



# National Association for Court Management

*Strengthening Court Professionals*

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## NACM BOARD MEETING MINUTES

### Tuesday, September 15, 2020, 2:00 p.m. ET

PRESENT: T.J. BeMent, Kathy Griffin, Jeffrey Tsunekawa, Rick Pierce, Will Simmons, Charleston Carter, Angie VanSchoick, Michelle Dunivan, Kent Pankey, Jeff Chapple, Kelly Hutton, Dorothy Howell, Greg Lambard, Tina Mattison, Jennifer Haire, Jesse Rutledge, Jude DelPreore, Erin Carr

#### 1. Welcome –

- a. TJ asked if there were any changes to June 3<sup>rd</sup> meeting minutes. No changes were received, minutes are approved. TJ welcomed everyone to the board for the year.

#### 2. President

- a. Virtual Education Series Update – we're in week 5 now.
  - i. TJ gave an update on number of people registered each week and that the majority are non-members. Good opportunity to do outreach and we are capturing registration information from those people as well. Erin reported that we are up to 18 new members at the \$65 rate.
  - ii. The swag box was just advertised in the latest email blast. TJ approved \$300 from President's discretionary to provide NACM swag in the swag box. Talked about putting a flyer in the swag box as well. TJ reached out to Jonathan Mattiello at SJI and asked if we need to put anything in the swag box contributing to SJI and he said just a notice that the virtual is SJI funded.
  - iii. Rick said he thought the PA presentation went well last week with the exception of internet issues. They reported to him that it is more involved than what OnServices made it out to be in terms of recording. They were told to plan to be online no more than 30 mins prior to recording. They said it took easily up to an hour. Thought maybe it depends on presenter, but they reported they didn't have a warm experience with OnServices.
  - iv. Tina reported her experience with OnServices was great and that perhaps it depends on their comfort levels.
  - v. TJ asked for Will's experience. He thought it was great. He and his team prepared by meeting twice before the Live event. Will said it was helpful that Val would notify him when a chat message was coming through, so he knew to look for it and answer.
  - vi. Jude said Jason from OnServices is providing everyone with tests to check bandwidth and lighting before their recording.
  - vii. TJ said he thought SIGS went well last week – conversations were good, and people didn't feel stifled in GoTo Meeting environment. Will commented that Angie did a fantastic job as a host. Kathy reminded Jeffrey that he has the next SIG session in 2 weeks. Tina has the last one on Oct 22.
- b. Partner Updates – Trying to use first Friday to give everyone highlights.
  - i. TJ is excited about Edwin Bell joining the national center as new director of racial justice, equity and inclusion. Edwin will start the first week of October. TJ said

Edwin would be part of discussions we're working on regarding equity and inclusion.

- ii. TJ is continuing to reach out quietly to partners to do check-ins. Checked in with NCJFCJ had a good convo with Joey. She wanted him to pass along that they're creating a court administration committee to make sure there's a connection between judges and those of their members who are in court management within juvenile and family courts. She asked TJ to help be an initial voice. Asked if other board members who are also NCJFCJ members will be part of that conversation as well in the future. NCJFCJ asked NACM board members to be part of their SJI grant project – TA provider around family and juvenile court topics.
- iii. CITOC award process is still open – share with your committees until early part of October to help us get submissions in.

### **3. President-Elect**

#### **a. Conference Items –**

- i. Call for Proposals went out, survey included for NACM members to take to get a pulse on membership on whether we should go virtual or be in-person. TJ said COSCA has a similar survey out as well. Kathy said a lot of this impacts the budget prep that Erin and Rick are doing. Kathy suggested getting a proposal for LiveStream for live and virtual. Jesse chimed in with info from COSCA survey so far. There were 35 respondents – half said they have an out of state travel ban, almost all being indefinite. Half have reduced or limited travel budgets, almost half will have to quarantine when they return from out of state. NCSC will be going virtual for Fall Events, eCourts will be Virtual, CCJ Midyear meeting in Feb 2021 will be virtual as well.
- ii. Kathy reported on conference themes. Jude has been reaching out to various plenary speakers. Thinks it will come down to whether we can sustain a midyear in Jacksonville. We can have 125-130 attendees at the hotel due to COVID. Can we justify having a conference for budget purposes? Would we get 125 or do we go virtual and do it in 1.5-2 days, charge a registration fee and try to make up a little bit of money? She said this is the decision we'll be facing now. TJ added that 125-130 limit due to plenary room for separation due to meals and set up for AV.
- iii. Hotel is willing to work with us if we're willing to commit to go there in 2024. Do we want to sign another contract that would hold us to a midyear instead of regional events? They could accommodate us for an annual conference, but an issue she sees is that Tampa is so close to Jacksonville so for 3 straight years the conferences would be all in the South. Kathy asked for thoughts from everyone.
  1. Jeffrey wouldn't be opposed to charging registration fee if it was virtual. Noticed that some national conferences he previously attended thinks that nominal registration fee is much more appealing to have people attend. Another option is to do in-person and virtual combo. May be a way to have people attend virtually and in person. If we do in-person need to make sure NCSC staff is able to attend as well.
  2. Kathy shared info from administrators in Florida. Last correspondence was in June, many were saying they would send anywhere from 6-10 people to our midyear.
  3. Rick asked if there is a cut off date for waiving a penalty if we were to cancel? TJ said no pandemic clause in contract but that's why were gathering survey info to get additional concessions for attrition or lower food and beverage from the hotel to reduce the penalty to us. TJ said for board to be prepared to call an emergency meeting to make a decision in

regard to midyear and the hotel.

#### **4. Vice President**

- a. Nothing to report.

#### **5. Secretary/Treasurer**

- a. Rick reported that he'll be traveling to Williamsburg to meet with Erin on Thursday and Friday to prepare the initial draft of the SJI grant and the 2021 budget.

#### **6. Immediate Past President**

- a. Will reported that the Past Presidents will meet next Tuesday. Looking forward to working with group and Jude as past president and Education Consultant. TJ asked that Will encourage past presidents to complete the survey and share their thoughts on midyear.

#### **7. Communications Committee**

- a. There is an opportunity for a sponsored webinar on PASS: Best Practices for Upgrading Court Records - PSBA and CDIA (Background screening) on November 5<sup>th</sup>, if available and approved by board. The sponsor indicated he'd be interested in doing another sponsored webinar before midyear or for a midyear session.
  - i. Charleston asked if the board was in favor or against someone doing sponsored webinar on Nov. 5<sup>th</sup>. Greg asked if anyone would be tied up with the election since it is so close to that. Charleston said if that's an issue we can do the following week. TJs initial reaction is that since they were willing to pay sponsorship fee and the timing is after our virtual education session, he's all for it. There being no objections, Kathy made a motion to move forward with sponsored webinar on November 5<sup>th</sup>, Dorothy seconded the motion. Rick asked the time of the webinar. Charleston said 2pm ET. No objections, all are in favor.
- b. Che' Alexander asked to do two sponsored webinars: one for the first week of December 2020 and one for the first full week of January 2021. TJ mentioned if we can get December one in that would fill our 3 for the year. TJ thanked Charleston for continuing to gather sponsored webinars. Kudos for Charleston for selling sponsored webinars for a "special" rate of \$2,000 even though that's our regular rate.

#### **8. Governance Committee**

- a. Committee meets tomorrow – Angie sent out agenda this morning. They are working on National Agenda, had a couple more COSCA replies this week. Meeting on September 29<sup>th</sup> at 2pm ET. She thinks they're making good progress after several months of not doing anything to it.
- b. Updating operations manual, asked if any committees have anything that changed in last couple of years to forward it to her so it can be added/updated. She doesn't think a lot has changed since she updated it last but wanted committees to be aware that an update is occurring.
  - i. TJ wants them to be mindful of language that is out there on conferences – virtual (midyear or annual) that allows for an either/or of virtual. TJ thinks everything was winged going into business meeting but thinks they did a great job following bylaws.
- c. Closer to the beginning of the year the committee will start thinking of the state of the profession.

#### **9. Membership Committee**

- a. Committee met earlier this month and talked about how to bring California, Texas, Florida, and New York into membership committee. Idea was to invite reps from those states to committee and talk to them about their thoughts on getting more members from their states on board.
  - i. After that meeting, Tina had a few people reach out – FL willing to help. CA reached out and mentioned that there were a lot of retirements. These were the

founding people of NACM and really instrumental in formative years of NACM. CA rep pointed Tina in the direction of state advisory group for court executives. She's going to reach out to chair of that and see if she can get an audience with that group. She also has a list of state court organizations and is trying to reach out to those associations within states to see if we can get members out of that area.

- ii. TJ appreciates them looking at other groups for outreach. He mentioned that in 80s and 90s NACM was the only group on the block and since then there are smaller niches of groups. We need to remind folks that they can belong to more than one group.
- b. ECP group is doing videos on "what membership means to me".
- c. Michelle added that t-shirts have 17 sales since conference started.

#### **10. NCSC Report**

- a. Jesse reported that TJ and Jesse have started doing regular check-ins so that line of communication between NCSC and NACM remain as open as they can be.
- b. Mentioned that Center is excited for Edwin Bell to join.
- c. Moving most upcoming events from in-person to virtual. Biggest conference of the year would have been eCourts and the Center is working on virtual plan. Taking notes and lessons from NACM of adaptation of content to virtual.
- d. Jesse is aware that there is an ongoing conflict of the schedule on Thursday afternoons between NACM and CCJ COSCA Rapid Response Team as their webinar time also.
- e. Jude spoke to Nora Sydow about helping with topics for midyear and rapid response team. Jesse has a meeting tomorrow with them and Jude asked for him to entice them to submit proposals.

#### **11. Other Business**

- a. Kathy just received an email back from someone from Florida. They have an 8.5% funding reduction from their governor. "If Feds don't help, cuts will be required."

#### **12. Executive Session – no business for executive session.**

#### **13. Adjourn – There being no other business to report the meeting was adjourned.**