Predicted EOY	2021 Budget Virtual Midyear, Live Annual	2021 Budget No Midyear, Live Annual	2021 Budget No Midyear, Virtual Annual
Revenue											
4000 · Membership Dues/Regular	\$ 152,480.00	\$ 184,375.00	\$ 144,835.00	\$ 180,000.00	\$ 172,755.00	\$ 180,000.00	\$ 114,530.00	\$ 115,205.00	\$ 159,300.00	\$ 159,300.00	\$ 159,300.00
4005 · Membership Dues/Associate	\$ 13,785.00	\$ 7,625.00	\$ 7,920.00	\$ 7,625.00	\$ 17,285.00	\$ 14,000.00	\$ 8,775.00	\$ 9,045.00	\$ 15,525.00	\$ 15,525.00	\$ 15,525.00
4010 · Membership Dues/Sustaining	\$ 4,550.00	\$ 3,500.00	\$ 4,855.00	\$ 4,500.00	\$ 4,300.00	\$ 4,500.00	\$ 3,000.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
4015 · Membership Dues/Retired	\$ 1,650.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,340.00	\$ 1,600.00	\$ 1,300.00	\$ 1,400.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
4025 · Membership Dues/Student	\$ 210.00	\$ 245.00	\$ 140.00	\$ 245.00	\$ 315.00	\$ 245.00	\$ 35.00	\$ 70.00	\$ 175.00	\$ 175.00	\$ 175.00
4030 · Membership Dues/DUAL	\$ -	-	\$ 1,800.00	\$ 1,200.00	\$ 8,150.00	\$ 14,000.00	\$ 7,725.00	\$ 7,725.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
4035 · Membership Dues/eLimited	\$ -	-	\$ 1,640.00	\$ 900.00	\$ 315.00	\$ 245.00	\$ -	\$ -	\$ -	\$ -	\$ -
4040 · Membership Dues/Virtual Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	\$ 1,300.00	\$ -	\$ -	\$ -
4050 · Scholarship Fund	\$ 1,500.00	\$ 6,500.00	\$ 3,498.56	\$ 3,000.00	\$ 3,603.53	\$ 3,000.00	\$ 802.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
4065 · Donations/Other	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,300.00	\$ 90,000.00	\$ 67,205.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
4070 · Interest Income/Regular	\$ 27,326.00	-	\$ 33,976.66	-	\$ 25,312.55	\$ -	\$ 33.00	\$ 33.00	\$ -	\$ -	\$ -
4080 · Unrealized Gain/Loss	\$ 67,404.00	-	\$ (66,923.42)	\$ 3,500.00	\$ 91,066.93	\$ -	\$ (13,188.00)	\$ -	\$ -	\$ -	\$ -
4090 · Fees and Registrations	\$ 574,671.32	\$ 343,490.00	\$ 430,174.90	\$ 508,000.00	\$ 507,500.69	\$ 443,750.00	\$ 109,245.00	\$ 109,245.00	\$ 447,250.00	\$ 432,250.00	\$ 15,000.00
4095 · In-Kind Registration	\$ -	-	\$ 23,430.00	\$ -	\$ 44,092.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4100 · Social/Other Income	\$ 14,040.00	\$ 8,300.00	\$ 11,060.00	\$ 10,000.00	\$ 8,715.00	\$ 10,000.00	\$ 120.00	\$ 120.00	\$ 10,000.00	\$ 10,000.00	\$ -
4110 · Vendor Income	\$ 237,625.00	\$ 225,000.00	\$ 267,315.00	\$ 226,875.00	\$ 235,490.00	\$ 235,000.00	\$ 58,150.00	\$ 58,150.00	\$ 180,500.00	\$ 180,500.00	\$ 15,000.00
4120 · Sponsorship Income	\$ 78,533.00	\$ 80,000.00	\$ 101,000.00	\$ 101,000.00	\$ 108,750.00	\$ 108,750.00	\$ 52,450.00	\$ 55,900.00	\$ 100,000.00	\$ 95,000.00	\$ 30,000.00
4130 · Grant Income (Conf & WeToo in 2020)	\$ 133,568.00	\$ 137,050.00	\$ 137,050.00	\$ 156,350.00	\$ 156,350.00	\$ 269,196.00	\$ 62,221.00	\$ 250,965.00	\$ 238,103.00	\$ 238,103.00	\$ 238,103.00
4140 · Advertising Income	\$ 16,008.00	\$ 16,500.00	\$ 9,664.00	\$ 14,500.00	\$ 12,002.50	\$ 13,000.00	\$ 2,505.00	\$ 6,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
4150 · Publication Sales	\$ 2,362.00	\$ 500.00	\$ 1,106.74	\$ 500.00	\$ 2,081.00	\$ 500.00	\$ 1,115.00	\$ 1,200.00	\$ 900.00	\$ 900.00	\$ 900.00
Total Revenue	\$ 1,415,712.32	\$ 1,104,685.00	\$ 1,204,142.44	\$ 1,309,795.00	\$ 1,489,724.20	\$ 1,387,786.00	\$ 477,323.00	\$ 711,358.00	\$ 1,276,553.00	\$ 1,256,553.00	\$ 598,803.00
Expense											
5100 · Travel/General	\$ 28,762.50	\$ 53,000.00	\$ 36,008.64	\$ 61,500.00	\$ 39,457.30	\$ 69,216.51	\$ 23,011.00	\$ 23,011.00	\$ 41,612.00	\$ 41,612.00	\$ 19,222.00
5105 · Travel/President	\$ 17,231.15	\$ 20,000.00	\$ 17,422.85	\$ 20,000.00	\$ 9,397.74	\$ 15,000.00	\$ 4,447.00	\$ 4,447.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00
5110 · Travel/Officer	\$ 294.33	\$ 1,500.00	\$ 865.69	\$ 1,500.00	\$ 1,432.26	\$ 1,500.00	\$ -	\$ 250.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
5120 · Travel/Site Visit	\$ 4,231.00	\$ 4,000.00	\$ 747.94	\$ 4,000.00	\$ 5,518.63	\$ 4,000.00	\$ (710.00)	\$ (710.00)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5125 · Travel/Association Serv.	\$ 13,432.68	\$ 20,000.00	\$ 10,315.95	\$ 20,800.00	\$ 15,358.56	\$ 18,196.00	\$ 3,009.00	\$ 3,010.00	\$ 9,648.00	\$ 9,648.00	\$ 1,525.00
5130 · SJI Speaker Travel	\$ 8,290.10	-	\$ 5,974.84	\$ 15,500.00	\$ 15,353.59	\$ 15,500.00	\$ 5,668.00	\$ 5,668.00	\$ 13,000.00	\$ 13,000.00	\$ -
5200 · Honoraria	\$ 24,584.90	\$ 25,000.00	\$ 27,025.16	\$ 15,000.00	\$ 15,146.41	\$ 20,000.00	\$ 5,500.00	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
5300 · Conference Expenses	\$ 229,632.81	\$ 135,500.00	\$ 179,346.39	\$ 54,849.00	\$ 45,046.60	\$ 29,499.00	\$ 23,816.00	\$ 30,000.00	\$ 21,450.00	\$ 21,450.00	\$ -

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual YTD (9/30/2020)	2020 Predicted EOY	2021 Budget Virtual Midyear, Live Annual	2021 Budget No Midyear, Live Annual	2021 Budget No Midyear, Virtual Annual
5310 · Food and Beverages	\$ 265,913.25	\$ 362.00	\$ 210,235.19	\$ 418,000.00	\$ 431,505.61	\$ 374,000.00	\$ 60,803.00	\$ 60,803.00	\$ 292,972.03	\$ 292,972.03	\$ 5,000.00
5320 · Audio Visual	\$ 57,754.60	\$ 58,350.00	\$ 59,145.80	\$ 80,000.00	\$ 80,000.00	\$ 68,500.00	\$ 20,000.00	\$ 95,000.00	\$ 40,384.17	\$ 40,384.17	\$ -
5400 · President's Discretionary	\$ 2,305.80	\$ 2,500.00	\$ 2,591.25	\$ 2,500.00	\$ 536.60	\$ 2,500.00	\$ 690.00	\$ 1,090.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
WE TOO	\$ 1,716.08	\$ 2,700.00	\$ 140.07	\$ -	\$ -	\$ 113,346.00	\$ -	\$ -	\$ -	\$ -	\$ -
5600 · Scholarships	\$ 12,521.00	\$ 8,000.00	\$ 6,765.00	\$ 7,865.00	\$ 5,420.00	\$ 6,410.00	\$ 544.00	\$ 3,274.00	\$ 6,410.00	\$ 6,410.00	\$ 6,410.00
5650 · Awards	\$ 699.69	\$ 2,200.00	\$ 583.06	\$ 1,300.00	\$ 853.22	\$ 1,300.00	\$ 494.00	\$ 500.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
5700 · Presidents Gifts	\$ 792.56	-	\$ 611.44	\$ 400.00	\$ 170.13	\$ 400.00	\$ 153.00	\$ 300.00	\$ 400.00	\$ 400.00	\$ 400.00
6010 · Webinars	\$ -	\$ 1,600.00	\$ 3,859.83	\$ 2,988.00	\$ 2,427.60	\$ 2,988.00	\$ -	\$ 2,988.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
6200 · Postage	\$ 7,595.69	\$ 6,000.00	\$ 3,863.91	\$ 4,250.00	\$ 2,661.78	\$ 3,900.00	\$ 1,934.00	\$ 2,000.00	\$ 2,800.00	\$ 2,800.00	\$ 750.00
6300 · Printing/Photocopying	\$ 50,391.10	\$ 13,250.00	\$ 11,310.00	\$ 11,125.00	\$ 11,289.88	\$ 12,625.00	\$ 2,770.00	\$ 12,625.00	\$ 12,625.00	\$ 12,625.00	\$ 12,625.00
6400 · Office Supplies	\$ 1,471.78	\$ 600.00	\$ 108.69	\$ 100.00	\$ 121.36	\$ 100.00	\$ -	\$ 50.00	\$ 100.00	\$ 100.00	\$ 100.00
6500 · Insurance Expense	\$ 7,832.92	\$ 7,500.00	\$ 7,613.32	\$ 7,700.00	\$ 7,507.83	\$ 8,200.00	\$ 6,292.00	\$ 8,200.00	\$ 10,500.00	\$ 9,500.00	\$ 6,500.00
6600 · Consultant	\$ 44,700.00	\$ 45,850.00	\$ 46,667.30	\$ 52,758.00	\$ 47,012.80	\$ 47,704.75	\$ 29,311.00	\$ 138,551.00	\$ 170,892.50	\$ 161,507.00	\$ 153,278.00
6610 · Audit Fee	\$ 2,750.00	\$ 1,500.00	\$ 2,885.00	\$ 10,000.00	\$ 10,480.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
6700 · Website Devp/Internet Exp	\$ 12,948.80	\$ 32,205.00	\$ 17,904.76	-	\$ 6,568.00	\$ 6,500.00	\$ 4,738.00	\$ 6,500.00	\$ 8,070.00	\$ 8,070.00	\$ 8,070.00
6800 · Credit Card Fees	\$ 22,255.00	\$ 15,000.00	\$ 13,990.76	\$ 15,000.00	\$ 21,179.80	\$ 17,000.00	\$ 6,572.00	\$ 8,000.00	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00
6810 · Licenses & Fees	\$ 151.95	\$ 170.00	\$ 153.00	\$ 281.00	\$ 181.00	\$ 1,085.00	\$ 158.00	\$ 1,085.00	\$ 158.00	\$ 158.00	\$ 25.00
6820 · Admin Supp/Contract Fee	\$ 369,462.96	\$ 376,983.50	\$ 391,481.54	\$ 384,523.00	\$ 393,079.25	\$ 403,383.00	\$ 281,899.00	\$ 378,859.00	\$ 411,428.00	\$ 411,428.00	\$ 411,428.00
6950 · Depreciation	\$ -	-	\$ 2,216.67	-	\$ 4,433.29	\$ 4,000.00	\$ 3,325.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7000 · Grant Match-Travel	\$ 3,688.70	\$ 16,500.00	\$ 5,150.63	\$ 15,500.00	\$ 5,620.54	\$ 15,500.00	\$ 1,313.00	\$ 1,313.00	\$ 5,000.00	\$ 5,000.00	\$ -
7010 · Grant Match-Honorarium	\$ 13,936.30	\$ 7,000.00	\$ 18,254.84	\$ 15,000.00	\$ 44,395.59	\$ 15,000.00	\$ 2,250.00	\$ 2,250.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7020 · Grant Match-Audio Visual	\$ 66,565.06	\$ 58,200.00	\$ 71,225.89	\$ 96,150.00	\$ 97,855.82	\$ 68,500.00	\$ 27,737.00	\$ 27,737.00	\$ 40,384.16	\$ 40,384.16	\$ 4,700.00
7030 · Grant Match-Admin Support	\$ 65,351.04	\$ 66,526.50	\$ 66,525.96	\$ 67,857.00	\$ 67,857.00	\$ 69,214.00	\$ 51,911.00	\$ 63,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Total Expense	\$ 1,343,691.62	\$ 1,227,835.00	\$ 1,224,461.23	\$ 1,392,046.00	\$ 1,389,869.32	\$ 1,418,067.26	\$ 567,635.00	\$ 895,301.00	\$ 1,207,133.86	\$ 1,186,748.36	\$ 737,333.00
Change in Net Assets	\$ 73,497.42	\$ (123,150.00)	\$ (20,318.79)	\$ (82,251.00)	\$ 99,854.88	(\$30,281.26)	(\$90,312.00)	(\$183,943.00)	\$69,419.14	\$69,804.64	(\$138,530.00)
Net Assets at beginning of year	\$ 667,708.00	\$ 645,806.00	\$ 645,806.00	\$ 627,315.63	\$ 627,315.63	\$ 727,170.51	\$ 727,170.51	\$ 727,170.51	\$ 543,227.51	\$ 543,227.51	\$ 543,227.51
Net Assets at end of year	\$ 645,806.00	\$ 522,656.00	\$ 627,315.63	\$ 627,315.63	\$ 727,170.51	\$ 696,889.25	\$ 636,858.51	\$ 543,227.51	\$ 612,646.65	\$ 613,032.15	\$ 404,697.51
Investment Income							\$ 33,887.00				





## **ABSTRACT**

The National Association for Court Management (NACM) seeks \$105,384 in State Justice Institute (SJI) funding for a twelve-month period to: 1) develop and deliver nationally significant educational programs, related material and curriculum with continued focus on SJI Priority Investment Areas and the NACM Core®; and 2) continue distant learning opportunities to broaden the scope and delivery of educational opportunities available in a convenient and flexible method accessed by judges, court managers, administrators and other judicial branch employees to include many of NACM's justice partners such as the Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association of Presiding Judges and Court Executive Officers (NAPCO), state court management associations, and NACM's international partners. The proposed start and end dates are January 1, 2021 – December 31, 2021.

The requested grant funds will enable NACM to meet its goals of providing comprehensive educational programs and distance learning opportunities to increase the capacity of professionals in the field of court management. NACM's 2021 conference and educational opportunities will provide attendees with training and networking opportunities which highlight the competencies that serve as the hallmark of the profession. NACM will develop and implement educational sessions that target several SJI's Priority Investment Areas. The Annual conference will focus on leadership as a tool to engage the justice community in and support court managers as they seek to address matters relating to Reengineering to Improve Court Operations; Fines, Fees, and Bail



Practices; Family and Civil Justice Reform; Emergency Preparedness and Cybersecurity; and Court Pandemic Response and Recovery.

NACM believes it has played a significant role in providing educational programming that is focused on enhancing the intellectual capital of the courts to benefit individuals, the court as an organization, the public, and others while remaining consistent with the purposes and responsibilities of courts. NACM has also been a leader in steering the field of court administration to a heightened professional level.

NACM's conference, online publications and online distance learning initiatives have assisted its members and supporters in meeting the expectations of the public that courts provide services that are responsive, strategic and transformative in their approach to improving the justice system.

In an effort to extend the benefits of the conference offerings as widely as possible, NACM offered live streaming of several educational sessions, many of which were also recorded. There were more than 250 viewers of live streamed educational sessions at the 2020 Midyear and Annual conferences. Following the conferences, NACM will be uploading more than 40 educational sessions. In addition, there were more than 3,600 visitor impressions of the midyear videos available online from January 1, 2020 to October 5, 2020.



The 2021 Annual conference theme will be, “*Justice for All: Courts at the Crossroads: Facing Pandemic and Racial Justice Challenges*”. Grant deliverables will include live streaming and video recording of the sessions and the publication of written summaries of key sessions in the fall edition of NACM’s *Court Manager* publication. Due to the COVID-19 pandemic, NACM has decided to forgo the usual Midyear conference in 2021 and instead offer educational opportunities in the form of webinars, podcasts, and guides to members monthly from January through June.

For this project, NACM’s secretariat staff, board members and educational specialist will:

- Finalize development and deliver curriculum for webinars, podcasts, and guides from January through June of 2021 (Task 1);
- Finalize development of and deliver curriculum at NACM’s 2021 Annual conference (Task 2);
- Develop conference themes for NACM’s 2022 Midyear and Annual conferences (Task 3); and
- Provide project management (Task 4).



*Justice for All: Courts at the Crossroads*

## **State Justice Institute Project Grant Application**

### **National Association for Court Management's**

#### ***Justice for All: Courts at the Crossroads***

**Total SJI Funding Requested: \$105,384 with Cash Match of \$105,384 and in-kind Support of \$23,350.**

**Estimated Length: 12 Months; January 1, 2021 – December 31, 2021**

#### **Priority Investment and Strategic Initiative Areas Addressed:**

<i>Reengineering to Improve Court Operations</i>	<i>Fines, Fees, and Bail Practices</i>
<i>Family and Civil Justice Reform</i>	<i>Emergency Preparedness and</i>
	<i>Cybersecurity</i>

*Court Pandemic Response and Recovery*

#### **Mission Areas and Activities Addressed:**

Our 2021 conferences will focus on the following themes:

- ***Community Collaborations*** – community-based initiatives such as legal clinics, amnesty programs, criminal justice forums, community engagement, etc.
- ***Civics & Outreach*** – court involvement in programs such as Law Day and awareness events, civic group presentations, educational programs on the role of the courts, etc.
- ***Expanded Public Access*** – legal assistance, self-help programs, online programs and services, user-centered design of services and facilities, etc.



- ***Creative Uses of Technology & Social Media*** – podcasts, webinars, community and constituent outreach efforts, online and web-based programs, etc.
- ***Innovative Uses of Data*** – new uses of court data through data visualization, public access, collaborative data sharing, National Open Court Data Standards, court component model, etc.
- ***Promoting Employee Engagement*** – training and skills development aimed at creating mindful court staff, developing leaders to be part of their community, ensuring inclusivity and diversity, etc.
- ***Community-Based Programs & Services*** – accountability courts, community-based supervision, access to health and other services, etc.
- ***Civil, Juvenile & Criminal Justice Reform*** – engaging in community and national dialogue on the role of the courts to address systemic issues in access to justice and treatment of different groups who interact with the judicial system.

## **National Association for Court Management**

NACM  
c/o NCSC  
300 Newport Avenue  
Williamsburg, Virginia 23185-4149

For further information contact:

Richard Pierce  
NACM Secretary/Treasurer  
601 Commonwealth Avenue  
Harrisburg, PA 17106  
Work: (717) 231-3300  
[rick@nacmnet.org](mailto:rick@nacmnet.org)



## **Program Narrative**

### **Project Objectives**

For our courts in 2020, this past year has forced court professionals to be innovative and to adopt new technologies and approaches to keep our courts open. In 2021, as our courts and the world enter a new phase of the global pandemic while awaiting a vaccine, our courts must continue to remain open and address the backlog of cases. Further, as court budgets are cut and travel limited, our court professionals must still network and share ideas on the innovations and best practices for not only a pandemic world but also for better, more efficient courts in general. In 2021, while addressing pandemic-specific operational issues, NACM will also continue to focus on our Core principles and SJI Priorities. NACM will alter its traditional in-person midyear meeting in lieu of pushing content out through a series of monthly webinars and networking sessions on key topics to engage the court professional community. This distance-based approach will lead in to an in-person annual conference that may be modified to be hybrid or virtual as circumstances require.

Education enhances the intellectual capital of the courts to benefit individuals, the court as an organization, the public, and others. It involves judges and court personnel as well as court leadership (judicial and administrative). Education is an investment in change.

Education brings about desirable change for individuals, for the court, for the public, and more. Economic challenges continue to impact the business of courts across the country and abroad. The leadership required to maintain high performing courts despite limited resources has served as the impetus for judicial systems to refine their approach to governance and judicial administration. Engaging professionals in the judicial system in



meaningful and instructive dialogue and formal education regarding the key challenges faced in the field is an essential component of delivering educational programs focused on procedural justice while leveraging the capacity for high performance. NACM believes that educational frameworks developed for court professionals must be inspiring and build upon the foundational concepts that are the basis for courts and be reflective of the work performed daily in institutions around the country and the world. The activities to be supported by the proposed program will demonstrate how the values which must orient the work of court professionals – the purposes and responsibilities of courts, and the leadership principles that are associated with them – permeate throughout the organization and are attainable through such exchanges and education.

The National Association for Court Management (NACM) proposes to utilize this SJI project grant toward two main objectives: 1) develop and deliver nationally significant educational programs, related material, and curriculum focusing on SJI Priority Investment Areas and the NACM Core®; and 2) expand and broaden remote technology through live and recorded distance learning opportunities to members and NACM's justice partners to include Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association of Presiding Judges and Court Executive Officers (NAPCO), state court management associations, and NACM's international partners.

These project objectives will be accomplished through digital recording and live



streaming of NACM's Annual conference to be held July 11-15 in San Diego, California, and through webinars, podcasts, and guides from January through June. NACM will live stream multiple plenary and breakout sessions at the annual conference and will record the other educational opportunities. These digital recordings will be posted to NACM's website and on NACM's video channel. NACM will also publish summaries from many of the educational programs in its fall edition of the *Court Manager*. All of these materials will be made available on NACM's website at [www.nacmnet.org](http://www.nacmnet.org). Finally, NACM will utilize the funds to begin to develop themes and descriptions for its 2022 Midyear and Annual conferences, to be held in Bellevue, Washington, and Milwaukee, Wisconsin, respectively.

### **Program Areas to Be Covered**

In changing times, leadership meets its greatest challenges. There is the opportunity not just to change courts, but to transform them. NACM is dedicated to educating court professionals, providing community, sharing information, and advocating on important court and justice system topics. Specifically, NACM advances the effective and efficient administration of justice and does so through its educational programs.

Challenges exist as we face a downward trend in public trust and confidence with government and it's time to acknowledge challenges, devise strategies to reverse these trends, and implement them. The initial challenges are vast, but there is a roadmap for turning negative perceptions into positive ones and to increasing public trust and confidence in our state courts. NACM has an obligation to its members, to the





profession, to the judiciary, and the public at large to call attention to important issues facing courts. The organization has positioned itself to take a leadership role in identifying and discussing such issues and provide meaningful platforms for engagement through education, publications, conferences and partnerships. These are opportunities through which court managers and leadership judges may meaningfully address them in their courts, states and the nation.

NACM provides a robust forum fostering innovative practices and professional development that inspires excellence in its membership, enhances public trust and confidence in our courts, and embraces the fundamental duties and responsibilities inherent in an accountable and independent judicial branch of government. Through its conference and distance learning initiatives, NACM provides leadership development through continuing education opportunities. The mission and ultimate goal of the NACM educational conferences is to provide court management professionals the opportunity to increase their proficiency and develop as court leaders while working with colleagues to improve the administration of justice.

NACM's core values encompass basic principles for guiding NACM's performance as well as its internal and external relationships. NACM is the **VOICE** of the court management profession and succeeds by providing:

**Vision** – providing strategic focus on the advancement of the field of court administration

**Organization** – leading the Association in the pursuit of collective goals



**I**mplementation – taking action and following-through on strategic priorities

**C**ommunication – engaging the court community and justice partners

**E**thics – demonstrating integrity and adhering to the highest ethical standards

The influence of the NACM Annual conference and their substantive focus, process, and speaker selection is well known. NACM conference curriculum helps courts and their leaders and staff to improve court services and the quality of justice nationwide and throughout the world. Funding this project ensures continuation of the quality education planning and delivery expected of NACM by its members. This project will focus on the program objectives set forth by SJI through offering educational training and resources providing “significant national impact” including transformative governance. Programs will focus on leading courts in times of change and how to lead and manage in a rapidly changing environment.

Through its leadership in judicial branch education and court administration initiatives, NACM’s 2021-2025 National Agenda emphasizes program priorities and improvements in the court management profession. Through such strategy, NACM is committed to fostering the following priorities:

- Advance Excellence in Court Management
- Promote Fair and Accessible Justice
- Develop Leaders for Tomorrow’s Challenges
- Enhance Public Perception of the Courts

NACM will incorporate the priority, utilizing technology to promote best practices, as an



enhancement for the other four priorities.

Through NACM's Annual conference planning process, these priorities set the focus for our educational programming and development of products to immediately and effectively deliver information relevant to judicial branch needs and interests.

Specifically, through promoting improved court leadership and governance, court leaders will be armed with tools and information to shape a better future by redefining and clarifying the court's mission and the scope of its service priorities. The priorities also help guide the courts to identify and discuss challenges, brainstorm solutions, and develop meaningful strategies and partnerships to improve the administration of justice while consistent with SJI's Priority Investment and Strategic Initiative Areas.

## **2021 Conference and Educational Events**

In accordance with NACM guidelines, the President-Elect, as Conference Development Subcommittee chair, in conjunction with committee members and the contracted educational planner, is responsible for conference planning for the 2021 year. NACM publishes concept/call for proposals based around this theme. Following submission of proposals, a team of the Conference Development Subcommittee evaluates and helps select workshop sessions for the conference agendas.

NACM's 2021 Annual Conference and educational opportunities will provide attendees with training and networking opportunities that will encourage them to consider how collaboration



and engagement can be used to address systemic issues that intersect with internal and external interests of the judicial branch.

The NACM Core Competencies will be emphasized with the curricula of Purposes and Responsibilities of Courts, Public Trust and Confidence, and Governance as the focus. We will also put a high priority on the State Justice Institute's Investment Areas: Court Pandemic Response and Recovery; Reengineering to Improve Court Operations; Fines, Fees, and Bail Practices; Family and Civil Justice Reform; and Emergency Preparedness and Cybersecurity.

### ***2021 Annual Conference***

The annual conference theme of “Justice for All: Courts at the Crossroads: Facing Pandemic and Racial Justice Challenges”. The 2021 conference theme stems from two major events with far-reaching implications for society and by extension our courts—the coronavirus pandemic and nationwide protests over racial injustice.

The pandemic has forced many court professionals to turn to new technology and other measures in innovative ways that are sure to evolve, improve and continue, but not without issues. These unprecedented times have taught us a valuable lesson in emergency preparedness.



Likewise, the protests have prompted concerned individuals to closely examine the extent to which we, as a nation, are fulfilling our pledge to provide “Justice for All,” the bedrock of our legal system, as well as the need to promote diversity and inclusion in our systems.

The Founding Fathers could not foresee the pandemic or other major events that have beset our nation over the centuries; but they wisely created a system of governmental checks and balances that have stood the test of time. They understood that courts are a vital component of our three branches of government, and knew that impartial, fair and accessible courts are critical for a free and well-functioning society. This is as true today as it was then.

In the present hour, two pressing questions are before us: How do we continue to move forward in a way that upholds the vision of our Founding Fathers while faced with a major health crisis affecting virtually every facet of daily life, and how do we address the grievances of a significant portion of Americans who feel they are not being treated fairly or equally?

As a profession of court professionals, NACM promotes the sharing of best practices, innovations and insights on the management of our courts. Preferred topic areas for this conference include but are not limited to:

- Creative Uses of Technology and Social Media to ensure court users their day in court and right to a jury trial in an era of social distancing.
- Promoting Employee Engagement in a Remote Working Environment.
- Socially Responsible Behavior and Ethical Considerations in the wake of a Global Pandemic



- Civil, Juvenile, Family and Criminal Case Reform to address systemic issues and barriers in access to equal justice and treatment for those who interact with the courts.
- Programs that Promote Racial Justice to judges and court professionals.
- Community Collaboration to improve communication between courts, justice partners, and court participants.
- Diversity, Equity and Inclusion as core values for all judges and court staff promoting accountability for interactions and thought that benefit the court, the community and the profession.

NACM's goal is to educate attendees and the greater community of court professionals on best practices aimed to creating public trust and confidence in the courts. Through innovation and technological improvements, sharing of ideas, strategic partnerships and community engagement, our courts can provide meaningful access to justice.

Special consideration will be given to proposals that address one or more of the above topics while focusing on the use or development of practical tools that enhance leadership in the courts. NACM fully supports the work of the State Justice Institute (SJI). As such, it has encouraged speakers looking to submit proposals should consider ways to advance learning around SJI's Priority Investment Areas and Strategic Initiatives.

Planning for the 2021 conference and other educational opportunities is currently underway, and it is anticipated that the webinars, guides, and podcasts, and the Annual conference will continue to integrate the foundational concepts of the NACM Core®.



## **Need for the Project**

Courts have a duty to be accountable and provide justice for the people they serve. Public trust and confidence in the courts is critical to a well-functioning society. Courts can easily lose the confidence of the public and efforts must be ongoing to both ensure and constantly reexamine if citizens' needs are being met. It is more important than ever that courts continue to educate the public about the role and management of courts. This requires greater collaboration with justice partners and stakeholders. Effective management of the courts requires a focus on performance. This can result in improvements in public perception.

NACM believes that there are five performance areas to which all courts should aspire:

1. Access to Justice
2. Expedition and Timeliness
3. Equality, Fairness, and Integrity
4. Independence and Accountability
5. Public Trust and Confidence

Achieving high performance in these areas is not easy, as courts are complicated. As the nations' leading organization of professional court managers, NACM must be both a resource and at the center of education and training. This project will assist NACM in continuing its mission to focus on important issues facing the courts and will enable NACM to continue offering professional development opportunities through educational



programs both in person and remotely. Interests important to both SJI and NACM will be advanced through the broad delivery conference content. NACM is committed to excellence and strives to produce conference curriculum that fosters that excellence.

Following the placement of the past conference distance learning modules on the NACM website, educational opportunities were made easily accessible through convenient web-based access at a time and place suitable for their needs and without the cost of travel to a national conference. Remote access has been provided to training programs such as:

Building an Effective Multigenerational Court System	NACM Core Competency – Accountability and Court Performance: Coming out of the Basement on Data Governance and Public Trust
Racial Diversity: American Courts taking the Lead in Healing	NACM Core Competency – Accountability and Court Performance: Public Access to Court Data
Beyond Pennsylvania Dutch: Language Access in the Keystone State	Effective Criminal Case Management: Predictors & Principles
Holistic Responses to Abusive Partner Intervention	Implementing Online Dispute Resolution in State Courts
Our Courts & Our Community: How the Ethics Core Helps You	NACM Core Competency- Pushing Management's Buttons to Improve Court Performance
Human Trafficking and the Courts: Strategies to Strengthen Court Responses and Address Survivor Needs	What We've Learned for Building School Justice Partnerships
Expanding Communication Channels with	Leadership Principles for You and Your





NACM offered a complimentary, virtual annual conference in 2020. We have noted some of those sessions above. All of the presentations were available for individual viewing as well as group training in a classroom environment, only for the 2020 midyear conference, at no cost to the viewers. Virtual education is now part of the planning agenda of most courts concerned with training and development, and the distance learning component of this project is needed to achieve greater national impact through the education of judges and court personnel on the essential functions and administration of justice in our nation's courts.

### **Tasks, Methods and Evaluation**

In support of this project, the following general tasks will be completed within the 12-month period:

- Finalize the development of content collected for the Midyear conference and deliver it in the form of webinars, podcasts, and guides.
  - These educational opportunities will be provided online monthly from January through June of 2021.
- Finalize the development of content and deliver it at NACM's 2021 Annual Conference.
  - The 2021 annual conference will be held from July 11-15 in San Diego, California.
- Digitally video and/or audio record a select number of educational sessions at



the 2021 Annual conference and host the videos on NACM's website (nacmnet.org) and video channel.

- Educational sessions - Multiple breakout sessions per day and all plenary sessions will be captured by video for the 2021 Annual Conference. Following final editing, nearly forty (40) educational videos will be available to judges, court administrators, and judicial branch employees across the country and the world.
- Develop conference themes and descriptions for the NACM Midyear and Annual conferences in 2022.
- Project Management will include the completion and filing of SJI quarterly progress and financial reports and coordination with assigned SJI staff and management.

Following the learning objectives identified and objectives set for the conference themes, faculty identification and selection will focus on nationally and regionally recognized subject matter experts to meet and fulfill such objectives for each workshop and plenary session. As part of the ongoing work of the NACM Conference Development Subcommittee, NACM identifies experienced keynote speakers to deliver more in-depth follow-up workshop sessions. NACM's speaker selection criteria ensures the faculty chosen have knowledge and experience related to the specific subject matter and possess the ability to prepare both written materials and visual presentations for large groups. Materials made available to conference attendees will also be made publicly available in electronic format on NACM's website. The recorded sessions will also be



shared with NACM's justice partners such as Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association for Presiding Judges and Court Executive Officers (NAPCO), state court management associations, and NACM's international partners. In addition, NACM will live stream its plenary sessions and several breakout sessions.

NACM is hopeful that by offering webinars and podcasts as an alternative to a Midyear conference, many members and non-members will virtually attend and take in the educational opportunities offered. NACM is also optimistic that over 500-700 leadership judges, court managers, international members and other judicial branch personnel will attend its 2021 Annual Conference. Conference registration rates cover education expenses, food and beverage, and social events.

Evaluation of this project will be accomplished through two methods: 1) digital evaluation at the close of each conference day; and 2) summative post-conference evaluation focusing on educational content and overall adherence to stated conference learning objectives.

With the use of an electronic on-site daily evaluation tool, attendees will evaluate each NACM conference presentation, the purpose of which is to assess the level of achievement in meeting the stated program objectives, speaker quality and effect, and to identify areas that exceeded expectation or recommendations for improvement.



Following the conclusion of the conference, attendees receive an electronic summative conference evaluation. This process helps NACM leadership assess the overall success and impact of the conference, measuring learner achievement, and how well the conference learning objectives were met. These results supplement on-site evaluation at the close of each conference keynote and workshop. NACM has recently begun to use an event application for mobile devices. The event app, Attendify, has the ability to allow for session reviews and comments. NACM is using this as part of its evaluation process to allow for more real-time feedback together along with a post conference survey.

The evaluation results are made available to all NACM members and others through reports to the NACM Board. Adult education experts at the National Center for State Courts' Institute for Court Management will review results, and, after obtaining consent from the NACM Board, necessary changes in future conferences will be made.

### **Project Management**

Project Management for this project will include the completion and filing of SJI quarterly reports and coordination with assigned SJI staff and management. Contract staff will submit project management reports. In addition, NACM will work with NACM's secretariat staff, NCSC, to produce timely financial reports. Lastly, NACM will ensure that there is adequate coordination to complete the below-mentioned activities as scheduled.

In order to accomplish these tasks, NACM will utilize the following methods:



### **Task 1: 2021 NACM Educational Opportunities (January-June 2021)**

<b>Activity</b>	<b>Anticipated Completion Date</b>
Make final contact with speakers.	Mid-January 2021
Finalize logistical needs to include audio and AV for digital capture of educational programs.	Late-January 2021
Coordinate educational training opportunities to include speakers, recordings, and problem solve during educational events.	February 2021
Post video files on NACM's video channel.	Late-February 2021
Market Distance Learning educational opportunities to membership.	March 2021

### **Task 2: 2021 NACM Annual Conference (July 11-15)**

<b>Activity</b>	<b>Anticipated Completion Date</b>
Finalize curriculum sessions for conference, including session titles, overall session content requirements and assigned faculty.	March 2021
Ensure speaker agreements and logistical needs forms are completed and returned.	May 2021
Finalize session workshop descriptions, speaker biographical information and technology needs such as A/V, audio and VGA feeds for digital capture of educational programs.	June 2021
Make final contact with assigned faculty for last-minute logistical needs.	June 2021



Coordinate educational training program to include speakers, video recording and operators, and problem solve during educational conference.	July 2021
Stream live the plenary session and certain breakout sessions.	July 12-15 2021
Edit and prepare DVD of recorded educational programs encoded for streaming video via web link.	Mid-August 2021
Post video files on hosting website and NACM's video channel.	Late July-August 2021
Market Distance Learning educational opportunities to membership and justice partners.	August 2021

### **Task 3: Development of 2022 NACM Midyear and Annual Conference curriculum**

<b>Activity</b>	<b>Anticipated Completion Date</b>
Finalize midyear conference theme.	July 2021
Develop midyear program design.	July 2021
Finalize annual conference theme.	August 2021
Evaluate and identify speakers for midyear conference.	September-October 2021
Develop annual program design.	November 2021
Finalize midyear conference educational agenda.	November 2021
Evaluate and Identify speakers for annual conference.	December 2021
Finalize annual conference educational agenda.	December 2021–January 2022

### **Task 4: Project Management**

<b>Activity</b>	<b>Anticipated Completion Date</b>
-----------------	------------------------------------



Ensure required SJI progress reports and financial reports are finalized and filed.	Quarterly, one month following end of quarter
Coordinate task activities with NACM officers, Board and administrative staff.	As needed
Participate in NACM Conference Development Committee teleconference calls and other Board meetings.	Monthly, as needed
Review project timeline and budget.	Monthly, as needed



## **Product and Dissemination Plan**

Many workshop and plenary session summaries will be published in the Conference Edition of the *Court Manager*. Specifically, dissemination of products for this program include:

- Workshop handouts, including presentation materials, made available on the NACM conference website;
- Notice to NACM's justice partners – Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association of Probate Court Officials (NAPCO), state court management associations, and NACM's international partners;
- Plenary summaries prepared for publishing in the *Court Manager*; and;
- Conference plenary and breakout sessions recorded videos and/or audio hosted on the NACM website and NACM's video channel.

## **Applicant Status**

NACM is a national non-profit organization for the education and training of state court judges, court administrators, managers, supervisors, and other support personnel.

## **Staff Capacity**

NACM will not directly employ any staff for this project but will contract with the National Center for State Courts' to provide consulting services to develop and plan conferences described above. In addition, NACM will contract with the National Center





for State Courts to record, edit and post recording sessions and will also contract with proven, highly evaluated speakers to deliver and record curriculum content. NACM will also contract with the National Center for State Courts to provide Secretariat services that will include management of the financial and reporting aspects of this project.



## **Budget Narrative**

NACM proposes the following amounts for the previously described project:

**Personnel:                      \$16,800**

SJI Funds:                      \$0

Applicant Funds:            \$0

In-Kind Support:            \$16,800

Narrative: The NACM Officers and Board will be intensely involved in all aspects of the proposed project - spending hundreds of hours devoted to this project. For purposes of this project application, NACM board members (14 total) will spend 4 days each at an estimated rate of \$300/day for a total in-kind support of \$16,800.

**Fringe Benefits:                \$6,550**

SJI Funds:                      \$0

Applicant Funds:            \$0

In-Kind Support:            \$6,550

Narrative: The fringe benefits that make up the in-kind support are calculated as an estimate of the prevailing rate of 39% of the personnel costs as noted above.

**Consultant/Contractual:       \$192,768**

SJI Funds:                      \$92,384

Applicant Funds:            \$100,384



SJI Funds for Webinar Speakers/Presenters: \$5,000

NACM proposes to pay a fee to select presenters for the monthly webinars that are taking the place of the midyear conference.

*Applicant Funds for Webinar Speakers/Presenters: \$0*

SJI Funds for Honorarium for Plenary and Breakout Conference Speakers: \$10,000

NACM proposes to pay honorarium to select 2021 plenary and breakout session conference speakers, who will lay out each day's topic area, at an average rate of \$3,500 (for at least 4.5 days of preparation, travel and delivery – not to exceed \$800/day) for plenary speakers and \$450/day for breakout speakers, which is considered to be the prevailing rate. Top rated speakers highly in demand will be sought. NACM is requesting funding to cover the total cost for the annual conference, or \$10,000. For speakers who do not charge a speaker fee or whose rates are less than expected, NACM may offer those speakers the daily registration attendance fee of \$200 and \$275 for the annual conference. This allows the speaker to remain on-site all day and participate in other sessions and be available for networking with court leaders attending the conference.

*Applicant Funds for Plenary and Breakout Conference Speakers: \$10,000*

SJI Funds for Audio/Visual and Wi-Fi/internet Contract Costs: \$40,384

Total cost for audio/visual and Wi-Fi for the annual conference is \$80,768. Based on historical expenditures and anticipated needs NACM requests 50% of the cost of A/V needs at the 2021 annual conference, or \$40,384, to cover sessions that directly align with SJI's Priority Investment Areas and Strategic Initiatives. NACM will pay the remaining balance of



the audio/visual and Wi-Fi costs including those not covered by sponsorship.

*Applicant Funds for Audio/Visual and Wi-Fi Contract Costs: \$40,384.*

SJI Funds for Distance Learning: \$37,000

NACM proposes to enter into a contract with an experienced digital audio and/or video recording provider to capture project sessions at the annual conference; live stream sessions, edit the material; and place the video recorded educational material on the NACM video channel for general viewing and possible download. NACM will purchase a license for a virtual meeting platform to host monthly webinars or podcasts. NACM also hosts all recorded videos and conference materials on its website for members to access at any time after the conference or recorded event. Based upon estimates for such services, NACM requests \$10,000 for the webinars, podcasts, and guides and \$27,000 for the 2021 annual conference.

*Applicant Funds for Distance Learning: \$0*

SJI Funds for Conference Management, Support Services & Marketing: \$0

NACM enters into a Memorandum of Understanding with the National Center for State Courts to provide conference management and support services. Services include active participation in monthly conference development committee meetings, coordination of hotel logistics and A/V needs, assistance with conference publicity, management of faculty agreements, on-site conference registration assistance, faculty and A/V support, preparation of quarterly progress reports, and collecting, analyzing and reporting conference surveys results and evaluations. NACM will utilize a portion of its conference management, support services and marketing budget for the conferences as matching funds.



*Applicant Funds for Conference Management, Support Services & Marketing: \$50,000*

**Travel: \$18,000**

SJI Funds: \$13,000

Applicant Funds: \$5,000

Narrative: Applicant funds will be utilized for travel expenses for faculty for the 2021 annual conference who will be addressing content related to SJI's priority investment areas and other sessions of national interest. NACM will utilize these funds to pay for flight, hotel and per diem expenses, estimated at \$1,200 per plenary speaker (four to six speakers total) and for relevant breakout session speakers as needed (currently estimated at eight to nine speakers).

**TOTAL BUDGET: \$234,118**

SJI Funds: \$105,384

Applicant Funds: \$105,384

In-Kind Support: \$23,350

NACM will make matching contributions continuously throughout the course of the project as NACM pays for the services discussed above. The match will be generated from conference registration fees of participants. NACM voluntarily exceed the minimum cash match requirements due to its commitment to the project and its mission – the education of court professionals.

# STATE JUSTICE INSTITUTE PROJECT BUDGET (TABULAR FORMAT)

**Applicant:** National Association for Court Management

**Project Title:** Justice for All: Courts at the Crossroads: Facing pandemic and Racial Justice Challenges

**For Project Activity from:** 1/1/2021 to 1/1/2022

**Total Amount Requested for Project from SJI \$:** \$105,384

ITEM	SJI FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
Personnel	\$0	\$0	\$16,800	\$16,800
Fringe Benefits	\$0	\$0	\$6,550	\$6,550
Consultant / Contractual	\$92,384	\$100,384	\$0	\$192,768
Travel	\$13,000	\$5,000	\$0	\$18,000
Equipment	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Telephone	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0
Printing / Photocopying	\$0	\$0	\$0	\$0
Audit	\$0	\$0	\$0	\$0
Other (specify)	\$0	\$0	\$0	\$0
<b>Subtotal, Direct Costs</b>	<b>\$105,384</b>	<b>\$105,384</b>	<b>\$23,350</b>	<b>\$234,118</b>
<b>Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total</b>	<b>\$105,384</b>	<b>\$105,384</b>	<b>\$23,350</b>	<b>\$234,118</b>



# National Association for Court Management

*Strengthening Court Professionals*

## Governance Committee Progress Report Form – 2020-2021

	Report	Due Date	Submission Date
<b>X</b>	Fall Progress Report	November 4, 2020	
	Midyear Progress Report	January 2021	
	Annual Progress Report	June 2021	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
<b>National Agenda</b>	<ul style="list-style-type: none"> <li>Evaluating 4 principles</li> <li>Linking resources (white papers, CORE)</li> </ul>	<b>Yes</b>	<b>No</b>	<b>No</b>	
<b>Operations Manual</b>	<ul style="list-style-type: none"> <li>Review of all sections to determine needs for restructuring due to online learning</li> <li>Review of appendices/links/resources</li> <li>Review of bylaws</li> </ul>	<b>No</b>	<b>No</b>	<b>No</b>	<b>Sections will be emailed to committee chairs for review</b>
<b>Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>Creation of DEI committee</li> </ul>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Place in Governance? Areas of focus? DEI subcommittee under each committee?</b>
<b>Ethics</b>	<ul style="list-style-type: none"> <li>Continuing to add codes of ethics to site</li> <li>Going to also add codes for municipalities, which may differ</li> </ul>	<b>No</b>	<b>No</b>	<b>No</b>	

	from judicial ethics				
<b>Resolutions</b>	<ul style="list-style-type: none"> <li>• Committee approved original resolution re: DEI</li> <li>• Support 2 resolutions from CCJ/COSCA</li> <li>• All resolutions up on site for comment by membership (posted on 10/23, comment period ends day before Thanksgiving)</li> </ul>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Approval of resolutions pending comments from membership</b>

**Time needed at meeting for Committee report: 30**

**Submitted by: Angie VanSchoick**

**Date: 10/26/2020**





## NATIONAL ASSOCIATION for COURT MANAGEMENT

### Resolution

#### In Support of Racial Equity, Diversity and Inclusion

**WHEREAS**, since its founding, the National Association for Court Management's (NACM) core values are fundamental beliefs that guide behavior and action that encompasses guiding principles for NACM's performance as well as its internal and external relations;

**WHEREAS**, current universal tensions of racial injustices have encouraged progressive actions for diversity and inclusion, and fostered a greater focus for justice partners to engage and promote, in dialogue and practices, the necessity to address inclusiveness;

**WHEREAS**, NACM promotes the administration of justice through education to assist and ensure the communities we serve are provided access to justice;

**NOW THEREFORE BE IT RESOLVED**, NACM will serve as an organizational conduit for court professionals to mend the divisiveness that racism and inequalities have caused;

**BE IT FURTHER RESOLVED**, NACM will (1) pursue and support diversity, equity and inclusion in membership and executive board service, (2) actively promote diversity and inclusion in educational offerings, trainings, webinars and its social media platforms, (3) continue to lead national access to justice efforts, and (4) undertake an internal review of its practices to ensure they reflect the values of diversity, equity and inclusion;

**BE IT FURTHER RESOLVED**, NACM stands in solidarity with those who aim to improve the courts and calls upon its members to actively work towards equal justice under the law for all whom we serve, regardless of race, ethnicity, gender, sexual orientation, or socioeconomic status.

## **CONFERENCE OF CHIEF JUSTICES**

### **CONFERENCE OF STATE COURT ADMINISTRATORS**

#### **Resolution 2**

##### **In Support of the Guiding Principles for Post-Pandemic Court Technology**

WHEREAS, the COVID-19 pandemic forced courts to determine how to maintain access to justice while keeping court users, the public, and court employees safe; and

WHEREAS, courts improvised in-the-moment solutions built upon existing continuity plans, and have shown remarkable creativity, resourcefulness, and willingness to embrace new technologies; and

WHEREAS, in the wake of the COVID-19 pandemic, it has become even more apparent that, through the adoption of a variety of technologies, state courts can modify court processes and employ remote services to conduct essential functions and provide greater flexibility, accessibility and efficiency for court users and court staff alike during an emergency and when normal operations resume; and

WHEREAS, state courts now have a unique opportunity to leverage creative thinking and openness to innovation by using technology to create long-term and much-needed change for the courts; and

WHEREAS, in the midst of this transformation, state courts must ensure that all parties to a dispute—regardless of race, ethnicity, gender, English proficiency, disability, socio-economic status or whether they are self-represented—have the opportunity to meaningfully participate in court processes and be heard by a neutral third party who will render a speedy and fair decision; and

WHEREAS, state court leaders should implement technological changes based upon a set of principles to guide those decisions;

NOW, THEREFORE, BE IT RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators urge courts to ensure that the principles of due process, procedural fairness, transparency, and equal access are satisfied when adopting new technologies; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators urge state courts to implement technology that is designed to meet the needs of all users—including the public, judges, court staff, attorneys, self-represented litigants, community partners, and researchers—and reduce barriers to access; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators urge state courts to make informed technology decisions based on the needs of and feedback from a range of diverse court users; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators urge state courts to drive innovation, by defining what business problem the court is trying to solve before settling on a specific technology; reviewing and adjusting business processes to reduce redundancy and eliminate unnecessary steps from the perspective of court users; and to use agility and flexibility when piloting innovations; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators urge state courts to take a data-driven, open and transparent approach to implementing and maintaining technologies, including by collecting data to monitor and evaluate new processes and technologies to determine success and address any challenges, while also maintaining appropriate data management protocols; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators urge courts to adopt remote-first or remote-friendly approaches when moving court processes forward, both for court personnel and for court users; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators urge the National Center for State Courts and other national organizations to promulgate guidance, share resources, and provide assistance to jurisdictions working toward these goals.

**CONFERENCE OF CHIEF JUSTICES  
CONFERENCE OF STATE COURT ADMINISTRATORS**

**Resolution 4**

**In Support of a Call to Action to Redesign Justice Processes for Families**

WHEREAS, the Family Justice Advisory Committee and the Family Justice Initiative (“FJI”) were established in 2017 through the Conference of Chief Justices, the Conference of State Court Administrators, and the National Center for State Courts to study the handling of domestic relations cases in order to present “bold national recommendations” for redesigning justice for families, recognizing the importance of access to justice for families; and

WHEREAS, FJI proceeded in partnership with the Institute for the Advancement of the American Legal System (IAALS) and the National Council of Juvenile and Family Court Judges (NCJFCJ), to study the handling of cases across the country, presented in [\*The Landscape of Domestic Relations Cases in State Courts\*](#) (October 2018); and

WHEREAS, based on the *Landscape* data, the FJI Advisory Committee set forth thirteen foundational [\*Principles for Family Justice Reform\*](#) and [\*A Model Process for Family Justice Initiative Pathways\*](#) (January 2019), emphasizing that courts must direct problem-solving approaches to help resolve family cases through triage and case management, specialized training and close review of case management data and party satisfaction measures; and

WHEREAS, in 2019 the Conference of Chief Justices approved Resolution 3, [\*In Support of the Family Justice Initiative Principles\*](#), encouraging “courts across the nation to consider them as a worthy guide to improve delivery of justice in domestic relations cases;” and

WHEREAS, FJI has reviewed the implementation of the principles in four pilot court sites and other courts across the country; and

WHEREAS, FJI, after three years of considering the implementation of the Principles nationwide, identified a number of foundational barriers to family justice in state courts, including high caseloads, limited staffing, increased numbers of self-represented parties, complicated procedures and narrow service options; and

WHEREAS, the 2020 pandemic has afforded opportunities for courts to implement positive adaptations and continue to support innovations; and

WHEREAS, the FJI Advisory Committee seeks to support state courts in providing timely access to justice and enhancing the transparency and efficiency of family law processes;

NOW, THEREFORE, BE IT RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators endorse and encourage their members to implement the following recommendations:

1. Ensure that family law matters receive the same level of prestige and respect as other court matters by providing them with appropriate recognition, training, funding, and strong leadership.
2. Aggressively triage cases at the earliest opportunity.
3. Simplify court procedures so that self-represented parties know what to expect, understand how to navigate the process, can meaningfully engage in the justice system, and are treated fairly.
4. Ensure that self-help information and services are available both in person and remotely so that all litigants can access the full range of court self-help in the manner that is most appropriate for their needs.
5. Offer families a choice of dispute resolution options to promote problem-solving and to minimize the negative effects that the adversarial process has on families during the court process and afterwards.
6. Promote the well-being of families, including implementation of trauma-responsive practices for families and staff, throughout the life of their case and as the primary desired case outcome; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators encourage each state to develop and implement a plan to improve the delivery of family justice; and

BE IT FURTHER RESOLVED that the Conference of Chief Justices and the Conference of State Court Administrators request the National Center for State Courts and all partners to take all available and reasonable steps to assist court leaders to implement family court improvements.

Proposed by the Courts, Children, and Families Committee at the CCJ/COSCA 2020 Annual Meeting on July 30, 2020.

All -

As you are aware, this year is an update year for the Operations Manual. There are a couple areas that are specific to the Board, which will need to be touched upon. I'll briefly touch upon these at our meeting on the 14th, but the majority of this can wait until we meet again in December. I didn't want to forget about this with the rest of the updates I'm doing.

The manual areas that don't have a specific committee to review are in this document:

<https://docs.google.com/document/d/1dkaZjkRMB1neLqbwCdHKD8WLOCaSNe30zn7dnmKli8/edit?usp=sharing>

These are the associated documents that we need to review, too:

[https://nacmnet.org/sites/default/files/O10-Organizational%20Chart%20\\_Rev%207-09\\_.pdf](https://nacmnet.org/sites/default/files/O10-Organizational%20Chart%20_Rev%207-09_.pdf)

[https://nacmnet.org/wp-content/uploads/49\\_Travel-Reimbursement-Policy-1.pdf](https://nacmnet.org/wp-content/uploads/49_Travel-Reimbursement-Policy-1.pdf)

<https://nacmnet.org/sites/default/files/D20-Destruction%20of%20Records%20Policy.doc>

<https://nacmnet.org/sites/default/files/Board/docs/Conflict%20of%20Interest.pdf>

<https://nacmnet.org/wp-content/uploads/NACM-Committee-Progress-ReportMidyear2019.docx>

<https://nacmnet.org/wp-content/uploads/NACM-Operations-Manual-Policy-Outstanding-Committee-Member-Awards.pdf>

Once things are finalized, I'll clean up titles, etc and get the updated versions online.

I'll want to update the review dates on these, so we know they were reviewed. I noticed that a few of the items we have included aren't in the format we approved in, I think, Vegas, to have the footers at the bottom and also a standard structure.

Thank you!

Angie

--

Angie VanSchoick  
Board of Directors  
National Association for Court Management  
Telephone: [970-453-3165](tel:970-453-3165)  
[angie@nacmnet.org](mailto:angie@nacmnet.org)



# National Association *for* Court Management

*Strengthening Court Professionals*

## Membership Committee Progress Report Form – 2020-2021

	Report	Due Date	Submission Date
<b>X</b>	Fall Progress Report	November 4, 2020	
	Midyear Progress Report	January 2021	
	Annual Progress Report	June 2021	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
<b>Membership price reduction for 1<sup>st</sup> time attendees</b>	Membership price reduced during Virtual Education	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Do we want to offer this to non-member attendees, if so for how long? What about at the Mid-Year?</b>
<b>2020 Membership Scholarship</b>	Membership Scholarship drive held the last three weeks of Virtual Education	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Do we want to continue the Scholarship Drive, if so for how long? Approval of the two scholarships received</b>
<b>Membership Website</b>	New Project – Update Membership landing page	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Discussion of updating the member page, to move Mentorship program entirely; Pretty up the place</b>

<b>Project</b>	<b>Project Status</b>	<b>Strategic Priority? (Yes/No)</b>	<b>Discussion Needed? (Yes/No)</b>	<b>Board Action Needed? (Yes/No)</b>	<b>If Yes to discussion or action, please describe what needed</b>
<b>Target of California, Texas, Florida, New York</b>	California members were invited to Membership Committee to share thoughts on how to get more members from their state.	<b>Yes</b>	<b>No</b>	<b>No</b>	
<b>Mentorship Program</b>	Updating Mentorship Program Guide; new year kicked off for Mentors/Mentees	<b>Yes</b>	<b>No</b>	<b>No</b>	
<b>Ambassador program</b>	Pilot program developed	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Draft of program submitted for approval</b>
<b>ECP</b>	Two new articles submitted for Court Manager	<b>Yes</b>	<b>No</b>	<b>No</b>	
<b>ECP</b>	Created new benefits flyer	<b>Yes</b>	<b>No</b>	<b>No</b>	
<b>Merch by Amazon</b>	Email from Amazon re: reaching qualified purchases for account. SWAG store to be moved to a prominent location on website.	<b>Yes</b>	<b>No</b>	<b>No</b>	

**Time needed at meeting for Committee report: 20 minutes**

**Submitted by: Tina Mattison & Michelle Dunivan**

**Date: 11/3/2020**



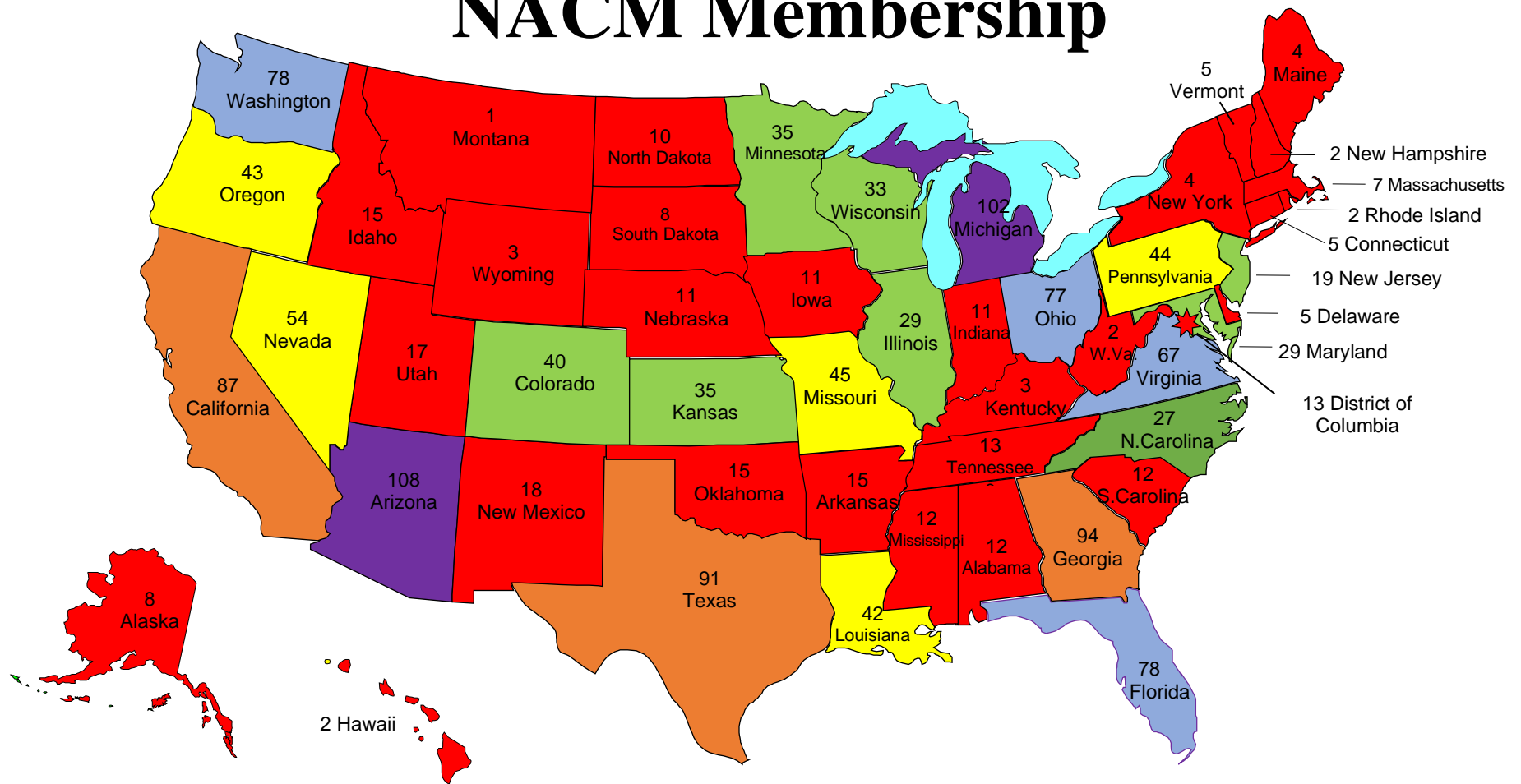
NATIONAL ASSOCIATION FOR COURT MANAGEMENT	
MEMBERSHIP REPORT	
August 2020	
(8/1-8/31/2020)	
July 2020 Total	1559
New	13
New Complimentary	0
Reinstated	8
Dropped/Purged: ( -1 dropped, -26 purged)	-27
<b>Total Membership</b>	<b>1553</b>
<b>Membership By Categories:</b>	
Complimentary	77
Complimentary Associations	9
eLimited - Year 1	
eLimited - Year 2	
eLimited - Year 3	2
International eLimited	
Honorary	33
Regular	1,167
Dual	86
Associate	112
Retired	36
Student	5
Subscriber	16
Sustaining	10
<b>Total Membership</b>	<b>1,553</b>
<b>Renewed this month</b>	
<b>Membership by Expiration Date:</b>	
12/31/19	4
1/31/20	2
2/29/20	2
5/31/20	1
6/30/20	37
7/31/20	54
8/31/20	32
9/30/20	53
10/31/20	89
11/30/20	162
12/31/20	172
1/31/21	157
2/28/21	139
3/31/21	138
4/30/21	118
5/31/21	104
6/30/21	61
7/31/21	65
8/31/21	17
9/30/21	13
10/31/21	2
11/30/21	6
12/31/21	3
1/31/22	2
3/31/22	1
5/31/22	1
6/30/22	1
10/31/22	2
11/30/22	1
12/31/22	1
2/28/23	1
4/30/23	1
5/31/23	3
6/30/23	1
2/29/24	1
10/31/25	1

1/31/99	1
11/30/99	2
12/31/99	102
<b>Total Membership</b>	<b>1,553</b>

NATIONAL ASSOCIATION FOR COURT MANAGEMENT	
MEMBERSHIP REPORT	
September 2020	
(9/1-9/30/2020)	
August 2020 Total	1553
New	14
New Complimentary	1
Reinstated	14
Dropped/Purged: ( - 7 dropped, - 34 purged)	-41
<b>Total Membership</b>	<b>1541</b>
<b>Membership By Categories:</b>	
Complimentary	70
Complimentary Associations	9
eLimited - Year 3	2
Honorary	33
Regular	1,163
Dual	88
Associate	109
Retired	37
Student	4
Subscriber	16
Sustaining	10
<b>Total Membership</b>	<b>1,541</b>
<b>Renewed this month</b>	
<b>Membership by Expiration Date:</b>	
2/29/20	1
5/31/20	1
7/31/20	43
8/31/20	25
9/30/20	45
10/31/20	70
11/30/20	162
12/31/20	172
1/31/21	157
2/28/21	139
3/31/21	138
4/30/21	118
5/31/21	104
6/30/21	65
7/31/21	76
8/31/21	52
9/30/21	21
10/31/21	21
11/30/21	6
12/31/21	3
1/31/22	2
3/31/22	1
5/31/22	1
6/30/22	1
10/31/22	2
11/30/22	1
12/31/22	2
2/28/23	1
4/30/23	1
5/31/23	3
6/30/23	1
2/29/24	1
10/31/25	1
1/31/99	1
11/30/99	2
12/31/99	101
<b>Total Membership</b>	<b>1,541</b>

NATIONAL ASSOCIATION FOR COURT MANAGEMENT	
MEMBERSHIP REPORT	
October 2020	
(10/1-10/31/2020)	
September 2020 Total	1541
New	15
New Complimentary	0
Reinstated	7
Dropped/Purged: ( - dropped, - 31 purged)	-31
<b>Total Membership</b>	<b>1532</b>
<b>Membership By Categories:</b>	
Complimentary	70
Complimentary Associations	9
eLimited - Year 3	1
Honorary	33
Regular	1,157
Dual	85
Associate	110
Retired	36
Student	3
Subscriber	18
Sustaining	10
<b>Total Membership</b>	<b>1,532</b>
<b>Renewed this month</b>	
<b>Membership by Expiration Date:</b>	
2/29/20	1
3/31/20	1
7/31/20	1
8/31/20	16
9/30/20	33
10/31/20	45
11/30/20	122
12/31/20	172
1/31/21	156
2/28/21	139
3/31/21	138
4/30/21	118
5/31/21	104
6/30/21	65
7/31/21	87
8/31/21	60
9/30/21	55
10/31/21	46
11/30/21	45
12/31/21	3
1/31/22	3
3/31/22	1
5/31/22	1
6/30/22	1
9/30/22	1
10/31/22	2
11/30/22	1
12/31/22	2
2/28/23	1
4/30/23	1
5/31/23	3
6/30/23	1
11/30/23	1
2/29/24	1
10/31/25	1
1/31/99	1
11/30/99	2
12/31/99	101
<b>Total Membership</b>	<b>1,532</b>

# NACM Membership



## NACM Members

### U.S. Territories:

American Samoa	2
Guam	5
Puerto Rico	1
Virgin Islands	4

### International:

Australia	3
Canada	8
Luxembourg	1
Marshall Islands	1
Saipan	1
Scotland	1
Trinidad	1

**TOTAL 16**

**Total U.S. and Territories – 1516**

***Total Membership - 1532***

## Total members by state

1 to 20	Red
21 to 40	Green
41 to 60	Yellow
61 to 80	Blue
81 to 100	Orange
Over 100	Purple





Tina Mattison &lt;tina@nacmnet.org&gt;

---

## Membership Scholarship Nomination

---

**Membership Scholarship Form** <jreid@ncsc.org>

Sun, Oct 25, 2020 at 7:09 PM

To: membership@nacmnet.org

**Nominee's First and Last Name**

Danielle Lane

**Nominee's Email Address**[jaycerlane@gmail.com](mailto:jaycerlane@gmail.com)**Nominee's Phone Number**

(716) 289-7337

**Reason the Nominee Would Benefit from a NACM Membership**

Danielle was a bright and hardworking courtroom clerk. While working as a courtroom Clerk she finished her B.S. in business management and was chosen by the Judiciary to become a PMP. Not only did she pass all of the project management courses but she a PMP in only 5 months and sat on the court PM board. I believe she could have an incredible future in court management and has shown immense leadership, drive and talent.

**Consent**

To the best of my knowledge, the nominee listed above is not currently a member of NACM.



Tina Mattison &lt;tina@nacmnet.org&gt;

---

## Membership Scholarship Nomination

1 message

---

**Membership Scholarship Form** <jreid@ncsc.org>

Thu, Oct 15, 2020 at 7:22 AM

To: membership@nacmnet.org

**Nominee's First and Last Name**

Kathleen Fink

**Nominee's Email Address**[kfink@17thcircuit.illinoiscourts.gov](mailto:kfink@17thcircuit.illinoiscourts.gov)**Nominee's Phone Number**

(815) 319-4896

**Reason the Nominee Would Benefit from a NACM Membership**

Good morning. I have recently discovered NACM through the Virtual Education series that began in August of 2020. I have been attending most of the weekly sessions and absorbing all of the information and resources offered in this series. A NACM membership could provide more educational opportunities that would be beneficial for me as a court employee . Thank you for your consideration for this scholarship.

**Consent**

To the best of my knowledge, the nominee listed above is not currently a member of NACM.

## Member Services.

- Update/Modify Login
- Profile Update
- General Information Update
- Pay Outstanding Balances
- Membership History
- Upgrade My Membership
- Event Participation History
- Invoice History
- Logout

Email: If you have stopped receiving NACM Emails, please send an email to [support@icontact.com](mailto:support@icontact.com), including a reference to account ID # which is 1319364. NACM is unable to add back in email addresses which have unsubscribed themselves, and this is the only way to rectify this issue.

## Publications

### Court Express

*Court Express* is a newsletter distributed to members by email every other month containing information about NACM events and members, as well as news from around the court community. Contact [nacm@ncsc.org](mailto:nacm@ncsc.org)

### Court Express Archive

<a href="#">+</a>	<a href="#">2016-2019</a>
<a href="#">+</a>	<a href="#">2012-2015</a>
<a href="#">+</a>	<a href="#">2004-2011</a>

### Court Manager

*Court Manager* is a quarterly electronic magazine that is published exclusively for members. Each issue of the Court Manager includes articles on ethics, court management, and technology innovations. Additional articles which vary across

## Member Directory

Looking for a NACM member? The member directory is searchable by name, state, and zip code.

Member Directory





## Court Manager

*Court Manager* is a quarterly electronic magazine that is published exclusively for members. Each issue of the *Court Manager* includes articles on ethics, court management, and technology innovations. Additional issues cover a broad range of topics such as artificial intelligence and its impact on courts, national task force reports, alternative and online dispute resolution, public trust and confidence in the courts, case management, and annual conference summaries. You will need to re-enter your login credentials to access the issues.

## Guides

Guides are available complimentary in the NACM Store for members (\$10/each nonmember) Visit the NACM Store to get your copies by [CLICKING HERE](#).

[Who We Are](#)

[Conferences](#)

[Committees](#)

[Resources](#)

[Member Login](#)

[Join Us](#)

[Member Portal](#)

## Member Reports

+ [Membership Reports \(PDF\)](#)

## Members Only Discounts

### Super Shuttle

NACM members qualify for a 10% discount with Super Shuttle.

**COMPANY: NACM**

**DISCOUNT CODE: NACMN** <http://www.supershuttle.com/default.aspx?GC=NACMN>

### Hertz

NACM members can receive a discount from Hertz.

**Discount Number (CDP): 2044701**

**Save up to 25% and Earn Free Rentals for you company:**

- Book with your CDP# to access discounts and free day credits
- Special offers and additional benefit details and [hertz.com/businessrewards](http://hertz.com/businessrewards)

## Members Only Webinars

NACM provides a minimum of 4 webinars annually to court professionals. Recordings of past webinars can be found [here](#).



Discount Number (CDP): 2044701

Save up to 25% and Earn Free Rentals for you company:

- Book with your CDP# to access the lowest rates and free benefits
- Special offers and additional benefit details and [hertz.com/businessrewards](http://hertz.com/businessrewards)

[Who We Are](#)

[Conferences](#)

[Committees](#)

[Resources](#)

[Member Login](#)

[Join Us](#)

[Member Portal](#)

## Ethics Education Modules



Scenario: The Supervisor's Dilemma  
Facilitator Notes



Scenario: The Big Bounce  
Facilitator Notes



Scenario: Gifts, Gifts, Gifts  
Facilitator Notes



Scenario: Defriending Mr. King  
Facilitator Notes



Scenario: I Found It On Facebook



Scenario: On the 30



Scenario: the Conscience Clause

# Update Member Services title

## Before

Member  
Services.

Update/Modify Login

Profile Update

General Information Update

Pay Outstanding Balances

Membership History

Upgrade My Membership

Event Participation History

Invoice History

Logout

## After

**YOUR Member Services –  
For YOUR individual needs**

Update/Modify Login

Profile Update

General Information Update

Pay Outstanding Balances

Membership History

Upgrade My Membership

Event Participation History

Invoice History

Logout

## Member Directory

Looking for a NACM member? The member directory is searchable by name, state, and zip code.

Member Directory

## Member Reports

+ Membership Reports (PDF)

# Put these two items together

# Snazzy up the Court Express / Court Manager area

## Before

### Publications

#### Court Express

*Court Express* is a newsletter distributed to members by email every other month containing information about NACM events and members, as well as news from around the court community. Contact [nacm@ncsc.org](mailto:nacm@ncsc.org)

#### Court Express Archive

+ 2016–2019

+ 2012–2015

+ 2004–2011

#### Court Manager

*Court Manager* is a quarterly electronic magazine that is published exclusively for members. Each issue of the Court Manager includes articles on ethics, court management, and technology innovations. Additional articles which vary across issues cover a broad range of topics such as artificial intelligence and its impact on courts, national task force reports, alternative and online dispute resolution, public trust and confidence in the courts, case management, and annual conference summaries. You will need to re-enter your login credentials to access the issues.

## After



The *Court Manager* is a quarterly electronic magazine that is published exclusively for members. Each issue of the Court Manager includes articles on ethics, court management, and technology innovations. Additional articles which vary across issues cover a broad range of topics such as artificial intelligence and its impact on courts, national task force reports, alternative and online dispute resolution, public trust and confidence in the courts, case management, and annual conference summaries.

**Editor:** Charlene Watkins, **Contact:** [courtmanager@nacmnet.org](mailto:courtmanager@nacmnet.org)

[2020 Production Schedule](#)

[Advertise in Court Manager](#)

[Link](#)



*Court Express* is a newsletter distributed to members by email four times a year containing information about NACM events and members, as well as news from around the court community.

**Editor:** Jeffrey Tsunekawa, **Contact:** [jeffrey@nacmnet.org](mailto:jeffrey@nacmnet.org)

[2020 Production Schedule](#)

[Advertise in Court Express](#)

[Link to  
Archives](#)

# Remove Discounts – These do not work

## Members Only Discounts

### Super Shuttle

NACM members qualify for a 10% discount with Super Shuttle.

**COMPANY: NACM**

**DISCOUNT CODE: NACMN** <http://www.supershuttle.com/default.aspx?GC=NACMN>

### Hertz

NACM members can receive a discount from Hertz.

**Discount Number (CDP): 2044701**

**Save up to 25% and Earn Free Rentals for you company:**

- Book with your CDP# to access discounts and free day credits
- Special offers and additional benefit details and [hertz.com/businessrewards](http://hertz.com/businessrewards)

# Snazzy up webinars

## Before

### Members Only Webinars

NACM provides a minimum of 4 webinars annually to court professionals. Recordings of past webinars can be found [here](#).

### Recorded Webinars

NACM provides 4 webinars per year to the court community.

- + Webinars from 2019–present
- + Webinars from 2016–2018
- + Webinars from 2010–2015

## Before

2019–present		
Date of Webinar	Topic	Presenter(s)
May 15, 2019	<p><b>Four Key Ways to Prepare Your Court for Online Dispute Resolution</b></p> <p>About this Webinar...</p> <p>After the dot com boom, when the possibilities that the internet opened up were seemingly endless, the concept of online dispute resolution (ODR) was introduced as a way to expand access to justice and help courts become more efficient. However, it wasn't until people began carrying around computers in their pockets that ODR could truly become a reality.</p> <p>For the two decades following the initial idea to conduct court business online, ODR technology has been meticulously shaped into a comprehensive, intuitive product that is quickly changing the face of the justice system.</p> <p>Slides</p>	Jamie Gillespie
June 27, 2019	<p><b>COSCA Policy Paper – Courts Need to Enhance Access to Justice in Rural America</b></p> <p>This webinar is intended as an interactive presentation of the Conference of State Court Administrator's 2018 policy paper on rural justice. The challenges will be quickly outlined. The possible solutions include taking advantage of the opportunities to expand access through information technology. However, meeting the challenge of access to justice in rural areas must also go beyond technology to practical solutions that bring human resources to Americans who do not live in urban or suburban centers. The paper and this webinar are intended to promote a robust discussion of practical solutions to the challenge of access to justice in rural areas that many courts face.</p> <p>Slides</p>	Artie Pepin
	<b>Nonlawyer Navigators in State Courts: An Emerging Consensus</b>	


# NACM WEBINARS

---





Before: Not sure what to do with this area –  
No dates. Suggest removing




Discount Number (CDP): 2044701

Save up to 25% and Earn Free Rentals for you company:


- Book with your CDP# to access [Who We Are](#) [Conferences](#) [Committees](#) [Resources](#) [Member Login](#)
- Special offers and additional benefit details and [hertz.com/businessrewards](http://hertz.com/businessrewards)

[Join Us](#) [Member Portal](#)


## Ethics Education Modules




Scenario: The Supervisor's Dilemma  
Facilitator Notes




Scenario: The Big Bounce  
Facilitator Notes




Scenario: Gifts, Gifts, Gifts  
Facilitator Notes




Scenario: Defriending Mr. King  
Facilitator Notes



Scenario: I Found It On Facebook

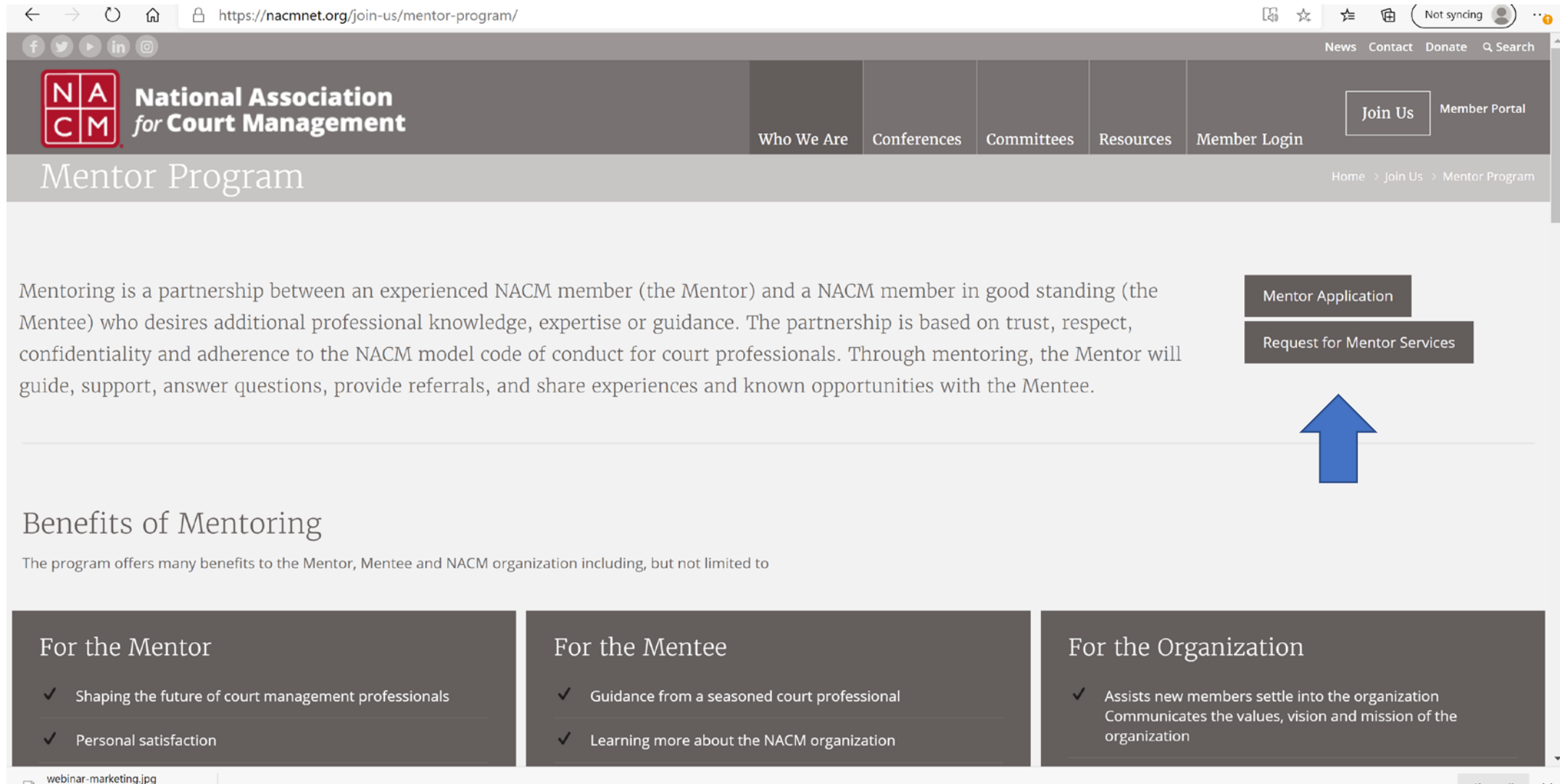


Scenario: On the 30



Scenario: the Conscience Clause

# Mentorship Program - take application process out from public facing



The screenshot shows the NACM website's Mentor Program page. The browser address bar displays <https://nacmnet.org/join-us/mentor-program/>. The page header includes the NACM logo, navigation links (Who We Are, Conferences, Committees, Resources, Member Login), and buttons for 'Join Us' and 'Member Portal'. A breadcrumb trail shows 'Home > Join Us > Mentor Program'. The main content area features a paragraph about mentoring, followed by two buttons: 'Mentor Application' and 'Request for Mentor Services'. A large blue arrow points upwards towards these buttons. Below this is a section titled 'Benefits of Mentoring' with a sub-header 'The program offers many benefits to the Mentor, Mentee and NACM organization including, but not limited to'. At the bottom, three columns list benefits for the Mentor, Mentee, and the Organization.

[https://nacmnet.org/join-us/mentor-program/](#)

News Contact Donate Search

**NACM** National Association for Court Management

Who We Are Conferences Committees Resources Member Login

Join Us Member Portal

Mentor Program

Home > Join Us > Mentor Program

Mentoring is a partnership between an experienced NACM member (the Mentor) and a NACM member in good standing (the Mentee) who desires additional professional knowledge, expertise or guidance. The partnership is based on trust, respect, confidentiality and adherence to the NACM model code of conduct for court professionals. Through mentoring, the Mentor will guide, support, answer questions, provide referrals, and share experiences and known opportunities with the Mentee.

Mentor Application

Request for Mentor Services

## Benefits of Mentoring

The program offers many benefits to the Mentor, Mentee and NACM organization including, but not limited to

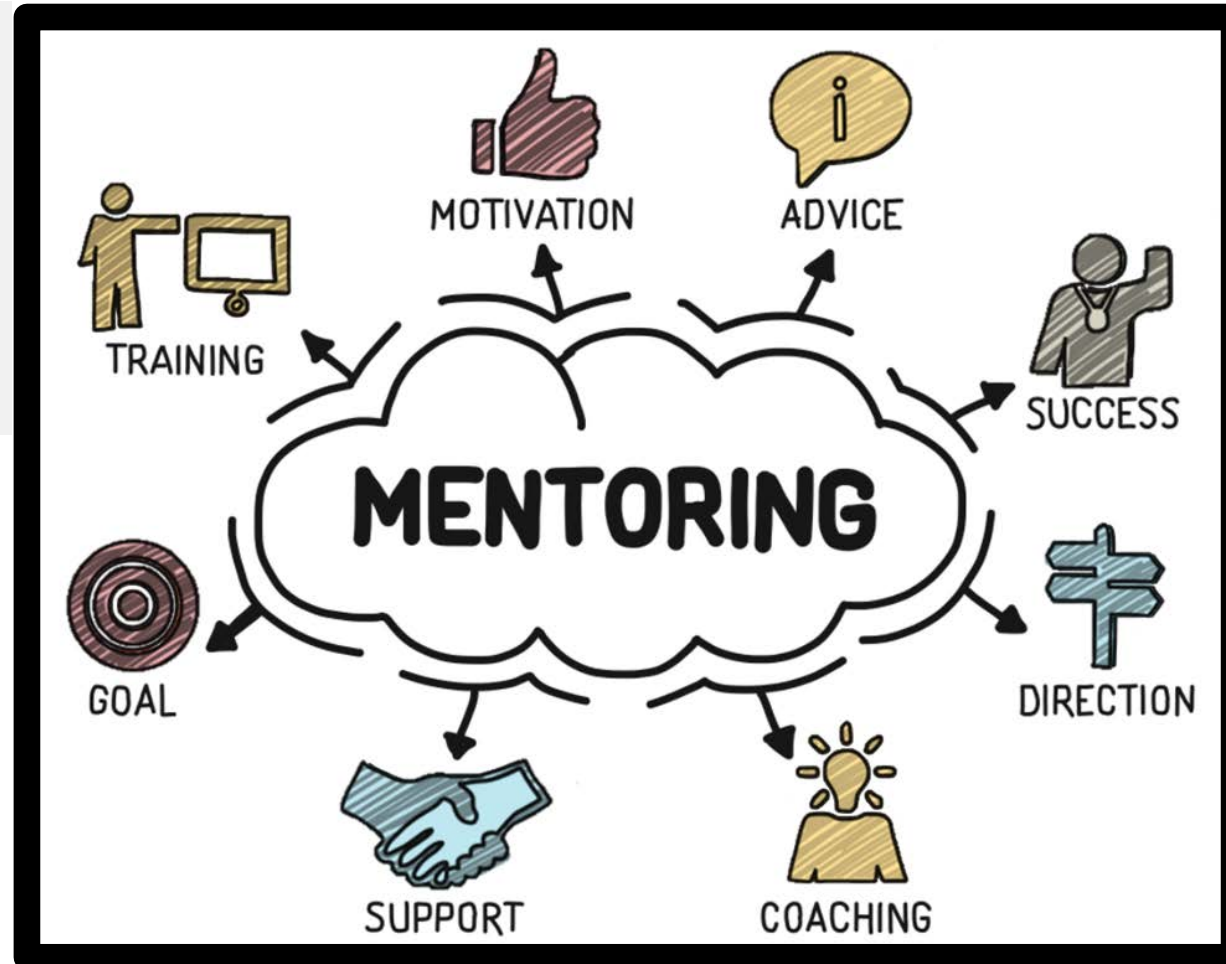
For the Mentor	For the Mentee	For the Organization
<ul style="list-style-type: none"><li>✓ Shaping the future of court management professionals</li><li>✓ Personal satisfaction</li></ul>	<ul style="list-style-type: none"><li>✓ Guidance from a seasoned court professional</li><li>✓ Learning more about the NACM organization</li></ul>	<ul style="list-style-type: none"><li>✓ Assists new members settle into the organization</li><li>Communicates the values, vision and mission of the organization</li></ul>

webinar-marketing.jpg

# Mentorship Program

Mentor Application

Request for Mentor Services





# **National Association for Court Management**

## *Strengthening Court Professionals*

### **Ambassador Program Proposal**

Consistent with the Membership Committee's promoting NACM's larger purpose of strengthening court professionals, as well as the Committee's responsibility to actively pursue new and non-renewing members, this proposal would establish a program to help carry a unified vision of our brand and mission to all court professionals.

#### Ambassador of NACM

An Ambassador of NACM is a person who acts as a promoter of the Association. This program is designed to assist Ambassador's with a consistent message to help generate greater awareness for the administration of justice. All Board members and Officers are considered de facto Ambassadors.

#### Requirements

Ambassadors should be a NACM member in good standing. The only other requirement is for someone who is passionate about sharing the mission, vision, and core values of NACM.

Mission – NACM is a member organization dedicated to educating court professionals, providing community, sharing information, and advocating on important court and justice system topics.

Vision – NACM will be a preferred source for education and innovative practices and a leading voice for the court management profession.

Core Values – NACM's core values encompass basic principles for guiding NACM's performance as well as its internal and external relationships.

All Ambassadors will follow the Model Code of Conduct for Court Professionals while representing the Association.

#### Training Program

The Ambassador Program subcommittee will create a short training video to welcome and provide orientation regarding the program.

#### Ambassador Activities

Using templates and guidelines from the Communications Committee, Ambassadors will be responsible for representing the Association through the following types of activities:

- Articles for *Court Express* or *Court Manager*
- Participation in podcasts and/or webinars
- Post/Share selected NACM items on select social media
- Deliver presentations
- Talk to related groups about the Association
- Promotion of NACM events and membership





# **National Association for Court Management**

*Strengthening Court Professionals*

## Program Administration

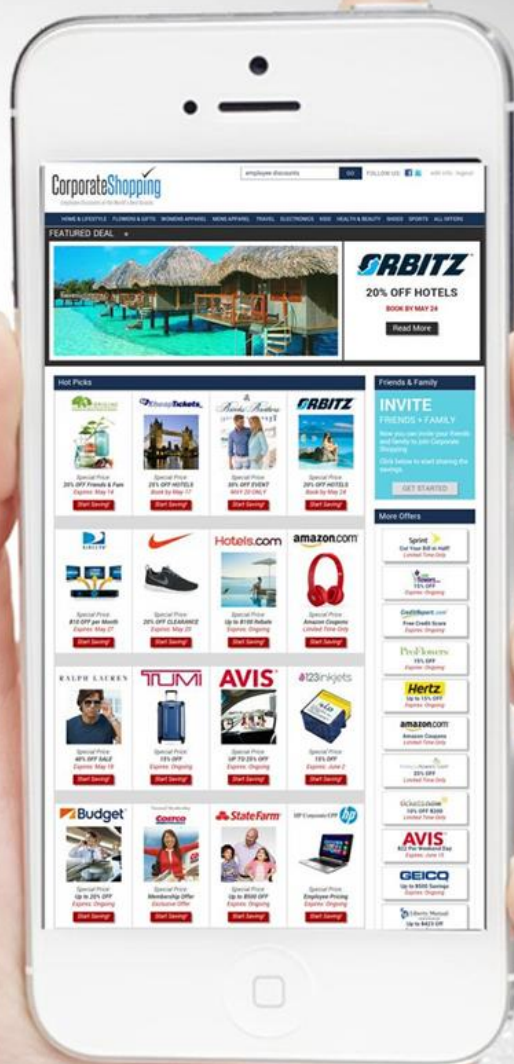
Overall management of the Ambassador Program will be provided by the Ambassador Program subcommittee and at the direction and authorization of the NACM Membership Committee. The Ambassador Subcommittee will create a training program and messaging document for the Ambassadors.

The Membership Committee will interview Ambassadors for a spotlight article in the *Court Express/Court Manager*. Each year at the Annual Conference, the names of the Ambassadors will be announced.

CorporateShopping.com

# PRIVATE MEMBER DISCOUNTS

Simply log in from your computer,  
tablet or smartphone.



FEATURING UNBEATABLE DEALS FROM



AND 1,000S MORE

## ABOUT US:

**Corporate Shopping Member Discounts** connects members to over 250 top national retailers offering incredible members discounts and private offers. A few popular retailers include: Costco, Lands' End, Ralph Lauren, Hotels.com, J.Crew, Brooks Brothers, 1800Flowers, ProFlowers, Avis, Hertz, Budget, HP Employee Purchase Program, Dell Member Purchase Program & Many More!

## HOW TO REGISTER:

Register now and enjoy incredible savings! It's easy...simply click on the link below and you can access the site from both work and home.

<https://corporateshopping.com/login/nacm>

For questions about this program or assistance with registration please email: [info@corpshopping.com](mailto:info@corpshopping.com)



# National Association for Court Management

## *Strengthening Court Professionals*

### Communications Committee Progress Report Form – 2020-2021

	Report	Due Date	Submission Date
<b>X</b>	Fall Progress Report	November 4, 2020	November 2, 2020
	Midyear Progress Report	January 2021	
	Annual Progress Report	June 2021	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Podcasts	<p><b>August 20/27, 2020:</b> A two-part series: Courts and Systemic Bias. Part One had 151 views and Part Two had 114 views.</p> <p><b>September 18, 2020:</b> Audio and video episodes. Part One: Diversity and Inclusion</p> <p><b>October 16, 2020:</b> Part Two: Diversity and Inclusion- Why is it Even More Important Now?</p> <p><b>November 19, 2020:</b> Protests, Forest fires, and the Pandemic.</p> <p>Episodes air monthly on the third Thursday.</p>	Yes <sup>1</sup>	No	No	
Social Media	<p>Kevin Lane posts on all social media sites. NACM has a growing social media presence on Facebook, Instagram, LinkedIn, Twitter, and YouTube. Zenell Brown has been contacted to assist Kevin Lane with social media. Rob Zastany and Christina Prieto have also volunteered.</p>	Yes <sup>2</sup>	No	No	

<sup>1</sup> SFA#1, Goal 1.3 Increase use of social media for outreach, distribution of materials, and communication.

<sup>2</sup> SFA#1, Goal 1.3 Increase use of social media for outreach, distribution of materials, and communication.

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
<b>2020 Media Guide</b>	<i>2020 NACM/CCPIO Media Guide for Today's Courts</i> was released in October 2020. The Media Guide is complimentary to NACM members and is available to non-members for \$10 from the NACM Store.	Yes	No	No	
<b>Webinars</b>	<p><b>August 12, 2020 Webinar:</b> <i>Courts After COVID-19...Preparing for a Post-Pandemic Reality</i> sponsored and presented by Tyler Technologies.</p> <p><b>November 5, 2020 Webinar:</b> <i>Best Practices for Upgrading Court Records</i> sponsored and presented by the PBSA and the CDIA.</p> <p><b>December 2020 Webinar:</b> <i>Automating Probation</i> sponsored and presented by Reconnect, Inc.</p> <p><b>January 2021 Webinar:</b> <i>Civil Legal System Robotic Process Automation (RPA) Pilot Project</i> sponsored and presented by Ankobia Group, LLC.</p>	Yes	Yes	Yes	<p>Discuss Midyear and Annual Conference sponsored presentations.</p> <p>Discuss rates for future sponsored webinars.</p>
<b>Court Express</b>	November 2020 Edition copy deadline: November 4 Distribution: November 25	Yes	Yes	Yes	Set Ad Rates for 2021. 2021 Production Schedule
<b>Court Manager</b>	<p>Ad space reservation deadline for Winter 2020 edition: November 6; Magazine posted online December 18.</p> <p>Spring 2021 edition copy deadline: <b>January 8</b>; Magazine posted online <b>March 26</b>.</p>	Yes <sup>3</sup>	Yes	Yes	Set Ad Rates for 2021. 2021 Production Schedule

<sup>3</sup> SFA #2, Goal 2.1-Create a “database” of *Court Manager* and conference session materials by topics and authors.



<b>Project</b>	<b>Project Status</b>	<b>Strategic Priority? (Yes/No)</b>	<b>Discussion Needed? (Yes/No)</b>	<b>Board Action Needed? (Yes/No)</b>	<b>If Yes to discussion or action, please describe what needed</b>
<b>Website</b>	<p><b>Resource Index</b> – Dawn Palermo and Jeffrey Tsunekawa have updated current resources. It will be updated every three months.</p> <p><b>Website Landing Pages</b> – The nacmconference.org website was closed at the end of September and redirected to nacmnet.org/conferences.</p> <p>Work is beginning on the 2021 Midyear Conference website.</p>	<b>Yes<sup>4</sup></b>	<b>Yes</b>	<b>No</b>	Discuss Midyear Conference website bid.
<b>Public Landing Pages</b>	Public Landing Pages are now reported by Angie VanSchoick from the Governance Committee.	<b>Yes</b>	<b>Yes</b>	<b>No</b>	Updates
<b>Electronic Membership Directory</b>	New project initiated by the Communications Committee under the leadership of Dorothy Howell to link membership internally and provide another networking opportunity.	<b>Yes</b>	<b>No</b>	<b>No</b>	

**Time needed at meeting for Committee report: 15 Minutes**

**Submitted by: Chair Charleston Carter**

**Date: November 2, 2020**

<sup>4</sup> SFA #2, Goal 2.2 Develop website landing pages for key topics – SJI priorities, webinars, etc.



**NATIONAL ASSOCIATION FOR COURT MANAGEMENT (NACM)  
COURT MANAGER & COURT EXPRESS  
RATE CARD 2021 - PROPOSED**

**Court Manager**

**Publisher:** National Association for Court Management  
**Circulation:** Distributed quarterly via email to nearly 1,700 court managers, administrators, and clerks  
**Duration:** "live" on website until next edition published, **back-issues available on-line**  
**Co. Logo:** click-through capability and included in email announcing publication available  
**Discount:** 10% discount noted for all four issues

**Court Manager Rates**

**Location: Home Page**

<b><u>Side Bar-right</u></b>		
<b>Static</b> <i>1 available</i>	<b>\$630</b> <b>\$730/\$660</b>	<b>Static:</b> 300x600 pixels, color
<b>Animated</b> <i>1 available</i>	<b>\$650</b> <b>\$750/\$675</b>	<b>Animated:</b> 300x600 pixels, color, 10 seconds, 3x loops max, no flash for tablet, max size 40 KB
<b><u>Lower Billboard</u></b>		
<b>Static</b>	<b>\$825</b> <b>\$925/\$835</b>	<b>Static:</b> 970x250 pixels, color with static image
<b>Animated</b> <i>1 available-static or animated</i>	<b>\$850</b> <b>\$950/\$855</b>	<b>Aminated:</b> 970x250 pixels, color, 10 seconds, 3 x loops max, no flash for tablet, max size 40KB
<b><u>Upper Billboard-under heading</u></b>		
<b>Static</b> <i>1 available</i>	<b>\$925</b> <b>\$1,025/\$925</b>	970x250 pixels, color with static image

**Location: Inside-Featured Articles**

<b><u>Side Bar-right</u></b>		
<b>Static</b> <i>1 available</i>	<b>\$300</b> <b>\$400/\$360</b>	300x600 pixels, color with static image
<b><u>Billboard-under article</u></b>		
<b>Static</b> <i>1 available</i>	<b>\$400</b> <b>\$500/\$450</b>	970x250 pixels, color, static image

**Location: Appears when accessing publication website**

<b>Splash Page</b> <i>1 available</i>	<b>\$1,100</b> <b>\$1,200/\$1,080</b>	970x500 pixels, color, static
--	--	-------------------------------



## Court Express

THE ENEWSLETTER OF THE NATIONAL ASSOCIATION FOR COURT MANAGEMENT

**Publisher:** National Association for Court Management

**Circulation:** Distributed in February, May, September and November via email to nearly 1,800 court managers, administrators, and clerks.

**Details:** The Court Express contains brief articles relevant to the association and its members. Semi-exclusive advertising opportunity in the Court Express, an eNewsletter. 600 x 900 pixel static ad with click through, file must be less than 200 KB. Must be in jpg or gif format.

**Cost:** ~~\$300~~ **\$400** per issue

<b>February 2020 Vol. 21/1</b>	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	February 7	Minimum 14 days before launch: February 14	February 28
<b>Summer 2020 Vol. 21/2</b>	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	May 4	Minimum 14 days before launch: May 11	May 25
<b>September 2020 Vol. 21/3</b>	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	September 5	Minimum 14 days before launch: September 12	September 26
<b>Winter 2020 Vol. 21/4</b>	Ad space reservation	Ad Submission Deadline	eNewsletter Sent
Ad space reservation/ ad submission deadline	November 7	Minimum 14 days before launch: November 14	November 28

*Please note: A maximum of two ads per edition of Court Express will be allowed.*

## MASTER SERVICES AGREEMENT

THIS AGREEMENT is made between the National Center for State Courts (hereinafter referred to as the Center) and the National Association for Court Management (NACM) (hereinafter referred to as the Association), effective on the \_\_\_\_ day of \_\_\_\_\_, 2020 to establish the scope of management and secretariat services to be provided by the Center to the Association and the terms and conditions of such services.

The parties agree as follows:

1. **Term.** The work under this Agreement shall commence on January 1, 2021, and shall be completed on or before December 31, 2021, unless the time for completion is extended by mutual agreement in writing by the Association and the Center. This Agreement may be renewed for the each of the remaining two (2) years of the overall term upon written approval by both parties. Further, this Agreement will renew automatically for an additional 60 days unless superseded by a new agreement or notice of cancellation is provided prior to the expiration of the term.

2. **Scope of Services.** The Center shall perform the services set forth in Appendix A, Scope of Association Services, and Appendix B, Scope of Education Services, which is incorporated by reference herein.

3. **Base Fees.** The services rendered by Center under this Agreement will be performed for a fixed price of:

2021: \$XXX,XXX less \$X0,000 NCSC Contribution = \$  
2022: \$XXX,XXX less \$X0,000 NCSC Contribution = \$  
2023: \$XXX,XXX less \$X0,000 NCSC Contribution = \$

**Bonuses.** In addition to these base fees, the parties agree to the following bonus trigger that will result in additional payment to NCSC. If in any contract year NACM's total vendor revenue from the exhibitors and sponsorships combined exceeds \$XX,000, NACM shall pay to NCSC 25% of the excess amount. In the event that a bonus is triggered, the bonus amount shall be payable to NCSC by October 31 of that same year. Vendor revenue is defined as the total revenue generated from the sales of exhibit hall booth space and sponsorships. It does not include advertising revenue. Bonuses triggered pursuant to this section shall not alter the base fees described in Section 3 of this agreement. For clarity, an example based on the above figures is provided. If total vendor revenue is \$330,325, NCSC's bonus would be \$5,000 (\$330,325-\$310,325=\$20,000 x 25% = \$5,000).

4. **Payment.** Payment will be made directly to the Center upon submission of invoices and statements for services rendered. This fee is based solely upon the functions identified in the

Scope of Services. Invoices shall be submitted monthly with the fee and any additional charges due and payable within thirty days of the invoice date.

5. **Additional Charges.** Additional services beyond those listed in the Scope of Services will be billed at an agreed upon hourly rate per project. Work for additional charges must be pre-approved by the President of the Association.

6. **Out of Pocket Costs.** The following items will be billed to the Association for “out-of-pocket” expenses at their actual cost:

- Copies
- Broadcast email subscription services
- Mailings
- Business Cards
- Outsourcing of special Association approved services and projects
- Travel expenses for designated support staff
- Other out-of-pocket expenses that are approved through the Association's budget

7. **Independent Contractor Status.** The Center is an independent contractor and not an employee, servant, agent, partner or joint venturer of the Association. The Association shall determine the scope of services to be performed and shall monitor the work progress and quality, but the Center shall determine how, when and the means by which it accomplishes the work specified by the Association. The Center shall set its own daily hours of work consistent with the requirements of the scope of services, and shall furnish its own place of work as well as supplies and equipment. Any and all employees of the Center while engaged in the performance of any work or service required by the Association under this Agreement will be considered employees of Center only and not of the Association. Any and all claims that may arise under the Worker's Compensation Act of Virginia on behalf of Center's employees while doing any work under or associated with this Agreement shall be the sole obligation and responsibility of Center.

8. **Ownership of Information and Property.** All computer data and paper records prepared by the Center specifically for the Association or prepared or provided by the Association, its officers, directors, members, or agents, along with supplies purchased by the Association are the property of the Association. Other data and records, including those regarding the operations of the Center, along with all other supplies and property, shall remain the property of the Center. Upon termination of this Agreement, all Association property will be returned to the Association and all outstanding Center invoices will be paid by the Association. Computer data will be placed on suitable media in an ASCII file. Data fields will be documented on paper and a hard copy will be provided of all data. The Center will retain the Association's records in accordance with the Association's approved records retention policy. The Center may retain a copy of the Association's data and records for archival purposes. Any additional expenses incurred during the transfer process from the Center will be billed at actual cost. Under this

agreement, the Association authorizes the use of its membership and other prospect databases to be used by the NCSC to market its programs and services. In exchange, NCSC will allow the Association to use its customer and prospect database for appropriate marketing of its programs, services and membership.

9. **Representation.** The Center is hereby authorized, subject to the approved the Association's budget and annual plan, to acquire on the Association's behalf and for its benefit, goods and services. Any resulting agreements and/or contracts are the responsibility of the Association.

10. **Indemnification.** The Association shall indemnify and hold harmless the Center, its officers, directors, employees and agents for and against all liabilities of any nature or kind related to any and all claims and causes of action by third parties, including but not limited to judgments, verdicts, settlements, fines, court costs, and reasonable attorneys' fees, resulting from any act or omission of the Association, its officers, directors, members, or agents, or any act or omission of the Center, its officers, directors, employees, or agents acting within the scope of their authority on behalf of the Association.

The Center shall indemnify and hold harmless the Association its officers, directors, members and agents for and against all liabilities of any nature or kind related to any and all claims and causes of action by third parties, including but not limited to judgments, verdicts, settlements, fines, court costs, and reasonable attorneys' fees, resulting from any act or omission of the Center, its officers, directors, employees, or agents, that are outside the scope of their authority to act on behalf of the Association.

11. **Confidentiality.** The Center agrees that with respect to any and all materials, reports, correspondence, or other documents which have been stamped or otherwise identified as confidential matters by the Association's President, Officers, or Board ("the Confidential Materials"), the Center shall not disclose, distribute or publish such Confidential Materials to any third party, unless otherwise requested by a duly authorized member of the Association's Executive Committee.

12. **Governing Law.** The laws of the Commonwealth of Virginia shall govern the validity, construction, interpretation, and effect of this Agreement.

13. **Entire Agreement and Modification.** This Agreement constitutes the final, integrated expression of the Agreement of the Association and the Center and supersedes all previous communications, representations, or agreements, either verbal or written that may have been made in connection with the subject matter hereof. No amendments or changes may be made to the terms and conditions of this Agreement (including, but not limited to scope of services, deliverables, timetable or terms of Agreement, price, cost or budgetary adjustments), without the mutual, written consent of the parties.

14. **Waivers.** The failure of the parties to enforce, at any time, the provisions of this Agreement or to exercise any option that may be provided will not be construed as a waiver of such provisions or to affect the validity of this Agreement or any part thereof or the right of the parties to enforce thereafter each and every provision and to exercise any such option. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies available under this Agreement shall be taken and construed as cumulative, that is, as being in addition to every other remedy provided by Operation of law.

15. **Termination for Cause.** If either party fails to fulfill its obligations under this Agreement in a timely and proper manner or otherwise violates any provisions of the Agreement, the other party will have the right to terminate this Agreement for cause by giving written notice. The notice shall specify the acts or omissions relied upon as cause for termination. The termination will become effective sixty (60) days following receipt, provided that the recipient of the notice will have thirty (30) days following receipt of notice to remedy the claimed deficiencies. All finished or unfinished work provided by the Center shall become the property of the Association. The Center is entitled to receive just and equitable compensation for any satisfactory work completed prior to the effective date of termination.

16. **Force Majeure.** Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. Further, in the instance of Force Majeure, the Center may limit, reduce or suggest changes to its scope of services for the duration of the event upon appropriate notice to the Association. The Association may likewise seek a reduction or change in the fees or payments made upon appropriate agreement with the Center.

17. **Periodic Evaluation.** The President of the Association will meet with the Center's President, Vice President for External Affairs, or Director of Association & Conference Service at regularly scheduled meetings of the Association's officers, board, and other available meetings to discuss the progress or the performance of this contract. The Association and the Center agree to voice concerns, point out deficiencies, request changes, and other contract related communications during these meetings.

## **Attachment A**

### **SCOPE OF ASSOCIATION SERVICES**

The following services will be provided by the Center to the Association:

#### **I. General Management Support**

- Provide office, to serve as headquarters, open Monday through Friday, 8:30 am - 5:00 pm EST, except during NCSC designated holidays
- Respond to requests for information about the organization and specific information related to projects, conferences and meetings
- Maintain files for the association per the Association's Destruction of Records Policy
- Handle correspondence, monitor and respond to NACM email accounts on a daily basis ([nacm@ncsc.org](mailto:nacm@ncsc.org), [conferences@ncsc.org](mailto:conferences@ncsc.org), etc.)
- Act as liaison between NACM, NCSC divisions and other organizations
- Monitor all contracts/agreements, especially hotel, conference-related, and insurance
- Monitor NACM operating budget
  - NEED TO ADD SPECIFICS
- Maintain contact with the Officers and members of the Board
- Obtain and monitor Directors & Officers liability insurance
- Maintain NACM's subsidiary ledger (ACGI) for membership dues, event registration, product sales, and remittance of payments and daily supporting cash receipt entry form for deposit
- Maintain, ship and prepare materials for the NACM booth as requested
- Manage inventory of NACM merchandise
- Track name and logo trademarks and copyrights (NACM and Core) renewal
- Assist in maintenance and updating of policies and the Operations Manual
- Manage all subscription-based services and accounts (Google mail, GoToMeeting, etc.)

#### **II. Membership Support**

- Maintain official membership files and records of the association per the Association's Destruction of Records Policy
- Respond to inquiries and requests for information from members and prospective members
- Distribute information and materials to members as directed by Officers and Directors
- Coordinate development and distribution of promotional materials
- Prepare monthly reports on the status of membership including purged, dropped, new & reinstated, membership report, members with no e-mails and updated active membership list
- Prepare ad hoc membership reports (allowing 48 hours processing time)
- Send first, second and third notices for renewal of dues. The first and second notices will be electronic, the third notice will be mailed.



- Post/Upload updated membership directory to the members-only website
- Take credit card payments over the phone
- Answer email requests for login/password for self-service
- Answer requests for help regarding membership categories
- Answer inquiries regarding transfer of memberships
- Verify membership eligibility for students, e-limited and other special categories of membership
- Respond to member requests for missed publications
- Create and maintain membership map(s)
- Track and report on dual member partnerships annually
- Maintain list of partner and dual member points of contact
- Assist with sharing of membership contacts, news and events among dual member partners and other partners as directed
- Develop and assist with annual membership survey and related Blast Email
- Develop and assist with special surveys and related efforts as needed
- Maintain a membership management systems with the following minimum capabilities:
  - Update member profiles when registering for conferences or renewing membership
  - Track which conferences have been attended per member historically
  - Create email distribution lists for various subgroups within the organization (such as committees, new members this year, purged members)
  - Track membership dates
  - Apply discounts or promotional rates for conferences or memberships.
  - Notation of referrals
  - Collection of all basic demographic information for members along with social media links/handles
  - Connect easily with our website membership portal
  - Ad hoc reporting

### **III. Conference/Events (Annual and Midyear/Regional Conferences, Webinars, Virtual Events and Fall Board Meeting) Support**

#### **1. General Support**

- Respond to inquiries and requests for information
- Manage the site selection process for NACM meetings (Annual, Midyear and/or Regional)
  - For site selection process for in-person meetings in partnership with the Secretary-Treasurer. Use approved NCSC housing contractor (service provided on a commission basis at no additional charge to NCSC or NACM). This includes managing site selection, conducting site visits with the Secretary-Treasurer (NACM pays travel costs), and contracting with all 3<sup>rd</sup> parties.
  - For RFP and/or vendor selection process for virtual meetings in partnership with President Elect or designee for said conference. This

includes managing virtual platform selection, conducting demos and review and contracting with all 3<sup>rd</sup> parties

- Review specifications annually with Center Conference Manager for any changes or additions to program(s)
- Promote call for proposals (2 per conference) via Blast Emails and social media.
- Coordinate with other NCSC-managed Associations to promote Conferences and call for proposals
- Work with President Elect to assign meeting rooms and logistics with hotel
- Present conference budget to President Elect for review and approval
- Prepare, distribute audio visual RFP(s) to include recording, streaming, wi-fi, etc.
- Determine menus for conference/event meals and meetings and present to appropriate party for approval.
- Make lodging accommodations for Board and speakers
- Maintain weekly hotel pick-up and registration numbers (pace report) and distribute to NACM Officers as directed
- Coordinate A/V requirements for conferences/events and fall Board meeting, if applicable
- Prepare and reconcile conference budget, including reconciliation of hotel bills
- Prepare and mail education credit certificates, if needed, following each event
- Assemble conference materials in coordination with committee chairs, exhibitors and speakers and post on NACM website and on the conference app, as may be needed
- Coordinate pre-registration online and via mail and onsite registration process for all conferences/events
- Coordinate and manage all logistics for ancillary conferences, events and meetings.
- Coordinate Annual Conference Scholarship process for reimbursement or payment of registration.
- Secure event insurance
- Prepare Schedule at a Glance
- Assist with planning and coordination of social events, including identifying sites, registration and revenue management, coordinating transportation needs, reviewing contracts and providing on-site staffing when requested
- Coordinate Board Nominations prior to and during Annual Conference
- Coordinate awards process for Perkins, McQueen, Early Career Professional, Enhancing Justice Award, and NACM/CITOC Technology Awards and any other awards and recognition
- Purchase and ship conference awards/recognition to conference site and to recipients not attending conference
- Contract and manage logistics for Fall Board meeting, if applicable
- Prepare and distribute Post Conference Report within 60 days of close of conference
- Maintain and post conference cancellation policy
- Reconciliation of conference registration fees and cancellations

## **2. Marketing for Conferences/Events**

- Assist with limited graphic design of conference branding – logo, icons, marketing materials, etc.
- Create event marketing timeline
- Create, build and maintain conference app or virtual platform
- Create, build and maintain conference registration site via NCSC or virtual platform
- Develop and send six (6) Blast Emails for the annual conference (or its virtual equivalent) and four (4) Blast Emails for the midyear/regional conference (or its virtual equivalent) and one (1) Blast Email for all sponsored webinars
- In conjunction with Membership Committee, target marketing to local associations for conferences (use of state association list, Dual Members, Google, etc.)
- Prepare PDF registration form
- Post conference marketing information on NACM's social media
- Develop, distribute and report results of the attendee event survey
- Prepare ads for *Court Manager* and *Court Express* and other applicable mediums.
- Support Host recruitment through maintenance of Host module on line (includes entering all sessions, alerts, reports, etc.)

### **3. Conference Exhibitors/Sponsors**

- Determine sponsorships offered and obtain President approval
- Manage exhibitor and sponsor relationships
- Coordinate exhibition shows with organization's leadership, vendors
- Manage booth and sponsorship sales
- Manage contracts with exhibitors and sponsors and ensure obligations are met
- Manage RFP process for show service provider (e.g., Freeman, Shepard, other) for in-person conferences. Recommend vendor to NACM President-Elect and secure appropriate contract
- Work with show service provider to coordinate exhibitor orders and on-site signage and exhibit hall set-up for shows
- Review show service provider invoice for accuracy; assist in reconciling, if necessary
- Manage revenue and balances due, including invoicing
- Contact current and past exhibitors and sponsors for renewal as well as reach out to potential new companies (using CTC and E-Courts exhibitor lists as a basis) to encourage participation with NACM
- Keep President-Elect up-to-date with booth/sponsorship sales and revenue projections
- Work with service providers to secure floorplans for following year's midyear and annual conference
- Prepare and distribute exhibitor surveys
- Contribute ideas for incentives to increase exhibit show attendance
- Assist in annual budget development with exhibitor and sponsorship revenue projections

### **4. Event Sponsors**

- Determine sponsorships offered for all non-conference events (virtual, webinars, etc.) and obtain President approval
- Solicit sponsors for the approved number of “sponsored” webinars each year
- Manage sponsor relationships
- Manage revenue and balances due, including invoicing
- Contact current and past exhibitors and sponsors for renewal as well as reach out to potential new companies
- Keep President or designee up-to-date with booth/sponsorship sales and revenue projections

#### **IV. Board/Executive Committee Support**

- Staff Officer and Board meetings (two at Annual Conference, one Fall Board Meeting, one Midyear Board Meeting, as well as Officer retreats prior to Annual and Midyear Board meetings). Includes all scheduled phone/online meetings.
- VP of External Affairs or Director of Association Services participate in scheduled Officer and Board meetings
- Prepare minutes for Secretary/Treasurer; archive digital recordings of all meetings
- Assist President with development of agendas for Officer and Board meetings and conference calls as needed.
- Prepare draft annual NACM budget in conjunction with Secretary/Treasurer and Vice President
- Coordinate and participate in annual meeting with Secretary/Treasurer and Vice-President at NCSC offices to draft budget (NCSC covers expenses of Secretary/Treasurer)
- Prepare and distribute requested monthly financial reports to Secretary/Treasurer
- Send reminder e-mails for Officer and Board calls as may be requested by President
- Prepare, coordinate and disseminate electronic Board books for each Board meeting
- Issue invitations to Board guests for meetings and track RSVPs
- Respond to inquiries within 48 hours

#### **V. Committee Support**

- Provide professional support to chairs of NACM committees and subcommittees:
  - Nominations Committee
  - Governance Committee
  - Education Committee
    - Conference Development Subcommittee
    - Core Subcommittee
  - Membership Committee
  - Communications Committee
- Update Committee webpages as needed
- Schedule and participate in committee conference calls
- Disseminate and collect committee service and mentor/mentee forms at conferences and from new members; disseminate completed forms to committee chairs

- Coordinate committee award nomination and selection processes (enumerate applicable awards)

## **VI. Communications Support**

### **1. Administrative Support**

- Proofread and edit all outgoing letters, Blast E-mails and other documents and materials – includes grammatical review, formatting, verification of dates, names, titles, references to events, active hyperlinks, etc.
- Assist with graphic when requested to ensure consistent marketing and brand images using NACM's style guidelines
- Coordinate distribution, and post to website

### **2. Membership Brochure**

- Proofread, edit and contract with graphic artist when requested
- Coordinate distribution, and post to website

### **3. Guides (up to a 1 per year and 1 additional special edition every 3 years)**

- Edit guide final draft copy
- Coordinate with NCSC graphic artist on layout, design, cover selection and photographs used.
- Distribute proof copy to Guide chair for review
- Work with Guide and Communications committee chair for coordination of schedule and production
- Coordinate printing, posting, and distribution to membership and others including developing and sending one (1) Blast Email for each Guide
- Coordinate inventory on hand and sale of publications including filling orders, sending invoices, recording payments

### **4. Stationary**

- Update and maintain electronic Board letterhead and post on Board webpage
- Maintain inventory of NACM notecards and envelopes and distribute at post annual conference Board meeting.

### **5. Court Manager (4 annually)**

- Create and publish schedules, provide email reminders to Editor(s) of impending deadlines
- Contract and coordinate photography services and confirm fair use of copyrighted photos
- Assist with graphics and images in-house with contracting out only when necessary
- Work with publication vendor
- Advise Editor(s) on content selection
- Work with authors as needed
- Solicit author permissions as needed
- Manage permissions for article usage requests

- Post copies online to Members Only page of NACM website or to *Court Manager* website
  - Edit and proofread all content
  - Create ads as needed
  - Solicit advertising (bill, maintain records, monitor budgets)
  - Establish and monitor yearly budget in conjunction with Secretary/Treasurer
  - Track access statistics
  - Coordinate distribution of each edition, total of four (4), to membership via Blast Email
- 6. *Court Express* (4 annually)**
- Advise Editor(s) on content selection
  - Create and circulate production schedule
  - Edit and proofread all content
  - Layout newsletter in iContact (or other e-format)
  - Track access statistics
  - Coordinate distribution of each edition, total of four (4), to membership via Blast Email
  - Post in the *Court Express* archive on the NACM website
  - Solicit advertising (bill, maintain records, monitor budgets)

### **VIII. Website, Social Media, Blast Email Support**

- Post general information and items of interest to NACM’s social media platforms within two (2) business days
  - Add new content and edits as requested and/or provided by NACM within two (2) business days
  - Post conference photographs as directed
  - Create, layout, proof and distribute “Blast Emails” using iContact or a similar system, subject to the following guidelines:
    - All Blast Emails enumerated elsewhere in this agreement are incorporated by reference
    - Twenty (20) additional Blast Emails per calendar year to support other objectives are included
    - Work to support any Blast Emails beyond those enumerated above will be billed at the rate of \$125/hour.
    - Update the iContact system (or its successor) with current email distribution lists once per month
    - Analyze bounced e-mails and similar errors for resolution
    - The NACM President may authorize NACM Board members to send additional Blast Emails on their own, without the support of NCSC staff, using the lists uploaded monthly or by creating their own lists
- NCSC shall offer one-hour of training per contract year on the basics of iContact (or its successor) to NACM President and one designee

### **IX. Financial Services Support**

## **1. Accounting**

- Maintain NACM as a separate corporation on accounting software system (including monthly close, annual close, budgetary entries, and vendor setup)
- Maintain and verify balances of all balance sheet, income & expense accounts on NACM's general ledger
- Reconcile NACM bank accounts on a monthly basis and record interest and fees in general ledger
- Prepare journal entries, as necessary, to reflect expenses and income in proper accounts
- Prepare financial statements on a monthly basis
- Prepare budget in conjunction with NACM Officers
- Maintain budget spreadsheets
- Prepare required materials and participate in audits performed by independent accounting firm or NACM representatives
- Maintain and reconcile NACM credit card and statements
- Prepare payable and deposit vouchers
- Send financial reports to Secretary/Treasurer monthly as specified by Financial Reporting Policy

## **2. Reporting and Taxes**

- Prepare and provide required information to independent public accountant for IRS Information Return--Form 990 and IRS Tax return – Form 990T
- Prepare and get signatures on State Corporation annual report
- Prepare and distribute IRS Form 1099s for NACM vendors, as required
- Assist with response to requests or documentation from accountant, Virginia Department of Taxation, and/or Internal Revenue Service

## **3. Bookkeeping**

- Review/proof disbursement requests and cash receipts for accurate posting to NACM General Ledger
- Prepare and mail accounts payable checks on a weekly basis
- Prepare and deposit NACM receipts weekly and enter, review and approve and post cash receipts to NACM General Ledger
- Maintain vendor files and IRS Form W-9s for all NACM vendors
- Provide NACM W-9s as requested
- Bill NACM "out of pocket" expenses incurred by NCSC on NACM's behalf, on a monthly basis. (i.e. postage, copies, conference calls, and any other out-of-pocket expenses that are approved through the NACM budget)
- Prepare bank signature cards and get signatures, as signatories change, with existing bank

## **4. Grants**

- Assist with development and application for grant funding to include, but not limited to, State Justice Institute, Department of Justice, etc.
- Monitor grant funds and request disbursement of funds quarterly or as needed

- Support grant writing process by providing specific information as requested; provide budget review assistance as requested
- Ensure grant financial compliance; including preparation of quarterly financial status reports as required by the funding agency
- Prepare progress reports
- Assist with responding to financial reviews by the funding agency
- Track and manage grant balances
- Coordinate with committees or project designees about remaining balances

## **5. Credit Card Processing**

- Reconcile credit card payments made through ACGI and any other payment processor approved for use by NACM, including refunds and charge backs
- Ensure regular transfer/deposits are made to NACM bank account



## **Attachment B**

### **SCOPE OF EDUCATIONAL SERVICES**

The following educational services will be provided by the Center to the Association:

The Center will provide educational services in support of the Association's Midyear and Annual conferences, or alternate virtual events, scheduled during each contract year as well as preliminary planning for the education programs in the immediate following year of the contract. The following services will be specifically provided:

#### **Administrative Support**

- Responding to all inquiries and requests for information relating to Call for Proposals for Midyear and Annual conferences or alternate virtual events: acknowledge receipt of all proposals; coordinate and maintain records of ranked proposals; notify unsuccessful proposers
- Coordination of speaker contracts, biographical summaries, presentations, and conference materials; work with Association Services to make all speaker information available on the event website and/or app (as determined by NACM)
- Drafting and updating conference/event agendas
- Preparing/proofing, and emailing faculty, presenters, and panelist agreements detailing the terms and conditions of engagement, presentation times, reimbursement guidelines, travel policy, materials deadlines, formats, etc.
- Preparing CEU forms and process all requests for credits
- Coordinating with the Center's accounting department and all faculty the necessary forms for compensation of fees to include the processing of all vouchers for speaker fees and/or expense reimbursements
- Preparing faculty travel list and coordinate same with designated travel agency
- Preparing evaluation forms, coordinate daily electronic transmission and drafting of follow-up Blast Email to conference attendees, compile evaluation results
- Drafting and sending thank you letters to all speakers
- Preparing all conference speaking agenda, conference announcements and run of show with assistance of President and President Elect

#### **Professional Support**

- Consulting with the President Elect & Conference Development Subcommittee to recommend topics, sessions, and speakers for conferences
- Advising Vice President and Education Committee on education strategy, topics, themes, use of Core, etc.
- Contacting prospective speakers and negotiating speaker agreements according to NACM guidelines and budgeted allowable expenses
- Preparing conference/event agendas for review and approval
- Reviewing evaluations and integrating with future planning
- Working with President Elect to determine which sessions to record
- Providing reporting for grants that directly support the education programs
- Attending Board and Officer meetings (in person or by conference call or virtually)