

FCCA MEETING MINUTES
Board Meeting - Sunday, June 11, 2000
Spokane, Washington

The Board meeting was called to order by President Sam Hamrick at 1 PM on Sunday, June 11, 2000.

Those present: Sam Hamrick, President; Donna Craig, Treasurer; Corrine Szalay, Historian; Sheila Beauchene, Secretary; Circuit Representatives: Eileen Levine-2nd Circuit; John Zingo-3rd Circuit; Judy Shelton-4th Circuit; Linda Lee-5th Circuit; Norb Jaworski-7th Circuit; Michell Smith-8th Circuit; Ian Keye-9th Circuit; David Borkoski-10th Circuit; Nadine Smith-Deputy Clerks' Council Chair. Others in attendance: Sharon Howard, Sue Rigan, Doug Hefti, Bob Christ, Betty Jackson, Joe Haas, and Leslie Downey.

Mr. Hamrick recognized Leslie Downey, who was present at the meeting on behalf of Team Spokane. He expressed his appreciation to her and to Team Spokane. Ms. Downey presented a report to the Board regarding the conference. Ms. Downey thanked all those present for coming to the conference and registration started at 1 PM this date. She gave an overview of room locations for the meetings and breakout sessions. Their latest figures note that between 260 - 300 participants will be attending the various events throughout the week. Team Spokane will be available to assist the Board and all attendees.

AGENDA ITEMS:

Minutes:

The minutes from the January 15, 2000, Board meeting had been previously distributed to Board members with a request to comment. After Board review, the minutes were posted on the FCCA website so the membership at large could review the same. Mr. Hamrick requested a March 13, 2000, letter from Michele Tarallo from the Southern District of Florida, be attached to these minutes as the letter provided information for the registration fees from the 1999 conference. Ms. Nadine Smith noted a correction should be made on page six, paragraph four, of the minutes, the Board authorized "Ms. Donna Craig" to invest the CD for the Association. Ms. Linda Lee moved to approve the minutes as noted. John Zingo seconded the motion. The minutes were approved with the name correction and attachment.

Ms. Beauchene reported on the Minute Book Binder she has prepared which contains copies of the minutes from previous Board and Business meetings. This Minute Book will be transferred to each successive Secretary so that information can be maintained in a central location.

Treasurer's:

Ms. Craig noted the Treasurer's Report in the Spokane Conference notebook. The total income and expenses show a \$4,944 deficient, at the end of the second quarter, which is March 31, 2000. Since

that date, she has received further dues and other revenue. There has been an increase in expenses due to the postage for mailing the *Journal* via First Class. Ms. Craig reported the company that prints the *Journal* has requested payment in advance prior to its distribution. It was also noted the *Journal* Editor issues the invoices, and some advertisement money has not yet been received. Mr. Hamrick has discussed the flow of income issue with the co-editors of the *Journal*. He directed the Finance Committee to follow-up on this and report to the Board. Mr. Hamrick has also been receiving returned *Journals* to his office address.

The income tax forms were filed May 15. Ms. Craig has received six insufficient fund checks for payment of membership dues. This issue should be discussed further, perhaps a form letter could be drafted. Ms. Craig did contact these people on the telephone. Mr. Zingo, stated when he served a Treasurer, he prepared a letter that was sent to any persons who had sent in a NSF check. The letter proved to be effective. These members should be requested to pay the \$15 handling charge for these NSF checks. Mr. Zingo is to provide a sample letter to the Treasurer regarding the same. Ian Keye suggested the representative from the circuit should be copied with the letter as well.

Historian:

Ms. Corrine Szalay reported on a table has been set up in the hallway area of the hotel by the conference registration table displaying historical binders and other written materials. She received information from past *Journals* from a retired clerk. Ms. Szalay sent all previous FCCA presidents letters requesting that they submit any FCCA memories to her for recording purposes. She has received several letters, but is still waiting for more past presidents to send their responses. She would like to see these letters published in the *Journal*, and has copies of them in a binder on the display table. Ms. Szalay reported the FCCA Historical Banner, that was on display in Miami, Florida, cannot be located. She also reminded the Board of the materials the former Historian, Meri Lightbody, has organized and archived. These materials are stored in Ms. Lightbody's office in San Francisco, California.

Clerks' Council:

Clerks' Council Chair, James McCormack, submitted a written report to the Board for review. Mr. Joe Haas reported on behalf of Mr. McCormack. Mr. Haas commented on the Judiciary's budget. The current formulas show the district court staff will increase about six percent; 600 positions may be lost in bankruptcy court; and the probation office's formulas remain about even. The budget was approved last week by the Judicial Conference. The question is how do we implement the budget. That has not been determined yet. FCCA is represented by several clerks on various Administrative Office Advisory Boards: Jim McCormack, Joe Haas, Cameron Burke and David DiMarzio. David Borkoski inquired as to the situation with the border courts. Mr. Haas noted this issue was discussed at length also, but they don't want to confuse the border courts and the Work Measurement Study. The next 14 district courts have been selected to study under the Work Measurement Study.

Deputy Clerks' Council:

Deputy Clerks' Council (DCC) Chair, Nadine Smith, submitted a written report in the conference binder. No presentation will be given this year for the Ross Levy Award. Blood for Life: The certificates will be distributed to the blood donors at the Thursday business meeting. At the Deputy Clerks' Council luncheon a panel has been assembled to address any concerns or questions. Panel members include: Pat Sandlin, Chief Deputy, Eastern District of California; Dennis Bilecki, Division Office Manager, Bankruptcy Court, Northern District of California, and Kembra Smith, Law Clerk to the Honorable Stanley S. Birch, Jr., 11th Circuit in Atlanta.

The DCC has received a suggestion it adopt The "Susan B. Komen Race for the Cure" as a community service project. Corrine Szalay has volunteered to chair the committee. Ms. Smith moved that the DCC adopt this project. Ms. Craig seconded the motion. Motion carried. Ms. Szalay will prepare an article for the next issue of the *Journal* for this community service project.

Maria Carpenter (District of Connecticut) advised the DCC Chair that the National Coalition Against Domestic Violence and Motorola have combined resources to re-configure used cell phones for use by this coalition. The telephones are re-programmed to only dial 911 and are distributed to any domestic violence victims. Ms. Carpenter will prepare an article for the *Journal* regarding this project and advise members where any used cell phones can be sent. The project will not be adopted by the DCC, but the DCC will provide information to FCCA members for participation in the same.

FCCA Foundation Report:

Mr. Bob Christ, FCCA Foundation member, reported the Foundation has raised in excess of \$65,000, thanks in large part to the work of their Administrative Assistant, Chris Dreps, for this conference. Mr. Christ reminded the Board to express its appreciation to all the sponsors and vendors for their support.

Two FCCA Foundation Public Service awards will be presented on Monday, June 12, 2000. The two recipients will each receive \$1,500, in addition to a plaque. He reiterated the importance of this award and of those of us who serve the public. Mr. Christ noted that contributions to the fund are tax deductible, and he requested funds be sent to the Foundation's Treasurer, Jim Davey, or to Mr. Christ. Mr. Keye inquired as to whether the Foundation could be included in the Combined Federal Campaign. Mr. Christ noted this is a good idea, and should be checked into further.

The Foundation needs to form a committee to work on building a broader base of sponsors and vendors. David Borkoski volunteered to assist the Foundation for the leg-work regarding the civic issue involved.

Cleveland Conference:

Ms. Veronika Adamo, Cleveland, Ohio, will present a report at the Thursday business meeting. Mr. Hamrick reported the contract with the hotel has been executed. The room rate is \$86 for a double

or single room. The 7 ½ percent tax can be avoided if a government ID is shown when attendees check in to the hotel. The Rock & Roll Hall of Fame has been reserved for our group for one evening.

Mr. Hamrick advised that on Thursday, June 15, 2000, at 2:00 PM, he will meet with representatives from the Spokane, Cleveland, and Portland conferences in Room 902, of the hotel. All Board members are welcome to attend.

Committee Reports:

Nominations:

June Phillips previously distributed her report to the Board via e-mail. She has received 265 absentee ballots. Ms. Phillips has attempted to streamline the election process, as she wants to save time and money. The process of requesting the absentee ballot could possibly be eliminated. This is an issue the By-Laws committee could review. Mr. Hamrick expressed his appreciation on behalf of the Board to Ms. Phillips for her work on this committee. The issue of early voting at the annual conferences was discussed. Some members have requested that they be allowed to vote earlier in the conference than when the election process commences as they may not be able to stay for the entire conference. This issue will need to be reviewed by the Nominations committee and the By-Laws committee. The elections will take place on Thursday during the business meeting. Mr. Hamrick will request nominations from the floor, and candidates will be allowed to give a brief nomination speech on Monday, June 12, 2000.

Journal:

Mr. Hamrick noted that future publications of the *Journal* may be used as a vehicle to extend FCCA's reach internationally. This may be an expense to the FCCA. Mr. Hamrick advised the Board that one of our sponsors, West Group, agreed to provide free legal research for a number of lawyers on the continent of Africa. He also noted that clerks from other districts have traveled to various countries to help establish their legal systems.

Finance:

John Zingo distributed the proposed 2001 budget. The Finance Committee suggested that printing and publication costs of the *Journal* be reviewed. He noted this is a good time for us to re-evaluate the expenditures of the Association and to cut corners, especially due to the low membership numbers. Ms. Szalay suggested the Board members roomshare at the Mid-Year Board meeting in January again. Other possibilities of cost cutting measures: The transfer of accounts, etc. to the next Treasurer. Mr. Hamrick noted that perhaps this could be reduced if a universal bank was selected. The Finance Committee will review ways for reducing expenses. Membership is our best fundraiser.

Mr. Borkoski inquired as to the possibility of requesting help from the Foundation if we were in need of funds. He advised that we need to take more control of spending at the annual conferences. We need to show the Foundation that we are making changes, etc., before we would ask them for any money, if it is needed. Mr. Zingo and Ms. Craig will discuss the publication costs with the co-editors of the

Journal. Linda Lee moved to submit the proposed 2001 budget to the membership at the Business meeting on Thursday, June 15. David Borkoski seconded the motion. Motion carried. The 2001 Budget will be presented to the membership for approval.

Sam Hamrick advised the Board of a letter dated April 14, 2000, to Clerk Ralph DeLoach from Phil McKinney, Chief of the Accounting & Finance Systems Division at the Administrative Office. This letter addressed funding attendance at the FCCA annual conference from appropriated court funds. The letter was forwarded to all clerks who are members of the FCCA, and it will be published in the next issue of the *Journal*. The AO concluded that appropriated funds may be used to pay for FCCA educational sessions.

David Borkoski inquired as to the possibility of raising dues. This is an issue that could be discussed at the Clerks Council & Deputy Clerks' Council luncheons this week. Linda Lee moved that John Zingo bring this issue to the DCC, for an increase of \$5 for each level of FCCA member. Eileen Levine seconded the motion. Motion carried. Mr. Hamrick will discuss this issue at the Clerks Council luncheon also.

Norb Jaworski commented that the AO ruling regarding funding FCCA education fees should provide a great opportunity for FCCA to expand its membership. It would be interesting to know how many attendees are receiving assistance from their Unit Executive. Ms. Beauchene suggested the Cleveland registration form include a question as to whether or not attendees were getting assistance from their courts to attend. This is one way we could determine if the AO letter will assist in increasing membership in FCCA. Ms. Michell Smith requested the registration form include a breakdown of the registration fee for educational purposes and other fees. The Philadelphia conference registration form did include a breakdown for these separate costs, and Mr. Hamrick will discuss this issue with Team Cleveland. It was suggested the *Journal* emphasize the educational events.

Awards:

Ms. Beauchene reported two FCCA Foundation awards will be given on Monday, June 12, with the remainder of the presentations to be distributed at the Thursday Business meeting. Three Special Service Awards will be presented at the Thursday banquet, along with the recognition awards for the Historian, Treasurer, and previous Journal Editor. The Angie award will be presented by the Clerks' Council at the banquet as well.

Site Selection:

Linda Lee prepared a report regarding cost comparisons for the Mid-Year meeting to be held in January 2001. Discussion held regarding the various sites. Ms. Lee moved that the January 2001 Mid-year Board meeting be held in Nashville, Tennessee on January 12-13, 2001. Corrine Szalay seconded the motion. Motion carried. Mr. Hamrick encouraged all Board members to roomshare to reduce expenses. Board members will stay at the Marriott Renaissance Hotel in Nashville. Attendance for airfare and hotel expenses for one representative for the Cleveland conference and one *Journal* Editor is approved. By

holding the meeting in Nashville, several Board members will be able to drive to the location to reduce costs as well. Ms. Craig advised that the meeting could be held in the U.S. Bankruptcy Courthouse, and she and Sharon Howard will check into this further.

The 73rd Annual FCCA Conference is set for Tuesday, July 31, 2001, through Friday, August 3, 2001, in Cleveland, Ohio. This conference will be held in conjunction with NCBC. The 2002 conference will be held in Portland, Oregon (dates not selected). Ms. Lee and her committee will solicit conference locations for the Host Court for the year 2003.

Membership:

Membership is currently at 1210. Lance Wilson will be chairing this committee, and will have several vice chairs to contact other courts to increase membership.

New Business:

Mr. Hamrick moved that Lance Wilson remain as “immediate” past-president for one more year. Corrine Szalay seconded the motion. Motion carried.

Mr. Hamrick encouraged all Board members to attend the First Time Attendee Orientation meeting that is set for Monday, June 12, at 7:30 AM. He noted that we need to make a good first impression on these attendees so that they return to their courts with the enthusiasm and excitement to attend another conference. This will hopefully increase membership.

Mr. Hamrick distributed the 2001 committee chair listing. (Attachment # 8). He reported that Board members made only three recommendations and all three were included in committee leadership appointments.

Vendor Fair Guidelines:

David Borkoski noted the Vendor Fair Guidelines that have been prepared. Also, he will be editing the annual conference Guideline manual. This conference notebook is a great resource for host courts.

Education Open Forum:

Mr. Hamrick requested the Board review the questions proposed regarding the educational sessions and format for the annual conferences. These questions will be discussed at the Mid-year Board meeting. The Board is encouraged to bring their ideas and suggestions to the meeting.

Mr. Hamrick recognized outgoing Board members: David Borkoski, Beckie Bates, Bonnie Taylor. He expressed his appreciation to them for their service to FCCA throughout the years.

FCCA Board meeting to be held via telephone conference call on Friday, November 3, 2000, at 12 Noon (EST). Mr. Hamrick advised that the Board may also need to meet earlier than November.

Business meeting to be held on Monday, June 12, 2000, and continued on Thursday, June 15, 2000.

Meeting adjourned: 4:45 PM.

ATTACHMENTS/REPORTS:

1. Treasurer's Report (In Conference Binder)
2. Historian Report (In Conference Binder)
3. Deputy Clerks' Council (In Conference Binder)
4. Clerks' Council
5. Nominations (Previously sent to Board)
6. AO Letter, dated 4/14/2000
7. Site Selection (Previously sent to Board)
8. Committee Listing
9. Education Discussion Questions
10. Vendor Fair Guidelines