

FCCA MEETING MINUTES
Board Meeting
Sunday, July 28, 2002 - Portland, Oregon

The Board meeting was called to order by President Joe Haas at 8:30 AM on Sunday, July 28, 2002, in Portland, Oregon.

Those present: Joe Haas, President; Jeff Apperson, President-Elect; Sam Hamrick-Immediate Past President; Corrine Szalay, Historian; Sheila Beauchene, Secretary; Circuit Representatives: Eileen Levine-2nd Circuit; John Zingo-3rd Circuit; Judy Shelton-4th 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; Val Pulley-National; Sheryl Loesch, Clerks Council Chair; Cris Beeman-Deputy Clerks Council Chair; Rob Walch, District of Oregon, Dawn Bullock, Central District of California; Anne Kuschel, District of North Dakota; Sue Rigan, Cindy Idema, Western District of Michigan; Maria Carpenter, District of Connecticut, and Doug Hefti, retired FCCA member.

Portland Committee Report:

Rob Walch presented the Portland Committee Report for the conference. He reviewed the educational schedule with the Board and relayed his excitement about the upcoming week of activities. There are no outside speakers this year, which has been a great money saver, plus great court talents will be presenting educational sessions. Approximately 200 people are registered for the conference. All attendees will receive an educational certificate for the classes they attend. Mr. Walch noted their committee is pleased the conference went to a four-day format.

The Product Fair has been turned over to an independent company to coordinate this year. This company made all the contacts and schedules. Mr. Walch did note that the vendors were a little skeptical initially with this arrangement, but they came around. Norb Jarwoski inquired as to whether this is a practice the Board should encourage formally. Mr. Walsh suggested FCCA waits until an opinion is received from the Administrative Office regarding the proposed ethical questions.

Joe Haas noted a useful tool about inviting other court personnel to present education gets other people to the conference and involved with FCCA who usually don't attend the conferences. They come to train and stay for the conference.

Secretary's Report:

Minutes from the Board meeting held April 4, 2002, were previously distributed. Ian Keye moved to approve the minutes as submitted. Linda Lee seconded the motion. Motion carried.

President's Report:

President Haas reported no ethics opinion has been received from FCCA's ethical question, which was submitted eight weeks ago. A second draft of the opinion is being routed, and he had hoped the Board would receive this information at the conference. He will follow up with the Administrative Office. Mr. Haas wanted the Board to discuss this issue face-to-face at this Board meeting; however, the Board will deal with this when it is received.

Mr. Haas reported on the Jury Summit which Betsy Paret, Eastern District of Virginia Clerk of Court, is coordinating. There are 135 people registered, with a waiting list of several more. The attendees are being funded by their own courts. The focus is on jury training and provides an opportunity for training for deputies who may not otherwise receive this individualized training.

Mr. Haas commented about FCCA building the annual conference around another national event, such as a jury summit. Disaster recovery and stewardship are two other possible options to add on to the conference at the end or beginning of the week. The jury summit is a great place for FCCA to start with expanding educational benefits for court staff.

Through electronic communication to all Board members in July 2002, a motion was made by Jenine Wright for approval of funding the transportation of the Clerk's Council Chair to the annual conferences, the same as is approved for the Chair of the Deputy Clerk's Council. Motion seconded by Linda Lee. Discussion held. This would apply to future conferences, as the current Clerk's Council Chair will not be requesting any funds for travel to this conference. Mr. Haas will discuss this issue with the Bylaws Committee Chair so it can be incorporated in the Bylaws. Sam Hamrick called for the question. Judy Shelton seconded this motion. Motion carried. Motion made by Jenine Wright voted on by the Board. Motion carried.

Discussion held regarding the Bylaws and the positions of President and President-Elect. The question which needs to be addressed: in case the President leaves office in the first year of the two year term, how long would the President-Elect serve? This is another issue for the Bylaws committee.

Treasurer's Report:

Treasurer Betty Jackson was not able to be at the conference due to her father's illness. The Treasurer's Reports were distributed. The same will be placed on file for audit.

John Zingo reported the audit is complete. The FCCA books are in order.

Historian's Report:

Corrine Szalay submitted a written report. President Haas expressed his appreciation on behalf of the Board for Ms. Szalay's service as FCCA Historian for the past four years. Discussion regarding location of the FCCA materials which have been sorted and archived by the previous

historian, Meri Lightbody. Linda Lee moved to have Corrine get the materials from Meri Lightbody and mail them to the District Court in North Dakota. Edward Klecker, Clerk of the District of North Dakota, previously agreed to provide a storage location for these materials in his Fargo office. John Zingo seconded the motion. Motion carried.

Discussion held regarding possibly purchasing a digital camera for the Historian. The Board concluded the Historian should incur the necessary expense to take photos of FCCA conferences, either digital or otherwise.

Clerk's Council:

Sheryl Loesch reported on the on-going Clerk mentor program. There are six new clerks who have mentors. At the Clerks/Chief Deputy conference in San Diego this fall, the FCCA will recognize the clerks who are serving as mentors and discuss the benefits of being a member of FCCA.

Orlando Conference, 2003:

Ms. Loesch advised the Orlando committee will make a presentation at the Business meeting on Thursday, and they are very excited about hosting the conference. They have started fundraising in their court. A few fundraising events they have already held include: hot dog luncheons, bake sale, book sale, and massage therapy sessions. Their fundraising will offset the costs of the conference. The Kennedy Space Center has been reserved for FCCA one of the evenings and will be included in the registration.

Site Selection:

Linda Lee reported the mid-year board meeting in January will be held in Anaheim, California, on Saturday, January 18, 2003. The Board will be staying at the hotel where the conference will be held in 2004, at the rate of \$95 for up to four people in a hotel room.

FCCA will be joining NCBC for our conferences in 2005 and 2006. Courts who have expressed an interest in hosting include the New England states and Chicago, Illinois. Ms. Lee will be mailing a letter of interest on the east coast to see if there are any other courts who would be interested in hosting with NCBC.

Deputy Clerk's Council:

Cris Beeman reported on the Deputy Clerk's Council's mentor program. She is searching for a new Chief Deputy mentor. The current mentor, Bill McCool, is now the Clerk of the Court in Tallahassee, Florida. This mentorship program is a positive thing for the courts and FCCA. The new deputies and clerks can see the value of FCCA early on in their career. The mentor needs to establish the relationship early with their mentee by having meetings weekly, then monthly. The Board was reminded of the confidential nature of this relationship as well.

Ms. Beeman noted the DCC is in the process of purchasing FCCA pins for a yearly fundraiser. It is her intent that one-half of the proceeds from the sale of these pins would go to FCCA and the other half to the host court of the next annual conference. The pins would sell for \$5 each. Norb Jaworski moved to reimburse Ms. Beeman for the cost of the pins; she would return the revenue to the FCCA, and one-half of the profits would go to the host court of the next annual conference, and one-half to the FCCA general fund. John Zingo seconded the motion. Motion carried. Ms. Beeman will prepare an article for the next *Journal* issue regarding the pin sales.

Awards:

Michell Valentine distributed a written report. FCCA has one departing officer this year, so expenses for the committee were reduced. FCCA will recognize Mr. & Mrs. Bill Barnes for their attendance at the annual conferences for so many years. This year, the FCCA Foundation will present two public service awards at the banquet. There will also be two special service awards presented at the banquet by President Joe Haas.

Nominations:

No report available at this time.

Membership:

President Haas will contact the membership chair for an update regarding current FCCA membership

Long Range Planning:

The Long Range Planning committee will meet this week while at the annual conference and will be working on membership, the Foundation's role or vision for the future, international planning, and employee benefit issues. Committee Chair Jeff Apperson advised this committee will look at areas of long range to enhance employees in general. After their meeting this week, the agenda for the Long Range Planning committee will be set.

Journal:

Jeff Apperson reported he and Co-Editor Ralph DeLoach will be editors of the *Journal* for one more year. They would like to incorporate more articles from more diverse areas. If someone else would like to be the editor, they would be okay with letting this go earlier! If those interested could step forward and work with the *Journal* editors this year. the transition would go smoothly. Please let Mr. Apperson know if anyone is interested in becoming the editor or co-editor of the *Journal*. They have really enjoyed being editors. John Zingo suggested FCCA print three issues of the *Journal*, and then have other updates throughout the year posted on the FCCA website to save money.

Rob Walch thanked Jeff for the memorial in the *Journal* for one of their judges from their Court (District of Oregon). The judges' family really appreciated the tribute.

By laws:

The Bylaws chair will be reviewing the issue of succession for the President-Elect and also the Clerk's Council Chair reimbursement for attendance at the annual conferences.

Notes from President:

Joe Haas reported the Ethics Opinion has not yet been received. He will schedule a Board meeting via conference call on this when it is received. President Haas will appoint a new membership chair, a new national board representative, and will be conferring with current committee chairs about continuing their duties.

Ian Keye commented regarding the possibility of contracting out our membership. The Executive Secretary could possibly accomplish this task.

Mr. Haas requested all Board members attend the First Time Attendees breakfast meeting on Monday, July 29, at 7:30 AM.

Meeting adjourned at 11:10 AM.

Respectfully submitted,

Sheila Beauchene, Secretary

8/27/02

Handouts:

1. Minutes from April 4, 2002 meeting
2. Treasurer's Reports
3. Historian's Report
4. Award Committee's Report