



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

MEETING MINUTES

Call Participants:

Kathy Griffin
Alfred Degrafinreid
Angie VanSchoik
Rick Pierce

Judy Ly
Janet Reid
Adrienne Eagan

Dawn Palermo
Peter Kiefer
Kent Panky

1: The CORE Committee Meeting was called to order at 3:03 PM (EST).

2: Kathy welcomed everyone to the conference call.

3: Discussion

- Kathy provided an update on the curricula review process; it is coming along
- 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.
- Janet Cornell provided an update on the Caseflow Management curricula. She congratulated Budget and Fiscal management for the progress that 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.
- 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.
- 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