CORE COMMITTEE
Wednesday, September 27, 2017
3:00 P.M. ET

MEETING MINUTES

Call Participants:
Kathy Griffin           Judy Ly           Dawn Palermo
Alfred Degrafinreid    Janet Reid        Peter Kiefer
Angie VanSchoik        Adrienne Eagan    Kent Panky
Rick Pierce

1: The CORE Committee Meeting was called to order at 3:03 PM (EST).
2: Kathy welcomed everyone to the conference call.
3: Discussion
   o Kathy provided an update on the curricula review process; it is coming along
   o Dawn Palermo discussed the Budget and Fiscal Management workgroup; she
      indicated that the Google Docs process worked best for her committee and that most
      of the work was done independently. They also met as a group. Emergency
      Preparedness was also added to this process.
   o Janet Cornell provided an update on the Caseflow Management curricula. She
      congratulated Budget and Fiscal management for the progress they’ve made.
      Because Caseflow and Workflow and Budget and Fiscal were in the process of being
      completed, she asked if the committee was ready to start on a third or fourth group.
      She asked if anyone was interested in Accountability and Court performance. Kathy
      asked for volunteers to help with this process. No committals at this point.
   o CORE Presentation – Mid-Year
      ▪ Both Cyril and Kent have been out of the office and did not indicate if either
        of them would be attending the Mid-Year at this point. There is a discounted
        rate for presenters and every bit helps. There will be a single presentation for
        an hour, with an introduction of the CORE. The idea of having a breakout
        session following the CORE presentation may be at the Annual Conference.
        There is an upcoming call between Paul Delosh, Kathy Griffin, and Alfred
        Degrafinreid to further discuss this idea. If it goes through, the subject matter
        experts will need to host the Q&A Session at the annual.
      ▪ Alfred and Greg are on standby in the event that a speaker is needed for the
        Mid-Year.
   o Kathy asked if any authors were working on PowerPoint presentations for various
      subject areas. If so, she requested that they submit the PowerPoint presentations so
      that they can be uploaded to the NACM website. Kathy then asked for
      comments/questions/etc.
Janet responded and spoke about the recent webinar on the Court Administrator Guide. Janet indicated that a poll was sent to the participants following the Webinar. The poll asked attendees to choose and respond to a few areas and 20% of attendees never heard of the Court Administrator Guide; almost 50 percent never seen or heard of it.

Discussion followed and it was suggested that we may need a 5 to 7 page “at a glance” sheet to be used along with the CORE. This suggestion was met with opposition because many contributors are already being stretched thin working on the CORE.

- The next CORE meeting is scheduled for Wednesday, October 25, 2017

**Chair:** Kathy Griffin – kathy@nacmnet.org  
**Vice-Chair:** Alfred Degrafinreid – alfred@nacmnet.org