



**BOARD CONFERENCE CALL**  
**Tuesday, September 11, 2018 – 2:00 PM**

**MEETING MINUTES**

Present On Call: Paul DeLosh, Will Simmons, TJ BeMent, Kathy Griffin, Greg Lambard, Rick Pierce, Michelle Dunivan, Frank Hardester, Tina Mattison, Angie VanSchoick, Charleston Carter, Jennifer Haire, Janet Reid, Patti Tobias, Vicky Carlson, Jesse Rutledge, Alyce Roberts  
Absent: Julie Dybas

1. **President's Report** *Paul DeLosh*
  - a. Approval of July 21, 2018 Pre-conference Board Meeting Minutes (page 3)  
Approval of July 26, 2018 Post-conference Board Meeting Minutes (page 10). Paul asked if any corrections or revisions to either set of minutes. There being none, the minutes were approved.
  - b. Post-con reports – Paul discussed the post-conference evaluation reports. They are being reviewed currently and will be distributed to all board members. Paul reviewed the highlights. Generally very high comments, with some good feedback. Still lagging behind with feedback on app. A comment made at the Conference Development meeting was that the content of session did not matching title. The post conference report will be sent out to the board for review shortly.
  - c. Partnerships
    - i. CCJ/COSCA – Paul discussed the resolutions approved by CCJ/COSCA at their meeting. 8 were presented this year. The resolutions have been sent to Rick & Greg to start the review process to determine if NACM will support or create NACM's own resolution on the subject, or not take any action. Rick confirmed the resolution subcommittee will be meeting on September 17 to review. Greg noted from the survey from the State of the Profession, this may determine the direction of some resolutions. Greg noted that results from the State of the Profession survey may determine the direction to take on some of the resolutions. (option)
    - ii. NASJE
      1. Skill-building training – Paul noted that he spoke with NASJE to formalize an ongoing partnership where they present a session at the annual conference. NASJE would like to do something formal, they are working on putting something in writing (not necessarily a MOU). NASJE wants the exposure to NACM membership. Paul and Tony Simmones of

NASJE will get together to iron out format. Vicky mentioned that the State Association Leaders need an opportunity to come together and discuss matters important to them.

2. Suggestions for topics were: Adult education theory, CORE (Kathy suggests incorporating a NASJE presenter into the CORE session at conferences), communication-related topics, such as small group communication

iii. NAWJ

1. #WeToo in the Legal Workplace. NAWJ received an SJI grant to create this. Paul will be meeting with President Tanya Kennedy regarding a webinar on this topic.

d. Open Board Position

i. Determination and process to fill

1. Article V, Section 3. *A vacancy in the position of Director may be filled by the affirmative vote of a majority of the remaining Officers and Directors at the next regularly scheduled Board meeting. Persons so appointed shall serve until the close of the annual meeting.* After discussion, the decision to solicit the membership to fill the board seat by publishing a call for applications in the next Court Express on September 26; the board will review and make a decision at the Fall Board Meeting. The board discussed that while they may make the appointment, the process needs to be transparent to the membership. Paul suggested that names of departing board members are not included in the announcement. Once a new board member is appointed, then it was determined that it would be appropriate to thank [the departing member] for his service. Paul requested a vote. TJ made a motion to announce to the membership there is a vacancy that the board will consider filling at November meeting in the September Court Express. Names should be submitted to a specific person. Greg seconded the motion. All in favor, none opposed, the motion carried.

- ii. 90-day period (page 13). Paul introduced a draft policy regarding a 90-day period for a board member to find a position or have to resign from the board. Will reviewed the draft language to be added to the operations and procedures manual. Alyce suggests extending the grace period to six months. The board agrees to change language to “up to 90 days with up to an additional 90 days based on board approval”. Kathy made a motion to adopt the language for a period of up to 90 days with the possibility of an extension for an additional period up to 90 days with individual petition and approval of the board. It was agreed that the wording will be revised and presented at the fall board meeting.

2. **President-Elect’s Report**

*Will Simmons*

- a. Conference Development Committee Update – the committee will meet next

Tuesday at 2pm. 27 proposals were received from the Call for Proposals. The review panel will review and score, which will determine sessions. The conference theme is Advancing Courts Today to Meet the Challenges of Tomorrow. Final decisions for sessions on September 26.

- b. 2019 Conference Registration Rates – The midyear rates were reviewed. Will made a motion to adopt the rates for Midyear as stated by Janet Reid. Vicky seconded Will's motion. No discussion. All in favor, none opposed. The motion passed and the rates were approved. Annual rates will be reviewed at the fall board meeting.

### **3. Vice President's Report**

*T.J. BeMent*

- a. Education Committee Update – The committee will kickoff on September 20. A notice was sent out a week ago. TJ asked board members to share the invite with committee members.
- b. State Association Kickoff on 9/12. Looking to get feedback on state Association Call regarding the Leaders Teaching Leaders session.
- c. Annual Priorities - Strategic Plan – Fall Board meeting preview. In the next week, board members will receive information regarding planning and background materials to determine annual priorities. There will be some work for folks to do ahead of time.
- d. 2020 Social events – TJ had a call with the officers regarding moving forward with social event for 2020. TJ has received a proposal from Mardi Gras World which is in walking distance from the hotel, will be bringing up for fall board meeting approval.

### **4. Secretary/Treasurer's Report**

*Kathy Griffin*

- a. 2019 Budget process – Kathy and TJ will be in Williamsburg October 14-16 for budget planning for the 2019 year. As far as 2018 – revenues over budget, but expenses over budget as well. Projection to end the year with a deficit of approximately -\$75,000. Budget discussion at the board meeting will include suggestions regarding cuts.
- b. 2021 Site selection – Initial list of locations sent out for RFP, will receive results possibly this week.
- c. SJI Grant – Kathy is working on the SJI grant and trying to get information together.

### **5. Immediate Past President's Report**

*Vicky Carlson*

Vicky reported that a past president's call will take place October 10. Agenda items include discussing how past presidents can bring value to NACM. Past presidents are looking for more ways to be involved, potentially as mentors.

### **6. Communications Committee**

*Alyce Roberts*

- a. Webinar Sponsorship Policy (page 14). Janet reviewed a couple of suggestions to the policy. Changes will be made and sent back out to the board. No other suggestions were made.

- b. The Domestic Violence Webinar will take place November 8.
- c. A new Court Express edition will be out on September 26. Copy deadline was Sept 10. Court Manager out on October 9.
- d. Kevin Lane has been appointed as a social media coordinator. Communications will be meeting with him regarding this role.
- e. Website update – State Association subcommittee link broken. State Association resources may need updating.
- f. Press Release Policy – Alyce and Frank are working on a policy to share with board members. A draft is in packet and comments are welcome. Board members please send changes to Alyce and Frank; an updated policy will be sent to the board for review. Communications Committee will be developing templates.
- g. Podcasts. At the last Communications Committee meeting, there was discussion of NACM hosting podcasts to continue discussions of issues for shared interest groups. Peter Kiefer has a vision for this and sent his thoughts to the committee. A meeting will take place September 10 to discuss this further. Rick suggested promoting the center’s podcasts; Jesse said this would be fine. Rick and Charleston will get more information and report back.

**7. Governance Committee**

*Greg Lambard*

- a. A number of responses have been received for the voice of the profession survey. The committee will be culling through this information to see how NACM can provide service to the membership.
- b. State of the Profession Address – a webpage is being developed for educators and students as a means of reaching a new demographic. This landing page will be referenced within a targeted campaign to educators.
- c. Resolutions will be addressed by the committee to move forward in various ways.

**8. Membership Services**

*Paul DeLosh*

- a. Paul announced that Michelle Dunivan will chair the membership services committee.
- b. A monthly schedule for the member services committee is being determined and will be posted moving forward.

**9. NCSC Report**

*Jesse Rutledge*

- a. In the interest of time Jesse suggested he send information to the board via email.

**10. Other Business**

*All*

- a. Higher logic (marketing outreach) – An email was sent from Higher Logic to several board members. Paul confirmed that this business is the platform for connected community.

- b. Zoom – Alyce had sent some information out regarding zoom. Would like committee chairs to try out and see if they want to utilize.
- c. Janet requested board members send their travel itineraries to her by 9.28
- d. There being no further business, the board retreated to executive session.



# National Association for Court Management

## *Strengthening Court Professionals*

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### NACM ANNUAL BOARD MEETING AGENDA

Saturday, July 21, 2018 ~ Rooms 206/207

Present: Vicky Carlson, Paul DeLosh, Will Simmons, T.J. BeMent, Scott Griffith, Jeffrey Tsunekawa, Jeff Chapple, Julie Dybas, Kathy Griffin, Rick Pierce, Dawn Palermo, Alyce Griffin, Greg Lambard, Janet Reid, Jesse Rutledge, Patti Tobias

Guests: Mary McQueen, NCSC; Callie Dietz and Jeff Shorba, COSCA; Judge Tamara Curry, National Association of Probate Judges; Judge Douglas Beach, National Association of Presiding Judges and Court Officials

#### A. President's Report

*Vicky Carlson*

1. Vicky provided the board members an overview of the Officers meeting
  - a. Maximizing Partnerships – the officers discussed how to maximize collaborations in the following ways:
    - i. Supporting grants
    - ii. Distributing partner materials
    - iii. Asking for assistance in sending NACM's products out
  - b. NACM Representatives and Appointments – the officers discussed developing a reporting mechanism for liaisons to provide to board
  - c. Education Committee – the officers discussed how this would look. T.J. noted that the Education Committee would encompass CORE, Conference Development and Resources (Guides and Webinars):
    - i. Core – this committee will remain the same, developing grab and go presentations.
    - ii. Conference Development – this committee will stay the same, run by President-Elect. Leadership Seminar for State Associations will be included here, potential continuing partnership with NASJE.
    - iii. Resources – this subcommittee will include guides, webinars, topics for Court Express/Court Manager, gathering topics.
    - iv. The Chair of this Committee will be the Vice President of Board.
  - d. Strategic Planning – the officers will look at focus areas 2020-2023. Immediate Past President will facilitate this planning. Vice President will lead annual action planning.
  - e. Past President Liaisons to Committees – officers suggested that individual past presidents will participate on committees. Involvement will not be forced but perhaps include an email invite to the past presidents for committees.
  - f. Board Vacancies – Will drafted something to formalize the informal policy the officers have used for board vacancies. This is not yet ready to present to board, but the officers are looking at adding something to the Operations Manual. Would memorialize precedent they've been using.
  - g. Crisis Plan – The officers reviewed the plan and it is available online. Let Janet or Val know if something occurs.
  - h. Website Costs – Discussion and approval of costs for https certificate for

Core website and maintenance for main website.

- i. Sponsorship – NACM will pay NCSC approximately \$15,000 based on sponsorship income. Per the bonus clause, a 75%/25% split is enacted for revenue over \$310,000.
  - j. Development of Vetting Processes for letters of support - How does NACM determine what it wants to support.
  - k. State Association Committee work in progress – officers are rethinking how often have meetings. May make the meetings topic driven on membership matters.
2. Approval of minutes – June 5 Board Call. Vicky requested changes, hearing none, those minutes were approved.
  3. Approval of minutes – June 25 Board Call. Vicky requested changes, hearing none, those were approved.

*B. President-Elect/Conf. Dev. Com.*

*Paul DeLosh*

1. Annual Conference 2019 – The Hard Rock Resort was sold to Virgin, and due to the remodeling, a disruption to the conference is anticipated. The Hard Rock is allowing NACM out of the contract due to the construction. The Bellagio will host the annual conference, and the contract is being finalized.
2. Outstanding annual conference issues for 2018. Paul highlighted a few aspects of the 18 Annual Conference. He noted that sponsorship was well done, and he'd like input regarding the sponsored sessions. Trying to start Technology Track – CITOC partnership is currently stalled. Plan to resume discussions to have track and funnel proposals through JTC.
3. Marketing Plan – has been developed to take another step to formalize the process. Paul reviewed the proposed plan. Paul wanted to make a motion to adopt the marketing plan as proposed. Second by Rick. All in favor, none opposed. Motion carried. T.J. stated this would be added into the Operations Manual as an appendix.

*C. Vice President*

*Will Simmons*

1. Will thanked Alyce for coming up with the idea for Leaders Teaching Leaders. Limited to 21 participants, have 18 with 7 mentors. Discussing adult learning styles and presentations skills. Board members can introduce themselves at the beginning of the session.
2. Conference Development committee meeting at the annual conference: Will has invited Arkansas and Nevada, T.J. invited North Carolina and Louisiana to discuss upcoming conferences and try to engage them early in the process.
3. State Association Presidents. Will has updated the State Association contact list with the changes he is aware of, and will pass the list along to T.J..

*D. Secretary/Treasurer*

*T.J. BeMent*

1. Budget Update – Midyear came out well. When looking at budget, remember deficit was \$90-95K. T.J. stated that he feels all is looking good. The financial year will likely end in the red, but less of a loss than what budgeted. T.J. expects around \$50-60K deficit.
2. T.J. thanked the National Center for new accounting system. Have worked together to create summaries and reports. T.J. feels the report helps provide board members with a snapshot of where we are.

*E. Communications Committee*

*Dawn Palermo*

1. Communications Plan- has been revised to include various recent policies. Dawn made a motion to approve, Kathy seconded. Janet suggested removing the term ListServ, as NACM does not have one. Amendment made to remove listserv portion of communications plan. Alyce motioned to approve the communications plan with the amendment, Will seconded. All in favor, none opposed. Motion carried. Dawn will amend and send to Greg and Julie.
2. Communication Review – A proofreading checklist for communications being sent out was presented and discussed. Vicky suggests including in Operations Manual. The checklist is meant to ensure communications accurate and correct and make association more professional. Paul commented that the checklist should tie to style guide.
3. Court Manager/Court Express Advertising-the deadline has passed for the next edition. Need to write articles this week and capture pictures to include the conference in the Court Manager. Dawn reviewed suggested Court Manager and Court Express advertising rates, recommending increases for both publications. Kathy made the motion to approve the advertising rates as written for Court Manager and Court Express, Alyce seconded. All in favor, none opposed, motion carried.
4. Court Express Deadline is September 10. Send Jeffrey an email if you want to include anything.
5. Plain Language Guide – Sept/Oct publication and distribution is expected.
6. November 8 is next webinar on the Domestic Violence Guide.
7. Webinar Preparation Guide – Dawn reviewed for the board. Revision date will be changed, no vote needed. Paul asked about GoToMeeting process. Alyce stated that GoToMeeting has tutorials, no need to create an individual one. Greg asked re: Webex account for NACM. T.J. stated that the plan for next year to have for a full year. More will be discussed in January.
8. Webinar Sponsorship - Dawn reviewed the webinar sponsorship proposal. Dawn's recommendation is to have both options. After discussion, Alyce made a motion to table approving two sponsored webinars annually and direct the communications committee to make a policy on the Webinar Sponsorships Policy A.
9. Webinar Access -Dawn reviewed, suggesting a \$15 fee for nonmembers per webinar. An exception would be made for an SJI funded webinar. Paul made a motion to accept as written. T.J. made friendly amendment to state SJI or Sponsored webinars. Kathy seconded Paul's motion with the amendment. All in favor, none opposed and motion carried.
10. Guides. Paul made a motion that guides be made available free to members and available on the bookstore at no cost. T.J. seconded the motion. All in favor, none opposed, motion carried.

*F. Governance*

*Greg Lambard*

1. State of the Profession – Greg reported that the speech is finalized and survey complete to be blasted to members on Tuesday.
2. Letter in conjunction with the State of the Profession – Greg reviewed a draft letter to be sent to educational bodies. Letter will have a link to the actual web



address. Vicky would need to review the video prior to being posted on the website. Decisions: the letter will be from the president and be sent out in Oct/Nov with custom landing page with specific information.

- a. Mary suggests using rifle approach vs. shotgun, approaching organizations where these folks belong. (ie associations/groups.)
  - b. Greg states celebrating the success of State of the Profession and looking for another partner beyond MSU were the goals of letter. He will talk amongst board over next few days to finalize content of letter, and board approved the creation of a website landing page.
3. Operations Manual revisions – Julie revised appendices with the committee and reformatted all in the past year. Made listing of all appendices. Paul requested to conference site selection to be reviewed every year. Greg made a motion to approve the appendices as changed. After discussion, Greg withdrew the motion.
  - a. The travel reimbursement policy was reviewed and changes highlighted.
  - b. Alyce reviewed the communications committee operations manual changes, and spelled out committee responsibilities.
  - c. Greg made a new motion to approve the changes to the appendices. Alyce seconded, all in favor, none opposed. The changes were carried forward.
4. NACM Agenda – Governance is tasked with promoting the NACM agenda, Greg asked if they should they still be involved? T.J. stated that outside of the refresh, the goal of the committee is to track progress and report out how the board is moving forward with the Agenda and Strategic Plan. Governance committee will still refresh the National Agenda (not the Strategic Plan.) The next National Agenda will be presented in (Fall) 2020. Governance reports on progress made from the Strategic Plan annually at the end of the year to be reported at Midyear.

#### G. Core Committee

*Kathy Griffin*

1. Core Report Overview –
  - a. Kathy reported that the 4<sup>th</sup> competency is updated on the website, 5<sup>th</sup> underway and 6<sup>th</sup> is forming a workgroup. (ICM wants to use in October)
  - b. 10<sup>th</sup> Competency is being highlighted at Annual Conference Session.
  - c. Core presentations at the NADCP Conference and the National Association of PreTrial Agencies.
  - d. A Judge in New York has requested CORE training for 60 judges.
2. Core Website – standalone site handled by Registered Creative. Because of Google updates, if don't update to https: site a message will pop up saying we're not secure. Kathy recommends to go with the change for \$300 to Registered Creative. Kathy made a motion to pay Registered Creative to secure the changes, Dawn seconded. All in favor, none opposed. The motion carried.

Paul mentioned that hosting was prepaid through 2020 to Registered Creative.

3. Kathy has put all detail on Connected Community for the Core Committee.

#### H. Immediate Past President

*Scott Griffith*

1. Past President Committee Liaisons – already discussed, no action needed.
2. Scott announced that exiting board members will be interviewed by Michele Oken and Scott Griffith this week and he will report back.
3. Nominations Committee – the committee has 9 interviews tomorrow. All officers will be interviewed together, and six others will be interviewed individually. Scott will fill out the slide for the report with the slate as soon as he is able.

#### I. Membership Committee

*Jeff Chapple*

1. NCJFCJ dual membership has been finalized.
2. Jeff is working on how to send Linked In sponsored emails from NACM vs. from him.
3. Sustaining Membership Fee – Jeff proposed to increase this membership from \$350 to \$500. Recommendation from Stacey Smith of NCSC. She feels would not lose members and the rate has not changed in some time. Jeff Chapple made a motion to raise sustaining membership from \$350-\$500. Dawn seconded. All in favor, none opposed. Motion carried.
4. Conference Registration Fee Structure. Jeff proposed to increase the differential between non-member and member registration fees. Raise spread by \$40, increase member benefit. Possibility to incentivize to join as a member. Jeff made a motion to make the difference an additional \$40 between members and nonmembers, Will seconded. All in favor, none opposed. The motion carried.
5. Jeff will transfer to Jeffrey, but will stay on the committee, dual membership agreements, linked in.

#### J. Introductions and Welcome of Board Guests

The Board Introduced themselves and gave a brief overview of activities from the year.

1. Judge Tamara Curry – National College of Probate Judges
  - a. Judge Curry – National College of Probate Judges would like to partner again. Make coming to court/access to court more feasible for everyone. Two major awards- Treat Award and Isabella Award. Treat Award give to Judge Dana Handley who set up e-filing in the state of Maine.
  - b. Pamela Teaster was the recipient of Isabella Grant Guardianship Award.
  - c. Christine Butts manages website. Any articles you think would be relevant to NCPJ, they would be happy to put information on website.
  - d. Partnered with ACTEC and National Judicial College to establish modules to educate judges about basic trust/estate issues
  - e. Work with AARP and Texas, National Guardianship Association and Association for Conflict Resolution to produce manuals that will be released soon.

- f. Continue to try to have sponsors/exhibitors at seminars because digital access court management issues continue to arise.
  - g. Fall seminar in Hilton Head November 14-17, and she will send NACM invitation.
- 2. Judge Douglas Beach – National Association of Presiding Judges & Court Executive Officers
  - a. Relatively new organization; 3<sup>rd</sup> reconstituted year. Training for Presiding Judges and build relationship with the court executive, as court executive will stay longer.
  - b. Leadership Academy – full day to work on leadership and how PJ/CEO can apply at home
  - c. Deal with leadership and current events/facts. This years' conference in St. Louis.
  - d. Want to create and establish relationship with all organizations, welcome the opportunity to partner
- 3. Callie Dietz & Jeff Shorba – Conference of State Conference Administrators
  - a. COSCA has been busy this year, one of the things they want to focus on is strengthening relationships with partners. Want to be sure COSCA representatives and members know and encourage memberships and partnerships.
  - b. Several National Task Forces:
    - i. Fines, Fees & Bail winding their work up and have many products that have produced.
    - ii. Opioid Task Force gearing up. NACM representative will be providing information
  - c. COSCA Midyear will be in Nevada in December to butt up against eCourts.
  - d. 32 of 56 Court Administrators have turned over in last 5 years. Many will continue to retire. Redoubling efforts with Patti's help to have full-blown orientation for COSCA new members and succession planning.
  - e. Sally Holewa of North Dakota will be taking over as president of COSCA in August.
  - f. They are working on a white paper on mental illness, making recommendations to improve work with mentally ill
  - g. Access to Justice white paper in rural communities – how provide accessibility and meaningful justice in this area.
  - h. COSCA is divided into regions, pretrial justice reform summit in one region. Efforts on innovation & use of technology to advance courts in the Northwest region.
  - i. Jeff Shorba detailed Midyear Meeting with Theme of Data Quality. Focusing on data collection, data quality, data access and sharing data.
    - i. 2019 midyear meeting will be held in Galveston. The theme is Virtual Services.
    - ii. 2020 midyear in Charleston – theme not determined as of yet.
    - iii. Jeff will send message to COSCA members after this meeting – and will be encouraging them to renew.
    - iv. HR Summit very positive
    - v. They are hosting a National User Group Meeting for those using

Tyler Technologies at conference. Trying to have hour-long session at these conferences for feedback.

4. NCSC Update

*MaryMcQueen*

1. Mary thanked those who have participated in various National Task Forces. When bring people together, great ideas come together.
2. Tom Clarke retired, his replacement has been announced as Dr. Pam Casey for head of research.
3. Kay Farley has announced retirement; Mike Boehner will take her place as head of Government Affairs as well as some other responsibilities for official title Chief of Operations.
  - a. Mike is looking to grow senior staff relationships in Congress to work together and be looked to as a resource.
4. NCSC will be working with JTC, COSCA, CCJ to launch a National Open Data Standards project.
5. Rapid Response Project with Conservatorships – Partnering with a credit card monitoring service and court so they could have access to the data when certain things occur. Insurance companies are going to provide resources to make this happen.
6. Community Engagement RFP was reviewed and distributed to the NACM Board.
7. 50<sup>th</sup> anniversary in 2021- will put together proposal to CCJ, COSCA and NACM to work with a larger think tank to define trends. Will start working on this project this fall and hope to have a workplan by Midyear Conference.
8. Hack-a-thon – come up with business problem and have team design app to solve problem. Last year’s winner created an app to calculate what people can afford to pay and is being implemented in California. Now doing a Vis-a-Thon with the same methodology to create ways of showing data.

K. New Business / Open Discussion / Carryover

1. Janet reviewed Website maintenance for the nacmnet.org site. T.J. recommended that we use Endowment drawdown for the six-month retainer. Kathy made a motion to second the six-month retainer. All in favor, none opposed.
2. Janet clarified that the nacmnet site does have https.
3. Paul mentioned that he received dates from the Bellagio for fall board meeting.



# National Association for Court Management

## *Strengthening Court Professionals*

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### POST-CONFERENCE BOARD MEETING

THURSDAY, JULY 26, 2018

12:30 – 2:30 PM

Rooms 301/303

### MINUTES

Present: Paul DeLosh, Will Simmons, Vicky Carlson, Kathy Griffin, T.J. BeMent, Jeffrey Tsunekawa, Greg Lambard, Michelle Dunivan, Alyce Roberts, Rick Pierce, Frank Hardester, Charleston Carter, Angie VanSchoick, Julie Dybas, Jennifer Haire, Patti Tobias, Janet Reid. Absent: Tina Mattison

1. Welcome and Introductions Paul DeLosh
  - a. Paul called the meeting to order.
  - b. The group introduced themselves.
  
2. Debrief of Annual Conference All
  - a. Paul asked the group for feedback from the Annual Conference. Suggestions included:
    - i. Explain on the app why sessions are livestreamed – how they are determined
    - ii. Discuss the board thought process behind vendor sponsored sessions on the app
    - iii. Sponsored sessions were clearly marked; sometimes these sessions have better resources
    - iv. Suggestion to change sponsored word to presented
    - v. Band sponsor noted that they want to sponsor band every year
    - vi. One vendor complaint received that did not like the aquarium event because people too far apart
    - vii. Aquarium venue provided opportunities for introverts and extroverts
    - viii. One board member recommended to move social event to Wednesday so people would stay for the Thursday sessions

- ix. First plenary (Janice Maturano): one board member felt it was a flat beginning for the conference. The suggestion was made to start with something more energetic.
- x. First plenary on Thursday read the entire time – disappointing
- xi. People were happy with overall education.
- xii. Leaders Teaching Leaders was a good session.

### 3. NACM/NCSC Relationship/Explanation of responsibilities NCSC

- a. A handout was given to board members and the roles of NCSC staff were discussed.

### 4. Board Resources

- a. Board Resource Guide-will be sent shortly, sets the stage for how the board operates.
- b. NACM email – set up for new board members. Used for email and calendar. You can forward this account to your personal account so you don't have to login to multiple accounts.
- c. Connected Community – used to store documents. Use member login to get into the NACM Board of Directors community.

### 5. Conference Call Schedule – Paul reviewed the conference call schedule and what is expected. Committee chairs will have ongoing meetings to review progress.

### 6. Paul reviewed the Fall Board Retreat dates at the Bellagio. Will update the schedule. Angie noted she will be on vacation during the Board Retreat for the current proposed date.

### 7. NACM Permanent and Standing Committees

*Paul DeLosh*

Paul distributed a board skills assessment and asked members to fill out form and discussed various committees. Will be used to help determine committee assignments.

Paul invited all board members to participate on committees where they can to include Governance, Communication, Education and Conference Development and Membership Services. Vicky, in her role as immediate past president, is chair of the Nominations and Past Presidents committees.

### 8. 2018-19 Strategic Priorities – these are Paul's priorities for the coming year

- a. Priority #1: Member Engagement – engage members so calls aren't report outs. Engage in discussion so can contribute but so can grow board members. Paul encourages people to discuss how to get people to engage in active discussion. Michelle distributes survey ahead of time for input to hit the ground running. Alyce suggests have opportunity for many committee members to serve.
- b. Priority #2: Financial Stability – budget analysis
- c. Priority #3: Partnership Maximization - who are our partners and what does it mean?
- d. Priority #4: Board Recruitment/Engagement -encourage board health and growth and sustain leadership for organization. By engaging members bring association forward.

9. Conflict of Interest Policy and Emergency Contact *Will Simmons*

Will reviewed the conflict of interest policy and asked board members to fill out.

10. Paul reviewed first 90-day duties for new Board Members

11. 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\*

*\*these dates have since changed to November 12-14*

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

12 Adjournment

*Paul DeLosh*

There being no further business the meeting was adjourned.



## **Proposal to document 90-day provision due to a Board member change in employment that makes them ineligible to serve.**

Pursuant to Section 3(b) of Article IV and Section 3(b) of Article V of the NACM Bylaws, the Board is responsible for filling a vacancy should an officer, other than the President, or board member resign from their position or otherwise become ineligible to serve. If a Board member is unable to serve on the Board due to a change in employment, the member must notify the President in writing regarding the date of his/her last date of employment. Upon such notice, a grace period of up to ninety (90) days may be granted to remain on the board while actively, in good faith, seeking to secure new employment consistent with being a Regular Member.

Note: Regular member is defined in NACM Bylaws, Article III, Section 1(a) –

***Regular Member*** - Any person who works in a court or government setting; e.g., serving as clerk of court, court administrator or in any court management, court education, court research or judicial officer capacity may become a Regular Member upon the payment of dues. Regular Members may vote, hold office, and serve on committees.





### Webinar Sponsorship Policy

Goal: To provide revenue source for NACM; to provide additional learning opportunities to members; and to increase potential for new NACM members through increased exposure to nonmembers.

**Policy:** NACM will allow a maximum of two vendor-sponsored/vendor-produced webinars to be offered to the membership per year in compliance with the following:

1. The NACM Board must approve the sponsor summary and webinar topic.
2. A NACM representative must approve the webinar content prior to entering into a contract with the sponsor.
3. NACM will initiate all vendor-sponsored webinars and will maintain the webinar platform.
4. At the beginning of the webinar, a NACM facilitator will announce that the webinar is a sponsored webinar.
5. A NACM representative will introduce the webinar host (if not serving as webinar host) and thank the sponsor for supporting NACM by providing an educational webinar to its members.
6. Sponsor may select the presenter(s).
7. Sponsor representative may provide a brief 1-2 minute welcome at the beginning of the webinar.
8. Sponsor name and logo may be included on all slides.
9. Sponsor may include a thank you slide at the end of the program with a link to the company website.
9. After the webinar, NACM will send an email to webinar registrants with a brief message from the sponsor.
10. Sponsors will not receive NACM webinar registrant list.
11. All webinar announcements and registration information will specify that the webinar is vendor-sponsored and will include a vendor logo with a link to the vendor's website and a short company description.
12. All vendor-sponsored/vendor-produced webinars become the property of NACM.
13. Recordings of vendor-sponsored/produced webinars that are posted on NACM's website will be identified as such.