



MID-YEAR BOARD MEETING

Saturday, February 9, 2019

Little Rock, AK

Marriott, Arkansas Ballroom

Board Book available on [Board Page](#)

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

MINUTES

1. President's Report

Paul DeLosh

- A. Paul DeLosh opened the meeting and welcomed everyone.
- B. A review of the Officer's Meeting on February 8 followed: The officers had a discussion about how things are going this year and how proud they are of the work being done. A few things discussed were:
 - a. Technology Awards: Paul has been working with the CITOC President, Casey Kennedy, and Kevin Iwerson, NACM's CITOC Representative, to draft a policy and application for the awards program. The draft has been shared with the board and will be finalized soon.
 - b. Marketing Plan: Callie and Patti have both been great reminding board members about the marketing plan. There are tweaks that need to be made to the current plan. One part that needs to be tweaked is the dual member agreements. Paul plans to market videos about the annual conference to the membership, but also to dual membership organizations. Jeffrey Tsunekawa mentioned that he has already drafted a Midyear Recap page on the website to be ready to help market the Midyear education.
 - c. Development of additional policies and procedures: There are certain things that need to be documented. Some examples of the information needing to be documented: host coordinator duties, how to highlight people – basic procedures. Same for SIG coordinators (what is their role), ECP Coordinator, Scholarship roles and history.
 - d. Outreach efforts: The outreach effort with the Plain Language Guide appears to have yielded great results. Similar efforts should be adopted to have a more deliberate push to get the information out.
 - e. Transition of the education coordinator: In the transition, the need for budget information for the CDC chair and Educational consultant was noted. The officers approved a process whereby the Secretary/Treasurer will provide a separate summary of conference development budget for this purpose.
 - f. Conference pictures: A review of the current postings was deemed to be inappropriate. Will be working with Frank to come up with disclaimer language. The pictures are posted to the app from attendees and then the file is moved over to the website. Will

- volunteered to review photos and make recommendations for removal. All are in agreement of not modifying the app too much.
- g. Website advertisement: Placing an ad on website was approved, but there no discussion as to where it would be. Officers discussed idea of ad after login to member portal, but will defer the recommendation of placement to the Communications Committee.
 - h. Budget preparation: As the largest expense in the conference budget is live-streaming and AV costs, the officers requested contracts, instead of quotes, for use during the Secretary/Treasurer NCSC Orientation session. Janet will be working on preparing this for the fall budget meeting.
 - i. Conference site: With the current need to wait to post information about the annual conference must wait until the Midyear conference was completed, the National Center has been asked to look into the ability to post both conferences so that the Annual Conference can be built and running at the same time as Midyear conference.
 - j. Strategic plan: The officer session concluded with brainstorming regarding strategic plan – changes and suggestions will be shared with the board during the Strategic Planning Session on Sunday.
- C. Paul asked if there were changes to December 11 minutes. Hearing none, the December 11 minutes were approved.
- D. Partner Updates – Paul has been very pleased with partner interaction.
- a. COSCA Policy paper has just been published and will be publicized in the upcoming Court Express.
 - b. NCJFCJ/NAWJ/NACM partnership. The 3 organizations are working together with Jonathan Mattiello of SJI on a #WeToo in the legal workforce initiative. Would like to work together with grant funding to produce resources to include training and information. Paul was not able to attend the CCJ conference, which is happening at same time as NACM. Joey Hastings (NCJFCJ) is going there with Jonathan Mattiello (SJI) and will coordinate a conference call with NACM this week. Marcella Hastings (NAWJ) will also participate.
 - c. CCPIO – Their board met this week, NACM would like to work with CCPIO regarding a collaborative effort to update NACM’s Media Guide. Leah Gurowitz will be presenting to her board shortly.
- E. Conference Crisis Plan – Paul mentioned that the Conference Crisis Plan had been created for this conference and distributed to the Officers. Issue of security at conferences, may need to work with host state to see if will provide security
- F. Conference Announcements – Paul mentioned that the announcements are a guideline for board to review and know what is going on. The National Center will present a Distinguished Service Award to Teresa Ewing during conference. Stephanie Hess, NACM’s appointment to the NCSC board, will make the presentation.

2. President-Elect’s Report

Will Simmons

- A. Conference Development Committee Update.
- B. Midyear Conference – Will noted there was a great agenda planned for Midyear. There are a lot of IT folks are attending the conference. Will requested all board members attend the Welcome Reception Sunday evening. All attendees are going to be reminded to rate speakers and sessions. General Survey will be sent out Tuesday afternoon.
- C. Annual Conference update – Annual Conference Planning started early and approximately 90% of the educational program has been completed. On the Sunday of Annual, holding a 12-5 session with something similar to the Leaders Teaching Leaders for State Association Leaders presented at Annual in 2018. Paul mentioned that there is an agreement with NASJE to provide presenters for this session. Jill Goldsmith is the opening plenary. Will reviewed all the

sessions and the speakers with the board. Will and Patti have talked to Jonathan at SJI and have 4-5 strategic priorities for SJI in breakouts: community engagement; opioids, plain language among them. The Chief Justice of Nevada will speak on Civil Justice Initiatives. 3-4 Core Competencies will be focused on each conference moving forward. Vicky mentioned it would be nice to get on NCJFCJ's agenda to do the Core, or going to partner conferences to push NACM products out. Kathy mentioned a conscious effort to get more quality speakers to host the speaking of CORE topics to strengthen presentation

- D. Annual Conference Rates – Will asked for approval of conference rate names: Roll the Dice, Jack Pot, Cash-In. No discussion or reservations. T.J. suggests tweaking the invoice so just the rate listed, not the name. The names were approved.
- E. Conference Attendance Justification Letter – Alyce and Will discussed how members can better show their court leaders they need to attend the conference. It was discussed that it is already on the site.

3. Vice President's Report

T.J. BeMent

A. Education Committee Update

- a. T.J. reported that the Education Committee is starting to gel and having more robust conversations about topics.

B. 2019 Annual Strategic Priorities. T.J. discussed the Goals for 2019 and the board assigned committees responsible for the specific goals as follows:

SFA#1: Membership

GOAL 1: NACM's membership will be more diverse and representative of the court profession.

- 1. Engage non-members at conferences, after webinars, non-renewals, etc. - MEMBERSHIP
- 2. Create a working group to fully identify reasons why State Associations should engage with NACM – STATE ASSOCIATIONS SUBCOMMITTEE
- 3. Increase use of social media for outreach, distribution of materials, etc. - COMMUNICATIONS

GOAL 2: NACM will increase opportunities for members to get involved and be active.

- 1. Create targeted outreach based on state structure, ECP, type of court, role, etc. - MEMBERSHIP
- 2. Develop promotional materials on benefits of membership and conferences with video clips, etc. - MEMBERSHIP
- 3. Create a justification letter and campaigns to increase conference attendance – CONFERENCE DEVELOPMENT
- 4. Make better use of surveys, opportunities for membership data/demographics collection – BOARD

SFA #2: Education and Resources Provided by NACM

GOAL 1: NACM will increase attendance at, and participation in, its educational activities.

- 1. Establish an emerging leaders program - EDUCATION
- 2. Explore variations in education tracks – interactive, Core, credit for attendance, etc. - EDUCATION
- 3. Develop a court leadership skills assessment with career-stage learning rubrics - CORE

GOAL 2: NACM's informational resources and materials will be easily accessible, useful and reflective.

- 1. Create a “database” of *Court Manager* and conference session materials by topic and authors - COMMUNICATIONS

2. Develop website landing pages for key topics – SJI Priorities, webinars, etc. - COMMUNICATIONS
3. Create an annual summary of information produced (webinars, guides, website docs, etc.) – BOARD (President to start)

SFA #3: Advocacy for the Profession

GOAL 1: NACM will be an influential and respected voice on behalf of courts and the profession.

1. Create a variety of talking points for members to use for community outreach - GOVERNANCE
2. Develop a response of the profession to issues of public trust - GOVERNANCE
3. Create opportunities to promote the profession in college programs, partners, etc. – BOARD/GOVERNANCE

SFA #4: Association Governance

GOAL 1: NACM’s governance is representative, responsive, and effective.

1. Generate “thank you” notes to committee members for their service and contribution – COMMITTEE CHAIRS/GOVERNANCE
2. Create a structure for forms, agendas, policies with possible numbers assigned to policies – FRANK/GOVERNANCE
3. Generate “thank you” notes to employers noting committee members’ service and contribution – BOARD/GOVERNANCE

4. Secretary/Treasurer’s Report

Kathy Griffin

A. Budget update and financial report

- a. Kathy asked if any the board had any questions regarding the treasurer’s report. Last year at Annual projections for 2018 were \$97,000, by the Fall Board meeting that was reduced to \$32,000. Total deficit for 2018 will be \$30,000.
- b. Midyear will put us behind where we projected for the 2019 budget – there are 140 paying registrants vs. 221 budgeted. Val is meeting with the hotel regarding the attrition and will be conducting a room audit to make sure all attendees staying in the hotel are credited to NACM.
- c. Survey Monkey account – Kathy is thinking NACM should go ahead and cancel the account. Michelle Dunivan stated that NACM could utilize her employer’s survey software. Paul stated results should be stored somewhere that all board can utilize them. Michelle stated that she would like to see a policy that saves the questions and answer options along with the excel results. After much discussion, Vicky made a motion to keep Survey Monkey, Frank seconded. Angie has used google surveys, but many courts can’t access. Jeffrey Tsunekawa suggested a plugin for survey via the website. The board voted to keep Survey Monkey; Janet will renew.

Break 10:05-10:20 am.

5. Immediate Past President’s Report

Vicky Carlson

A. Past Presidents Committee Update.

- a. The accomplishments of the Past presidents have been added to the website.

B. Nominations Committee Update

- a. Nominations forms have been updated. Vicky requested that committee chairs encourage people on their calls to self-nominate or nominate others from their committees. Personal engagement is important.

C. Board Health Survey

- a. The results of the Board Health Survey will be discussed in Executive Session.

6. Governance Committee

Greg Lambard

A. Summary of committee report

- a. Greg stated that conversations have begun regarding NACM creating original resolutions. A decision has been made to look at public trust in the court system as a first focus. The committee plans to do an original resolution and a podcast. Rick has started working on the resolution and will ask input from board. It is the feeling of the committee that they need to do more than just a resolution.
- b. NACM State of the Profession Draft – There have been a couple of sub-committee meetings thus far. Greg reviewed the draft with the board. The expectation is to have a final draft to Paul in late April/early May.

B. Operations Manual and Appendices Update

- a. Angie discussed changes to the Operations Manual and had worked on formatting. She stated that she would like to have a link to individual appendices. Angie requested feedback from the board on the changes. Angie will take another review of the manual, send to the board for review.

C. Bylaws Change

- a. Greg moved that he would make a conditional approval of the bylaws change from 10 members to 9 to the membership. Rick seconded. All in favor, none opposed. Notification to membership has to be a maximum of 90 days but not less than 30 days ahead of the vote. Discussion regarding the outdated Articles of Incorporation. It was suggested that the board look for a volunteer Virginia Attorney to review the Articles of Incorporation.

7. Membership Committee

Michelle Dunivan

A. Michelle gave a summary of her report:

- a. Michelle thanked Jeffrey for putting together the Membership Committee Update.
- b. ECP has been handling NACM Cares project with Our House Shelter for the Midyear Conference.
- c. The Membership Committee has been struggling with mentorship program; the process for linking people up has been a challenge.
- d. ECP continues to have articles in the *Court Manager*.
- e. The International Subcommittee continues to produce articles.
- f. The State Association subgroup is meeting regularly.
- g. Dual Membership Agreements – the committee has received 3 signed agreements back. Ohio has indicated they do not want to participate. Paul will review.
- h. Data Analysis – Michelle thinks analyzing member data has potential. Trying to pull open source data to focus the committee’s attention on. NACM has good information to move forward on.
- i. Linked In Campaign – Michelle has reached out to the social media coordinator regarding this. Janet will send Michelle a linked in contact.
- j. NACM’s Awards have been rebranded, the Justice Achievement Award has been retitled the Enhancing Justice Award. Submission dates have been made consistent and all nominations are due in April.
- k. Membership Appreciation Week – Jeffrey has put activities together and they are ready to go.
- l. Onboarding emails continue to go out for new members.

- m. Scholarships – 2 awarded for Midyear, 1 opted out. NACM will award 3 scholarships for the Annual Conference. The scholarship subcommittee plans to re-evaluate the scholarships and to see how to change. Alyce suggests making the scholarships larger, and for both registration and travel. Paul mentioned the O tickets are going to be the sole scholarship fundraiser in Vegas and the committee needs to discuss how to promote and raise funds. Michelle mentioned it could be good to get a group rate for those who don't win the tickets and raise money that way.

8. Communications Committee

Alyce Roberts

A. Podcasts*

- a. Podcasts – Alyce asked the board if there were questions about the Podcast Policy. There being no questions, Alyce moved to be accepted. Rick seconded. All in favor, none opposed.
- b. Property Assignment Form – T.J. moved to accept the property assignment form, Alyce seconded. All in favor, none opposed.
- c. Podcast Topics List – Alyce made a motion to approve the podcast topics, Charleston seconded. All in favor, none opposed. The topics were approved for Peter Kiefer to use for upcoming podcasts.
- d. Alyce would like to live podcast from Las Vegas. Peter Kiefer is exploring doing a “poor mans” podcast. Charleston moves to approve the expenditure for 3 webcams for \$250 and move forward with podcasts in Vegas. Alyce seconded. Michelle expressed concern re: quality of filming and how to pull this off. Alyce feels like there is adequate time to test. Paul suggests borrowing 3 cameras and exploring how works, then purchasing equipment. A vote was taken with 9 in favor, 5 opposed. The motion carried.
- e. Alyce presented the podcast logo which will be used for all podcasts.

B. Survey Monkey Subscription – already addressed

C. Records Management & Document Style Policy

- a. Frank reviewed the way records would be set up within box. He also discussed the style guide. Frank will work on a policy to implement the system. Committees should forward info to Frank to put in format and he will start populating the box.

9. NCSC Report

Janet Reid/Patti Tobias/Jennifer Haire

- a. Jennifer Haire mentioned the State of the State Courts data online and Jesse will be presenting at the Annual Conference. Paul mentioned a video featuring Jesse Rutledge (3 minute preview of State of State Courts) and suggested it be made available to the state courts.
- b. Judicial Salary Study is online at nsc.org.
- c. T.J. BeMent is a new National Center for State Courts Board Member, representing NACM.
- d. Registration has opened for CTC Conference in September which will be held in New Orleans.
- e. The Explainer Video, shown at eCourts is online at the National Center Website.
- f. Janet mentioned Shay Robertson was onsite and working at the Center for all things NACM
- g. Patti mentioned NACM is currently involved in 3 projects with the National Center: a project regarding moving cases forward expeditiously, a Municipal Court Special Advisory Committee (Jeffrey Tsunekawa is involved in this) and the third project is on Mental Health (Paul DeLosh is the NACM representative). Recently, SJI approved a 3 year

national initiative on involving the Court Community Response to mental health. The project is waiting for full year funding appropriation to begin implementing Resolution 6, but moving forward with Western Region Summit.

- h. Paul acknowledges transition from Patti to Callie for Education Coordinator and thanked Patti for all the work she has done. Paul talks about the board's appreciation to Patti for pushing policy and procedures. Vicky echoes this sentiment.

10. Conference of State Court Administrators (COSCA)

Jeff Shorba

- a. Paul welcomed Jeff to the board meeting and thanked him for his work with COSCA.
- b. Jeff gave a report on what COSCA is involved in re: FBI national data. The committee is pushing the date of compliance further out, and resolutions should be coming out on this subject soon.
- c. The Court Management Committee is developing tools for mental health in the court system.
- d. Cyber Security – They are trying to understand how to protect courts and how to get vendors to understand concerns.
- e. The National Pandemic Summit sponsored by SJI will be held in Omaha in May.
- f. Fall 2019 – Problem Solving Court Summit will be held.
- g. HR Summit will take place this fall in Phoenix.
- h. COSCA Renewals – Jeff will try to reach out to individuals to get to renew. Jeff will discuss with Paul.
- i. Paul attended the Court Statistics project meeting –Mary McQueen has said she is willing to be the conduit between the states and Measures for Justice. Looking at developing National Standards of Justice.
- j. What is the next step with COSCA? Paul asks what thoughts are to see how NACM can help state courts? Jeff suggests he will mention it to the COSCA education committee.
- k. Callie suggests Will attend the new member orientation for NACM.
- l. Paul congratulated Jeff Shorba for being on the officer path for COSCA.

11. New Business

All

- a. Greg mentioned that Jude Del Preore is retiring and would like to invite board members to provide testimonials/stories to him for the retirement celebration.
- b. Jeffrey mentioned his knowledge of several NACM members passing away and questioned whether something. Is there something that should be done? The board will discuss.

12. Executive Session

Board

There being no further business, the meeting adjourned and the board moved to executive session.