# Governance Committee Minutes

**August 3, 2022 @ 3:00 pm ET via Zoom**

**Chairs:** Angie VanSchoick & Kent Pankey **Vice Chair:** Brandon Kimura

[**Committee Page**](https://nacmnet.org/committees/permanent-committees/governance-committee/)

<https://zoom.us/j/93807989162?pwd=ZjV5S0pDOW1WalN6eFYwakkzTm03Zz09>

1. **Call to order/Introductions**
   1. **Angie VanSchoick, CO**
   2. **Brandon Kimura, HI**
   3. **Peter Kiefer, AZ (ret.)**
   4. **Nicole Garcia, AZ**
   5. **Rick Pierce, PA**
   6. **Theresa Owens, WI**
   7. **Stephanie Collier, TX**
   8. **Jeffrey Tsunekawa, TX**
   9. **Mark Dalton, PA**
2. **Purpose and Responsibilities – Angie share the purpose and responsibilities for the Governance Committee, which are as follows:**
3. Track the progress of NACM in accomplishing the goals and objectives listed in its Strategic Plan.
4. Review, edit, update, and recommend adoption of the NACM Operations and Procedures Manual (and appendices) to keep it consistent with the goals and objectives of the organization.
5. Appoint a Bylaws committee, with the approval of the Planning Chairperson, to prepare and present changes in the Bylaws to ensure that related descriptive materials are consistent with the organization’s purpose as set forth in the NACM Strategic Plan.  The Bylaws committee shall also ensure that the Articles of Incorporation are current.
6. Maintain and update the NACM National Agenda, as needed.
7. Review, draft and/or recommend support for resolutions that are provided for consideration by partnering agencies (COSCA, CCJ, etc.) or that may be required on behalf of the NACM Board.
8. Appoint a State of the Profession subcommittee to prepare the annual state of the profession address, with the assistance of the President. This address is given at the Annual Conference.
9. **Review May 11th minutes and Annual Conference – Angie will place the May 11th minutes on the Governance Committee site**
10. **Committees**

Governance has quite a few subcommittees going for this upcoming NACM year. Angie will solicit volunteers for each of these various subcommittees, so please indicate interest to her ([angie@nacmnet.org](mailto:angie@nacmnet.org)), Kent ([kent@nacmnet.org](mailto:kent@nacmnet.org)) or Brandon ([brandon@nacmnet.org](mailto:brandon@nacmnet.org)). We’d all love for your help and assistance on these projects.

* 1. Ethics subcommittee – Courtney Whiteside, chair
     + Currently held on the 4th Thursday of each month. Anticipate this date will remain in effect
  2. Resolutions subcommittee – Kent Pankey was unable to join us for our meeting but had submitted content (see attached) which covers his current concerns regarding the Resolution process. A subcommittee will form to review the information and determine next steps.
  3. Bylaws subcommittee – Angie reviewed that the amendments presented at the Annual Meeting did not meet the posting requirement to allow them to be voted upon. This information will be included with any other bylaw amendments that may need to occur for July 2023. The goal will be to have them posted to the website in early April 2023 for review by membership. With the review of the resolution process, additional bylaw changes may occur.
  4. Operations Manual subcommittee – Angie indicated some changes in the NACM committee structure, with the elimination of the Education Committee and Conference and CORE® being elevated to committees. With those changes, the Ops Manual needed revision anyway, in addition to all the appendices. Mark Dalton volunteered to help with the Ops Manual. Brandon Kimura will head the appendices review.
  5. State of the Profession & Voice of the Profession – No need to be concerned about these two committees at this time. However, want to keep them on our radar to be prepared for 2023.

1. **New Business**
2. **Future Projects**
   1. Priorities from Strategic Planning – Angie shared the following priorities from the current NACM Strategic Plan. She will share with the Communications Committee the idea for a Court Employee Appreciation Day/Week so we can begin implementation of Brandon’s idea. Rick noted that these future projects are now and there may be additions made after the Board meets in September.
3. NACM SFA #3: Advocacy for the Profession:  GOAL 1: NACM will be an influential and respected voice on behalf of courts and all court professionals.
4. Create a variety of talking points for members to use for community outreach
5. Develop a response of the profession to issues of public trust
6. NACM SFA #4: Association Governance: GOAL 1: NACM’s governance is all inclusive, responsive, and collaborative.
   1. Review of governance of Board overall: Health, Exit Interviews, Recruitment, Nomination process (Include Courageous Conversations at Board Meeting) Update nomination process to reflect DEI. Review Committee Structure to ensure consistency/diversity/succession/need for Technology Committee Update and standardize the NACM’s Operations Manual and associated forms and appendices
   2. Efforts to improve NACM leadership practices and representativeness.
      * Advocacy for the profession
7. **Dates of significance**
   1. Midyear Conference – February 5-7, 2023, Minneapolis, MN
   2. Annual Conference – July 9-13, 2023, Tampa, FL
8. **Adjourned at 1:39p**

Future meeting dates for 2022/2023 NACM year – 1st Wednesday at 3:00p ET:

September 7, 2022

October 5, 2022

November 2, 2022

December 7, 2022

January 4, 2023

February 1, 2023

March 1, 2023

April 5, 2023

May 3, 2023

June 7, 2023

July 5, 2023