



## POST-CONFERENCE BOARD MEETING

THURSDAY, JULY 26, 2018

12:30 - 2:30 PM

Rooms 301/303

### AGENDA

1. Welcome and Introductions *Paul DeLosh*
2. Debrief of Annual Conference *All*
3. NACM/NCSC Relationship/Explanation of responsibilities *NCSC*
4. Board Resources
  - a. Board Resource Guide
  - b. NACM email (*see Page 3*)
  - c. Connected Community
5. Conference Call Schedule (*see Page 5*) *Paul DeLosh*
6. NACM Permanent and Standing Committees *Paul DeLosh*
  - a. Nominations
  - b. Governance
  - c. Communication
  - d. Education
    - i. Conference Development
  - e. Membership Services
  - f. Past Presidents
7. 2018-19 Strategic Priorities *Paul DeLosh*
  - a. Priority #1: Member Engagement
  - b. Priority #2: Financial Stability
  - c. Priority #3: Partnership Maximization
  - d. Priority #4: Board Recruitment/Engagement

8. Conflict of Interest Policy and Emergency Contact *Will Simmons*
9. Next steps for New Board Members (*see Page 7*) *Paul DeLosh*
10. Upcoming in-person Meeting Dates *Paul DeLosh*

**Fall Board Meeting, Las Vegas, NV**

Officers: Monday, September 17, 2018

Board: Tuesday and Wednesday, September 18-19, 2018

**Midyear Conference, Little Rock, AR**

Officers: Friday, February 8, 2019

Board: Saturday, February 9, 2019

**Annual Conference, Las Vegas, NV**

Pre-conference:

Officers: Friday, Jul 12, 2019

Board: Saturday, July 13, 2019

Post-conference:

Board: Thursday, Jul 18, 2019

11. Adjournment (no later than 2:30 PM) *Paul DeLosh*



## Board E-Mail

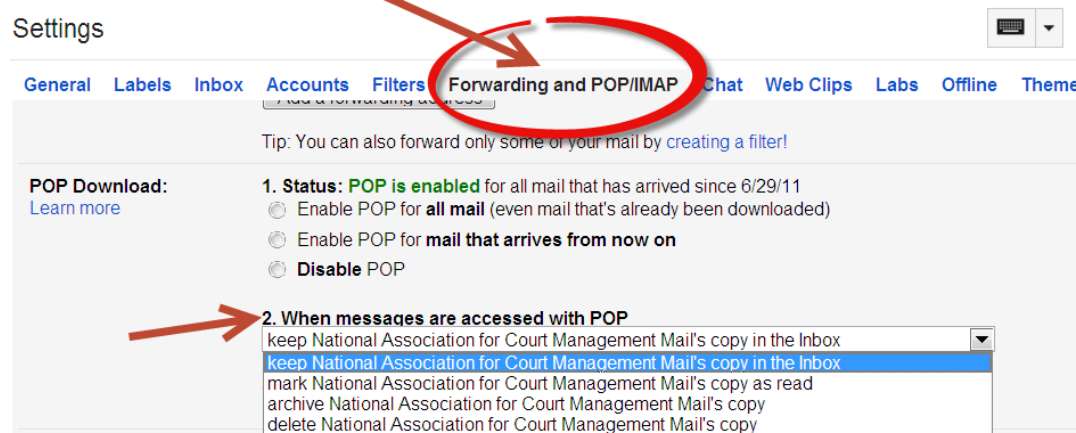
E-mail accounts (**firstname@nacmnet.org**) for board business and communication are available for all board members and are set up by the Secretary/Treasurer via gmail. New board members can login using the password NACMNET2018. You will want to change your email after the first login.

The NACM website and letterhead directs members to this email address. Please check your mailbox regularly (at least once or twice each week) or forward it to another email address (i.e. your work address).

### Managing forwarded emails

To retain a copy of received emails in your Gmail account after forwarding, under Settings select "Forwarding and POP/IMAP" as shown below. Go to "POP Download:" and select the appropriate option under "2. When messages are accessed with POP."

**Note:** Should you select the "delete...." option, you will not see the incoming messages in your Gmail account.



### Groups

This function is not currently being used.

Contacts ([contacts.google.com/a/nacmnet.org/nacmboard](https://contacts.google.com/a/nacmnet.org/nacmboard))

You can find a listing of all NACM contacts under “Directory.” In addition a [board@nacmnet.org](mailto:board@nacmnet.org) and a [officers@nacmnet.org](mailto:officers@nacmnet.org) address has been set up which reaches all board members in the former and all officers in the latter. Please note, Association Services staff are not included in these addresses, so you will need to add them to your message if they need to be included.

### Adding your NACM account to your existing devices

Your NACM email account and calendar can be added to most accounts and devices (i.e. Outlook, iPhone, Android, etc.). For complete directions on access to the Board site, forwarding email, syncing calendars, etc., please see the [NACM Board Google Functionality](#) instructions.

### Adding an Auto Signature

You can cut and paste this sample and modify it as needed:



**Vicky Carlson**

Immediate President, Board of Directors  
National Association for Court Management  
Telephone: 952-496-8207

[vicky@nacmnet.org](mailto:vicky@nacmnet.org)



**Please contact the current NACM Secretary/Treasurer if you need assistance.**



**2018-2019 NACM OFFICERS AND BOARD  
CONFERENCE CALL/MEETING SCHEDULE**

All times listed are Eastern Time

August 2, 2018 (Thursday)	New Board Members	3:00 – 4:00 p.m.
August 15, 2018 (Wednesday)	Committee Chairs	3:00 – 4:00 p.m.
August 30, 2018 (Thursday)	Officers	2:00 – 4:00 p.m.
September 11, 2018	Board	2:00 – 4:00 p.m.
October 2018	Officers & Board	Officers Retreat – October 12 Fall Board Meeting – Oct. 13 & 14 Las Vegas, NV
October 18, 2018 (Thursday)	New board Members	3:00 – 4:00 p.m.
November 8, 2018 (Thursday)	Officers	2:00 – 4:00 p.m.
November 13, 2018 (Tuesday)	Committee Chairs	3:00 – 4:00 p.m.
December 3, 2018 (Monday)	Board	2:00 – 4:00 p.m.
December 13, 2018 (Thursday)	New board members	3:00 – 4:00 p.m.
January 3, 2019 (Thursday)	Officers	2:00 – 4:00 p.m.
February 2019	Officers & Board	Officers Retreat – February 8 Midyear Board Meeting- February 9 Little Rock, AR
March 5, 2019 (Tuesday)	Officers	2:00 – 4:00 p.m.
April 2, 2019 (Tuesday)	Board	2:00 – 4:00 p.m.

April 4, 2019 (Thursday)	Committee Chairs	3:00 – 4:00 p.m.
April 30, 2019 (Tuesday)	Officers	2:00 – 4:00 p.m.
May 2, 2019 (Thursday)	New board members	3:00 – 4:00 p.m.
June 4, 2019 (Tuesday)	Board	2:00 – 4:00 p.m.
July 2019	Officers & Board	Officers Retreat – July 12 Annual Board Meeting – July 13 Las Vegas, NV



## **New NACM Board Members July 2018**

### ***What to do within the first week:***

- (1) Sync NACM email and calendar
- (2) Add all of the NACM Board conference calls to your calendar
- (3) Add all of the NACM Board meetings and conferences to your calendar
- (4) Send your headshot and BIO to Janet Reid ([jreid@ncsc.org](mailto:jreid@ncsc.org))

### ***What to do by August 31<sup>st</sup>:***

- (1) Read through Resource guide
- (2) Review materials on NACM Board webpage
- (3) Participate in one New NACM Board Member conference call
- (4) Participate in at least two NACM committee conference calls

### ***What to do by October 1<sup>st</sup>:***

- (1) Commit to complete at least one project for a Committee or Subcommittee
- (2) Read through the NACM [Operations Manual](#)
- (3) Read through NACM [Strategic Plan](#)
- (4) Read through the NACM [Bylaws](#)

### ***Important Notes:***

- (1) Board engagement is expected
- (2) Nearly all communication is done via email and conference calls
- (3) Attendance on Board calls, at Board meetings, and at both conferences is expected