



## **INTERNATIONAL SUBCOMMITTEE MEETING MINUTES**

**THURSDAY, AUGUST 22, 2019**

**3:00 P.M. ET**

1. Introductions: Michele Oken Chair; Bob Bray, Raul Calvillo, Heather Castillo, Michelle Dunivan, Pamela Harris, Norman Meyer, Marcus Reinkensmeyer, Eric Silverberg, Jeffrey Tsunekawa, Angie Van Schoick, Winnie Webber, and Stacey Worby.
2. 2019-2020 committee goals
  - a. Court Association Development: Court Association Formation Templates, Mentoring
  - b. Articles for Court Manager, Court Express; Interviews with International members
  - c. Review NACM Website Resources (located under committee information and initiatives)
3. IACA- Pamela Harris, CEO  
Pam provided historical background about IACA. Approximately 10-12 years ago members of NACM and Federal Court Clerks Association joined together to create IACA. Norman Meyer, Collins Ijoma and Jeff Apperson (NCSC VP International) were instrumental in getting IACA off the ground. Mission and goals mirror NACM's; IACA's board is comprised of international members. Joint NACM/IACA conference was held in 2017 in Washington D.C., which was very successful. IACA's next conference will be held in Kazakhstan September 15-18; preliminary talks have been held about the 2020, 2021 conferences (Vienna and Africa). Pam will discuss the court association formation templates at the IACA board meeting on September 15.

IACA has two publications, the IACA Journal, which is an extensive journal based on Court Administration, and the Court Administrator which is accessible online.

Norman indicated that the IACA membership structure was revised to incorporate a tiered structure; anyone can join for free. Professional level is for those that wish to serve on committees and/or the IACA Board.

4. Interviews with International members  
International members were interviewed at the 2017 joint conference. Eric Silverberg and Scott Johnson conducted the interviews and wrote an article which appeared in the Court Manager magazine. Efforts were made to conduct interviews at last year's and this past conference; however, coordination was a challenge. Heather, Raul, Marcus and Eric volunteered to conduct interviews with international members who attended the Las Vegas conference. Michele will meet with them to discuss potential interviewees and questions.



5. Collaborative efforts

- a. Court Association Templates (on google shared site-thanks to Raul and Winnie!)  
Again, special thanks to Janet Cornell for creating the templates! The documents were discussed and revisions made as follows:

Section I (D), change wording to Code of “Ethics”

Section II (C), add committee “charge”

Section III (C), add” insurance and financial controls”

Suggestion made by Marcus to add graphics with the template and organizational structure. Raul and Stacy volunteered to work on a swim lane chart for one of the quadrants and send to committee for review and comment.

Additional revisions discussed at in-person meeting last month will be incorporated, specifically the reference to “non-governmental entity, NGO”

6. Open Discussion

Suggestion by Pam to review and update the website. Michele asked committee members to review and send suggested revisions/updates.

7. Future Meeting Dates

Committee meets four times a year; however, we will reconvene in October for Pam to brief us on the IACA Board Meeting and any comments made about partnering on the Court Association Formation project.

Michele inquired whether the day (Thursday) and time (3:00 p.m. ET) works for committee members. Those on the call were fine with both day and time. Michele will send an email to the entire committee inquiring about the day and time and possibility of moving the meeting to an earlier time on Thursday if it would be more convenient for other committee members.

Meeting concluded at 3:40 p.m.