



BOARD CONFERENCE CALL
Tuesday, June 4, 2019 – 2:00 PM

MINUTES

Present: TJ BeMent, Vicky Carlson, Charleston Carter, Callie Dietz, Paul DeLosh, Michelle Dunivan, Kathy Griffin, Jennifer Haire, Frank Hardester, Greg Lambard, Tina Mattison, Rick Pierce, Janet Reid, Alyce Roberts, Will Simmons, Jeffrey Tsunekawa, Angie VanSchoick

1. Welcome. Paul called the meeting to order noting who was on the call.

- a. Paul asked if there were any changes or edits to the April 2, 2019 Board Meeting minutes. There being none, the minutes were approved.

2. Communications Committee

- a. Alyce discussed the ending of Connected Community before getting into her report. Janet reviewed the process of moving files from Connected Community to the box, which should be complete next week.
- b. Frank reviewed the Records Management Policy, which had been distributed to the board earlier that day, regarding a file structure for various documents. This is a work in motion but it is the initial attempt to have a centralized storage and consistent naming scheme for document storage purposes. At this point he was wanting the focus of discussion to the board needs. A later discussion will focus on the information and document access for the membership. Frank would like to add who is accessing and how we can set up different roles for committees.
 - i. Discussion whether the header should be on every page of the document, noting the space it takes up. It was agreed that the header should be only on the first page, but the footer would be on every page.
 - ii. Discussion whether it should be the Governance or Communications Committee that is responsible for ensuring the format. Frank asked how new forms, templates and policies are made and approved, by whom? Paul suggested that the full board should approve but that Governance would be responsible for internal policies.
 - iii. Alyce asked the board to send their thoughts and feedback to Frank. The policy, with edits, will go to the Governance Committee for review and then to the Board to vote on.
- c. Communications:
 - i. Alyce gave credit to Peter Keifer and the success of the podcasts. Peter has been making so many recordings that she cannot keep up with them. All of the

- podcasts have been great and she encouraged all to watch.
- ii. The committee has been actively working on developing the Facebook Live Schedule for the annual conference and Alyce briefly highlighted.
 - iii. Dorothy Howell is Chair of the sub-committee for the 2020 media guide, Frank is assisting and they have a meeting scheduled for Friday.
 - iv. The COSCA Webinar is scheduled for June 27.
 - v. The website resource index project is still underway and a meeting is scheduled for Friday to discuss next steps. Also on the website project, Rick Pierce is leading the effort to create audience specific landing pages. They have established the criteria for buckets of what they would like to put on these pages, and particular pieces of information people want to know.
 - vi. Social Media – Janet and Kevin have been doing a great job with content on posts and marketing for NACM products. The Twitter account has been updated and the login information has been tested.
 - vii. Alyce informed the board of the upcoming deadlines for Court Manager and Court Express.
 - viii. GoToMeeting – After discussion it was agreed to make it the same log-in information, call in credentials, for all meetings. To avoid double bookings, it was agreed that everyone should schedule all meetings on the NACM Google calendar.

3. Governance Committee

- a. Greg stated that the time for member comment has passed on the original resolution *Commitment to Increasing the Public's Trust in Our Courts*. The board needs to take a formal vote to approve the resolution. No one opposed, the resolution was approved by acclamation.
- b. The standard header and footer was already discussed in the Communication report.
- c. Discussion and update on the National Agenda. Rick and Greg will be doing a SIG at the Annual Conference focusing on the State of the Profession, but will also discuss the National Agenda and what use has been made of it. Paul suggested the Governance Committee schedule a meeting with the individuals that were involved in authoring the National Agenda, to discuss how to move forward with a revision. Greg stated that he felt the State of the Profession was the evolution of the National Agenda. Greg will schedule a meeting to discuss if a new agenda would be needed.
- d. Articles of Incorporation/Bylaws changes – Greg and Janet spoke yesterday to determine the final details of the vote. An addition blast is scheduled to go out to the membership on July 15th with a link to the live stream and vote. Greg requested that we use Kathy's NACM email address for comments from those watching the live stream to send in. Kathy agreed to monitor during this period. In addition, paper ballots are being created for those who cannot access Survey Monkey.
- e. A good first draft of the *State of the Profession* address is finished and the committee is currently working on the survey.
- f. Greg commended Angie for all her hard work on the Operations Manual.

4. Membership Services Committee

- a. Jeffrey stated that the past few committee calls have been lightly attended.
- b. Raffle Tickets for Conference Scholarship Fund: A plan to sell paper tickets at the conference has been developed. It was decided that it would be easier that way to

manage and sell the tickets at the conference. He is hoping that the number of tickets purchased will spike up at the conference.

- c. Membership is currently working on scripts to reach out to non-members and other potential recruitment efforts.
- d. Michelle is currently working on the LinkedIn campaign to get that up and running.
- e. Alyce inquired about the Career Fair. Jeffrey reported that there are currently two jurisdictions that want to participate. The deadline has been extended to June 14 in hopes that more will register. Alyce stated that she will have a table for Alaska, but was curious as to the types of jobs for the fair, should they be only management positions? Frank asked about the possibility of putting together a comprehensive list of state-wide HR listings, he could have an intern work on it. Paul mentioned having a poster of the job website at the event. Paul asked the board to supplement the career fair, whether with listings in their court or by inviting people to participate from their state.

5. NCSC Report

- a. Jesse reviewed the NCSC staffing plans for the Annual Conference. Janet, Val, Stacey, Callie and Shay will be there for the entire time. Mary McQueen will not be able to attend. Jesse will be present starting Friday and will depart on Tuesday. Jennifer will be present from Sunday to Thursday. Because Mary is not attending, John Meeks will make the NCSC award presentation to Maureen Conner.
- b. As previously mentioned, NCSC will be shutting down Connected Community. Will be sharing soon publically and will establish a FAQ page.
- c. Jesse stated that it has been a busy past few weeks at NCSC, the following events have been held: Hosted the National Pandemic Summit in Omaha, Nebraska, the materials and resources are available on the NCSC website. Hosted an Innovation Summit, those materials will also be posed. A meeting regarding social media and disinformation attacks on courts was recently held to put together a play book for how to handle. Based on that discussion, it will be finalized and available soon.

6. Immediate Past President

- a. Nominations Committee: The Committee will be comprised of Suzanne Stinson, Kinsley Craig, Lashawn Thompson, Frank Hardester and Vicky. Ten candidates will be interviewed on Sunday, July 21. Vicky asked committee chairs if it was okay to contact them for input if there are candidates they are debating between.
- b. NACM Strategic Plan 2020-2022: - The Information has been updated, placed into format and distributed to the board. Vicky asked if there was any feedback and is looking for approval. All are in agreement. The next steps would be to discuss at Annual Conference Board Meeting then once completed post on the website and social media. In the meantime, it was agreed that Vicky will expand the annual priorities section.

7. Secretary/Treasurer

- a. Kathy stated that the financials through April 30th have been posted on Connected Community. Since the financials posted, NACM has paid \$169,000 in a deposit to the Bellagio. Midyear revenues were less than expected. Kathy emphasized that it is really important for the board to watch expenses. Janet and Val are currently working on various quotes on annual conference menus from Bellagio, and it is possible we may have to make cuts.

- b. Midyear 2022 site selection: Looked at Bellevue, Washington. The dates are further into February than the normal range. Kathy reviewed the highlights from her PowerPoint and Feels the Hyatt is a great location and would do well for a Midyear. Both Jeffrey and Callie gave the same opinion and all agreed that Washington would be a strong collaboration. Kathy motioned to move forward in approving. Will made a motion to vote to select the Hyatt Bellevue, Tina seconded for 2022 midyear. All in favor, none opposed. The motion carries.

8. Vice President

- a. Partnership with NASJE: TJ will have a call with NASJE Faculty at the end of the week to finish curriculum for Inclusive Leaders Seminar. He is hoping that the registration numbers increase.
- b. TJ is working with partners for the #wetoo project to determine exactly what they are looking at for the revised proposal in August.

9. President-Elect

- a. Will recapped the Conference Development Committee call last week. He knows he has stated this already, but starting early made things go very smoothly. Referred everyone to the NACM conference site. Registrations are going well. An Email blast went out yesterday and there will be one or two more before the conference.
- b. Stacey is currently working with program sponsor Thomson Reuters, they have requested a volunteer for their session on Tuesday at 10:15 a.m. Will thought this would be a great opportunity for a board member to participate as the moderator for the session. Greg Lambard said that he would volunteer. Callie, Will and Greg will connect offline.
- c. Will has reached out to several regarding committee assignments for next year. He is still working on it, so reach out to him if you are interested in a particular position. Those interested can see the available assignments on the Board page.

10. President

- a. Conference logistics:
 - i. Board reports are due June 17
 - ii. Paul discussed the Saturday Board Meeting and the attendance of guests.
 - iii. Saturday evening, Paul will host beer and wine hour in his room after the board meeting; No board meeting on Sunday, but a number of activities taking place that day, which Paul reviewed.
 - iv. Announcements document: This is currently being worked on. Several board members will have roles and will be listed on the announcements document. It will be shared with full board.
 - v. Committee chairs slides will be due July 8. These are all available in the box.

11. Other / New Business

- a. Frank asked if the social media policy was approved with tweaking of the header and footer. The board had voted affirmatively on this on the previous call. Frank asked if could put an approval date, which was April 2.

12. Executive Session: No board members had anything for executive session.

13 Adjourn. There being no further business, the meeting was adjourned.