**National Association**

**for Court Management *Strengthening Court Professionals***

Social Media Subcommittee

**May 18, 2023 @ 4:00 p.m. ET**

Working Group Chair (Temp.): Natalie Williams

**Join from your computer, tablet, or smartphone: Zoom Social Media Subcommittee Meeting** <https://us06web.zoom.us/j/7103875466?pwd=RUplcUdyT0IreEdKalhCNWFiQTgwdz09> **or Dial in: Find your local number Meeting ID: 710 387 5466  
Passcode: 021675**

1. Approval of the May 4, 2023 Minutes
2. Action Item Review
   1. Update on upcoming events, webinars, community outreach/volunteer opportunities
      1. List of recognition events for the year
   2. Email content to members regarding refreshed social media sites – In progress
   3. Submission of Buffer/Canva pricing to Communication Chairs
   4. Status update of Hyperlink for social media icons on signature block, emails, court leader, etc.
   5. Status updates of requested edits for social media website from 5/4/23 meeting
   6. 2019 Social Media Policy Review (progress update needed)
   7. Finalize “In the News” name options for social media blast
      1. Options include: “Exclusives”, “Announcements”, “Spotlight”, “What’s Happening at NACM”
   8. Social Media guideline and formatting suggestions and discussion
3. Social Media Analytics Updates
   1. Facebook
   2. Instagram
   3. Twitter
   4. LinkedIn
4. Social Media Subcommittee positions needed:
   1. Chair/Co-Chairs (still in need)
   2. Secretary: Whitney Freese
   3. Social Media Coordinator -Natalie (Lead), Rachel (Backup)
5. Facebook backup (still in need)
6. Instagram backup (still in need)
7. Open discussion

**Future Meeting dates:**

June 1, 2023

July (TBD)

**Thank you for your time.**

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