



**NACM Governance Committee
Conference Call Meeting Minutes**

A conference call via telephone and online webinar of the NACM Governance Committee was held on Wednesday, August 16, 2017 at 2:00 PM (EST). The meeting was called to order at 2:05 PM (EST) by Greg Lambard, Chair. The meeting proceeded as follows:

I. Roll Call and Introductions

The following committee members and guests were present:

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|-----------------|---------------------|
| - T.J. BeMent | - Greg Lambard |
| - Russell Brown | - Rick Pierce |
| - Vicky Carlson | - Janet Reid (NCSC) |
| - Sarah Couture | - Jeffrey Tsunekawa |
| - Mark Dalton | - Angela VanSchoick |
| - Julie Dybas | - Mark Weinberg |
| - Peter Kiefer | |

Greg noted that this year Julie Dybas and Rick Pierce will both serve as co-chairs of the Governance Committee. Sub-committees will be handled as follows: Julie will be handling NACM in Action, and Bylaws & Operations Manual (with Mark Dalton as co-chair); Rick will be handling Resolutions and Strategic Planning; and Peter Kiefer will continue to handle the Ethics sub-committee.

II. Potential Governance Objectives for the Year

It is the intention of Vicky Carlson, president of NACM, to have the Board designate objectives for the various association committees at the Fall Board meeting on September 30th. In order to offer the Board input on the potential work of the Governance Committee this year, a number of draft objectives were developed for review. The list came from the strategic plan and from the previous discussions of the committee.

- a. Develop, present and institutionalize a State of Court Management address*
- b. In partnership with the Communications Committee further develop a communication strategy (including media engagement), to bolster the National Agenda specifically and NACM generally*
- c. Further develop the concept of the "Voice of the Profession" and how NACM can serve in that role for presentation to the Board*

- d. Continue the efforts of the Ethics Committee to focus on education, publications and membership needs*
- e. Develop and institutionalize an annual process to review and update the Operations Manual*
- f. Review resolutions and propose original resolutions for consideration of the Board*
- g. Track the implementation of the Strategic Plan*

In reviewing the draft list of objectives, Vicky asked what type of original resolutions the committee might be exploring. Greg responded that original resolutions may spring out of the effort to have NACM serve as the Voice of the Profession. It was noted that TJ BeMent had the committee discuss this concept last year, and that with the Board's consent that discussion will continue this year.

The members of the committee were invited to consider the draft objectives and offer additions, deletions, edits and so forth by the next meeting.

III. Operations Manual Annual Update Process

Continuing the discussion that occurred at the annual conference in July, the committee discussed the development of an annual updating process for the Operations Manual. At that meeting the idea had been put forward that in order to make the update process less onerous a scheme should be developed to review manageable sections of the manual each year. Mark Dalton noted that the operations manual was updated two years ago and the appendices were just updated last year, so this year a further update is probably not necessary. He noted that beyond working on outlining an updating process for coming years, there also needs to be a discussion on what structure the manual should take. For instance what should be included in appendices, what items should be covered by links to outside material, and so on. Russell Brown noted that it is likely that the process would require more frequent updates to the appendices than the manual itself as forms and such tend to change more often. Volunteers were solicited for the sub-committee. Rick Pierce, Angela VanSchoick, and Russell Brown volunteered to join Julie and Mark on the sub-committee.

IV. New/Other Business

At the next committee meeting Peter will be giving an update on the activities of the Ethics sub-committee, there may be some resolutions to discuss, and the discussion on the Voice of the Profession will be restarted. Volunteers were solicited for the resolutions sub-committee and Julie and Mark Weinberg volunteered to join Rick. [Subsequent to the meeting Angela VanSchoick volunteered for the resolutions sub-committee]

There was a request by committee members for a roster of the committee to be distributed. The current roster is available on the NACM webpage at

[https://nacmnet.org/sites/default/files/Governance Committee Roster%202017-2018.pdf](https://nacmnet.org/sites/default/files/Governance%20Committee%20Roster%202017-2018.pdf).

Greg had reached out to see if anyone on the roster was not able to stay on the committee this year, and one person did drop off. He committed to reaching out to folks who have been inactive for some time to see if they wish to stay involved, and to then update the roster accordingly.

V. Adjourn

Greg thanked everyone for attending the call and their continued service to the association. There being no other business, the meeting was adjourned at approximately 2:40 PM (EST).

Respectfully Submitted:

Greg Lambard

Governance Committee Chair