**Conference Development Committee Meeting**

**Minutes**

Tuesday, January 21, 2025 at 3 pm EST

**Present:**

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| **Kelly Hutton** | **Erin Carr** | **Kristie Collier** | **Erica Payne-Santiago** |
| **Tina Mattison** | **Val Gardner** | **Cassie Bradshaw** | **Janet Cornell** |
| **Roger Rand** | **Melinda Brooks** | **Amy Prenda** | **Jenny Findsen** |
| **Creadell Webb** | **Dawn Palermo** | **Courtney Whiteside** | **Mark Dalton** |
| **Jeff Chapple** | **Jeffrey Tsunekawa** | **Tamara Charles** |  |
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**Minutes:**

1. **Welcome and Introductions**
2. **Previous Meeting Minutes**

No updates, minutes approved.

1. **Midyear Conference Overview**
	1. **Registration Numbers**
	2. **NACM App**
	3. **Educational Tracks**

Kelly shared the current registration numbers there are 231 in-person registrations and 20 live stream registrations. The in-person registration includes 51 exhibitors, 31 speakers, 14 board members, and 135 members and non-members. We have met our hotel block.

The NACM app is live. Creadell mentioned that he noticed a new item in the app regarding networking opportunities.

There are five educational tracks at the conference. These are CORE®, DEI, Leadership, Technology, and Case Management/Motivation. We will have one less vendor session at this conference and have replaced the sessions with a customer service session. Tuesday morning will kick off with a Fireside Chat on Sovereign Citizens and Domestic Violent Extremism hosted by Kyle Yoder, Chief of the Threat Management Branch Judiciary Security Division with the Federal Administrative Office of the Courts.

Kristie inquired as to whether a charity had been formally selected for the conference. The board is looking at posting and sharing information regarding fundraisers for court personnel whom have been impacted by the fires in California. They are hoping to have more details on where to donate ahead of the conference and information will also be shared on social media.

1. **Subcommittees**
	1. **Hosts – Roger Rand and Kristie Collier**
	2. **Virtual Attendees & MC – Erica Payne Santiago, Cheryl Stone & Vicki Carlson**
	3. **40th Anniversary History – Jude Del Preore**
	4. **Conference Awards and Conference Scholarships – Rick Pierce**

Roger and Kristie have been working on organizing the hosts and have filled all the spots. Roger will be sending out an email today with information for all hosts and will follow-up again ahead of the conference. The host orientation meeting will be held at 4 pm on Sunday February 9.

Cheryl and Vicki have agreed to host the virtual attendees networking sessions. These sessions will be held on Sunday, February 9 at 5 pm EST, Monday, February 10 at 12:00 pm EST, and February 11 at 8 am and 12:00 pm EST. Links will be provided to Cheryl and Vicki after this meeting. Janet requested that they capture screenshots for the Court Express.

Jude and his sub-committee have been working diligently on gathering information for the NACM history display and celebration.

1. **Annual Conference Updates**

Kelly indicated that all plenary and super sessions (2) are finalized. The preliminary emails to sessions selected have gone out as have the rejection emails to the sessions that were not selected. Emails have also been sent to those on the waitlist. We plan to utilize some of these waitlist sessions as fireside chat topics. Formal speaker letters will go out in February. Rejections emails were sent earlier in the month.

1. **NACM Committee Updates**
	1. **CORE® Caseflow Management Curricula Review Help**

The CORE® Committee workgroup that is reviewing the Caseflow Management curricula is looking for volunteers to assist in reviewing the document. Let Kelly or Janet know if you would like to assist and she will connect you with the group.

The CORE® Committee workgroup that is working on diagnostic tools that can be used for a reader to understand the importance of each curricula is looking for volunteers to assist. Let Janet know if you are interested.

1. **Other**

Melinda asked that members attending the midyear conference please take notes or capture pictures to share in the Court Manager.

There is a new member call occurring this Thursday.

Kristie asked if we would be recording new videos from our scholarship recipients on the value of attending a conference and being a member. Erin will review the contract. (Erin reviewed the contract after the meeting and 4-5 videos with a runtime of 3-4 minutes are included in the contract).

**2024-25 Meeting dates:**

March 18, April 15, May 20, June 17