



**NACM Governance Committee  
Conference Call Meeting Minutes**

A conference call via telephone and online webinar of the NACM Governance Committee was held on Wednesday, June 19<sup>th</sup>, 2019 at 2:00 PM (EST). The meeting was called to order at 2:03 PM (EDT) by Greg Lambard, Chair. The meeting proceeded as follows:

**I. Roll Call and Introductions**

The following committee members and guests were present:

- TJ BeMent
- Nicole Garcia
- Kathy Griffin
- Peter Kiefer
- Greg Lambard
- Rick Pierce
- Janet Reid (NCSC)
- Alyce Roberts
- Will Simmons
- Jeffrey Tsunekawa
- Angela VanSchoick

**II. Review of Minutes**

The minutes from the May 15, 2019 meeting were reviewed and approved as submitted.

**III. Review of the 2019 Voice of the Profession Survey**

Greg reviewed the proposed update to the Voice of the Profession (VOP) Survey. Largely the survey is remaining the same in order to allow us to track opinions of the membership over time. Some new issues were added in response to the open-ended answers received last year. Additionally, one new question will be asked focusing on what members feel NACM should be doing to move forward on the number one issue from last year, public confidence in the courts. The Committee accepted the proposed changes.

**IV. Update on the 2019 State of the Profession Address**

Rick Pierce provided an update on the work of the State of the Profession (SOP) working group. The address has been drafted and is under review by Paul DeLosh. The last piece will be to

develop imagery to show during the speech. There will probably be one more meeting to finalize the address, as it may still be a bit long in its current iteration.

## **V. Operations Sub-Committee Update**

Angie VanSchoick discussed the work of the operations sub-committee. The sub-committee's review of the operations manual is complete including the inclusion of hyperlinks to the "Box" (i.e., the Cloud location where NACM is storing shared documents). The Governance Committee approved moving the changes to the Board for a vote. The group congratulated Angie on a very productive year for the sub-committee.

The NACM Records Management Policy created by Frank Hardester was reviewed. After some discussion it was agreed that the policy will need further review by a smaller group. In the next Board year Angie will have the Operations sub-committee work with Frank on the policy.

## **VI. Ethics Sub-Committee Update**

Peter Kiefer provided an update for the sub-committee. The sub-committee has created a survey they wish to send out to courts and administrative offices throughout the Country. Peter reported that they have vetted the survey and sent it out to ethics subcommittee members as a beta test. The goal is to identify employee ethics review boards and to collect ethics review opinions if they are public. Peter asked that folks take a look at the survey instrument and provide any feedback by June 24<sup>th</sup>. The sub-committee wishes to disseminate the survey in the next calendar year.

Peter said they are developing a catalog of ethics codes. Peter will be talking with Jeffrey Tsunekawa in the weeks to come about posting the catalog on the website. This will be a living document that will be updated with more ethics codes as they are identified. The sub-committee currently has a couple codes from Florida, court reporters, court interpreters, federal court employees, and old AJS code. They are still working on the list of ethics issues and challenges and will eventually get that posted on the website.

Alyce asked whether the subcommittee wanted ethics documents from courts that have opted against adopting a code of ethics. Peter clarified that the sub-committee wants all materials that address ethics and this includes states that have not adopted a code of conduct and instead use something else.

## **VII. Annual Conference**

Greg noted that the in-person Governance Committee meeting will occur on Wednesday, July 24<sup>th</sup> 1:30-2:30 PDT in Monet 2. That same day 3:30-4:30 PDT in Monet 3, we will conduct a SIG

on reaction to the SOP Address, reaction to the VOP results, and a discussion on the future of the NACM National Agenda.

**VIII. New/Other Business**

No new business was brought up.

**IX. Adjourn**

The meeting was adjourned at approximately 2:40 PM (EDT). The next meeting of the committee will occur on Wednesday, July 24<sup>th</sup> 1:30-2:30 PDT in Monet 2 at the Bellagio Hotel in Las Vegas.

**Respectfully Submitted:**

Greg Lambard

Governance Committee Chair