National Association
for Court Management *Strengthening Court Professionals*

**Board Conference Call
June 6, 2017**

Present: Scott Griffith, Vicky Carlson, Yolanda Lewis, Jeff Chapple, Alfred Degrafinreid, Julie Dybas, Kathy Griffin, Greg Lambard, Dawn Palermo, Alyce Roberts, Jeffrey Tsunekawa, Janet Reid, Jennifer Haire, Patti Tobias, TJ BeMent

Absent: Stephanie Hess, Paul Delosh, Kevin Burke

1. **Presidents Report, Scott Griffith**
	1. Thanks to Janet for helping with the agenda and minutes. Great job with Paul’s help getting minutes generated and out quickly. Appreciates effort.
	2. Link sent to minutes from the April 4 board call, Board asked to review. Motion to approve received by Kathy Griffin, Alyce Roberts seconded. All in favor, none opposed.
	3. May Officer’s Call: Scott recapped the May 2 Officer’s Call.
2. President-Elect Position update: Yolanda Lewis has decided not to run
3. Decision not to send anyone to FCCA conference
4. Alyce Roberts will report for Dawn Palermo at the Annual Conference
5. Vetting of Court Manager articles
6. Letter sent by Scott endorsing American University request for grant funding to continue its work in the area of right to counsel issues
7. An NACM/MSU Agreement may be considered at the Board meeting
8. UCLA Law Professor/Blogger letter from Eugene Volkhov
9. Due dates for committee updates
	1. NACM/NCSC Master Services Agreement – Officers confirmed time set aside for call on agreement, which took place May 25. Detail of MOU discussed, hope that will have amended version for consideration and final action in July.
	2. Committee Report Deadline for inclusion in the board book due June 16. Same version of report will be used as was for the Midyear Board Book.
	3. Board Duties/Announcements documents will contain all information for conference – a copy be will sent to Board members shortly.
10. **NCSC Update, Jennifer Haire**

Working on scope of services part of the contract – going well. No other report.

1. **Conference Development Committee, Vicky Carlson**
2. Registration has closed for Annual Conference. Set a max at 720 people because breakouts can only handle 704. Vicky estimates registration will be at 750. Discussion by the Board around arrangements being made to accommodate the estimated number and impact on social events.
3. Vicky asked everyone to download the conference app.
4. Hosts & Reporters – The process to sign up hosts and reporters has begun. Technical difficulties are slowing things down, but they have been resolved.
5. The Conference Evaluation Dissemination Policy was presented for review and dsicussion. The policy was reviewed, and one change was suggested to involve educational consultant in determining distribution. Policy will read as follows: *The President-elect in consultation with NACM’s Education Consultant shall have the authority to remove inappropriate or highly sensitive comments before distributing the survey results to the groups identified above.* A motion was made by Vicky Roberts, seconded Jeff Chapple, and the policy approved by unanimous vote with the change.
6. **Membership, Jeff Chapple**

Recruitment campaigns as a strategic target. Feel going through a LinkedIn campaign with sponsored emails seems to be best direction. Jeff requested $2,000 to use for a targeted campaign ($500 per month for 4 months.) After discussion, a motion was made by Alyce Roberts, seconded by Kathy Griffin. All in favor, none opposed.

1. **Governance, TJ BeMent**

The Operations Manual will be reviewed at the July Board Meeting. Discussed plan to keep short, brief discussion re: amendments and changes. Information will be sent ahead of the meeting.

1. **Communications, Dawn Palermo**
	1. Webinars
2. The Emergency Preparedness Webinar was successful. Alyce and Dawn have put together a webinar pointer/tip sheet.
3. TJ BeMent and Janet Cornell are doing a third webinar in September on the *Court Administrator Guid*e.
4. The Communications Committee has two ideas for the fourth webinar. These will be discussed at the July meeting to determine which topic to address. Alyce reported that one of them was from the Self Represented Litigation Network.
	1. The Domestic Violence Guide should be finished in August/September.
	2. Electronic Court Manager – Proposals have been requested. There is a meeting June 15 to review proposals and will have recommendation to the Board at the meeting.
	3. The next Court Express will be distributed on August 24. Articles due August 7.
	4. Court Manager deadline is August 1 for Conference edition and will drop in October.
	5. The report on the website is being wrapped up and will be delivered to Scott this week with recommendations.
5. **Vice President’s Report, Yolanda Lewis**
6. Finance Committee has completed the audit policy based on feedback which will be presented for a vote in July.
7. Leadership Seminar registrations from IACA members are starting to come in, with eight pending. The subcommittee is meeting on June 19 to tie up loose ends.
8. 2018 Midyear Conference Update – The call for proposals should go out tomorrow. Deadline for proposals is July 31.
9. **Treasurer’s Report, Scott Griffith for Paul DeLosh**

Scott discussed the budget and noted that we may end the year under budget. There was discussion regarding the contributing factors behind this which include three issues of Court Manager printed vs. going electronic, the cost of going electronic, and net conference revenue not as high as had anticipated for the annual conference.

1. **Immediate Past President’s Report, Scott Griffith for Stephanie Hess**
	1. Nominations have been received and the committee has a healthy slate of candidates to consider. Committee will start working on phone interviews in the next few weeks.
	2. Past presidents working on board survey and will have something for review in July.
2. **CORE, Kathy Griffin**

The Core Committee is working on curriculum review, everything going well.

1. There being no further business, the Board moved into Executive Session.