

**FCCA MEETING MINUTES**  
**Board Meeting - Telephone Meeting**  
**Thursday, April 4, 2002**

The Board meeting was called to order by President Joe Haas at 11:30 AM on Thursday, April 4, 2002, via telephone conference call.

Those present: Joe Haas, President; Jeff Apperson, President-Elect; Sam Hamrick, Immediate Past President; Betty Jackson, Treasurer; Corrine Szalay, Historian; Sheila Beauchene, Secretary; Circuit Representatives: Jim Starr-1st Circuit; Eileen Levine-2nd Circuit; John Zingo-3rd Circuit; Linda Lee-5th Circuit; Sharon Howard-6th Circuit; Norb Jaworski-7th Circuit; Michell Valentine-8th Circuit; Ian Keye-9th Circuit; Jenine Wright-10th Circuit; June Phillips-11th Circuit; Val Pulley-National; Sheryl Loesch, Clerks Council Chair; Cris Beeman-Deputy Clerks Council Chair; Cam Burke-Professional Development Committee Chair; Lance Wilson-Membership Committee Chair; and Andrea Ward-District of Nevada, Membership Committee.

**Membership:**

Membership discussion led by Lance Wilson. Mr. Wilson and President Haas requested all board members to contact district representatives regarding FCCA membership and compare the listing from this year to last year, and to double check that all districts have reported to the circuit representatives. He will be sending out a copy of the membership report from last year for comparison. Mr. Wilson noted as with all automation projects, things didn't go quite as planned with the on-line registration. However, they are working out the problem areas. They are also working on giving all district representatives the ability to review their membership information on-line.

Mr. Haas requested the circuit representatives follow up with any of the courts that may have experienced a significant drop in their membership. Ms. Beeman inquired as to if there has been any feedback as to why we are down in our membership listing. Jenine Wright noted in her district she has heard comments about membership such as: the expense for the conference; they don't get anything out of FCCA, so why join; they aren't going to the annual conference this year, so they don't join FCCA. The on-line registration caused a few registration problems for members as well, and duplicate *journals* were mailed out to members. The Board concurred that no on-line registration will be done at this time for corporate memberships.

The following suggestions were made to update the on-line registration: The registration screen should be changed to indicate the membership money is to go to the district representative, along with a copy of the form should be printed and given with the check to the district representative; the fields for job titles should be changed to: 1. Clerk; 2. Chief Deputy; 3. Deputy; 4. Retired and 5. Other. Mr. Haas also suggested that each member be given a membership number to avoid the duplication of records. Ms. Valentine will relay this information to Matt Mullins.

**Portland Conference:**

Mr. Haas reported that 96 members and 23 guests have already registered for the Portland conference. Rob Walch reports that the hotel also has reservations for some people who haven't yet registered for the conference. The Portland conference committee has inquired as to corporate memberships and how many representatives from corporate members are allowed to attend the conference. The issue of providing complimentary tickets for the events was discussed.

### **Approval of Meeting Minutes:**

Minutes from the mid-year meeting held Saturday, January 19, 2002, were previously prepared and distributed. Linda Lee moved to approve the minutes as submitted. Betty Jackson seconded the motion. Motion carried.

### **Jury Summit:**

Mr. Haas reported the Jury Summit, sponsored by FCCA, will be held at the Holiday Inn in Old Town in Alexandria, Virginia on August 19-20, 2002. He will be sending out a letter to all district court clerks by the end of this month inviting their jury administrators and anyone else interested in the jury process to attend the conference. The registration fee has not been determined yet, but may run approximately \$150. FCCA will not make a profit from the conference, but will not lose money on the conference either. There will be an informal get together set for Sunday, August 18<sup>th</sup>, and the conference should be completed by early afternoon on Tuesday.

### **Nominations:**

Mr. Haas reported on behalf of Le Kelleher (see attached report). No nominations were received for Historian or for the National Board position. Absentee ballots were discussed. Ms. Lee noted the absentee ballots give the membership some "ownership" in the organization, especially if they don't have the opportunity to go to the conference. Absentee ballots will be utilized for the Treasurer's election this year. Cam Burke will get together with Ms. Kelleher and Jeff Apperson to arrange to have absentee ballots included in the *Journal*.

### **Treasurer's Report:**

Treasurer Jackson presented the Board with four reports: FY 01, 4<sup>th</sup> Quarter, 9/30/01; Statement of Receipts & Disbursements, FY01-4th Quarter 7/1/01 through 9/30/01; FY02-1st Quarter, 12/31/01; and Statement of Receipts & Disbursements, FY02-1st Quarter, 10/31/01-12/31/01. The report for the 2<sup>nd</sup> quarter FY02 will be finalized as soon as Ms. Jackson receives the bank statements, and the reports will be forwarded to the Board.

### **911 Videotape:**

Mr. Haas reported on the copies of the videotape from the 911 Funds collected by FCCA and the FCCA Foundation. Eileen Levine organized and coordinated the editing and duplicating of the tape at no cost to FCCA. Mr. Haas would like the authority to provide Dominic Chiodo with a \$50 certificate and our thanks for his work and for making 20 duplicate copies of the tape for distribution to FCCA members. The Board endorsed this suggestion. President Haas expressed his appreciation to Ms. Levine for all her work in this endeavor.

### **Fundraising Ad Hoc Committee &**

#### **NCBC Relationship/Joint Conferences:**

Mr. Apperson reported on the work of the ad hoc committee to prepare a letter to the Ethics Committee of the Judicial Conference with several fund raising questions and issues. The first draft of the letter was sent out to the Board members for review and comment. The Board needs to plan for the future so if these sponsor questions arise, the Board has some direction. Mr. Apperson has received a few comments from the Board members already and would like more comments so this letter can be submitted as soon as possible.

Mr. Apperson noted that NCBC has hired a former clerk to collect money for their conference without establishing a formal Foundation. The question we need to have answered is, if we can't arrange directly with vendors for conference support, can this be done indirectly through third parties receiving

funds from vendors or sponsors. Mr. Apperson reported he has reviewed other opinions regarding judicial organizations. Perhaps membership dues will have to be relied on more than vendor contributions. Cam Burke inquired as to the gift regulation of no more than \$100 per employees, and Mr. Apperson reported he as was advised that this is a separate regulation since we are looking at guidance for the organization as a whole.

Mr. Haas indicated that a question had arisen as to whether it would be acceptable for the vendors to donate generally to the Foundation and for the Foundation to then forward those funds to support the educational and social events without any mention of sponsorship by a specific vendor. Under this arrangement, the association would than thank the Foundation generally for it's support of the conference with a mention that the Foundation was supported by a group of vendors. The problem with this approach is that, even if acceptable, probably wouldn't result in any vendor sponsorship.

The Board members are to provide any comments to Mr. Apperson by Tuesday, April 9, on this first draft. The committee intends to have a second draft out to the Board by Wednesday, April 10. The deadline for comments on the second draft will be noted in the distribution.

Mr. Haas noted that the Board may not need another conference call on this issue, but if any member wants to have a call, he will coordinate the same.

Mr. Apperson also reported the Long Range planning committee is looking into have a joint FCCA/NCBC conference in 2005. NCBC is not going to join FCCA in 2004 in Los Angeles. Mr. Haas has suggested to NCBC that they let FCCA know where they would like to go in 2005 for their conference and then we could coordinate with our organization. NCBC has mentioned Chicago or a possible New England conference location. The Board agreed to have NCBC take the lead for the 2005 site selection. Site selection chair Linda Lee agreed with this recommendation as well and will be available to assist, if needed.

#### **Other Business:**

Cam Burke reminded the Board of the deadline for the Carol Fitzgerald Scholarships is April 30, 2002. President Haas noted he has received six nominations for the FCCA Foundation Public Service Award, and he will mail this information to Sheryl Loesch, Cris Beeman and Marv Helart (FCCA Foundation representative). (Following the meeting, Mr. Haas determined that there are, in fact, four nominations for the Public Service Award.)

Cam Burke moved to recess the meeting. Seconded by Jeff Apperson. Motion carried.

Meeting adjourned at 12:50 PM.

Respectfully submitted,  
Sheila Beauchene, FCCA Secretary

#### Handouts:

1. Minutes from 1/19/2002 Board Meeting.
2. Treasurer's Reports (4)
3. Nominations Report
4. Opinion Draft # 1 (ethics questions)