

MEETING MINUTES
Board Meeting, Sunday, June 22, 2003
Orlando, Florida

The Board meeting was called to order by President Joe Haas at 8:30 AM on Sunday, June 22, 2003.

Those present: Joe Haas, President; Jeff Apperson, President-Elect; David Stechmann, Historian; Sheila Beauchene, Secretary; Betty Jackson, Treasurer; Circuit Representatives: Maria Carpenter-2nd Circuit; Linda Lee-5th Circuit; Sue Rigan-6th Circuit; Norb Jaworski-7th Circuit; Mitchell Valentine-8th Circuit; Ian Keye-9th Circuit; Jenine Wright-10th Circuit; Sheryl Loesch, Clerks Council Chair; Cris Beeman, Deputy Clerks Council Chair; Ralph DeLoach, Journal Co-Editor; Dawn Bullock, Adriana Camelo, and Janine Duffy, Central District of California; Anne Kuschel, District of North Dakota; Pam Twiford, Membership Chair; and Marianne Matherly, 9th circuit board representative effective the end of this week. Also present was Joi Sorenson, President of NACM.

President's Report:

President Haas welcomed the Board members to the conference in Orlando and expressed his appreciation to Clerk Sheryl Loesch for hosting the conference. Mr. Haas noted he has had a great term as president, and he appreciates the Board's support. He takes back with him from each meeting the excitement about our jobs and what we do in the courts. He doesn't feel this conference is the end of his term as President, but the beginning of President-Elect Jeff Apperson's term as President.

President-Elect Apperson commented that it was great to see everyone, and we have a great group of Board members. He reminded everyone to thank Team Middle Florida for hosting the 75th annual conference.

Conference Report:

Ms. Loesch reported on the conference. She noted their committee had a real struggle with meeting their conference budget and contract with the hotel due to the number of hotel rooms reserved. There are 87 people who are registered to attend the conference, but, they are not staying at the hotel. The room rates are based on the number of attendees and other factors. Ms. Loesch wanted to bring this issue to the Board for future conferences and requested ideas to alleviate this problem. They have a great conference planned, and the attendees will have some surprises throughout the week. There is a possibility the Mars Rover may launch this Thursday. Please contact Team Middle Florida with any questions or concerns.

Secretary's Report:

Secretary Sheila Beauchene reported the minutes of the January 17, 2003, Board meeting were previously prepared and distributed. Linda Lee moved to approve the minutes as submitted. Ian Key seconded the motion. Minutes approved.

Treasurer's Report:

Betty Jackson distributed the following Treasurer's Reports: FY03 2nd Quarter, March 31, 2003; Statement of Receipts & Disbursements, FY03 2nd Quarter, January 1, 2003 - March 31, 2003; and FY 03 1st Quarter, December 31, 2002. Treasurer's reports placed on file for audit.

Ms. Jackson reminded the Board representatives to please submit one check for dues collected in the various offices. There is a bank charge for each check over a certain dollar amount.

Historian's Report:

Historian David Stechmann distributed a written report for the Board. He was able to secure a room at the hotel with Sandy Howe's assistance and at no charge, for the first "Traveling Memorabilia and Mementos Exhibit Show." Mr. Stechmann requested everyone tell the attendees about the room as it will be open during the day for viewing. There is also a basket in the room with FCCA conference photos for anyone to take a photo or two, or drop any extras pictures in there as well.

Since the mid-year meeting in January, things moved quickly regarding his goals as Historian. Mr. Stechmann purchased a digital camera for FCCA use after securing a grant from the FCCA Foundation. He would like to use the pictures for a slide show to be show each morning at the conference. He would like to place these photographs on the FCCA website also. He would propose the Traveling Memorabilia show continue for future conferences, but, the Board needs to decide if the monies should be spent for shipping the materials, etc. He reported on the contest for the top 10 conferences you "wouldn't want to miss," and indicated there will be a slide show announcing the Top 10 at the awards banquet. Mr. Stechmann will be distributing cameras for "Historian for a Day" at the President's reception on Sunday, and he expressed his thanks to Michell Valentine for her preparation of the cameras and other materials for this project. Mr. Stechmann requested the Board to date any reports that are prepared with the day, month and year so this information is available for future historical reference.

International Guests:

Mr. Apperson introduced the International guests who are present this week for the conference and as speakers for the Thursday educational sessions. They are: Judge Vladimir Gredelj, President of the Croatian Judges' Association, his daughter Gretl, and Irina Novkiova, Deputy Director & Library Manager for the American Information Resource Center in Nizhny Norgovod Russia. They each expressed their appreciation to FCCA for allowing them to attend the conference, and they hope to meet and talk to all of us during the week.

Clerks Council:

Sheryl Loesch reported the Clerk Mentor program is going well, and the Council intends to begin a mentorship program for bankruptcy clerks in the near future.

Deputy Clerks Council:

Chair Cris Beeman reported the mentor program for the Deputy Clerks Council is being coordinated by Jim Murphy, Chief Deputy for the District of New Jersey. He has been meeting with newly-appointed Chief Deputies and arranging for the mentors. Mr. Murphy has been doing an excellent job in assisting new Chief Deputies. Ms. Beeman has contacted Financial Manager John Zingo from the Eastern District of Pennsylvania, and he will be coordinating the mentorship program for financial personnel.

Ms. Beeman ordered, and has for sale, 300 FCCA 2003 Conference pins. These pins will be sold this week at the conference as a fundraiser to assist the host court for future conferences. The pins are \$5 each, and it is her intention FCCA members use these pins as collectors' items and engage in pin trading to promote FCCA. She is interested in having other FCCA items prepared for sale as well. Jenine Wright and Sheila Beauchene will assist Ms. Beeman in this area. It was suggested that a vendor be utilized who already has the FCCA logo set up, so that costs will be kept at a minimum. Ms. Beeman is working with a company now with the pins who has worked with FCCA and other courts previously, and the company didn't require any deposit for the pins.

Carol Fitzgerald Scholarship:

Ian Keye reported the Carol Fitzgerald scholarship committee had more applicants than monies this year, which is a good sign. Four applicants received monies for continuing their education. Two applicants received assistance to attend the conference and one of the recipients was not able to attend. The committee recommended the \$233 that would have been awarded to her be distributed to the other recipients. Norb Jaworski moved the \$233 be divided among the other applicants. Sue Rigan seconded the motion. Motion carried.

Mr. Haas reported no applications were received this year for the Opperman award. (Foundation Public Service Award).

Site Selection:

Chair Linda Lee reported the 2005 Conference will be held in Chicago, Illinois. She distributed a report for possible mid-year meeting sites for the January 2004 meeting. Report reviewed. Jeff Apperson proposed a possible additional site as well: Pensicola, Florida. This may be a potential site for the 2006 annual conference. Discussion held. The Board would like to visit the hotel site of the annual conference at the mid-year board meeting the same year the conference is being held in that city. The possibility of going to Chicago for the mid-year meeting in January 2005 should be revisited at the annual conference next summer.

Linda Lee moved the mid-year conference for January 2004 be held in Albuquerque, New Mexico. Michell Valentine seconded the motion. Motion carried. Mid-year meeting to be held on Saturday, January 17, 2004, in Albuquerque, New Mexico. The meeting will be held at the U.S. District Courthouse, and Ms. Lee will advise the Board of the hotel and other specifics for the meeting.

Awards Report:

Chair Sue Rigan distributed her report. Discussion held regarding 25 year FCCA membership. These awards to be given to those members who have been a member of FCCA for 25 years—not with the courts that same time period—they need to be FCCA members for 25 years. This information line was omitted from the registration form this year for year the member joined FCCA. If anyone was missed from the award this year, please let Sue know so they can be recognized.

Nominations Report:

Chair Le Kelleher not present at this meeting, but President Haas advised two nominations have been received for Secretary (Corrine Szalay & Elizabeth Davis), and no nominations for President-Elect. New Board Representatives elected: First Circuit: Virginia Hurley, District of Massachusetts; Third Circuit: John Zingo, Eastern District of Pennsylvania; Fifth Circuit: Nancy (Hermer) Olansky, Western District of Texas; Ninth Circuit: Marianne Matherly, Eastern District of California.

Membership Report:

Chair Pam Twiford reported 1,227 FCCA members as of June 20. She expressed her thanks to Mr. Apperson and President Haas for their assistance this past year. A written report has been prepared and there are copies available for review. She has reviewed all the membership information and re-created a database for membership listing. Ms. Twiford received tremendous support from her clerk throughout this entire process. She has worked well with Treasurer Betty Jackson, and their records and monies balance.

Membership recruitment ideas discussed. Sue Rigan would like to see an incentive program for district representatives for recruiting new members: possibly waive their FCCA dues for a year; present certificates to the district representatives at the conference, or, a thank you letter. Ms. Twiford indicated that she could prepare a letter thanking the representative. Another suggestion was those who have recruited 10 or more members receive a FCCA shirt. Further discussion followed. Norb Jaworski suggested the board members ask their judicial

officials if they would like to join FCCA. He has had some success in this membership recruitment area. Linda Lee moved to have the Awards and Membership committees get together with various ideas and incentives prior to the next telephone conference call and present these ideas to the Board. Jenine Wright seconded the motion. Motion carried.

Long Range Planning:

Mr. Apperson advised the Board he meet with judges, the FJC, and the AO regarding the agenda for the association. He has an ambitious agenda in mind for this committee, and we will see the beginning of it develop this week.

FCCA Foundation - what is the status? Bob Crist called Mr. Apperson last Friday, and he is willing to remain as the FCCA Foundation Board, and they will coordinate a conference call following this annual conference.

As the future FCCA President, Mr. Apperson wants to create ad hoc committee chairs to increase FCCA member participation. There is a lot of room in the by-laws to add ad hoc committees. He would like to see if a legislative committee can be created. FCCA has established a good working rapport with the International Association of Judges. They are willing to develop and help with issues for our organization. Internationally, there is a lot of work to be done. His focus will be on membership and doing what is best for the FCCA membership.

Ian Keye requested those who are going off the Board this year still be included in the telephone conference calls as their experience will be helpful. Mr. Apperson concurred, and indicated he would like to facilitate more telephonic meetings in the next two years also.

Journal:

Co-Editor Ralph DeLoach reported they are always looking for articles for the *Journal*. Meeting publication deadlines are always a struggle, and they want our input. They have been having trouble with the printing company in Wichita, Kansas and may consider a different company. Mr. Apperson advised they have not had any advertising in the *Journal*. The three issues a year works well with getting the information to the membership. There was a problem with the nominations and elections this year and the timing of distribution of the recent issue. Discussion regarding the *Journal* on the web and other electronic means of publication. A new *Journal* Editor will be named at the conference. David Stechmann suggested if FCCA utilized the Executive Secretary position noted in the bylaws, this person could assist with the *Journal* and with membership.

Miscellaneous:

It was suggested an informational sheet listing the duties for each committee be written by the committee chairs . This would be a helpful resource for members who are interested in getting involved with FCCA. The registration sheet does include an area for members to check interested areas for FCCA involvement. Secretary Beauchene noted this form must stress this interest would be for serving on a committee for the **following year**, not the year they are joining--as committee chairs have already been appointed by the time registration commences, and most committee members have been named. This has been an area of mis-understanding in the past. The membership chair should forward this on to the appropriate committee chairs.

2004 Conference:

Cris Beeman reported on the 2004 Conference which will be held in Anaheim, California, and she distributed pins promoting the conference. The conference will run from Sunday, June 27 through Wednesday, June 30, 2004. Clerk Sherri Carter would like to schedule a two-day conference following the annual conference and possible FCCA committee meetings during that time as well. Discussion held regarding dates of the conference.

They will focus their education on personal and professional issues. They will coordinate a Clerk's panel for the last day and then coordinate break-out sessions for a question and answer period. The registration fee will probably be \$250.

Team California Central will present a slide show on Thursday at the business meeting, and they will have a booth at the Vendor Fair on Tuesday. Ms. Beeman will forward the slide presentation to all Board members to utilize in their courts. Mr. Keye requested he assist with the educational portion of the conference as Chair of the Professional Development Committee.

2005 Conference:

Sheila Beauchene reported the 2005 conference will be held on July 4, 2005 - July 7, 2005, in Chicago, Illinois at the Hyatt Hotel, \$125 room rate for up to four people in a room. This will be a joint conference with NCBC. More information will be presented at the mid-year meeting in January 2004.

Other business:

President Haas requested all Board members to be present at the First Time Attendees meeting to be held on Monday, June 23, 2003, at 7:30 AM. Mr. Haas expressed his appreciation to out-going Secretary Sheila Beauchene. Mr. Apperson thanked out-going President Joe Haas on behalf of the Board for his service as President.

Motion by David Stechmann to adjourn the meeting. Motion seconded by Maria Carpenter. Motion carried.

Meeting adjourned.

Respectfully submitted, 7/10/2003
Sheila Beauchene, FCCA Secretary

Handouts:

1. Minutes from January 17, 2003 mid-year meeting;
2. Treasurer's Reports, FY 03 2nd Quarter March 31, 2003; Statement of Receipts & Disbursements, FY 03 2nd quarter January 1-2003- March 31, 2003; FY03 1st quarter December 31, 2002.
3. Historian's Report
4. Awards Committee Report
5. Site Selection Committee Report (for midyear)