

FCCA MID YEAR BOARD MEETING MINUTES
City Room - Radisson Hotel, Boston, MA
Saturday, January 15, 2005

The meeting was called to order at 8:30 AM by President Jeff Apperson on Saturday, January 15, 2005, in Boston, Massachusetts, the site of the 2006 Annual Conference.

Those present: Jeff Apperson, President; Sheryl Loesch, President-Elect; Joe Haas, Immediate Past President; Sue Rigan, Secretary; John Zingo, Treasurer; David Stechmann, Historian. Circuit Representatives: Virginia Hurley, First Circuit; Maria Carpenter, Second Circuit; Jim Murphy, Third Circuit; Betsy Paret, Fourth Circuit; Nancy Olansky, Fifth Circuit; Cheryl Sweat, Sixth Circuit; Steve Ludwig, Seventh Circuit; Susan Kern, Eighth Circuit; Marianne Matherly, Ninth Circuit; Ralph DeLoach, Tenth Circuit; Yvonne Goodloe, Eleventh Circuit; Bettina Guerre, National Circuit. Committee Chairs: Bill McCool, Clerk's Council; Ian Keye, Professional Development; Pat McNutt, Journal Editor; Pam Twiford, Membership. Also present were Ken Gardner, 2005 Host Clerk, USBC Northern District of Illinois; Eileen Levine, Chair, Case Management Council; and Sandy Smith, District of Connecticut.

Jeff Apperson opened the meeting by giving a special welcome and thanks to those in attendance, and to Ginny Hurley for arranging the logistics of the meeting. Everyone agreed it is especially beneficial to be on site of the future Annual Conference.

2005 FCCA/NCBC Annual Conference Report

Ken Gardner distributed several handouts: a draft pocket agenda; an education agenda; a social agenda for evening activities; and a spreadsheet of potential costs. Mr. Gardner stated the Michigan State University (MSU) Educational program is the foundation for this year's conference. There will be 15 hours of MSU approved classes which will constitute two of the core competencies toward completion of the non-credit certificate. There will be eight hours of instruction on caseload management presented by Doug Somerlot, and seven hours of instruction on the purposes and responsibilities of the court presented by Terry Nafisi. In addition, there will be courses on leadership presented by instructors from the FJC, a course on CM/ECF issues, and several self-improvement courses focused on our working environment. Students enrolled in the MSU program would receive twice the amount of credit offered at previous annual conferences if they attend all 15 hours.

Mr. Gardner pointed out that attending the full 15 hours of core competency courses will consume all of the educational time allowed and not allow the students to participate in any of the other courses. At future Conferences, he suggests the curriculum consist of one core competency and one elective, so that students can opt out of the elective and take other courses of interest to them, then complete the MSU elective on-line at another time.

Ralph DeLoach mentioned three topics of interest that he believes will attract Clerks of

Court to the Conference, the first two of which are on the agenda: a Clerk's panel discussion on the consolidation of court services; a forum for discussing the Sedona Conference Working Group on Privacy and Public Access to Court Records; and, he would like to see at least an hour devoted to the efforts of the International Committee. Mr. Gardner noted the agenda can accommodate a discussion on the International Committee, and he pointed out there will be a discussion on CM/ECF targeting law clerks and chambers staff. In addition, the agenda will be modified to reflect the FCCA Board meeting will be held from 9:00 am to 3:00 pm on Monday, July 4. It was noted that the fireworks will be held on Sunday, July 3. Jim Murphy, Ginny Hurley, Bill McCool and Jeff Apperson agreed to work out the remaining details of the agenda.

Mr. Gardner mentioned the catering prices are extremely expensive. As a result, it was recommended meals be limited to one per day in order to reduce registration costs. He also mentioned it is clearly acceptable for Courts to use appropriated funds to reimburse Deputy Clerks for the cost of their education and pay per diem for their attendance at the conference, according to the memorandum from Phil McKinney that was distributed some time ago. He said he would publish guidance on how Clerks can pay for staff to attend if their local budget allows. He said that combining FCCA with NCBC should result in 500 - 700 attendees.

Professional Development Committee Report

Ian Keye submitted a written report which is attached for your review. He indicated he worked extensively with Ken Gardner and the Education Group planning the Conference. He also reported he is pleased with the progress made to date.

Applications for the Carol Fitzgerald Scholarship are to be submitted no later than April 15, 2005. This represents a change to the written report in order to coincide with the deadlines established for the various other FCCA Awards.

Secretary's Report

Sue Rigan reported that until recently, the Secretary's Report consisted largely of approving minutes of past Board meetings. However, technology allows for faster approval and distribution, which members seem to appreciate. In order to assure expeditious approval of Board minutes, Ms. Rigan proposed an amendment to Article IV Section 3 of the FCCA By-laws as follows (amended text in italics):

“Should the President, *or his or her designee*, in the exercise of his or her best judgment, determine that the exigencies of a situation require it, he or she may poll the membership of the Board of Directors by mail, *electronic mail*, or by telephone for a decision on any matter within the powers of the Board to decide.”

Ms. Rigan said the amendment would allow the Secretary to distribute the minutes for approval by the Board, if the President so designates. Bill McCool made a motion that the amendment be presented to the members at the Annual Conference business meeting. The

motion was seconded by Maria Carpenter and was approved.

Jeff Apperson suggested an additional amendment to the By-laws that would amend the definition of “sustaining membership” set forth in Article II, Section 1, paragraph F, to delete corporate membership eligibility. Bill McCool made a motion to have Bob Heinemann draft both proposed amendments for presentation to the members at the Annual Conference. The motion was seconded by Bettina Guerre and was approved.

Treasurer’s Report

John Zingo submitted a written report which is attached. He mentioned membership dues are under reported as many districts submitted dues after the report was prepared. It is important to note that accounts have been moved from the Bank of America because the Bank of America assessed a fee for individual deposits. As a result, members may now make dues checks payable to the FCCA rather than their District Representative.

Finance Committee Report

Yvonne Goodloe distributed a handout of discussion items along with a fiscal comparison chart of past years’ budgets and expenditures, and draft report for 2005. Ms. Goodloe conducted a thorough review of the prior years’ records and discovered mathematical errors in four out of the past seven years, which were corrected. Cheryl Sweat moved that the draft proposal for 2005, which uses an accrual basis of accounting, be approved. The motion was seconded by Maria Carpenter and was approved. The Board approved proposed Treasurer/Budget formats as well as a new report (a Balance Sheet) to account for accruals. The Balance Sheet will also present a fair “snapshot” of the financial position of the organization, clearly showing funds due to the organization, funds to be paid out, and designated reserves. Ms. Goodloe and John Zingo will work together to finalize the report. Bill McCool reminded everyone of his suggestion to have the By-laws amended to specify \$35 of each Clerk’s membership dues be devoted to the Clerk’s Council fund and that the funds so designated would be available for the fiscal year with any remainder being returned to the general funds at the end of the fiscal year. Joe Haas made a motion to approve the suggestion. It was seconded by Steve Ludwig and was approved for presentation to the general membership.

Ms. Goodloe questioned why the FCCA accounting year is similar to the court’s budget year (October 1 - September 30) as opposed to the FCCA membership year (January 1 - December 30) or the Board term year (July 1 - June 30). Bill McCool made a motion to change the membership year to July 1 through June 30, effective July 1, 2006, and to have the FCCA accounting year be the same, so that both are in uniform with the Board members terms. The motion was seconded by Ginny Hurley and was approved. As a result, the next membership drive during the fall of 2005 will be for an 18-month membership, valid January 1, 2006 through June 30, 2007, and the dues will be adjusted accordingly.

Ms. Goodloe recommended developing limits or approval standards that must be met before FCCA reserves are tapped for expenditures. She suggested that while a majority of the

Board may approve spending decisions, perhaps a greater majority should be the threshold for approval of spending into reserves. A general discussion ensued about the need to make hard choices because the FCCA's income has been less than predicted, while the expenditures have exceeded expectations. Ralph DeLoach said this demonstrates a need for more forward thinking in developing and approving a budget. Joe Haas said we need to stop projecting revenues that exceed trends from the past. Ms. Goodloe and John Zingo will work together to propose a guideline for allowing expenditures from reserves, which will be presented to the Board for approval at the next meeting.

Ms. Goodloe reported her review of prior financial reports shows membership dues is the biggest source of revenue, while the Journal publication is our biggest expense. She suggested we improve our marketing to target new members and cut expenses associated with the Journal. Jeff Apperson stated the FCCA has made great strides toward advancing the professionalism of FCCA membership and he mentioned advertising revenue from the Journal is on the rise. Furthermore, the FCCA's reputation has never been more prestigious with the advent of the MSU program, an enhanced web site, the expanding Historical presentations, the growth of the International Committee, and many other improvements that emphasize the educational and career enhancing benefits of FCCA membership. He believes membership is down because of the Courts' budget problems and the fear of possible staff layoffs. Ralph DeLoach suggested Clerks can boost membership if they demonstrate enthusiasm toward being a member. As such, he suggested we focus on retaining and enhancing Clerks' memberships. With respect to the Journal, Pat McNutt said she never sees the bills for the Journal and she is always open to suggestions for cutting costs. Bettina Guerre suggested we publish only one Journal annually. However, in her report that she'll discuss later, Ms. McNutt indicated members are happy with the Journal as it is. Following a lengthy discussion, Ms. Goodloe said she and the Finance Committee will be proposing a plan for internal spending controls to be presented at the next Board meeting. Ms. Goodloe also expressed concern over the lack of Internal Controls evident in the routing and depositing of dues. Ms. Twiford agreed. This process not only slows down the timely receipting of funds, but has greater potential for something falling through the cracks. The Finance Committee, the Treasurer, and the Membership Committee will get together to try to develop a more streamlined process that would incorporate an enhanced level of security.

Historian's Report

David Stechmann submitted a written report which is attached. He received another box of old photos dating from 1930-1959, including a picture from the Chicago Conference in 1931 and the Boston Conference in 1959. He thought it would cost approximately \$500 to frame and preserve those photos. In addition, he requested funding for the Traveling Memorabilia and Mementos Exhibit, the Historian for a Day project, and development of photos for the Conference photo album. After some discussion, Mr. Stechmann made a motion for \$900, of which \$100 will be used to frame the Chicago photo and the balance will be used to fully fund the remaining projects. The motion was seconded by Joe Haas and was approved.

Everyone agreed the exhibits and photos are enjoyed by all and worth the expense to

maintain. Bill McCool suggested including Historian expenses as a line item in Conference expenditures, or alternatively, as a recurring expense in the FCCA budget. Jim Murphy said he will ask the Historical Society of the District Court of New Jersey for a donation toward the Historian expenses.

Membership Committee Report

Pam Twiford submitted a Recapitulation Report and Membership Update as of January 13, 2005. She mentioned she received additional memberships payments, therefore updated reports will be prepared. Ms. Twiford reminded everyone of the importance of having accurate membership data because the membership database is used for the Journal mailing. In order to reduce costs of Journal mailing and production, all Board members agreed it was not necessary for each to receive 5 additional copies and that this practice will be abolished.

Ms. Twiford said there were several issues raised about check writing and the payment of dues. Thanks to the efforts of John Zingo, dues checks may now be made payable to the FCCA, submitted to the District Representative for tabulation, and forwarded to Ms. Twiford. It was mentioned that NCBC uses PayPal as a method of payment, but the consensus of opinion was that the FCCA didn't want to absorb the added cost (in terms of loss of revenue) of the PayPal service.

Jeff Apperson asked the Circuit Representatives to keep a close connection with their District Representatives, especially during the membership drive. Jim Murphy reported the teleconference call with the Third Circuit Representatives was well received and very effective. Ralph DeLoach also reported having a conference call with his District Representatives. Mr. DeLoach suggested preparing a videotape as a promotional tool to be used during membership drives. The tape could be available on the web site and be circulated among Circuit Representatives for viewing at court sites. Mr. Apperson said he would explore the issue.

Journal Update

Pat McNutt reported approximately ten percent of the membership responded to the survey about Journal preferences. Her findings will be reported in the next issue. Generally, members liked the pictures, information on members, human interest stories, and articles about current work-related matters.

Ms. McNutt requested guidance as to what would be an appropriate number of pages for the length of the Journal. It was suggested that twenty-eight pages be the maximum, while others suggested anywhere from eight to fourteen pages. Jeff Apperson suggested bifurcating the Journal and putting more information on the web that usually is found in the Journal. Ralph DeLoach suggested taking this approach slowly, but eventually it will get members more accustomed to going to the web site for FCCA information. This will allow a more natural reduction in the number of pages.

Ms. McNutt set forth a publication schedule for 2005, being January 1, May 1 and September 1. Articles intended for publication must be submitted six to eight weeks in advance of publication.

Awards Committee Report

Sue Rigan reported Cindy Idema, Amy Hickox and Sheila Beauchene have agreed to continue their service on the Committee. She reminded everyone that April 15 is the standardized deadline for receipt of nominations for any award. That standardized date was approved by the Board at the Anaheim conference, but was inadvertently omitted from the minutes. Ms. Rigan said she would amend the Anaheim minutes accordingly and communicate the correction to Linda Wade for inclusion on the web site. In addition, the program descriptions currently on the web need to be updated to reflect the standardized date.

Jeff Apperson reported the FCCA Foundation will be dissolving and the money that is held by the Foundation will need to be transferred to the FCCA. He said he would contact Bob Heinemann for guidance on the transfer of funds. He noted the Opperman Public Service Award will not be affected by the change.

Clerk's Council Report

Bill McCool provided a summary of the latest Clerk's meeting in Atlanta, Georgia. He reported several Clerks who are actively involved in FCCA are also active on several Judicial Council advisory committees. This will result in better dissemination of information to the judges, in particular, those matters of importance to Clerks and their staff. The current issues being addressed are increasing the amount of annual leave carryover and court reporter income as affected by CM/ECF and other issues.

Mr. McCool reported several new Clerks have been assigned mentor Clerks and the mentor program continues to work well. He stressed the importance of having the Annual Conference include educational opportunities for Clerks in order to attract Clerks' attendance. Lastly, Mr. McCool said the Clerk's Council will be asking for disbursements from the Clerk's Council Fund, as permitted in the By-laws. Mr. McCool noted the Clerk's Council has approved placing \$35 from each membership fee paid by clerks into the Clerk's Council fund. This action is permitted in the By-laws and there was no need for action by the Board.

Jeff Apperson thanked Mr. McCool for his service and leadership. Mr. Apperson stated he believes the FCCA, along with Clerks and Clerks' staff, have more opportunities for input to the judges and have a much stronger voice on matters important to us, thanks to his involvement.

Deputy Clerk's Council Report

Bill McCool submitted a written report on behalf of Cris Beeman who was unable to attend. Her report is attached. Ms. Beeman had previously mentioned she would seek a

modification to the by-laws so that a portion of the dues from Chief Deputies can be allocated to the Deputy Clerk's Council, in the same way Clerk's dues can be allocated to the Clerk's Council. Yvonne Goodloe made a motion to go forward with the amendment. It was seconded by Joe Haas and approved. Bill McCool made a motion to fix the allocation at \$25. It was seconded by Sheryl Loesch and approved. Yvonne Goodloe made a motion to have the language for the allocation mirror that of the Clerk's Council allocation, except for the dollar amount, which would be \$25. It was seconded by Pat McNutt and approved. The proposed amendment will be presented to the membership for approval at the Conference.

Ms. Beeman requested Board approval for funding to order 2005 Conference pins as a fund-raiser. Yvonne Goodloe made a motion for funding. It was seconded by Ginny Hurley and was approved. Ms. Beeman questioned whether her replacement would take over the fund-raising activities she's been doing, as it is not stated as a function of the Chair. Bettina Guerre suggested we conduct more fund-raising year round and include more items for sale. John Zingo brought samples of FCCA duffle bags that will be available for sale at the Chicago Conference for \$15.

Ms. Beeman's term expires at the Chicago Conference and a replacement Chair will need to be appointed. Any nominations for Chair should be submitted to the President.

MSU Program Update

Joe Haas reported that the MSU program started with approximately 40 students enrolled at the Anaheim Conference. When NCBC had their Annual Conference, enrollment grew to approximately 80 students. He anticipates enrollment will continue to grow. He noted that Sherri Carter and other FCCA members played a significant role developing the curriculum and getting qualified instructors from local resources to teach the courses in Anaheim. NCBC however, took a different approach and hired professors from MSU to develop the curriculum and teach classes at their conference. Mr. Haas questioned whether the FCCA should look to local sources for future instructors or bear the added expense of hiring professors from MSU. Betsy Paret suggested we ask Clerks if they would be interested in teaching a course. Ralph DeLoach suggested we utilize resources from the FJC. Jeff Apperson suggested a surcharge to the MSU enrollees to offset the cost of instructors. All suggestions will be explored.

Mr. Haas reminded everyone that while the MSU enrollees must attend the classes, others are welcome to attend as well. Those participating in the program can complete it in 5 years or less if they attend NCBC Conferences and/or complete some of the courses available on-line.

International Committee Report

Ralph DeLoach reported the Committee was established a year and a half ago by President Jeff Apperson and has been involved in a wide range of activities in a very short time,

showing how widely diverse the FCCA has become. It has gained world-wide recognition for our organization, as well as endorsements from the AO and the International Association of Judges. Although it started with involvement of a few Clerks and judges, it has grown to include deputy clerks and others. Through combined efforts of the FCCA, NCBC and the National Association for Court Management, they are developing a database of people willing to travel abroad to assist emerging European democracies that are asking for guidance. However, Mr. DeLoach reported there exists some overlap of activity between this Committee and others, specifically, the International Association of Court Administrators (IACA). As such, he will recommend that the FCCA's International Committee be allowed to sunset, which will permit the International Association of Court Administrators to further evolve. He suggested the Board consider appointing a representative to the IACA at a later date.

Site Selection Committee Report

Maria Carpenter and Ginny Hurley requested approval from the Board to solicit bids from west courts for the 2007 Annual Conference. Bill McCool made a motion to approve the solicitation. It was seconded by Marianne Matherly and was approved.

2006 Annual Conference Update

Ginny Hurley said the Chief Judge and Clerk of Court for the District of Massachusetts send their best wishes to the group and offer their strong support of the Conference in 2006. Team Boston has already raised over \$4000 to help offset costs. The Conference will be held at the Radisson Hotel at a cost of roughly \$149 per night. The date is tentatively set for the week of July 16, 2006. Several social activities are being explored, including a tour of their courthouse. More details will be made available at the Conference in Chicago.

John Zingo made a motion allowing Jeff Apperson authority to sign contracts for the upcoming Annual Conferences. The motion was seconded by Bettina Guerre and was approved.

Conference Guidelines Committee Report

Maria Carpenter said the previous Guidelines needed quite a bit of updating and she submitted a draft for review. Changes include removing references to hospitality suites and vendor fairs and adding language pertinent to the MSU program, such as accommodating adequate room size. Ms. Carpenter will continue to update the Guidelines, incorporating the recommendation that the Host Court absorb the cost of the Historian Room, and encouraging the Host Court to make a profit from the Conference. She asked the Board to consider forming an umbrella committee consisting of both Site Selection and Conference Guidelines.

Nominations Committee Report

Jeff Apperson reported Anne Stygles has been appointed the new Nominations Chair. This year, the President-Elect and Secretary will be up for election, as well as the Circuit

Representatives in odd-numbered circuits. More information will be presented in the upcoming issue of the Journal.

Tsunami Relief Donations

Jim Murphy indicated that his court was considering organizing a FCCA-sponsored fund raising drive for the tsunami victims, with the proceeds being donated to a local chapter of an approved tsunami charitable organization. This type of effort would give the FCCA some exposure at the local level. Jim added that the OPM Director authorized federal employees to make a one-time donation outside the CFC.

A motion to adjourn was made by Bill McCool. It was seconded by Sheryl Loesch and was approved.

The meeting adjourned at 4:30 pm.

Respectfully submitted,

Sue Rigan, FCCA Secretary
February 25, 2005

attachments: Professional Development Committee Report
Treasurer's Report
Historian's Report
Deputy Clerk's Council Report

**FCCA Professional Development and Fitzgerald Scholarship Committee Report
Mid-Year Board Meeting, January 15, 2005**

As chair of the Professional Development Committee, I have met telephonically on numerous occasions with the Education Group planning the upcoming joint FCCA/NCBC conference this Summer. Ken Gardner and his group have shared the agenda for that conference with me and I have made numerous comments regarding its content. As Ken will be sharing with the Board, the Education Group is developing a well-rounded and extremely informative educational program for attendees from the district, bankruptcy and circuits courts and the other offices throughout the Judiciary. There has also been extensive coordination with MSU representatives in order to satisfy our commitment to the Judicial Administration program available to our membership. It also appears that trainers from the Federal Judicial Center will be greatly involved in a number of presentations at the conference. I look forward to additional meetings with the Education Group to assist them in finalizing their plans for the conference.

Applications for the Carol C. Fitzgerald Scholarship are to be submitted to me no later than April 30, 2005. A first-person article written by one of last year's awardees is scheduled to appear in the Winter edition of the *FCCA Journal*. Journal editor Patricia McNutt has indicated that the above deadline, as well as a reference to information on our web site about the scholarship program, will immediately follow the article. My recommendations concerning awardees for this year's scholarship will be submitted to the Board shortly after the deadline.

Respectfully submitted,


Ian S. Keye

**FEDERAL COURT CLERKS' ASSOCIATION
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FY 2004 - FOURTH QUARTER
JULY 1, 2004 THROUGH SEPTEMBER 30, 2004**

Recapitulation of funds on hand as of 6/30/04:

Certificate of Deposit	\$ 42,233.00	
Savings	23,721.96	
Checking Account	<u>5,816.68</u>	
	\$ 71,771.64	
	Total funds on deposit	\$ 71,771.64

Receipts:

Membership Dues - 2004	\$ 25.00	
Interest Income	219.59	
Advertising	450.00	
Ross Levy Award	1,000.00	
Fund Raiser/2003 FCCA Pins	0.00	
Conference Profit/Anaheim	<u>393.81</u>	
	\$ 2,088.40	
	Total receipts:	\$ 2,088.40

Total cash available: \$ 73,860.04

Disbursements:

FCCA Journal	\$ 8,262.28	
FCCA Journal Postage	2,954.94	
Education	0.00	
Annual Conf-Anaheim/Chicago Adv	0.00	
Postage	0.00	
Miscellaneous	813.78	
Ross Levy Scholarship	0.00	
International Conference	4,000.00	
Liability Insurance	<u>1,493.00</u>	
	\$ 17,524.00	
	Total disbursements:	\$ 17,524.00

Balance as of 6/30/04 \$ 56,336.04

Recapitulation of funds on hand as of 9/30/04:

Certificate of Deposit*	\$ 42,414.20	
Savings	12,976.60	
Checking	<u>945.24</u>	
	\$ 56,336.04	
	Total funds on deposit:	\$ 56,336.04

*Certificate of Deposit matures on 4/13/05

**FEDERAL COURT CLERKS' ASSOCIATION
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FY 2005 - FIRST QUARTER
OCTOBER 1, 2004 THROUGH DECEMBER 31, 2004**

Recapitulation of funds on hand as of 10/01/04:

Certificate of Deposit	\$42,414.20	
Money Market	12,976.60	
Checking Account	<u>945.24</u>	
	\$56,336.04	
	Total funds on deposit	\$ 56,336.04

Receipts:

Membership Dues - 2005	\$ 405.00	
Interest Income	49.44	
Advertising	0.00	
Ross Levy Award	0.00	
Fund Raiser	0.00	
Conference Profit/Anaheim	<u>0.00</u>	
	\$ 454.44	
	Total receipts:	\$ 454.44

Total cash available: \$ 56,790.48

Disbursements:

FCCA Journal	\$ 0.00	
FCCA Journal Postage	0.00	
Education	0.00	
Annual Conf-	0.00	
Postage	208.02	
Clerks Council Expenses	144.85	
Mid-year meeting	1,541.52	
Ross Levy Scholarship	0.00	
Membership refreshments	77.11	
Miscellaneous	0.00	
Liability Insurance	<u>0.00</u>	
	\$ 1,971.50	
	Total disbursements:	\$ 1,971.50

Balance as of 12/31/04 \$ 54,818.98

Recapitulation of funds on hand as of 12/31/04:

Certificate of Deposit*	\$ 42,414.20	
Money Market	12,279.99	
Checking	<u>124.79</u>	
	\$ 54,818.98	
	Total funds on deposit:	\$ 54,818.98

*Certificate of Deposit matures on 4/13/05

FCCA BUDGET REPORT

**FY 2005 - FIRST QUARTER
DECEMBER 31, 2004**

INCOME:	<u>FY 2005 BUDGET</u>	<u>ACTUAL 1ST QTR</u>	<u>ACTUAL YTD</u>	<u>DIFFERENCE</u>
Dues	30,000.00	405.00	405.00	
Interest	500.00	49.44	49.44	
Advertising	2,000.00	0.00	0.00	
Conference Refund/Chicago	1,500.00	0.00	0.00	
Conference Profit/Chicago		0.00	0.00	
Fund Raiser	4,000.00	0.00	0.00	
Ross Levy Award		0.00	0.00	
International Conference		0.00	0.00	
TOTAL INCOME	38,000.00	454.44	454.44	
 EXPENSES:				
Clerk's Council/Blood Drive (<small>\$2000-Scholarship; \$250 Blood Drive</small>)	2,250.00	0.00	0.00	
Clerk's Council expenses		144.85	144.85	
FCCA Journal	10,000.00	0.00	0.00	
FCCA Journal Postage	3,500.00	0.00	0.00	
Education	2,000.00	0.00	0.00	
Annual Conferences (<small>\$1500-Advance; \$2000-Officers' Travel</small>)	2,000.00	0.00	0.00	
Mid-Year Mtg-Boston	10,500.00	1,541.52	1,541.52	
Postage	1,000.00	208.02	208.02	
Fund Raiser 2005 Duffle bags	3,000.00	0.00	0.00	
Ross Levy Award	200.00	0.00	0.00	
Liability Insurance	1,500.00	0.00	0.00	
Membership Refreshments		77.11	77.11	
Miscellaneous (<small>Comm. Exps., awards, etc.</small>)	2,050.00	0.00	0.00	
Total Expenses	38,000.00	1,971.50,	1,971.50	

TOTAL INCOME/EXPENSES

Historian Report

Mid-Year Board of Directors Meeting

January 15, 2005

Boston, MA

David Stechmann, Historian

I have received one more box of nine (9) old photos from past-historian, Meri Lightbody. I believe this is the last of her files. The photos from Meri are large old photos dating from 1930-1959. They are matted to poster board. Fortunately, we have a 1931 Chicago, IL and a 1959 Boston, MA. I've been waiting to see these photos for many years. In 1990 we used these photos for the first time at the New Orleans conference. I would like to use them in the exhibit show and showcase the above two at the 2004 & 2005 conferences. I'm requesting a **\$500.00** budget to prepare, present, and ship as many of the photos as possible.

As our "Ideas for Today and Tomorrow" continue to grow. I intend to take photos throughout the conference and show them each morning. To present the photo presentation at the conference I'll need a **laptop computer and large screen with a USB connection and XP program** to run the photo show. I can load all the photos for viewing each day, including the banquet night. I'll need to print all the photos from the conference and prepare a photo binder. **\$125.00**

Everyone seemed to enjoy visiting the Traveling Memorabilia and Mementos Exhibit Show in Anaheim. It's always fun looking back and remembering other times and people that help make FCCA what it is today. Ken Gardner is working on securing a **room and laptop** for the 2005 show. Many more hours of hard work and preparation will be needed in preparing the old photos for display and repairing and replacing the current exhibits. I hope to continue this tradition in Boston, but **I'll need assistance in unpacking, organizing (+tools), and repacking the exhibit**. I still have some budget for the improvements of the exhibits from the Foundations contributions. Funding will be needed for the cost of shipping. **\$450.00**

Historian for a Day is making a change this year. We intend to award 10-12 cameras to first time attendees at the President's Reception (**PA system needed**). We think this will be a great way for them to meet new people and get involved. We had lots of fun in Anaheim and all the winners took the assignment seriously and as a result we have many outstanding photos. Many of the Historian's commented on how much they really enjoyed the opportunity to participate and Judy Shelton did a great job organizing everything. We have well over 300 photos for your viewing pleasure. Funding needed for disposable cameras, pendant, and developing. **\$225.00**

I hope everyone is as excited as I am about the progress we've made and spending a week in Chicago. I'm looking forward to another outstanding conference and hope to encourage more members to get involved in helping us continue in our efforts.

Deputy Clerks Council Report
Cristina Squieri-Beeman, Chair

A committee consisting of Cris Beeman, Jim Murphy, John Zingo and Pam Twiford met to discuss the boards October 19 assignment of reimbursing members for fees incurred during membership drives. (Jim Murphy will give this report)

The members of the organization seem to enjoy the pin and lanyard fund-raising we are doing so we are expanding this year to include duffle bags. John Zingo is chairing this fund-raising item and will have them available at the mid-year meeting for review. With board approval I would like to order 2005 pins for this years conference. We have approximately fifty 2003 and seventy-five 2004 pins left. Since we sold 2003 pins at this last year's conference I expect we will be able to sell what we have left of the 2003 and 2004 pins. We still have a large quantity of lanyards available so we will not be placing any new orders for this item.

I would like the boards feed back regarding fund-raising. Should this remain a Deputy Clerk's Council project? If so, then the next Chair would have to be agreeable. If not, who will maintain organization of this event. I think each year we make a little more money for the organization and I would hate to see it disappear. Please let me know how I can help in making sure it continues in the years to come.

In Anaheim I announced that I would be proposing an amendment to our by-laws. I notified the members at our business meeting and I have placed written notifications in the last journal as well as the one about to be distributed. I also notified Bob Heinemann of my proposal and I expect it will be up for vote at this year's conference. If anyone has any questions and/or concerns, please give me a call and I will be happy to discuss it. Hopefully I have the support of the board on this proposal. The modifications would be made to Article XI, Section 4 of the FCCA by-laws so that it matches what is written in Article V, Section 4 as it pertains to the Clerk's Council and the wording would be as follows:

In order to provide funds for the Deputy Clerk's Council, there shall be allocated by the Treasurer of the Association an amount no less than one-third or more than one-half of the dues collected from chief deputies. The precise amount shall be determined by the Executive Board subject to confirmation by the Board of Directors of the Association. The expenditure of funds so allocated shall be under the direction of the Chairperson, subject to approval of the Executive Board, but in no instance shall any funds be disbursed for any purpose which is not consistent with the goals of the Association. Funds which are not expended during a particular year shall remain for use of the Council during succeeding years or until specifically returned to the general treasury of the association.

My term expires at the Chicago conference. In my last journal article I did mention this to the members, however, if Jeff does not receive any solicitations he will need to find a replacement. If anyone is interested, or knows of someone who is interested, they can contact Jeff Apperson.

I apologize for my absence and look forward to seeing you all in Chicago.