

FCCA MEETING MINUTES
Board Meeting - Friday, November 3, 2000
Telephone Conference Call

The Board meeting was called to order by President Sam Hamrick at 12 noon (EST), on Friday, November 3, 2000.

Those present: Sam Hamrick, President; Lance Wilson, Past President; Joe Haas, President-Elect; Betty Jackson, Treasurer; Corrine Szalay, Historian; Sheila Beauchene, Secretary; Circuit Representatives: David DiMarzio-1st Circuit; Eileen Levine-2nd Circuit; John Zingo-3rd Circuit; Judy Shelton-4th Circuit; Linda Lee-5th Circuit; Sharon Howard-6th Circuit; Norb Jaworski-7th Circuit; Jenine Wright-10th Circuit; Raymond Waguespack-11th Circuit; Betsy Paret-National; Nadine Smith-Deputy Clerks' Council Chair; Jeff Apperson-Co-Editor, Journal; Cam Burke, Professional Development Chair; Geri Smith-Cleveland Conference Committee Co-Chair, and Anne Kuschel-FCCA Member.

AGENDA ITEMS:

Approval of Minutes: Minutes from the June 11, 2000, Board Meeting and June 12 & 14, 2000, Business Meeting, were previously distributed. Linda Lee moved the minutes be approved as submitted. Corrine Szalay seconded the motion. Motion carried.

Professional Development Committee: Chair Cam Burke presented a preliminary report regarding various changes that have been suggested for revisions to the Carol Fitzgerald scholarship fund. Suggestions made: 1) Should FCCA Officers and Board Members apply? Board members felt that they should not be applying for this scholarship. 2) Should an applicant be disqualified if their clerk or supervisor does not write a recommendation for them? The committee felt that perhaps the requirement should be that an active member of FCCA make the recommendation. 3) Limit to the number of scholarships received? No person should receive tuition assistance and a scholarship in the same year. Include information or question on the form as to whether or not their court provides any financial assistance. Should those who get monies from their court be getting a scholarship? The question regarding financial need was expanded. Discussion regarding the clerk or supervisor support and financial need explanation held. This proposed new scholarship application will be provided to the Board for review and comment.

Mr. Burke reported the host clerks in Cleveland have taken the lead in setting the educational program for the 2001 Annual Conference. FJC has already committed to providing eight faculty members for the conference. Other suggestions have been made for keynote speakers as well.

Treasurer's Report: Betty Jackson presented the Treasurer's report and advised that final written reports for FY 2000 and the First Quarter of FY 2001 will be presented to the Board at the Midyear Board Meeting in January. The current checking account balance is: \$13,366.87; \$2,509.87 in the savings

account, money market balance \$31,331.80. FCCA received a return from the Spokane conference of \$10,974, and the bill for the *Journal* will be received soon.

Audit: John Zingo reported the audit has started and will be complete by the Midyear Board Meeting. Mr. Zingo requested copies of all bills and receipts relating to *Journal* expenses. Jeff Apperson will provide that information. Mr. Hamrick noted as a reference that the audit is conducted because it is required by our internal accounting controls; it provides accountability; and the officers and board members have liability insurance which requires an audit be conducted.

Membership Drive: Lance Wilson reported the Membership Drive is currently underway. All Circuit Representatives should have received their membership information. He and Sam Hamrick made a pitch to the Clerks and Chief Deputies at their conference in San Antonio, Texas in October. Mr. Wilson will be following up with DCAD about putting information in their minutes clarifying the Administrative Office's position for using court funds for FCCA educational costs. An inquiry was made as to whether or not we need to clarify the membership drive time frame and extend it formally. The Board felt nothing needs to be done officially, but we will accept new members whenever they want to join. Ms. Lee requested the Board Members be provided with a few extra copies of the *Journal* for distribution during this membership drive as it is a good tool for getting new members to join the organization. Mr. Hamrick also noted that he and Mr. Wilson distributed about 45 of the summer issues of the *Journal* at the Clerk and Chief Deputy Conference. The fall issue of the *Journal* concentrates on the Membership Drive and should be out by the end of November.

Mr. Wilson will be talking to Bob Lowney from DCAD at the AO about getting more interest in FCCA at the Administrative Office level. He also discussed a type of "membership contest" he would like to begin to encourage membership. Mr. Wilson would like to provide FCCA t-shirts to the "winners" of this contest. Nadine Smith moved that Mr. Wilson be allowed to go forward with this idea, and be allowed \$75 to purchase FCCA t-shirts. Linda Lee seconded the motion. Motion carried.

Membership cards discussed. Mr. Wilson has heard from many people requesting FCCA Membership cards. These were given out by the Circuit Representatives, but not for the last three years. Eileen Levine provides all members with a Certificate of Membership in her court, and she has provided that information to the Board previously. Discussion held. Corrine Szalay moved that Lance Wilson have membership cards prepared using laser labels, or some other method, and he distribute these to the District Representatives, with a request for the representatives to distribute the cards to FCCA members in their court. Raymond Waguespak seconded the motion. Motion carried.

Corporate membership. The fee to charge for corporate membership was discussed. These members would be non-voting FCCA members and would be recognized in the *Journal* as corporate members. Sam Hamrick and Lance Wilson will draft a letter and invite the vendors and sponsors to join FCCA at this level. Lance Wilson moved the fee to charge corporate members be set at \$150. John Zingo seconded the motion. Motion carried.

Other Membership Items: Discussion held regarding government employees who work with the Immigration & Naturalization Service and are they eligible to be FCCA members. This may be a new area to explore and bring in new members. It appears from Article II, Section I, of the Bylaws, they are eligible. Mr. Wilson to send letters to these Court Administrators advising of FCCA.

Mr. Wilson will discuss with Jim McCormack the AO letter received in April of this year regarding use of court funds to pay for FCCA annual conferences. The Board requested that Mr. McCormack, as Chair of the Clerks' Council, send this letter out to the Clerks.

Betty Jackson encouraged all District Representatives to send in one check to her for membership fees. Mr. Hamrick reminded the Board that if people want to send separate check for tax purposes, we are to remind them FCCA can provide individual letters for proof of membership.

Annual Conferences:

Cleveland: Clerk Geri Smith reported on the 2001 Conference. Ms. Smith requested funds from FCCA for partial down payment of one of the activities in Cleveland, the Rock n' Roll Hall of Fame evening. NCBC has authorized \$1,500, and she requested FCCA to pay \$1,500. Corrine Szalay moved to authorize \$1,500 for the deposit. Linda Lee seconded the motion. Motion carried.

The Cleveland Conference Committee is planning a packed conference with great educational events and evening events as well. A rundown of the events include:

Tuesday, July 31st - NCBC & FCCA Board Meetings, 12 noon - 5 PM & President's Reception that evening

Wednesday, August 1st - Opening Session, DCC & Clerks Council meetings; Briefings by AO, DCAD, BCAD & FJC and Courthouse tour; Cocktail party and free evening

Thursday, August 2nd - Fun Run/Walk; More educational events; Vendor fair in the afternoon (Cleveland Conference Committee has over 300 potential vendors in their database); Rock & Roll Hall of Fame from 7 - 11 PM

Friday, August 3rd - More training; Business meeting & closing plenary session, with banquet at 6 PM

Ms. Smith estimated the registration fee at \$125. This will depend on the vendor fair and sponsors. FCCA members have already made 29 room reservations at the hotel. Ms. Smith will be at the Midyear Board meeting to present the final budget and schedule for the conference.

The FCCA Foundation has indicated it will attempt to raise \$66,000 for the conference, and Ms. Smith wants to have some flexibility with the Foundation on this amount. Mr. Hamrick and Ms. Smith are in the process of drafting a Memorandum of Understanding with Larry Bick, NCBC President, Ken Hirz, Bankruptcy Clerk in Cleveland, and with FCCA Foundation President Bob Christ for the 2001 conference. Ms. Smith wants to get the registration fee decided soon and get that information out as quickly as possible. The FJC has been great with assisting the conference in educational needs. Ms. Smith appreciates all of the help the FCCA leadership has extended.

2002 Portland Conference: Mr. Hamrick reported on behalf of Rob Walsh, Chief Deputy Clerk in Portland, Oregon and Chair of the Portland Conference Committee. They are in final negotiations with the Marriott Hotel in Portland for the conference and should have the contract finalized by the end of November. Mr. Hamrick and Mr. Haas will review the same. The proposed dates for the conference are: Sunday, July 28, 2002 - Wednesday, July 31, 2002. Lance Wilson moved to approve the dates as suggested. Nadine Smith seconded the motion. Discussion held.

Mr. Hamrick reported that the Portland Conference Committee is committed to preparing a full conference program in three and one-half days, and they want to make it attractive to Deputy Clerks and Clerks alike who find it hard to be away from their offices for a full week. The hotel rates may be a little higher than have been at past conferences. Another factor is conference cost containment and to save attendees money. Lance Wilson believes most FCCA members would prefer a shorter conference and only a few prefer the entire week. Nadine Smith noted we have discussed in the past of wanting more clerks to attend, and most of them cannot commit a week for the conference. Norb Jarowski noted, as a clerk who has to approve the money for the conference, he would feel a lot more comfortable with this schedule. Motion carried, without opposition. Sam Hamrick will report on the Portland hotel contract at the Midyear meeting.

Midyear Board Meeting: Linda Lee requested the Board & Officers to provide her with room reservation information for the Midyear as soon as possible. The meeting is set for Saturday, January 13, 2001, at 9:00 AM at the U.S. Bankruptcy Court in Nashville, Tennessee.

2003 Site Selection: Ms. Lee reported her committee has sent letters out to courts east of the Mississippi for the 2003 conference. The deadline for Letters of Interest is November 30, 2000. This conference will not be held in conjunction with NCBC. NCBC is interested in scheduling future joint conferences but prefers to do so following a thorough evaluation of the Cleveland conference. Ms. Lee has received Letters of Interest from Birmingham, Alabama (Northern District of Alabama) and Orlando, Florida (Middle District of Florida). David DiMarzio noted their court would like to host a joint conference and hopefully the year 2005 will work with schedules. Mr. DiMarzio proposed a possible "New England" states conference and will keep the Board posted on any developments. The 2003 Conference Site will be voted on at the Midyear Board meeting.

No further business.

Mr. Hamrick will forward a proposed Midyear Meeting Agenda in early December to the Board and Officers.

Meeting recessed at 1:15 PM (EST).

Respectfully submitted,
Sheila Beauchene, FCCA Secretary - November 8, 2000