

FALL OFFICERS MEETING
Friday, October 18, 2019
Hilton New Orleans Riverside
Leeward/Winward – Riverside Complex
2:00 PM ET

Attendees:

Jeffrey, Paul, Kathy, Will, T.J.

2:00 PM

1. Call to Order
2. Review of Minutes of September 4, 2019 Minutes
 - a. 2020 Budget/Grants – the officers discussed the potential additions and cuts for the 2020 Budget, as a result of the planning process that Jeffrey and Kathy went through in Williamsburg.
 - b. 2020-23 Strategic Planning Process – Paul is ready to lead a productive day of strategic planning.
 - c. Midyear Conference
 - d. AV Conference Contract
 - e. Micro Course Proposal – a GoTo Meeting session will be held during the Board meeting to receive a live demo of the proposal.
 - f. Partner Updates
 - i. NASJE
 - ii. CCPIO/Media Guide
 - iii. NCJFCJ
 - iv. COSCA
 - v. IACA

Noon Lunch

3. **NCSC MOU/Contract** – we will need to engage in discussions soon as the current contract as a near expiration date.
4. **Old/New Business**
 - a. NLADA Survey
5. **Adjourn**

FALL BOARD MEETING MINUTES

Saturday, October 19, 2019

8:30 am – 5:00 pm

New Orleans, LA

Hilton New Orleans, Leeward/Windward Room – Riverside Complex

Attendees:

Jeffrey Tsunekawa, Paul DeLosh, Kelly Hutton, Angie, Rick Pierce, Kathy Griffin, Michelle Dunivan, Charleston Carter, Jeff Chapple, Tina Mattison, Dorothy Howell, Will Simmons, T.J. BeMent

1) **President's Report** – *Will Simmons*

- a) For the Core micro course presentation, the Board will utilize GoTo Meeting. There will be a tour of the facility at some point to preview the venue for the annual meeting.
- b) September 12, 2019 Minutes – **deemed approved**
- c) Review of Friday's Officers meeting – Officers had a very productive meeting, focusing mainly on the proposed budget. Sunday's meeting will be completely focused on strategic planning, facilitated by Paul DeLosh.
- d) President Travels – Will went to Orlando for the juvenile court conference directly after annual meeting; topics focused around inclusion. T.J. attended COSCA in North Carolina. Will plans to attend the COSCA Board meeting on the 20th, which includes the Rehnquist dinner. T.J. is currently representing NACM on the NCSC Board of Directors.
- e) #WeToo Grant – Provisionally approved by Jonathan Mattiello at SJI but still waiting for official funding confirmation, as they operate on the federal budget cycles. NACM is primarily just the recipient of funds and acts as a pass-through to other organizations to carry out the work of the grant. NCJFCJ and NAWJ are the co-recipients. Michelle offered up some possible resources in AZ to help with the curriculum development. NCSC has committed to absorbing the cost of administering the labor. Kudos to Paul for his work with NCJFCJ and helping to make this a reality.

2) **President-Elect's Report** – *T.J. BeMent*

Kudos was given to Charleston for his work advertising the Midyear Conference in North Carolina.

- a) Conference Development Committee Update – The Call for Proposals for both conferences is currently live. The deadline for midyear proposals has now closed. Annual is open until November 15th. The Chief Justice and the State Court Administrator for North Carolina are tentatively scheduled to make opening remarks. midyear SIGs will be scattered throughout the conference. Looking at a sponsored session on Sunday afternoon. Working on a social/networking activity that will follow lunch at the midyear conference. Right now, that event is only scheduled to occur at midyear, and not at

annual due to size.

- b) 2020 Annual Conference Registration Rates – There is a suggestion to drop the rate of annual conference to \$595.00, resulting in about \$10k in lost revenue. Michele doesn't think the midyear price is too high. North Carolina AOC will pay for registrations but not for memberships. Members discussed to maybe only reduce the early bird rates and leave the other rates the same. Midyear conference is often used as a regional approach to outreach. Need to consider pros and cons of offering state rates. This hasn't always been a successful approach. Need to look at the spread between the registration of a rate.

Rick Pierce made a motion to set registrations as: \$450 for early members and \$615 for Midyear Conference, and \$595 for early members and \$760 for regular for non-members. T.J. made a friendly amendment to hold off on confirming annual rates. All approved.

3) **Vice President's Report** – *Kathy Griffin*

- a) Education Committee Update – the Core Subcommittee is still getting off the ground with multiple pending projects that will have an impact on the work of the subcommittee. The Education committee is helping with conference tracks and leadership assessments.

SPECIAL PRESENTATION: NACM Core Micro Course Proposal

Present: Hope Kentnor (eDevLaw), Norman Meyer, Janet Cornell, Phil Knox, Peter Kiefer

The online preview of eDevLaw was previously distributed to Board members. The Core is out there for anyone to use. Will these types of courses be beneficial to individuals? We would need to work on branding, imagery and content. The Core Subcommittee would likely need to be the clearinghouse. There needs to be some quality control. There is a need out there. Paul commented that in Virginia, every new employee is required to take the purposes and responsibilities of courts online program that they purchased from Michigan State University. The Core Champion would align well with the concept. American University is working on something similar.

It was decided that Jeffrey would convene a subcommittee to work on details to support a formal proposal. From the Board, Dorothy, Kelly, T.J., Jeffrey and Jeff will join the subcommittee. Jeffrey will seek additional volunteers on the next Core Subcommittee call. An update will be provided at next Board call.

4) **Secretary/Treasurer's Report** – *Jeffrey Tsunekawa*

- a) 2020 Budget – Jeffrey explained the budget numbers as of August 31, 2019. Move unrealized gains/losses and move it to the checking account. Need to look back and determine if we already approved to remove it? Lead retrieval was discussed. Scholarships was discussed. It was decided to remove lead retrieval from expenses and

sponsorship revenue due to significant expenses. Holding budget approval until December. A question was asked as to whether we are we using hotel points that we have in our account.

- b) 2023 Site selection – Jeffrey reviewed the Midyear and Annual sites receiving RFPs. Consideration is being given to places with previous good turn out and weather.
- c) SJI Grant – 2020 grant is finished and in draft form. It is due to SJI by November 1st.

5) **Immediate Past President's Report** – *Paul DeLosh*

Only had one call so far. Might be using the group to help go through the National Agenda. The group is small projects, such as the bylaws review.

The Nominations Committee will be formed at the beginning of 2020. Committees should help engage committee members for interest in joining the Board in the future.

LUNCH (12:00 PM)

6) **Governance Committee** – *Rick Pierce*

- a) Resolutions – Closing out the comment period. No feedback received so far.
 - i) Plain Language Resolution – **motion to approve; passed unanimously**
 - ii) CCJ/COSCA Resolution 1 Support of Funding for Court Improvement Programs – **motion to approve; passed unanimously**
 - iii) CCJ/COSCA Resolution 2 Recommendations of National Judicial Opioid Task Force – **motion to approve; passed unanimously**
- b) Rick reviewed the Voice of the Profession Survey Results. The feedback didn't differ to much from the last time the survey was distributed.
- c) National Agenda – we need to recruit members and make sure people know the difference between the national agenda and the strategic plan. The plan is to make significant progress by January 1, 2021.

HOTEL TOUR (1:00 PM)

7) **Membership Services** – *Michelle Dunivan*

ECP is taking a strong look at mentorship. All but one individual has been paired. The application process needs evaluation.

ECP is taking on a lot of responsibilities. Do we need to have any scholarships fundraiser at Midyear? We need to look at why members are leaving.

- a) Exit Survey – timing would be after the third renewal notice. Is NCSC following up on bounced? We need a new membership system.
- b) Marketing Calendar – the letters are used to keep constant communication going. Michelle would like comments on all the letters. Michelle reviewed the entire calendar. Rick asked to add Pennsylvania to the calendar. We don't have a strong Membership Committee right now. *Fire Sale – 30-40% off*. T.J. thinks the proposal calendar is incredibly aggressive and might be over committing. Kathy just doesn't want to offend current members. Jeff wonders if we can use other vendors for swag that is not just t-shirts. MAACM has a gear day. If we do that, we should work with local restaurants to get discounts if you wear it. Dorothy expressed concern about the aggressiveness. This hasn't been vetted to other committees.
- c) LinkedIn Campaign – There has been a few stumbling blocks this year. Michelle doesn't remember that there were four different topics, as reflected in the 7/20/19 minutes. The plan is to target states other than Louisiana and North Carolina. We have the potential of having 3,000 members!
- d) 2020 Membership Scholarship – Michele has been in talks with Jeffrey and Janet about feasibility of doing a lot of creative work. Is our scholarship account too restricted we can only use it on conference registration or can it also be used for membership? We need to work on wording. We should be careful about saying memberships aren't that expensive because to some it might be. We need to fix Michigan on the Membership Map. Michele will bring a proposal to the December Board call.

8) **Communications Committee** – *Charleston Carter*

Podcasts are continuing to move forward. Dorothy is helping to write teasers for social media.

- a) Court Manager Ad Rates – **moved and approved to Keep the same.**
- b) Court Express Ad Rates – **moved and approved to Keep the same.**
- c) Website Review – new images; calendar enhancements; send Jeffrey suggestions for changes and enhancements.

Sunday, October 20, 2019

8:30 AM – 12:00 PM Leeward/Windward Room-Riverside Complex

Strategic Planning

Attendees:

Jeffrey, Paul, Kelly, Angie, Rick, Kathy, Michelle, Jeff, Tina, Dorothy, T.J.

Absent:

Will, Charleston

T.J. went over the general travel policies and expectations. Board members may choose to proceed with booking their North Carolina trip, but keep in mind that the Midyear Conference agenda is still being finalized. Reimbursement may not occur until 2020, depending on current NACM financials.

Rick reviewed the summary of the 2019 Strategic Planning Priorities and our accomplishments. It was suggested to create an executive summary similar to what was presented. It would be nice to showcase it to the membership, but in a format that doesn't clutter an already busy conference (annual).

The meeting concluded with Paul deLosh facilitating a strategic planning discussion.