

FCCA BOARD MEETING MINUTES Wednesday, October 27, 1999

The telephonic Board meeting was called to order by President Sam Hamrick at 12 noon (EST) on Wednesday, October 27, 1999.

Those present: Sam Hamrick, President; Lance Wilson, Immediate-Past President; Donna Craig, Treasurer; Corrine Szalay, Historian; Board members: David DiMarzio-1st Circuit; Eileen Levine-2nd Circuit; John Zingo-3rd Circuit; Linda Lee-5th Circuit; Bonnie Taylor-6th Circuit; Norb Jaworski-7th Circuit; Ian Keye-9th Circuit; David Borkoski-10th Circuit; Raymond Waguespack-11th Circuit; National-Beckie Bates; Nadine Smith-Deputy Clerk's Council Chair; Jeff Apperson-Membership Committee Chair; Michele Tarallo-Team Miami; Kelly Howard, Grace Capri, Leslie Downey-Team Spokane; Geri Smith-Clerk of District Court, Cleveland, Ohio; Chris Dreps-FCCA Foundation Assistant; Anne Kuschel-FCCA Member. Note: Board members, Judy Shelton-4th Circuit and Michell Smith-8th Circuit, were not able to connect with the conference call due to line connection problems.

AGENDA ITEMS:

1. Approval of Past Minutes. Minutes from the August 8, 1999, Board meeting and the August 11, 1999 Business meeting were previously distributed to the Board. Linda Lee moved that the minutes be approved as submitted. Corrine Szalay seconded the motion. Motion carried.

2. Treasurer's Report. Reports previously distributed to the Board by Donna Craig: Fourth Quarter Report, as of September 30, 1999; Fourth Quarter Statement of Receipts and Disbursements from October 1, 1998 through September 30, 1999 and FCCA 1999 Membership Recapitulation, dated September 30, 1999. Hearing no objections, Mr. Hamrick noted that the reports will be filed for audit.

3. Membership Committee: Committee Chair Jeff Apperson reported that 135 district representatives have received their membership packets. The mailing was done directly from his office this year in order to reduce administrative duties for the Board members. He doesn't expect to receive information as to membership numbers until after the membership drive has ended. Mr. Apperson believes that the membership drive is off to a great start, and he has personally contacted several district and bankruptcy court clerks about membership in FCCA. He requests that all liaisons in the circuits follow-up now and make sure the membership information has been distributed. Mr. Apperson mailed letters to the clerks in bankruptcy and district offices to encourage FCCA membership. Nadine Smith advised the Board members to provide her and Mr. Apperson with current names and addresses of their district representatives. Raymond Waguespack advised that he has been making personal telephone calls with court offices in his circuit. Mr. Apperson noted that we all need to contact any other offices as well about joining FCCA, including the probation/pretrial and bankruptcy offices. Overall, he feels very confident about the membership drive.

Donna Craig commented that we need to disseminate information on the application forms for those who join FCCA and are interested in becoming involved in a committee. This is especially important now that the membership drive has started. Linda Lee advised that when she was

membership chair she forwarded copies of the application forms to the committee chairs. Ms. Smith requested that Jeff Apperson provide her with this information and she will compile it for distribution at the Mid-year Board meeting in January, 2000. Concern was expressed that members are not contacted after they indicate an interest to become involved, and we need to get more people involved in our organization and active in committees. This topic will be placed on the mid-year board meeting agenda for further discussion.

Mr. Apperson advised that a new membership committee chair will need to be appointed for next year. He recommended Maria Carpenter, from the District Court in Hartford, Connecticut, be the Membership Committee chair next year. Mr. Apperson would be available to assist the new chair.

Discussion held regarding FCCA membership cards or certificates. Some members have expressed an interest in receiving membership cards. Eileen Levine advised that she distributes a membership certificate to those who join FCCA in her circuit. Mr. Hamrick requested that Mr. Apperson research this issue further and report to the Board at the January Mid-year meeting.

4. Joint Clerks' Council. Jeff Apperson has organized a Joint Clerks' Council to assist in increasing membership for our organization. This Joint Council currently consists of members: Mike Milby, (Clerk, Southern District of Texas), Mike Dobbins, (Clerk, Northern District of Illinois), Lance Wilson, (Clerk, District of Nevada), Jim McCormack (Clerk, Eastern District of Arkansas).

5. Miami 1999 Conference. President Hamrick reported that over the last several years, the annual conferences have reported a profit of about \$35,000, collectively, which has been deposited in the FCCA reserves. The Miami conference did not make a profit, however, and approximately \$7,800 is needed to cover final conference expenses. Mr. Hamrick noted that the FCCA reserve funds could be used to cover this amount due. Lance Wilson moved that no more than \$7,800 be taken out of the FCCA reserve funds to pay the outstanding conference expenses (amount is currently at: \$7,720.76). Raymond Waguespack seconded the motion. David Borkoski noted that FCCA should review the Foundation's finances and use their funds to pay for a portion of this deficiency amount. Discussion held regarding this topic. Nadine Smith advised that we need to pay the monies due to cover Miami expenses, and we should move forward and look toward the Spokane conference. David Borkoski made a substitute motion that FCCA get any monies that it can from the FCCA Foundation first, before we take monies out of the FCCA reserves. Eileen Levine seconded the motion. Discussion held. Motion did not pass. Voting held on Mr. Wilson's motion to take funds out of FCCA reserves voted on by Board. Motion carried. No more than \$7,800 will be taken out of the FCCA reserve fund to pay the remaining expenses due from the annual conference in Miami.

6. Spokane 2000 Conference Report. Grace Capri advised that they are working with the DoubleTree hotel to finalize rooms and other arrangements. They have reserved an additional block of 25 rooms at the hotel and have also secured a block of 25 rooms at a nearby hotel in case rooms are needed for overflow. The penalties are minimal if we do not need these other rooms. Ms. Capri noted that they will be using the Agricultural Trade Center which is right next to the hotel for some of the activities. She has a few more "Spokane, the City by the Mighty Falls" videotapes available for

review, and we are to contact her directly for a copy. She would like these tapes returned to their offices as well.

Spokane Clerk Jim Larsen has requested additional seed money to be appropriated for the 2000 conference. Mr. Hamrick advised that FCCA has already sent \$1,000 to Spokane as seed money for the conference. We can accommodate Mr. Larson's request by taking \$3,000 from the education budget, and \$2,000 from the conference expense budget item. Team Spokane has advised that they will return to FCCA \$3,000 in seed money that has been appropriated to them if they are able to make a profit from the conference.

Mr. Hamrick has appointed a special committee, the Conference Interface Committee, which he will chair and will be comprised of FCCA members who have worked on conferences in the past, the 2000 Spokane Conference, the 2001 Cleveland Conference, and Chris Dreps on behalf of the FCCA Foundation. The mission of this committee is to insure that all communication lines are open and also to assist Team Spokane in planning the 2000 conference. Chris Dreps provided an update on the sponsorship status for the Spokane conference, and she is meeting by telephone monthly with Team Spokane. Ms. Dreps is very optimistic about several new sponsors that she has contacted and about sponsorship for the entire conference.

7. Cleveland 2001 Conference Report. Geri Smith, Clerk of the District Court in Cleveland, Ohio, reported that the 2001 FCCA Conference will be held in conjunction with NCBC, and they met recently to discuss the conference date and hotel. Ms. Smith proposed to the Board that the length of the conference be shortened and the educational agenda be scheduled for two concurrent days for this conference. She proposed the dates of Wednesday, August 1, through Saturday, August 4, 2001, for the conference. Discussion held regarding this issue including: discussing this pending change with the FCCA membership; travel dates; hotel accommodations; vendor fair; and board meeting schedule. Raymond Waguespack moved to approve the dates of August 1-4, 2001 for the conference; motion failed for lack of a second.

Ms. Smith needs to confirm with the hotels that she has contacted about the dates certain in the near future as many dates are already being booked for this time frame. Further discussion held.

Lance Wilson suggested the following possible conference schedule: Tuesday afternoon Board meeting; education and the annual meeting on Wednesday and Thursday, more education on Friday and end early on Friday, with the closing banquet to be held that evening. This would leave Saturday for members to make personal plans for touring the area. Beckie Bates advised that from the survey information received following the 1997 Washington, DC conference, most participants prefer that the educational items be grouped together rather than breaking them up throughout the week with the social events. The Board requested Ms. Smith check into the possibility of booking rooms prior to the August 1st suggested conference date. Subsequent to the meeting, Ms. Smith reported to Mr. Hamrick that 200 hotel rooms are available and will be reserved at the conference rates for the evening of Tuesday, July 31, 2001. Lance Wilson moved that the conference dates of Tuesday, July 31st through Friday, August 3, 2001, be approved. Linda Lee seconded the motion. Motion carried. Ms. Smith will keep Mr. Hamrick advised of Cleveland's planning progress.

8. Mid-Year Board Meeting. Linda Lee advised the Board that the hotel in Las Vegas will be operating off of a rooming list for the January meeting, and everyone needs to get their rooming information to her no later than December 1st. The room rates are \$89 for Friday and Saturday evenings (January 14 & 15, 2000), and \$49 for Sunday evening (January 16th). She will check into room rates prior to January 14th. Discussion regarding payment of expenses for a FCCA *Journal* editor and a representative from Team Spokane to attend the Board meeting. Corrine Szalay moved that we approve payment for one *Journal* editor and one representative to attend the meeting. Donna Craig seconded the motion. Motion carried. Jeff Apperson, co-editor of the *Journal* effective after the fall issue, will discuss with Ralph DeLoach about possibly sharing the cost allocated so that they both can be present at the Board meeting. He will advise Sam Hamrick as soon as their plans are finalized.

9. Relief Fund with NCBC. This agenda item was tabled until the January Board meeting.

10. Other Business.

Ian Keye requested information from the board regarding the dental insurance offered for FCCA members. This insurance coverage was coordinated with NCBC and they should be contacted.

Sheila Beauchene reminded everyone to advise her of any items that should be entered on the FCCA calendar. The nominations deadline and Winter and Spring *Journal* deadlines need to be added to the calendar when that information is received.

Meeting adjourned at 1:25 PM (EST).

After the meeting, it came to the attention of Mr. Hamrick that Emily Heubner's father passed away. Ms. Heubner is Director of the Education Division of the Federal Judicial Center. Mr. Hamrick asked Ms. Beauchene to send a card on behalf of FCCA to Ms. Heubner expressing our condolences.

Respectfully submitted,
Sheila Beauchene, FCCA Secretary