



**OFFICER CONFERENCE CALL
Friday, March 29, 2019 – 2:00 PM ET**

[GoToMeeting](#)

Telephone, if needed: 872-240-3212

Access Code: 888678293; Audio Pin: shown upon login or press #

AGENDA

- | | |
|--|---------------------|
| 1. Approval of February 8, 2019 minutes | <i>Officers</i> |
| 2. NCSC Report | <i>Jesse</i> |
| 3. Site selections | <i>Jennifer/Val</i> |
| 4. Association Services | <i>Janet</i> |
| 5. Immediate Past President | <i>Vicky</i> |
| a. Nominations committee | |
| 6. Secretary/Treasurer | <i>Kathy</i> |
| 7. Vice President | <i>T.J.</i> |
| a. Education committee | |
| b. State Association | |
| i. NASJE | |
| 8. President-elect | <i>Will</i> |
| a. Annual conference | |
| 9. President's Report | <i>Paul</i> |
| a. COSCA board meeting | |
| b. Dual membership agreements | |
| c. NCJFCJ/NAWJ Partnership | |
| d. Articles of Incorporation/Bylaws changes | |
| e. CITOC Charter (Action Item) | |
| 10. Other Business | <i>All</i> |
| 11. Executive session, if needed | |
| 12. Adjourn | |



MIDYEAR OFFICERS MEETING

Friday, February 8, 2019

Little Rock, AR

Meeting Minutes

Present: Paul DeLosh, Will Simmons, T.J. BeMent, Kathy Griffin, Janet Reid

1. Afternoon Welcome - Paul began the meeting with a recap of the officer's conversation during their morning session. He mentioned that the officers discussed timelines. The officers would like contracts, not proposals for Live-stream and Audio Visual for the following year ahead of the budgeting meeting. They would like to "lock in" rates at that time.
 - a. Fall Board Meeting - Will is going to ask Val to look at other dates (in October) for Fall Board Meeting. Would like books to be closed on the previous annual conference for the budget meeting in Williamsburg prior to Fall Board meeting.
 - b. The officers discussed pictures that have been posted on the conference app. They would like to have pictures of alcohol and other items removed from the app. A board member will monitor the photos, with a process for reviewing and removing, put language on app. Will volunteered to review current photos posted and make suggestions for removal. Officers would like to have administrative rights to the app. Paul will ask Val to add officers as administrator.
 - c. Officers would like to amend the Secretary-Treasurers responsibilities so that, in addition to creating the annual budget, they will also meet with the president-elect and education consultant to give parameters of budget and grant. The desire is to create a working document that includes history.
2. NCSC Update: Janet mentioned that she is excited that Shay Robertson will be joining us onsite for the Midyear Meeting. Paul asked if the board would be interacting with her. The plan is for her to have more involvement. Janet mentioned that Stacey has met sponsorship and exhibit revenue numbers for Midyear and expects to do so at Annual. Janet met with Callie this morning regarding working together NCSC staff-wise and looks forward to the team. Jennifer will be making a presentation to the board on the next board call regarding strategic locations for conferences.
3. Conference Announcements: Paul discussed announcements for Midyear and the plan to include Kathy in the announcements for the Annual Conference. Some speakers are specific as to what they expect the person making the introduction to say, others more relaxed. The announcements serve as a guideline for what will happen and when.
4. Board Book: The Board Book was put together with ancillary materials as separate documents from the Board Book. Paul discussed ancillary materials for board meeting. No board members have mentioned any issues accessing the materials in box.

5. Budget: Kathy discussed the budget. Janet mentioned the possibility of an ad on the website, and what the placement should be. The officers discussed and decided that the Communications Committee would make recommendations for where an ad could be placed and the size.
6. Meeting Logistics: Paul has talked to each committee chair re: their report. Jeff Shorba is the only invited guest who will attend the board meeting. He has been invited to come to the full board meeting or just a portion. The expectation is that he will give a report on COSCA after lunch.
7. Annual Meeting – Logistics and timelines. Janet mentioned that Stacey & Val plan to talk with Will this week re: events and sponsorship for the annual conference.
 - a. Paul discussed concern about people crashing the pool event at the annual conference as well as concern with marketing material inviting guests to wear bathing suits. Will's concern is people getting hurt at the event. Wants to be guarded about how this event is done. T.J. suggests resort casual as a descriptor.
8. Conference Website: Paul would like to have both midyear and annual conference sites up at the same time. Want location only to be listed, but not hotel until the bottom of the event calendar on nacmnet.org.
9. Other Business: Paul mentioned that some responses on the Board Health survey indicated disappointment about not having a Board Dinner in Vegas. Paul mentioned on the new board member call that he will hold a board get together in President's room on Saturday evening.
10. There being no other business, Will moved that the meeting be adjourned.

I. Charter

The Conference of State Court Administrators (“COSCA”) and the National Association for Court Management (“NACM”) charter the Court Information Technology Officers Consortium (“CITOC”) to support their efforts of implementing appropriate technology to improve the management and administration of courts.

II. Guiding Principles

As guiding principles, CITOC will:

- Be non-partisan
- Be ethical in our actions and relationships
- Foster technology policies that support public trust and confidence
- Focus on all levels of courts from trial courts to courts of last resort
- Promote open standards and best practices
- Promote strategic alignment of court technology investments with the court business agenda
- Promote the court CIO as the technology leader who drives court innovation and transformation

III. Goals and Objectives

- a. CITOC excels as the leading community and trusted resource for court CIOs.
 - i. Support succession planning, processes and mentoring for court CIOs.
 - ii. Identify and promote leading practices and innovations to support, enable and transform the courts.
 - iii. Improve the sharing of experiences and expertise among members, vendor partners and strategic partners including COSCA and NACM.
 - iv. Curate and promote content on information technology issues, implications and solutions.
- b. CITOC advances court CIOs as key court leaders

- i. Promote and strengthen the court CIO as a business leader and trusted advisor.
 - ii. Advance and reinforce the role the court CIO plays as a leader in development of court policies.
 - iii. Support and communicate leadership, innovation, and information technology best practices for the courts.
 - iv. Advance the evolving role of the court CIO as a transformative court leader.
- c. CITOC is a national leader and advocate for information technology policy in the courts.
 - i. Strengthen strategic alliances with JTC, COSCA, and NACM.
 - ii. Promote and lead cross-jurisdiction collaboratives, solutions and relationships.
 - iii. Promote and enhance the critical role of information technology and innovation in the business and continuity of the courts.
 - iv. Educate and build consensus among members and stakeholders.
 - v. Advocate for the strategic priorities of court CIOs.

IV. Membership

The membership of CITOC shall consist of individuals serving in the position of court Chief Information Officer or the senior most IT management position. Membership of the state's court chief information technology officer will be upon approval of their respective state court administrator. Other members shall be upon approval of their respective court manager. The membership is organizational in nature, to allow members to have their staff with specialized expertise participate in CITOC in a liaison capacity.

V. Dues

Membership categories and dues shall be reviewed and adjusted annually by the Executive Committee.

VI. Elections

The Executive Committee shall establish a Nomination and Election Committee responsible for nominating candidates for the Executive Committee. The committee shall be recommended by the Chair and approved by the Executive Committee at least 45 days

in advance of the election. The committee shall prepare a slate of candidates for open Executive Committee positions and ensure the proposed candidates are willing and able to serve.

Balloting for open Executive Committee positions shall be conducted during the annual business meeting. Election results shall be announced and new elected Executive Committee shall be introduced following the election. Newly elected Executive Committee member shall assume office after the annual business meeting.

Executive Committee members shall be elected by a majority of members in good standing, present and voting.

VII. Executive Committee

The affairs of CITOC shall be managed by an Executive Committee under such rules as the Executive Committee may determine and subject to the conditions of this charter.

The Executive Committee shall be comprised of seven members:

- One appointed by COSCA in consultation with the JTC Co-Chairs.
- One appointed by NACM in consultation with the JTC Co-Chairs.
- ~~Two elected by CITOC members that are state court CIOs~~
- One elected by CITOC members that serves a statewide trial-courts.
- One elected by CITOC members that serves a local trial-court with a population of more than one million.
- One elected by CITOC members that serves a local trial-court with a population of less than one million.
- One elected by CITOC members that is an appellate court CIO.
- One elected by CITOC members that is the CIO of an administrative office of the courts.
- One elected by CITOC members, serving at large.

The members of the Executive Committee shall serve a term of ~~two~~three years. The terms of the positions elected by the CITOC membership shall be staggered such that ~~four~~two positions become open in ~~one~~each year ~~and three are open in alternate years.~~

An Executive Committee member cannot serve more than two consecutive terms, unless no other CITOC member wishes to serve on the Executive Committee.

The Executive Committee shall name and work with the CITOC secretariat to plan and arrange the annual business meeting and other meetings of the CITOC membership.

Vacancies to complete the unexpired term of an Executive Committee member shall be filled by nomination of the Chair and approved by the remaining Executive Committee members.

VIII. Officers

Officers of CITOC are elected annually by the Executive Committee members after the annual business meeting.

CITOC officers and roles include:

- Chair. The Chair shall have general supervision of the CITOC affairs and shall preside at the CITOC meetings and meetings of the Executive Committee. The Chair has signature authority for anything needing signature on behalf of CITOC.
- Vice-Chair. The Vice-Chair shall assist the Chair and shall assume the duties of Chair when the Chair is unable to perform those duties.
- Treasurer. The Treasurer reviews CITOC finances as provided by the secretariat and reports the ongoing CITOC financial picture to the Executive Committee. The Treasurer approves all expenses incurred by CITOC.
- Secretary. The Secretary ~~takes~~ is responsible for preparing the meeting minutes of Executive Committee meetings and the Annual Membership meeting.

IX. Committees

The Executive Committee shall establish committees as it deems appropriate to fulfill the goals and objectives of CITOC. Committee chairs and members are appointed by the Executive Committee and can contain CITOC members, vendor partners, and subject matter experts.

X. Meetings

CITOC will have a business meeting with its membership annually as scheduled by the Executive Committee