



National Association for Court Management

Strengthening Court Professionals

Midyear Board Meeting
The Westin Charlotte – Harris Room
Saturday February 8th, 2020
9:00 a.m. – 3:30 p.m.

Please review Committee reports and
other documents in the Board Book, available in box.

NOTES

Breakfast will be available in the meeting room starting at 8:30 a.m.
Lunch will be held in the meeting room at 12 noon.

AGENDA

- | | |
|--|------------------------------|
| I. President's Report (20 mins.) 9:00 – 9:20 | Will Simmons |
| A. Welcome and agenda overview | |
| B. Recap of February 7, 2020 Officer's Meeting | |
| C. Approval of December 10, 2019 Board meeting minutes* | |
| D. Partner updates | |
| E. Conference Crisis Plan | |
| F. Conference Announcements – in box | |
|
II. President-Elect Report (20 mins.) 9:20 – 9:40 |
T.J. BeMent |
| A. Midyear Conference housekeeping | |
| B. Annual Conference update | |
| C. JCH Partnership* | |
|
III. Vice President Report (20 mins.) 9:40 – 10:00 |
Kathy Griffin |
| A. Education Committee Report Overview | |
| B. Core e-Learning Initiative* | |
|
IV. Secretary/Treasurer's Report (15 mins.) 10:00 – 10:20 |
Jeffrey Tsunekawa |
| A. Budget update and financial report | |
| B. #WeToo | |
| C. JTC Update | |
|
Break 10:20 – 10:35 a.m. | |
|
V. Immediate Past President's Report (25 mins.) 10:35 – 11:00 |
Paul DeLosh |
| A. Report Overview | |
| B. National Initiative to Improve the Courts Response to Mental Illness | |

- VI. Governance Committee Report (30 mins.) 11:00 – 11:30** **Rick Pierce**
- A. Original Resolution No. 4 of 2019: Balancing Admission of Evidence from Cell Phones and Other Personal Electronic Devices with Courthouse Safety and Security*
 - B. Educational Landing Pages
 - C. National Agenda
 - D. State of the Profession Address

- VII. Membership Committee Report (10 mins.) 11:30 – 11:40** **Michelle Dunivan**
- A. Summary of Committee Report

- VIII. Communications Committee Report (15 mins.) 11:40 – 11:55** **Charleston Carter**
- A. Website
 - B. Court Manager*

Lunch 12:00– 1:00

- IX. Partner Update (15 mins.) 1:00 – 1:15**
- [National Center for State Courts](#) *Janet Reid/Callie Dietz*
 - [Conference of State Court Administrators](#) *Jeff Shorba*

- X. New Business/Open Discussion** **All**

- XI. Executive Session**

- XII. Adjourn (no later than 3:30)**

***Action item**

Lunch will be served in the meeting room at 12:00 p.m.



National Association for Court Management

Strengthening Court Professionals

BOARD CONFERENCE CALL
Tuesday, December 10, 2019 – 2:00 PM ET

MINUTES

PRESENT: Will Simmons, TJ BeMent, Kathy Griffin, Jeffrey Tsunekawa, Paul DeLosh, Charleston Carter, Jeff Chapple, Michelle Dunivan, Frank Hardester, Dorothy Howell, Kelly Hutton, Tina Mattison, Rick Pierce, Angie VanSchoick, Jennifer Haire, Janet Reid, Callie Dietz

1. **Welcome**

Will Simmons

Will welcomed everyone to the meeting. He thanked everyone for the work they are doing and stated that he felt things are going well.

- *Approval of October 19 Meeting Minutes.* Will asked for any corrections to the meeting minutes. There being none, the minutes were approved.

2. **Governance Committee**

Rick Pierce

- *National Agenda* – Rick discussed the progress the Governance Committee has made on the national agenda, which has been the focus of Governance since they last met. The committee met yesterday, and the agenda will move forward. Conference themes will revolve around the National Agenda. The committee will have an aggressive agenda; looking to have a draft by January 2021. They will send out a survey. Plan to work with the State Associations to push the National Agenda out. Will create a strategy to disseminate to AOC's. Opportunity as a national organization that is not available in people's courts or states.

3. **Membership Services**

Michelle Dunivan

- *Membership 2020 Plan* – Michelle gave a brief overview of what the committee is looking to do.
 - The focus of Membership 2020 is to provide membership scholarships and/or membership activities.
 - Would like to encourage non-members to "buy" a membership at the conference for \$20 – nonmembers pay \$20 and get a "trial membership"
 - Michelle reviewed the process to give away scholarships-nominations for anyone at midyear; the criteria is loose. Membership Scholarships may only be received one time. Recipients cannot be current NACM members. The nomination form should have contact information which will be used to contact nominees about NACM initiatives. Forms should be available at plenaries and at the registration desk during check-in. A live raffle for membership will take place at the conference. Michelle thinks that several scholarships should be able to be awarded at the exhibit hall.
 - A separate restricted account for membership funds will be set up. Conference

- scholarships will be a separate fundraising effort.
 - TJ suggested that a change be made to the Ops Manual to describe the various restricted funds.
 - Paul reviewed bylaws article 12 section 6, which states that the board can devise where the gifts go.
- Michelle made a motion to accept the proposal for 2020 that the Membership Committee solicit donations through the website and Paypal. The donations will be used primarily toward membership scholarships that will be provided at Midyear Conference. She further motioned to have nonmembers upgrade to NACM membership at a cost of \$20 at the conference. Rick seconded the motion. 12 in favor, one opposed. No abstentions or questions.
- *Renewal Letters and Exit Survey Updates* – Michelle presented the letters proposed for first (email), second (mail) and third notices (email). Survey would be sent to members before committee meetings. Purged membership will be looked at once a year. Michelle asked if there were any concerns with proceeding. There being none, this will move forward.
<https://www.surveymonkey.com/r/NACMrenewal>
- *LinkedIn Campaign Results* – Michelle reviewed graphics related to the LinkedIn campaign. While disappointed in the end result, there was a lot of interaction on the websites. Needed to bring in 15 memberships to cover cost, which did not occur. However, the campaign did reach a number of people. Membership numbers decreased in Virginia but increased in a few states. Paul mentioned the dropped members from Virginia were court interpreters who didn't feel their membership was worthwhile. Jeffrey feels the exposure from LinkedIn was very positive and suggests finding more cost-effective efforts to do the same thing.
- *Dual Membership List Use* – Michelle requested permission to request dual membership lists for membership purposes. There being no concerns, Michelle will utilize the list one time and the other list will be used for conference promotion.

4. **Communications Committee**

Charleston Carter

- Charleston mentioned he had been in contact with AOC director McKinley Wooten who said he would try to see if he could get people to attend Midyear. Has been in contact with the state association to solicit interest for the conference.
- Charleston has spoken to several colleges and universities regarding benefits for students. Students and professors have expressed interest in participating in NACM.
- January 21 – a webinar is scheduled on Enhancing Caseflow Management.
- Charleston is working with an American University Group with presiding judges which may result in a webinar.

5. NCSC Report

Jennifer Haire

- The National Judicial Opioid Task Force released its final report during fall events. Greg Lambard was the NACM Rep. The final report is on the NCSC Website.
- NCSC hosted the International ODR Forum in Williamsburg.
- Jennifer mentioned that NCSC is looking for input on what priority topics are the focus of court administrators. Jennifer asked folks to forward the survey link they receive to other colleagues.
- The 2019 Public Opinion Research Poll released at the end of this year.
- CTC 2019 videos are online. eCourts will be December 7-9, 2020, at the MGM Resort. Registration will open in January. First 1-250 registered will receive the lowest rate, the next group 251-500 will be at a higher rate and so on. No association rate will be available.

Immediate Past President Paul DeLosh

- Strategic Priorities – Paul reviewed the Strategic Priorities document included in the materials. This was created based on the meeting at the fall board meeting. At the fall board meeting the group did not assign tasks to specific committees; Paul did so with chairs. The document gives goals for the coming year. Hearing no comments or suggested changes, Paul made a motion to approve the annual priorities as presented and include as part of strategic plan on website. Rick seconded. All in favor, none opposed. The motion carried. TJ asked if it could get on the website and put a blurb in Court Express.
- National Open Data Standards (NODS) Project – a presentation was made at the JTC Committee at COSCA Meeting last week. A number of NACM members were part of the committee. The standards are voluntary recommendations to make data elements available to the public. JTC Approved it, the Court Statistics Committee approved it, and the full COSCA board then approved it. Jeffrey vouched for the amount of work done on this project and recommended that NACM adopting this. Will stated he felt comfortable with the work put in and feels it is worth approving. Callie mentioned there has been a lot of thought put into it, and a lot of work, but worth remembering that the standards are voluntary (although she hopes all courts will adopt). Callie has reached out to Nicole Waters, who has agreed to do a workshop on the NODS project at the Midyear Conference.

Paul made a motion that NACM approve the National Open Data Standards as approved by JTC and COSCA. Kathy seconded the motion. 13 in favor, none opposed, one abstained. The motion carried.

- [Website](#)
- [Standards](#)

6. Secretary/Treasurer

Jeffrey Tsunekawa

- *Proposed 2020 Budget* – Jeffrey reviewed the budget memo sent in the board materials, which indicated changes to the 2020 budget since last presented and reviewed the proposed 2020 budget. Kathy asked about the scholarships – 2 for midyear and 4 for annual were confirmed. Jeffrey made a motion to approve the 2020 budget as presented.

Jeff Chapple seconded. There being no further questions a vote was taken. All in favor, none opposed, and no abstentions. The budget was approved.

- *SJI Grant 2020* – Jeffrey indicated the grant was submitted and included in the board materials.
- *2023 Proposed Midyear Conference Location* – Jeffrey compared the two properties presented: the Hyatt Regency Minneapolis and the Hyatt Regency Savannah.
- *2023 Proposed Annual Conference Location* – Jeffrey compared the two locations presented: The JW Marriott and Marriott Water Street Tampa and the Hilton Columbus, Ohio.
- After much discussion, Jeff Chapple made a motion to accept the Hyatt Regency Minneapolis and the JW Marriott and Marriott Water Street Tampa for 2023 properties, Rick seconded. All in favor, none opposed, and no abstentions. The locations for 2023 were approved.

7. Vice President

Kathy Griffin

- Kathy said that the Education Committee has been working on the NACM Document Repository. Does the board feel all Court Manager issues should be in the repository? TJ mentioned only going back 5 years and then having people go back and collect the articles that stand the test of time. After agreement, it was decided this is the direction the committee will go.
- Jeffrey mentioned that the inaugural micro Core Course group is meeting tomorrow.

8. President-Elect

T.J. BeMent

- *Conference Development*: Agenda for Midyear is largely completed. Currently reviewing Annual Proposals and will have a call next week for review. Midyear attendance seems on track for last year.
- Justice Clearinghouse – TJ mentioned the materials are in the board information and asked the Board to look at the proposals and talk through at Midyear.
- TJ will also give an update on NCSC Board.

9. President

Will Simmons

- *COSCA Board Meeting/Rehnquist Dinner* – Will attended the COSCA Board Meeting and Rehnquist Dinner, where he was able to introduce self to the COSCA board. Pete Kiefer has asked for COSCA's input on Ethics. COSCA approved sending out the ethics survey to the COSCA listserv. TJ and Will attended Rehnquist Dinner. It was a nice opportunity to meet other partner organization presidents.
- *JTC/COSCA Midyear Meeting* – Will attended this meeting last week. Paul and Jeffrey also

were present at the JTC meeting. The COSCA Midyear meeting had excellent sessions and Will was able to contribute as to where NACM would fit in on some of the initiatives.

10. **Other/New Business** – There was no other or new business.
11. **Adjourn.** There being no further business the meeting was adjourned.

Association and Organizational Partnership Framework

Thank you for being interested in partnering with Justice Clearinghouse to help serve the needs of your association or community. We're honored to be working with you.

Each of our partnership arrangements is customized to meet the needs of your organization, but usually encompass the below key areas. Each organization will select a combination of elements from these areas that work best to achieve their goals.

Membership



Association pays for an organizational membership \$2200 for up to 2000 members. All association members have access to all JCH webinars, recordings and certificates of attendance.



JCH provides a 25% discount to your association members to be used for individual memberships or agency organizational memberships.

Webinar Production



Association provides potential speakers to JCH to coordinate, schedule and produce 6-12 webinars annually.



Association coordinates with JCH to simulcast select presentations from their conference(s).

Other Revenue Producing Opportunities



Association refers/coordinates potential corporate sponsored webinars which promote the work the corporate partner is doing in the field of criminal justice.



Association works with JCH to develop and produce select topics for multi-part paid workshops which give the opportunity to provide in-depth education on specific topics in a small group, online setting.



Grant funded projects/research – opportunity to distribute findings and learnings through JCH webinars.



Online courses leading to Certifications. Work with JCH to develop online courses which lead to professional certifications.



Continuing Education Units. Co-issue certificates for continuing education credits.

Cross Promotion



Association would share pertinent upcoming webinars with their membership through their variety of communications channels (i.e.: web, social media, newsletters, etc.).



JCH would share information about upcoming conferences in select communications.

PARTNERSHIP AGREEMENT

This agreement is between the:

and

Justice Clearinghouse
1755 Telstar Drive, Suite 300
Colorado Springs, CO 80920

The _____ and Justice Clearinghouse (“JCH”) are collectively referred to as the “*partners*” and desire to enter into a partnership for the mutual benefit of each organization by jointly offering webinars focused on the opportunities, challenges and issues around law enforcement intelligence analysis.

- This partnership agreement can be terminated at any time and by either party with 90-days written notice and will be reviewed in its totality for potential renewal two years from the date of the original agreement. Both organizations will support any webinars or other training events that are scheduled to occur during that 90-day period. Training events that are scheduled beyond that 90-day period will be cancelled.
- Digital Rights: While Justice Clearinghouse retains full rights to the webinar recording, the presenters retain full rights and ownership of their presentation materials. By default, JCH will include a PDF version of the presentation materials for JCH subscribers on the JCH website. If presenters do not wish to share their presentation materials, they must so advise at the time they provide these presentation materials to JCH. Presentation

materials must not contain any images, video, articles, or other content that the presenter does not have a right and/or permission to use.

- _____ and JCH may agree to additional written addendums that update and/or amend this agreement.

COMPENSATION

- JCH works with other partners such as the National Sheriffs' Association to produce "*Corporate Sponsored Webinars*". These events are intended to highlight case studies, research, products and services offered by these for-profit organizations. These webinars must be educational. We require at least one active practitioner be included as a presenter. _____ and JCH will evenly split revenue from these webinars. They will be marketed and produced in the same way "Non-Revenue Webinars" are promoted. These Corporate Sponsored Webinars may be coordinated at the discretion of _____. JCH recommends these sponsored webinars be priced at \$2,500 per event.
- "*Workshop Training*" is a multi-session, on-line live training event that is typically at least three hours long and provide in-depth training for participants on a fee basis (e.g., \$99/participant). _____ will identify Workshop Training that they would like to offer. The JCH and the Association will then both promote and certify these training events and will equally split revenues from these events. Optionally and with agreement by both JCH and _____, these workshops may be converted to fee-based, on-line courses. The JCH and _____ will split proceeds from the on-line course equally in perpetuity while the course is available for purchase.
- "*Grant Funded Webinars*" are those that are produced to meet webinar deliverable requirements specifically identified as part of a grant agreement with a granting authority. JCH will be compensated \$1,000 for each Grant Funded Webinar. _____ will be provided a royalty-free copy of the webinar recording with full rights to incorporate into their website, on-line courses, etc.

- As part of this agreement, JCH will provide up to ____ “Non-Revenue Webinars” over a 12-month period. These are webinars that do not fall into the above definition of Workshop Training, Grant Funded Webinar or Corporate Sponsored Webinar. The purpose of these events is to highlight work the partners are performing in the field of criminal justice. Any interested person may join a live Non-Revenue Webinar at no cost including current and prospective members and the Justice Clearinghouse audience.

WHAT _____ WILL DO

- Promote upcoming webinars to _____ members through email, social media, and at conferences with promotional materials provided by JCH.
- Identify mutually agreeable topics and presenters for up to ____ Non-Revenue Webinars.
- Webinar coordination must be completed and all supporting materials (e.g., webinar title, description and presenter information) provided to JCH at least 60 days prior to the scheduled webinar date.
- _____ will include JCH on its website partner page.
- Within 30 days of the signing of this agreement, _____ will provide an electronic roster of its membership to JCH. At a minimum this roster will include the member first and last name and email address in either a comma delimited format or in Excel. _____ will provide membership roster updates to JCH using one of the above formats at least once per quarter.
- At its discretion, _____ will provide JCH with additional pertinent information and research to assist in topic identification for online training.

WHAT JCH WILL DO

- Work with _____ designated presenters to identify, schedule and coordinate webinars. The presenter(s) will provide a draft webinar title, description and personal biography describing their background as part of webinar supporting materials.
- Include _____ on JCH partners website page.

- Promote upcoming webinars through the JCH website, JCH social media accounts and email.
- For each joint webinar, JCH will promote _____ on the webinar registration page and during the introduction to the webinar.
- JCH will coordinate a tech check with each webinar presenter prior to the webinar to review the webinar sequence of events, features to include in a presentation and address any technical issues or other questions.
- Upon request, provide a list of webinars planned for the next 12 months that can be used for high-level planning purposes.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. This Agreement supersedes all previous communications, representations, or agreements, either oral or written, that may have been made with respect to the subject matter hereof.

AUTHORIZED BY

On this Date: _____

For Justice Clearinghouse:

ORGANIZATION SUBSCRIPTION AGREEMENT

This agreement is between the:

and

Justice Clearinghouse
1755 Telstar Drive, Suite 300
Colorado Springs, CO 80920

The _____ would like to provide its active membership with access to Justice Clearinghouse (“JCH”) resources through an Organizational Subscription.

- _____ will purchase an organizational subscription with a cost of _____ per year. This organizational subscription will provide access for up to _____ members through individual accounts and associated logins. If _____ requires access for more than _____ members, this will be charged in ‘block increments’ of \$100 for every 100 new accounts.
- Within 30 days of payment, the _____ will provide JCH with a roster of its members that should receive an account and login. Prior to sending a roster to the JCH, the _____ may provide members with a method to ‘opt-out’ – these accounts will not be included in the _____ roster and accordingly JCH Accounts will not be created. The JCH will use this information to create individual accounts and will send a “Welcome” email to these members with information about their account and login credentials.

- This one-year subscription will start on the date when all accounts specified in the _____ roster are created and end after 365 days unless the organizational subscription is renewed. Any increase in the renewal price will not exceed 10% in one year.
- Once provided with their account information and login credentials, members will have unlimited access to the entire library of JCH webinars including webinar recordings, workbook, presentation materials (if available) and the ability to download certificates of attendance/completion for webinars and courses they participate in.
- Individual accounts do not include access to special, multi-session workshops. However, _____ members are eligible to receive a coupon offering a 25% discount for these workshops.
- To add or remove accounts, the _____ will provide regular updates of their membership roster to the JCH. The JCH will be responsible for maintaining these records by adding or removing accounts.
- To terminate the Organizational Subscription, an authorized _____ representative must notify the JCH in writing (to include email) that the subscription will be renewed at least four weeks before expiration. On or after the organizational subscription expiration date, all individual accounts within the _____ Organizational Subscription will be disabled.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the JCH and _____ with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. This Agreement supersedes all previous communications, representations, or agreements, either oral or written, that may have been made with respect to the subject matter hereof.

AUTHORIZED BY

On this Date: _____

For the _____

For Justice Clearinghouse:



National Association for Court Management

Strengthening Court Professionals

Education Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 1, 2019	
X	Midyear Progress Report	January 15, 2020	January 14, 2020
	Annual Progress Report	June 17, 2020	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Education Committee	Conference Tracks Established Leadership Assessment / Rubric	Yes Yes	No No	No No	
Conference Development Subcommittee	Midyear Underway and Call for Proposals completed for Annual. Annual Session are being booked and Agenda is nearly completed.	Yes	No	No	
Core Subcommittee	Review of Core Curriculum Determine Core Sessions for Conferences Develop e-learning initiative	Yes Yes Yes	No No Yes	No No Yes	Discussion and action about possible RFP development

Time needed at meeting for Committee report: 20 Minutes

Submitted by: Kathy Griffin

Date: January 14, 2020

**National Association for Court Management
Supplemental Report
For the Year Ended December 31, 2019**

DRAFT

National Association for Court Management

Budget vs Actual

For the Year Ended December 31, 2019

	YTD	Annual Budget	Variance	% Budget
Revenue				
4000 · Membership Dues/Regular	\$ 172,755.00	\$ 180,000.00	\$ (7,245.00)	96%
4005 · Membership Dues/Associate	17,285.00	7,625.00	9,660.00	227%
4010 · Membership Dues/Sustaining	4,300.00	4,500.00	(200.00)	96%
4015 · Membership Dues/Retired	1,340.00	1,600.00	(260.00)	84%
4025 · Membership Dues/Student	315.00	245.00	70.00	129%
4030 · Membership Dues/DUAL	8,150.00	1,200.00	6,950.00	679%
4035 · Membership Dues/eLimited	315.00	900.00	(585.00)	35%
4050 · Scholarship Fund	3,603.53	3,000.00	603.53	120%
4065 · Donations/Other	90,300.00	90,000.00	300.00	100%
4070 · Interest Income/Regular	25,312.55	-	25,312.55	0%
4080 · Unrealized Gain/Loss	91,066.93	3,500.00	87,566.93	2602%
4090 · Fees and Registrations	507,370.69	508,000.00	(629.31)	100%
4095 · In-Kind Revenue	44,092.00	-	44,092.00	0%
4100 · Social/Other Income	8,715.00	10,000.00	(1,285.00)	87%
4110 · Vendor Income	245,890.00	226,875.00	19,015.00	108%
4120 · Sponsorship Income	108,750.00	101,000.00	7,750.00	108%
4130 · Grant Income	156,350.00	156,350.00	-	100%
4140 · Advertising Income	9,497.50	14,500.00	(5,002.50)	66%
4150 · Publication Sales	2,081.00	500.00	1,581.00	416%
Total Revenue	1,497,489.20	1,309,795.00	187,694.20	114%
Expense				
5100 · Travel/General	39,457.30	61,500.00	(22,042.70)	64%
5105 · Travel/President	9,397.74	20,000.00	(10,602.26)	47%
5110 · Travel/Officer	1,432.26	1,500.00	(67.74)	95%
5120 · Travel/Site Visit	5,518.63	4,000.00	1,518.63	138%
5125 · Travel/Association Serv.	15,358.56	20,800.00	(5,441.44)	74%
5130 · SJI Speaker Travel	15,353.59	15,500.00	(146.41)	99%
5200 · Honoraria	15,146.41	15,000.00	146.41	101%
5300 · Conference Expenses	45,046.60	54,849.00	(9,802.40)	82%
5310 · Food and Beverages	431,505.61	418,000.00	13,505.61	103%
5320 · Audio Visual	80,000.00	80,000.00	-	100%
5400 · President's Discretionary	334.26	2,500.00	(2,165.74)	13%
5600 · Scholarships	5,420.00	7,865.00	(2,445.00)	69%
5650 · Awards	853.22	1,300.00	(446.78)	66%
5700 · Presidents Gifts	170.13	400.00	(229.87)	43%
6000 · Telephone	1.13	3,600.00	(3,598.87)	0%
6010 · Webinars	2,427.60	2,988.00	(560.40)	81%
6200 · Postage	2,616.98	4,250.00	(1,633.02)	62%
6300 · Printing/Photocopying	8,519.88	11,125.00	(2,605.12)	77%
6400 · Office Supplies	121.36	100.00	21.36	121%
6410 · LinkedIn	2,000.00	2,000.00	-	100%
6500 · Insurance Expense	7,507.83	7,700.00	(192.17)	98%
6600 · Consultant	47,012.80	52,758.00	(5,745.20)	89%
6610 · Audit Fee	10,480.00	10,000.00	480.00	105%
6700 · Website Devp/Internet Exp	6,550.00	-	6,550.00	0%
6800 · Credit Card Fees	21,179.80	15,000.00	6,179.80	141%
6810 · Licenses & Fees	314.00	281.00	33.00	112%
6820 · Admin Supp/Contract Fee	393,079.21	384,523.00	8,556.21	102%
6950 · Depreciation	4,433.29	-	4,433.29	0%
7000 · Grant Match-Travel	5,620.54	15,500.00	(9,879.46)	36%
7010 · Grant Match-Honorarium	44,395.59	15,000.00	29,395.59	296%
7020 · Grant Match-Audio Visual	97,855.82	96,150.00	1,705.82	102%
7030 · Grant Match-Admin Support	67,857.00	67,857.00	-	100%
Total Expense	1,386,967.14	1,392,046.00	(5,078.86)	100%
Change in Net Assets	\$ 110,522.06	\$ (82,251.00)	\$ 192,773.06	

National Association for Court Management
Budget Vs Actual - Mid Year Conference
For the Year Ended December 31, 2019

Class Code:	Annual Conference- SJI Grant 1010	Annual Conference- Other 1000	Total Annual Conference 1000	Annual Conference Budget	Annual Conference % of Budget
Revenue					
4090 • Fees and Registrations	-	428,010.69	428,010.69	414,300.69	103%
4095 • In-Kind Revenue	-	39,092.00	39,092.00	-	0%
4100 • Social/Other Income	-	8,610.00	8,610.00	8,235.00	105%
4110 • Vendor Income	-	185,900.00	185,900.00	181,900.00	102%
4120 • Sponsorship Income	-	96,250.00	96,250.00	96,250.00	100%
4130 • Grant Income	-	-	-	108,800.00	0%
Total Revenue	-	757,862.69	757,862.69	809,485.69	94%
Expense					
5125 • Travel/Association Serv.	-	172.36	172.36	-	0%
5130 • SJI Speaker Travel	853.59	10,359.29	11,212.88	12,500.00	0%
5200 • Honoraria	-	9,700.00	9,700.00	10,000.00	97%
5300 • Conference Expenses	-	36,183.65	36,183.65	43,400.00	83%
5310 • Food and Beverages	-	388,438.85	388,438.85	363,000.00	107%
5320 • Audio Visual	60,000.00	-	60,000.00	60,000.00	100%
5400 • President's Discretionary	-	240.10	240.10	-	0%
5650 • Awards	-	853.22	853.22	1,300.00	66%
5700 • Presidents Gifts	-	170.13	170.13	400.00	43%
6200 • Postage	-	1,318.41	1,318.41	2,000.00	66%
6300 • Printing/Photocopying	-	-	-	100.00	0%
6400 • Office Supplies/Expense	-	4.28	4.28	-	0%
6500 • Insurance Expense	-	2,000.00	2,000.00	2,000.00	100%
6600 • Consultant	26,300.00	-	26,300.00	26,300.00	100%
6800 • Credit Card Fees	-	369.30	369.30	-	0%
6810 • Licenses & Fees	-	264.00	264.00	128.00	206%
7000 • Grant Match-Travel	-	4,666.94	4,666.94	11,500.00	41%
7010 • Grant Match-Honorarium	-	39,092.00	39,092.00	10,000.00	391%
7020 • Grant Match-Audio Visual	-	68,667.64	68,667.64	76,150.00	90%
Total Expense	87,153.59	562,500.17	649,653.76	618,778.00	105%
Change in Net Assets	\$ (87,153.59)	\$ 195,362.52	\$ 108,208.93	\$ 190,707.69	

National Association for Court Management

Budget Vs Actual - Mid Year Conference

For the Year Ended December 31, 2019

Class Code:	Mid Year Conference- SJI Grant 1510	Mid Year Conference- Other 1500	Total Midyear Conference 1500	Mid Year Conference Budget	Mid Year Conference % of Budget
Revenue					
4090 • Fees and Registrations	-	94,110.00	79,360.00	88,000.00	90%
4095 • In-Kind Revenue	-	5,000.00	5,000.00	0.00	0%
4100 • Social/Other Income	-	105.00	105.00	3,000.00	4%
4110 • Vendor Income	-	59,990.00	59,990.00	42,375.00	142%
4120 • Sponsorship Income	-	12,500.00	12,500.00	17,700.00	71%
4130 • Grant Income	156,350.00	-	156,350.00	47,550.00	329%
4140 • Advertising Income	-	-	-	-	0%
4150 • Publication Sales	-	-	-	-	0%
Total Revenue	156,350.00	171,705.00	313,305.00	198,625.00	158%
Expense					
5100 • Travel/General	-	234.61	234.61	-	0%
5130 • SJI Speaker Travel	840.65	3,300.06	4,140.71	3,000.00	138%
5200 • Honoraria	446.41	5,000.00	5,446.41	5,000.00	109%
5300 • Conference Expenses	-	8,467.30	8,467.30	11,449.00	74%
5310 • Food and Beverages	-	34,395.35	34,395.35	55,000.00	63%
5320 • Audio Visual	20,000.00	-	20,000.00	20,000.00	100%
6200 • Postage	-	541.95	541.95	1,500.00	36%
6500 • Insurance Expense	-	629.01	629.01	500.00	126%
6600 • Consultant	19,550.00	-	19,550.00	19,550.00	100%
6800 • Credit Card Fees	-	1,153.64	1,153.64	-	0%
7000 • Grant Match-Travel	-	953.60	953.60	4,000.00	24%
7010 • Grant Match-Honorarium	-	5,303.59	5,303.59	5,000.00	106%
7020 • Grant Match-Audio Visual	-	29,188.18	29,188.18	20,000.00	146%
Total Expense	40,837.06	89,167.29	130,004.35	144,999.00	90%
Change in Net Assets	\$ 115,512.94	\$ 82,537.71	\$ 183,300.65	\$ 53,626.00	

National Association for Court Management
Budget Vs Actual - Other Program
For the Year Ended December 31, 2019

Class Code:		Communications 2000	Court Manager 2020	Court Express 2030	Membership 3000	Guides 4000	Restricted-Special Project Fund 6000	General Operations 9000	Total Other	Other Class Budget	Other Class % of Budget
Revenue											
4000 - Membership Dues/Regular	\$	-	\$ -	\$ -	\$ 172,755.00	\$ -	\$ -	\$ -	\$ 172,755.00	\$ 180,000.00	96%
4005 - Membership Dues/Associate		-	-	-	17,285.00	-	-	-	17,285.00	7,625.00	227%
4010 - Membership Dues/Sustaining		-	-	-	4,300.00	-	-	-	4,300.00	4,500.00	96%
4015 - Membership Dues/Retired		-	-	-	1,340.00	-	-	-	1,340.00	1,600.00	84%
4025 - Membership Dues/Student		-	-	-	315.00	-	-	-	315.00	245.00	129%
4030 - Membership Dues/DUAL		-	-	-	8,150.00	-	-	-	8,150.00	1,200.00	679%
4035 - Membership Dues/eLimited		-	-	-	315.00	-	-	-	315.00	900.00	35%
4050 - Scholarship Fund		-	-	-	-	-	2,103.53	1,500.00	3,603.53	3,000.00	120%
4065 - Donations/Other		-	-	-	-	-	-	90,300.00	90,300.00	90,000.00	100%
4070 - Interest Income/Regular		-	-	-	-	-	-	25,312.55	25,312.55	-	0%
4080 - Unrealized Gain/Loss		-	-	-	-	-	-	91,066.93	91,066.93	3,500.00	2602%
4090 - Fees and Registrations		-	-	-	-	-	-	-	-	-	0%
4140 - Advertising Income		2,000.00	6,597.50	900.00	-	-	-	-	9,497.50	14,500.00	66%
4150 - Publication Sales		-	1,045.00	-	-	1,036.00	-	-	2,081.00	500.00	100%
Total Revenue		2,000.00	7,642.50	900.00	204,460.00	1,036.00	2,103.53	208,179.48	426,321.51	307,570.00	139%
Expense											
5100 - Travel/General		-	-	-	-	-	-	39,222.69	39,222.69	61,500.00	64%
5105 - Travel/President		-	-	-	-	-	-	9,397.74	9,397.74	20,000.00	47%
5110 - Travel/Officer		-	-	-	-	-	-	1,432.26	1,432.26	1,500.00	95%
5120 - Travel/Site Visit		-	-	-	-	-	-	5,518.63	5,518.63	4,000.00	138%
5125 - Travel/Association Serv.		-	-	-	-	-	-	15,186.20	15,186.20	20,800.00	73%
5300 - Conference Expenses		-	-	-	-	-	-	395.65	395.65	-	0%
5310 - Food and Beverages		-	-	-	-	-	-	8,671.41	8,671.41	-	0%
5400 - President's Discretionary		-	-	-	-	-	-	94.16	94.16	2,500.00	4%
5600 - Scholarships		-	-	-	-	-	2,420.00	3,000.00	5,420.00	7,865.00	69%
6000 - Telephone		-	-	-	-	-	-	1.13	1.13	3,600.00	0%
6010 - Webinars		-	-	-	-	-	-	2,427.60	2,427.60	2,988.00	81%
6200 - Postage		-	-	-	-	-	-	756.62	756.62	750.00	101%
6300 - Printing/Photocopying		-	8,310.00	-	-	-	-	209.88	8,519.88	11,025.00	77%
6400 - Office Supplies/Expense		-	-	-	-	-	-	117.08	117.08	100.00	117%
6410 - LinkedIn		-	-	-	2,000.00	-	-	-	2,000.00	2,000.00	100%
6500 - Insurance Expense		-	-	-	-	-	-	4,878.82	4,878.82	5,200.00	94%
6600 - Consultant		-	-	-	-	-	-	1,162.80	1,162.80	6,908.00	17%
6610 - Audit Fee		-	-	-	-	-	-	10,480.00	10,480.00	10,000.00	105%
6700 - Website Devp/Internet Exp		-	-	-	-	-	-	6,550.00	6,550.00	-	0%
6800 - Credit Card Fees		-	10.32	-	481.91	2.97	-	19,161.66	19,656.86	15,000.00	131%
6810 - Licenses & Fees		-	-	-	-	-	-	50.00	50.00	153.00	33%
6820 - Admin Supp/Contract Fee		-	-	-	-	-	-	393,079.21	393,079.21	384,523.00	102%
6950 - Depreciation		-	-	-	-	-	-	4,433.29	4,433.29	-	0%
7030 - Grant Match-Admin Support		-	-	-	-	-	-	67,857.00	67,857.00	67,857.00	100%
Total Expense		-	8,320.32	-	2,481.91	2.97	2,420.00	594,083.83	607,309.03	628,269.00	97%
Change in Net Assets		\$ 2,000.00	\$ (677.82)	\$ 900.00	\$ 201,978.09	\$ 1,033.03	\$ (316.47)	\$ (385,904.35)	\$ (180,987.52)	\$ (320,699.00)	



National Association *for* Court Management

Strengthening Court Professionals

Immediate Past President Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 1, 2019	
X	Midyear Progress Report	January 15, 2020	January 14, 2020
	Annual Progress Report	June 17, 2020	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Strategic Plan – 2020 Annual Priorities	Complete. Discussion to determine 2020 annual priorities held 11/20/29 at Fall Board meeting. Plan updated and posted on website .	Y	N	N	
Board Health Survey	Complete. Survey distributed 1/3/20.	N	Y	N	Discuss results to celebrate and commend board and strategies to address any noted suggestions.
2020-21 Board Nominations	Nomination and Declaration forms and website posting complete. Marketing and outreach to commence in the Midyear Conference timeframe as in previous years. Suggestions for Committee to be made.	N	N	N	

Time needed at meeting for Committee report: < 5 Minutes on report; 15-20 minutes for Board Health Survey based on Presidnet's discretion.

Submitted by: Paul DeLosh

Date: 1/14/20



National Association for Court Management

Strengthening Court Professionals

Governance Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 1, 2019	
X	Midyear Progress Report	January 15, 2020	
	Annual Progress Report	June 17, 2020	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Ethics Committee	The subcommittee developed and distributed a survey of ethics codes and ethic review boards to courts and administrative offices. COSCA, through its members will disseminate the survey. Submissions of ethics codes and review board opinions are on the website.	yes	No	no	
Resolutions	The resolutions subcommittee submitted an original resolution on the concern of smart phones and PED's in courtrooms and court facilities.	No	Yes	yes	The board will vote on this resolution at the meeting. Resolution is attached and may be found on Resolutions landing page.
Educational Landing pages	Content and design of landing pages for educators and students as well as funding authorities is in the preparation stage. The design has been completed and some of the content has been added to the page. Will preview at our meeting	Yes	Yes	no	Minimal, suggestions for content from Board members

Time needed at meeting for Committee report: 20 Minutes

Submitted by: Rick Pierce

Date: January 15, 2020

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
National Agenda	This subcommittee convened one conference call as of the date of this report and another just prior to this Board meeting. We have recruited twelve board and NACM members that include past presidents as well as ECPers. The committee is drafting a survey that may serve in part as an RFI to be submitted to COSCA and perhaps other partners such as NASJE, CCPIO and AJA on the content of this document as well as the strategies to employ for making this National Agenda a vibrant, living statement of the profession of court management	Yes	Yes	no	Some discussion, no action should be required at this time. We will need a chair of this committee since both Governance chairs roll off their role in July.
State of the Profession Address	A subcommittee consisting of Greg Lambard, Angie, Nicole Garcia, Kim Free and Rick has been formed and met on January 28. Although this report was submitted prior to the call, Rick and Angie will share contents of the call at Board meeting.	Yes	minimal	No	Content of the call and outline of action plan for development of the SOP



National Association for Court Management

Strengthening Court Professionals

Original Resolution No. 4 of 2019

Balancing Admission of Evidence from Cell Phones and Other Personal Electronic Devices with Courthouse Safety and Security

WHEREAS, the National Association for Court Management (NACM) has made meaningful access to the justice system for all a core tenant; and

WHEREAS, NACM acknowledges that with respect to cell phone use in courthouses, it is appropriate to balance the security risks posed by cell phone use with the needs of litigants, especially those who are self-represented; and

WHEREAS, these security risks entail the potential for such a device to be used as a weapon and or as a means of intimidation through video or audio recording capabilities; and

WHEREAS, NACM recognizes that cell phones have become an integral part of daily life for many litigants, serving as an essential tool for communication, research, information storage, and safety; and

WHEREAS, NACM recognizes that this trend is not limited to cell phones and that other types of personal electronic devices (PEDs), including laptop computers and tablets, also have become an integral part of daily life for many litigants;

WHEREAS, NACM recognizes that litigants with increasing frequency are seeking to show judges material that is stored on cell phones and other PEDs during judicial proceedings, and are asking that it be admitted or treated as evidence; and

WHEREAS, the evidence litigants are seeking to present on cell phones and other PEDs comes in many forms, including but not limited to photographs, call logs, text and short message service messages, emails, video recordings, voice mail messages and other audio recordings, social media posts, and satellite map images; and

WHEREAS, this growing trend is particularly evident during certain types of judicial proceedings, which, by their nature, tend to involve large numbers of self-represented litigants, such as landlord-tenant eviction actions, child custody hearings, and restraining and harassment order hearings; and

WHEREAS, judges presented with evidence on cell phones or other PEDs during judicial proceedings are often faced with the difficult task of striking the appropriate balance between

adherence to the rules of evidence, which must be maintained in proceedings where such rules apply, and facilitating the ability of all litigants, including self-represented litigants, to be fully and fairly heard; and

WHEREAS, resolving both practical issues, such as whether the judges themselves should physically handle the cell phone or other PED to observe the evidence, and issues of an evidentiary nature, such as assessing the authenticity of the evidence, whether other evidence (e.g., the full text message exchange) should be admitted for purposes of completeness, and whether the probative value of the evidence is substantially outweighed by the danger of unfair prejudice or some other danger; and

WHEREAS, litigants, particularly those who are self-represented, often appear in court without additional copies of the evidence on their cell phones or other PEDs, thereby giving rise to issues such as the adequacy of notice to an opposing party (where the proceedings are not ex parte) and the need properly to preserve the evidence for the record and appeal; and

WHEREAS, judges may not have been provided with adequate guidance to assist them in dealing with these and other issues that can arise when a litigant seeks to present evidence on a cell phone or other PED; and

WHEREAS, the NCSC-COSCA-NACM Joint Technology Committee identified in their *Managing Digital Evidence in Courts* that court management systems are not currently designed to manage large quantities of digital evidence and which means that courts and industry must find creative ways to deal immediately with the dramatically increasing volume of digital evidence, while planning for and developing new capabilities; and

WHEREAS, courthouses, often due to budgetary limits, are not always equipped with the technical equipment or resources that might better assist judges and litigants, especially self-represented litigants, in the presentation, consideration, and preservation of evidence on cell phones and other PEDs;

NOW, THEREFORE, BE IT RESOLVED that the National Association for Court Management encourages its members to consider adopting policies or protocols to guide and assist judges in dealing with the many practical and evidentiary issues that can arise when a litigant, particularly a self-represented litigant, seeks to present evidence on a cell phone or other PED in balance with safety and security risks that the cell phone or PED can bring with them.

Adapted from a resolution of the Council of Chief Justices and Conference of State Court Administrators at their 2019 Annual meeting on July 31, 2019.



National Association for Court Management

Strengthening Court Professionals

Membership Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 1, 2019	
X	Midyear Progress Report	January 15, 2020	
	Annual Progress Report	June 17, 2020	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
LinkedIn Campaign	Completed. While this did result in immediate financial ROI, there was substantial brand exposure.	Yes (1.3)	No	No	
2020 Membership Scholarship	All 3 prongs of this initiative will be live during the Midyear conference, and effectiveness will be evaluated for program continuation at the Annual Conference.	Yes (1.1, 1.6)	No	No	
Merchandise	Amazon Merch application accepted; need to select artwork and make it available to members.	Yes (1.4, 2.2)	No	No	
ECP: Conference responsibilities	Speed Networking event and NACM Cares Charity planned and prepared for Midyear conference	Yes (1.1, 1.4)	No	No	
ECP: Publications	Podcast support provided for Generations episode, and Court Manager article completed.	Yes (2)	No	No	
ECP: Mentorship	Will check in with participants in preparation for Annual Conference.	Yes (2.8, 2.10)	No	No	

Time needed at meeting for Committee report: 10 Minutes

Submitted by: Michelle Dunivan

NEW MEMBERS TO NACM						
	2014	2015	2016	2017	2018	2019
January	46	37	24	33	41	24
February	28	34	16	22	11	13
March	25	30	17	40	31	48
April	36	30	39	17	23	59
May	52	65	22	32	40	26
June	25	36	18	23	21	21
July	19	15	16	20	9	20
August	20	11	47	11	6	24
September	10	11	15	10	17	8
October	13	23	16	14	11	15
November	9	10	21	18	12	12
December	14	16	38	12	29	17
TOTAL:	297	318	289	252	251	287

TOTAL MEMBERS						
	2014	2015	2016	2017	2018	2019
January	1716	1713	1747	1755	1791	1734
February	1685	1723	1732	1756	1751	1683
March	1672	1719	1714	1778	1746	1694
April	1708	1731	1727	1769	1743	1752
May	1746	1781	1733	1784	1752	1762
June	1748	1787	1719	1780	1745	1746
July	1734	1747	1679	1754	1715	1726
August	1715	1733	1696	1744	1722	1720
September	1703	1729	1694	1744	1667	1714
October	1695	1734	1694	1744	1646	1706
November	1682	1730	1709	1762	1662	1709
December	1693	1736	1737	1762	1696	1715
Average:	1708.08	1738.58	1715.08	1761	1719.67	1721.75

DROPPED/PURGED MEMBERS						
	2014	2015	2016	2017	2018	2019
January	-30	-24	-17	-24	-28	-1
February	-67	-36	-37	-30	-56	-75
March	-47	-49	-38	-36	-42	-53
April	-28	-28	-34	-32	-37	-22
May	-44	-31	-25	-23	-44	-35
June	-36	-43	-43	-33	-35	-46
July	-35	-58	-61	-54	-44	-48
August	-42	-31	-34	-30	0	-39
September	-27	-19	-19	-16	-73	-20
October	-25	-23	-17	-19	-35	-29
November	-23	-19	-12	-14	-13	-20
December	-9	-17	-18	-21	-1	-18
TOTAL:	-413	-378	-355	-332	-408	-406

REINSTATED MEMBERS						
	2014	2015	2016	2017	2018	2019
January	12	7	4	9	16	11
February	8	12	6	9	5	10
March	9	15	3	18	6	14
April	28	10	8	6	11	21
May	30	16	9	6	13	19
June	13	13	11	6	7	9
July	2	4	5	8	5	8
August	3	6	4	9	1	9
September	5	4	2	6	1	6
October	4	5	1	5	3	6
November	1	5	6	14	17	8
December	6	7	8	9	6	7
TOTAL:	121	104	67	105	91	128

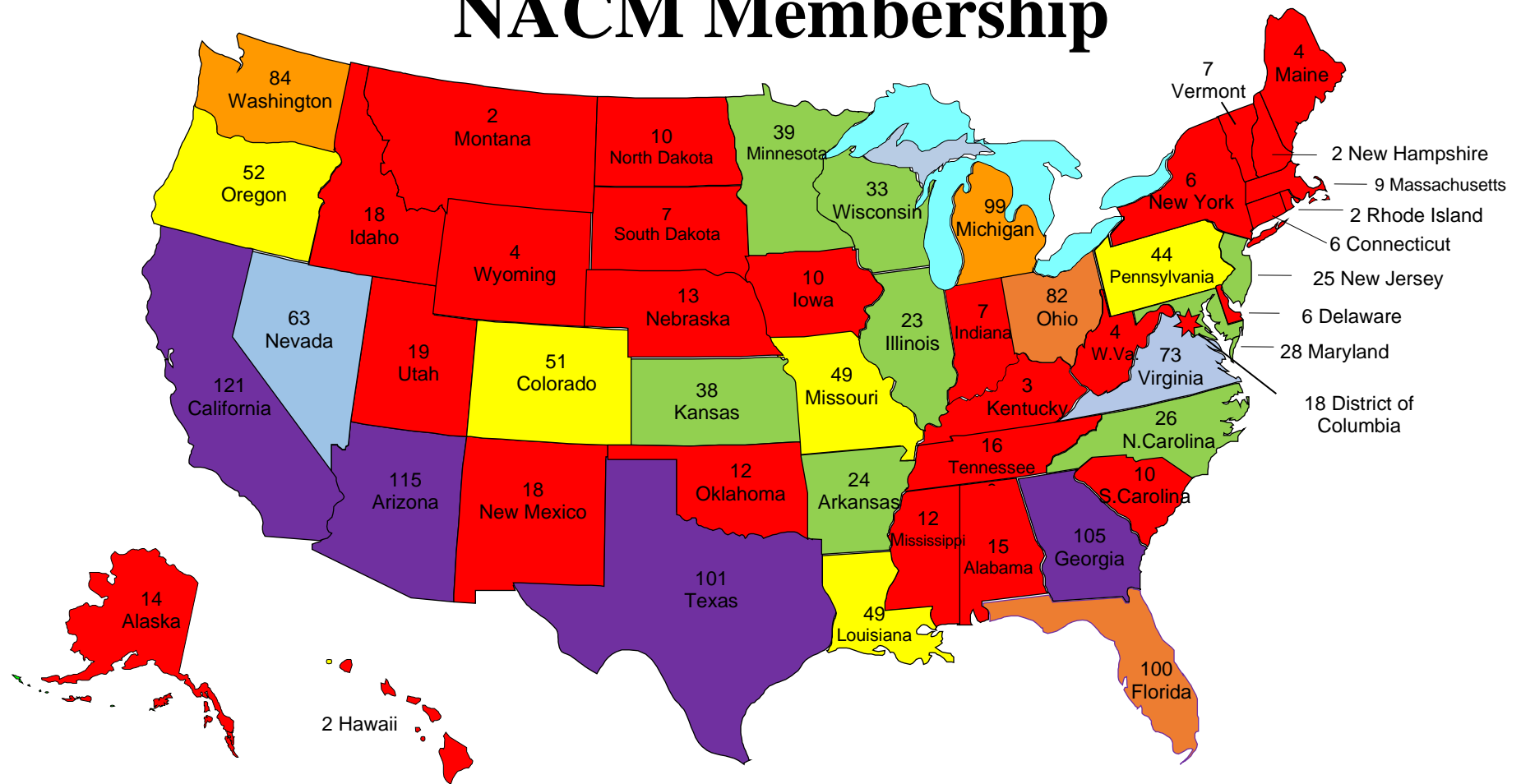
NACM Membership Numbers																		
2012			2013			2014			2015			2016			2017			
Month	Members	Gain/Loss	Month	Members	Gain/Loss	Month	Members	Gain/Loss	Month	Members	Gain/Loss	Month	Members	Gain/Loss		Members	Gain/Loss	
January	1808	10	January	1770	14	January	1716	28	January	1713	20	January	1747	11	January	1755	18	January
February	1812	4	February	1737	-33	February	1685	-31	February	1723	10	February	1732	-15	February	1756	1	February
March	1797	-15	March	1728	-9	March	1672	-13	March	1719	-4	March	1714	-18	March	1778	22	March
April	1805	8	April	1723	-5	April	1708	36	April	1731	12	April	1727	13	April	1769	-9	April
May	1791	-14	May	1708	-15	May	1746	38	May	1781	50	May	1733	6	May	1784	15	May
June	1796	5	June	1717	9	June	1748	2	June	1787	6	June	1719	-14	June	1780	-4	June
July	1785	-11	July	1705	-12	July	1734	-14	July	1747	-40	July	1679	-40	July	1754	-26	July
August	1763	-22	August	1682	-23	August	1715	-19	August	1733	-14	August	1696	17	August	1744	-10	August
September	1748	-15	September	1675	-7	September	1703	-12	September	1729	-4	September	1694	-2	September	1744	0	September
October	1743	-5	October	1668	-7	October	1695	-8	October	1734	5	October	1694	0	October	1744	0	October
November	1749	6	November	1672	4	November	1682	-13	November	1730	-4	November	1709	15	November	1762	18	November
December	1756	7	December	1688	16	December	1693	11	December	1736	6	December	1737	28	December	1762	0	December
TOTAL YEAR +/-		-42	TOTAL YEAR +/-		-68	TOTAL YEAR +/-		5	TOTAL YEAR +/-		43	TOTAL YEAR +/-		1	TOTAL YEAR +/-		25	TOTAL Y

2018		2019			TOTAL	
Members	Gain/Loss		Members	Gain/Loss	Month	Gain/Loss
1791	29	January	1734	38	January	130
1751	-40	February	1683	-51	February	-104
1746	-5	March	1694	11	March	-42
1743	-3	April	1752	58	April	52
1752	9	May	1762	10	May	89
1745	-7	June	1746	-16	June	-3
1715	-30	July	1726	-20	July	-173
1722	7	August	1720	-6	August	-64
1668	-55	September	1714	-6	September	-95
1647	-21	October	1706	-8	October	-36
1662	16	November	1709	3	November	42
1696	34	December	1715	6	December	102
EAR +/-	-66	TOTAL YEAR +/-		19	TOTAL	-102

	2015	2016	2017	2018	2019
Jan	37	24	33	41	28
Feb	34	16	22	11	14
Mar	30	17	40	31	50
Apr	30	39	17	23	59
May	65	22	32	40	26
Jun	36	18	23	21	21
Jul	15	16	20	9	20
Aug	11	47	11	6	24
Sep	11	15	10	17	8
Oct	23	16	14	11	15
Nov	10	21	18	12	15
Dec	16	38	12	29	17
New Members	318	289	252	251	297
Percentage of membership	18%	17%	14%	15%	17%
Members Jan 1	1713	1736	1737	1762	1734
Members Dec 31	1736	1737	1762	1696	1715
RETENTION RATE	0.8277875	0.8341014	0.8693149	0.8200908	0.8047673
	82.78%	83.41%	86.93%	82.00%	80%

*New Members + New Complimentary Members

NACM Membership



NACM Members

U.S. Territories:

American Samoa	2
Puerto Rico	1
Virgin Islands	3

International:

Australia	4
Canada	10
China	1
Guam	4
Luxembourg	1
Marshall Islands	1
Montserrat	1
Nigeria	1
Saipan	1
Scotland	1
Singapore	2
Ukraine	1

Total U.S. and Territories – 1687

Total Membership -1,715

Total members by state

1 to 20	Red
21 to 40	Green
41 to 60	Yellow
61 to 80	Blue
81 to 100	Orange
Over 100	Purple

NATIONAL ASSOCIATION FOR COURT MANAGEMENT	
MEMBERSHIP REPORT	
December 2019	
(12/1 -12/31/19)	
November 2019 Total	1709
New	17
New Complimentary	0
Reinstated	7
Dropped/Purged: (0 dropped, 18 purged)	-18
Total Membership	1715
Membership By Categories:	
Complimentary	69
Complimentary Associations	9
eLimited - Year 1	0
eLimited - Year 2	1
eLimited - Year 3	28
International eLimited	0
Honorary	32
Regular	1,294
Dual	91
Associate	127
Retired	32
Student	8
Subscriber	11
Sustaining	13
Total Membership	1,715
Renewed this month	
Membership by Expiration Date:	
10/31/19	27
11/30/19	86
12/31/19	127
1/31/20	107
2/29/20	196
3/31/20	193
4/30/20	154
5/31/20	114
6/30/20	88
7/31/20	96
8/31/20	50
9/30/20	64
10/31/20	83
11/30/20	115
12/31/20	55
1/31/21	27
2/28/21	4
3/31/21	3
4/30/21	3
5/31/21	2
6/30/21	2
7/31/21	1
9/30/21	2
10/31/21	2
11/30/21	6
12/31/21	2
1/31/22	1
3/31/22	1
6/30/22	1
10/31/22	1
11/30/22	1
10/31/25	1
1/31/99	1
12/31/99	93
9/30/2101	2
11/30/2101	1
5/31/2102	1
8/31/2102	1
1/31/2103	1
Total Membership	1,715



National Association for Court Management

Strengthening Court Professionals

Communications Committee Progress Report Form – 2019-2020

	Report	Due Date	Submission Date
	Fall Progress Report	October 1, 2019	
X	Midyear Progress Report	January 15, 2020	January 14, 2020
	Annual Progress Report	June 17, 2020	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Podcasts	January 16, 2020: Bail Reform February 20, 2020: Cell Phones and the Courts March 19, 2020: Courts and the Opioid Crisis For 2019 there have been 2,079 plays of the podcasts with approx. 110 regular listeners. Episodes air monthly on the third Thursday.	Yes ¹	No	No	
Webinars	January 2020 Webinar: <i>Enhancing Caseload Management to Ensure Effective Assistance of Counsel</i> . January 28 at 1:00 p.m. EST . Format is 40-minute presentation and 20-minute Q&A.	Yes	No	No	

¹ SFA#1, Goal 1.3 Increase use of social media for outreach, distribution

2020 Media Guide	NACM Media Guide Subcommittee Chair is Amanda Marshall and Vice-Chair is Frank Hardester. First drafts are due Marh 20, 2020. Complete Guide review on April 10, 2020. Final draft is due April 17, 2020.	Yes	No	No	
Social Media	Kevin Lane posts on all social media sites. Instagram membership/followers continue to increase. Followers are on multiple platforms. Research shows when and what times to post: 11:00 a.m.; 3:00 p.m.; 8:00 p.m. EST NACM members encouraged to forward court information to Kevin for posting on social media.	Yes	No	No	
Website	<ol style="list-style-type: none"> 1. Resource Index – Report on Progress 2. Website Landing Pages – Topic specific: Project work pending completion of the Resource Index project. Audience specific: Project work pending 3. Website Statistics <p>Proposal for potential advertisement options. Strategic plan updated on website: December 13.</p>	Yes²	Yes	No	Jeffrey Tsunekawa to review for Board
Court Manager	Accepting applicatons for new volunteer editor positon through January 20, 2020. Spring 2020 edition copy deadline: January 10; Magazine posted online March 27.	No	Yes	Yes	
Court Express	March 2020 Edition copy deadline: February 14, 2020 Distribution: March 6, 2020	No	No	No	

Time needed at meeting for Committee report: 15 Minutes

Submitted by: Chair Charleston Carter

Date: January 14, 2020

² SFA #2, Goal 2.1-Create a “database” of Court Manager and conference session materials by topics and authors; and 2.2 Develop website landing pages for key topics – SJI priorities.