

FCCA MEETING MINUTES

Board Meeting - Tuesday, July 31, 2001 - Cleveland, Ohio

The Board meeting was called to order by President Sam Hamrick at 1:00 PM (EDT) on Tuesday, July 31, 2001, in Cleveland, Ohio.

Those present: Sam Hamrick, President; 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; Michell Valentine-8th Circuit; Ian Keye-9th Circuit; Jenine Wright-10th Circuit; Lance Wilson, Membership Committee Chair; Nadine Smith-Deputy Clerks' Council Chair; Geri Smith, Keith Throckmorton, U.S. District Court, Cleveland, Ohio; FCCA *Journal* Co-Editors, Jeff Apperson and Ralph DeLoach; Rob Walsh, Danny Armstrong, and Sam Duplessis, U.S. District Court, Portland, Oregon; Larry Myers, Secretary-Treasurer, NACM; Marv Helart, FCCA Foundation Board; Anne Kuschel, District of North Dakota; Sue Rigan, Cindy Idamo, Western District of Michigan; June Philips, Nominations Chair, District of Georgia, Bankruptcy Court; Nancy Hermer, Nomination committee member; Anne Stygles, Court of Appeals, Veterans Claim, Washington, D.C.

President Hamrick welcomed Board members, Officers, Cleveland and Portland committee conference members, guests, and other FCCA members to the meeting. Mr. Hamrick noted at every meeting he has presided over at in his tenure on the Board, there have been FCCA members who are not on the Board, who have attended the meetings. It is great to see the involvement in FCCA.

Cleveland Conference Update:

Ms. Geri Smith thanked everyone for the opportunity to host the conference. The program hasn't changed much in format from January of this year but has been fine tuned. She is thrilled to report Administrative Office Director Leonidas Ralph Mecham will be joining our meeting on Wednesday afternoon. His presence tells us a great deal about our organizations in that he is taking the time to be here with us. Ms. Smith reported 455 people are in attendance for the conference: NCBC - 184 and FCCA - 271. There are 60 educational offerings for attendees at the conference, with presentations from the Administrative Office and the Federal Judicial Center. There are 38 booths scheduled for the Vendor Fair on Thursday. She encouraged all to stay for the Vendor Fair and visit the booths and to participate in the drawings throughout the afternoon, as you must be present to win prizes.

Approval of Meeting Minutes:

Minutes from the Board meeting held April 26, 2001, via telephone conference call were previously distributed and have been posted on the FCCA web site. Ian Keye moved to approve minutes as submitted. Linda Lee seconded the motion. Motion carried. Minutes approved.

Treasurer's Report:

Treasurer Betty Jackson distributed the Treasurer's reports which included: FY 2001 3rd Quarter Report, dated June 30 2001 and Statement of Receipts & Disbursements, FY 2001- 3rd Quarter (4/1/01-

6/30/01). Treasurer Jackson reported as to the FCCA finances. Treasurer's Reports will be filed for audit.

Historian's Report:

Historian Corrine Szalay submitted a written report. Ms. Szalay advised there is a history display table set up in the hallway and it will remain there during the conference. She noted this next year marks the end of her second term, and she will not be seeking re-election.

Clerk's Council:

Sheryl Loesch, Clerk for the Middle District of Florida, was recently appointed Chair of the Clerk's Council. Ms. Loesch was not able to be present at the meeting today, but will be at the Business meeting on Friday, August 3. Ms. Loesch is also the host clerk for the 2003 FCCA Annual Conference in Orlando.

Deputy Clerk's Council:

DCC Chair Nadine Smith prepared a written report. Ms. Smith noted the Deputy Clerks' Council's main function is to funnel information to the local courts regarding the membership drive and to assist in any election. There will be a Ross Levy award presented at the final banquet Friday evening. The requirements for the Ross Levy award were discussed. Corrine Szalay noted Ross Levy's mother contacted her to inquire if any further funds were needed for this award. Lance Wilson noted FCCA received \$1,500 from Mrs. Levy to start this award, and FCCA agreed to fund further awards from its accounts. Discussion as to the composition of the Ross Levy committee. Mr. Wilson moved the Ross Levy Guidelines be amended to include Corrine Szalay as a permanent member of the committee, as long as she is a member of FCCA. Judy Shelton seconded the motion. Motion carried. The Guidelines will reflect the committee for the Ross Levy Memorial Award will consist of the Deputy Clerk's Council Chair, Corrine Szalay, and a third Deputy Clerk's Council member.

President-Elect Report:

Joe Haas, President-Elect, reported he attended the Assembly of Court Association meeting which brought together any group that has any court connection. This was a great opportunity to engage in an exchange with other court personnel and hear different perspectives. Handouts distributed: Participant Information for the 2001 Assembly of Court Associations and Report on Assembly of Court Associations, dated 3/10/2001.

NACM Conference & Update:

Norb Jaworski advised he attended the NACM annual conference on behalf of FCCA, and he encouraged the Board members to join this organization. He addressed the NACM board meeting, and noted NACM is holding their 2003 conference in Portland, Oregon also.

Lynn Myers, Secretary-Treasurer, was present to address the Board on behalf of NACM. Collaboration and coalition are the wave of the future for the associations. There are things going on which benefit all of us. NACM is always asking at their Board meetings, who else needs to be at the table? They

are pleased to be part of the decision making process. People tend to make decision and pass those along for us to carry out and it is nice to be a part of the process. Mr. Myers discussed two handouts he distributed (COSCA/NACM Joint Tech committee, 7/2001 & Core Competency Curriculum Guidelines) Just prior to their next annual conference, NACM will be conducting a leadership seminar. He will be certain FCCA is invited to the seminar. Mr. Hamrick requested FCCA be added to NACM's website. NACM conference schedule: Mid-Year meeting March 3-6, 2002, Williamsburg, Virginia; Annual conference July 21-26, 2002, Portland, Oregon; Mid-Year meeting in 2003, Las Vegas, Nevada; Annual conference July 13-18, 2003, Washington, DC, and 2004 Mid-Year conference in Savannah, Georgia.

Mr. Wilson inquired as to the possibility of having a joint meeting with NACM next summer, as both of our organizations will be in the same city. The times are different at this point, but this issue will be explored by Team Portland with NACM. Mr. Wilson stressed the need for better communication with NACM regarding scheduling conferences and other meetings. Perhaps there could be a meeting or training session which could overlap with the FCCA conference.

2002 Portland Conference:

Rob Walsh reported on behalf of the Portland Conference committee. He noted he does not personally have a lot of experience with FCCA conferences, but there are eight staff from their District at this conference, and they have 35 FCCA members in their office. Their Chief Judge has declared the FCCA Annual Conference as a district activity and all of the events the month before the annual conference will serve as training opportunities for their staff. It is a pleasure to have such support by their Chief Judge. They received \$1,500 from the FCCA funds for start up monies. The dates are set for July 28- August 2, 2002 at the Marriott on the Willamette River. Oregon has a great deal to offer visitors to their state: mountains, sand dunes, the coast, and so much more. Their committee is busy preparing for the conference. They will have a booth set up at the vendor fair, and encouraged all of us to visit the booth.

Portland has prepared a proposed budget (distributed previously). Mr. Wilson noted we probably cannot count on more than \$66,000 from the FCCA Foundation for the 2002 conference, as this is the amount Cleveland received for 2001. Mr. Wilson reviewed some items on the budget with the Portland committee members present. The Board suggested having two free nights, with optional activities for the attendees, and to eliminate hospitality suites. These suites began in 1997 with the joint conference with FCCA, NCBC, and NACM, and they are not needed for every evening. FCCA member Anne Styles from the Court of Appeals, Veterans Claims Division in Washington, DC, advised the hotels she has worked with in coordinating prior conferences comped several of their shorter two hour social events. This is a option Portland may want to discuss with their hotel representative.

Mr. Hamrick expressed his appreciation to the Portland committee representatives. Following the business meeting on Friday, August 3, the Cleveland, Portland, and Oregon committee members (and, 2004 committee representatives as well from Los Angeles court) will meet in Suite 2109 to discuss various conference issues. All Board members are invited to attend.

2003 Conference:

Site Selection Chair Linda Lee reported the 2003 conference is set for Sunday, June 22 through Thursday, June 26. A contract has been entered into with the Grosvenor Hotel in Orlando for the conference. Rates are \$105 for a single or double room, with suites at \$150. Ms. Lee moved the 2003 annual conference dates of June 22-26 be approved. John Zingo seconded the motion. Motion carried.

FCCA Journal:

Co-Editors Ralph DeLoach and Jeff Apperson were present at the meeting. Mr. DeLoach advised he has enjoyed being the co-editor of the *Journal*, and he wants to be sure they are fulfilling the needs of the membership with the issues and spending money wisely on the publication and mailing. Discussion regarding e-mailing the *Journal*, or at least making this an option for members. NCBC does this for their publications, which are posted monthly. NCBC members receive passwords to log on to the system to access the newsletter. This will be studied further by the co-editors of the *Journal*.

Mr. Apperson reported what really makes the *Journal* are the people who write the articles. They have an interview with Pete Lee for the next *Journal*. They will conduct a study comparing CSRS sick leave and FERS leave. Anyone who has articles for the next *Journal* should forward them to the co-editors. Mr. DeLoach advised putting the *Journal* together is a piece of cake, the hard part is collecting the articles. He noted perhaps there needs to be a committee created for those who generate articles. He encouraged people to write letters to the co-editors as the more involvement FCCA members have in the *Journal*, the better.

Joe Haas noted he is consistently asked what does FCCA do for me. He thinks that the answer should be the things we have learned are the relationships we have made. "Personal" is the answer we should give to others who ask us. We all have a story that has come up during our FCCA involvement and these are the stories we need to get to the *Journal* co-editors and to Membership Chair Lance Wilson.

Mr. Apperson commented we need to look at joint issues of the *Journal* with NCBC as there are a lot of issues that overlap. There is a real opportunity there for sharing articles. Mr. DeLoach inquired if the *Journal* is being published enough. Should there be more issues? Mr. Haas noted any "hot topics" could come out much quicker to the membership if the *Journal* was emailed. It was noted some court employees do not have access to email at work or at home. Ms. Valentine noted FCCA needs to go the electronic way for publication and the *Journal* may get to more members this way. Mr. Apperson commented Lotus Notes may help FCCA with the national directory of court people which will be established.

Nominations:

Nancy Hermer reported on behalf of the Nomination committee. Election to be held at business meeting Friday, August 3. Membership to vote for offices of President-Elect and Secretary, and on the proposed amendments to the By-Laws.

Membership:

Mr. Wilson reported 1603 FCCA members to date. He noted there will be a membership table at the vendor fair. He will be selling raffle tickets to kick off the membership. The membership drive officially begins in September 1 and ends November 30. This year Mr. Wilson plans to schedule a telephone conference call with all the District Representatives regarding membership in their districts. He wants members to share stories regarding different membership methods in their offices. Mr. Wilson also will be pursuing on-line registration. He noted there will be challenges and he doesn't have all the answers regarding this idea and welcomes any suggestions. Ms. Valentine noted they have a systems person in their district (Little Rock, Arkansas), who would be of great assistance in this area. She will approach him about the idea.

Mr. Wilson also noted he will chair the committee for one more year, and he is soliciting assistance from others for a new membership committee chair. It would be ideal if that person could assist him this year, then the learning curve would be lessened.

Mr. Haas noted some of these committee chairs for FCCA should be at future Board meetings.

Financial:

John Zingo presented the 2002 FCCA budget. He noted in preparing the proposed budget, he took many factors into consideration. The idea of basing income on membership dues needs to be rethought. Discussion regarding "seed" money provided to courts preparing for the annual conferences. We need to stress that this is a "non-interest bearing loan," and it needs to be returned to the treasury. Membership dues may need to be increased, or possibly a portion of the registration fee for annual conferences can be earmarked for FCCA.

David DiMarzio inquired as to the possibility of increasing membership dues for each of the categories of members by \$5. Linda Lee moved to raise membership dues by \$5 for each of the membership categories for fiscal year 2002 membership campaign. Eileen Levine seconded the motion. Norb Jaworski moved to amend that motion to add the clerks' fees should be increased to \$100. This amendment to the motion failed for lack of a second. Motion carried for \$5 due increase. Norb Jaworski moved to increase clerks' dues to \$75. David DiMarzio seconded the motion. Motion carried. Mr. Jaworski noted this would send a positive message to the deputy clerks regarding their dues to be increased more than deputy clerks' dues. Joe Haas moved that the Chief Deputy's dues be increased to \$50. Corrine Szalay seconded the motion. Motion carried.

Membership dues for Fiscal Year 2002 as follows: Clerks: \$75; Chief Deputies: \$50; Deputy Clerks: \$20; Retirees: \$20. (Corporate memberships dues did not increase.)

Discussion held regarding earmarking a portion of the annual conference registration fee for the FCCA Treasury. This issue was not finalized, but the host court will need to be advised on this as soon as possible.

John Zingo moved the proposed 2002 budget be presented to the general membership for approval at the Business meeting. Eileen Levine seconded the motion. Motion carried.

Awards:

Michell Valentine reported presentations will be made at the Business meeting on Friday afternoon. Special service awards and awards for host clerks (FCCA & NCBC) will be presented at the banquet Friday evening.

Professional Development:

Chair Cam Burke is not present at the meeting and prepared a written report. Mr. Hamrick noted the re-wording and new forms for the Carol Fitzgerald Scholarship has been finalized and is in effect.

Seniors:

Eileen noted Chair Rosalie Womack is present at the conference and has been contacting retired members. Mr. Wilson noted he will discuss at the District Representative telephone conference that any upcoming clerk's office personnel who are about to retire should contact Ms. Levine or Ms. Romack.

Ms. Levine noted the National Association of Retired Federal Employees in Alexandria, Virginia sent her information regarding their organization. FCCA to decide if we should take out an ad in their newsletter or write them a letter. There are many potential new members in this organization for FCCA.

FCCA Foundation:

Marv Helart represented the Foundation at the Board meeting. He does have a written report, and he has been a member of the Foundation for the last year. His primary role has been to work on the Public Service Award, and to finalize the criteria for the award. He is hopeful that Mr. Opperman will be present at the annual conference next year, and a Public Service Award will be presented.

Mr. Hamrick commented regarding the July 20, 2001, memo he wrote to all Board members, Geri Smith, Rob Walsh, and the FCCA Foundation. This memo was put together after a discussion he had with Jim Davey as to "What does FCCA want from the Foundation?"

Mr. Helart presented information to the Board regarding a procedure for handling sponsors. The Foundation doesn't have a person who solicits funds as they have in the past, but they are looking for a replacement. Mr. Helart indicated that the Foundation's former Director of Development (Chris Dreps), will not be coming back. (Handout: Discussion document concerning handling of sponsors of FCCA Conferences).

Mr. Wilson expressed his appreciation to the Foundation for their work in raising money for the conferences. He likes the tone of the proposal for the sponsors. This information must be communicated early on to the host court, Board and Foundation.

Mr. Haas advised we need to talk to our sponsors about supporting the Foundation, and the sponsors need to be recognized at the educational events.

David DiMarzio commended everyone involved in the Foundation. Clearly this is an important step that has been taken (reference to sponsor handout). This all goes toward a solid relationship with the Board and the Foundation that will withstand a variety of tests. Mr. Wilson noted there should be an article in the *Journal* as to any donations to the FCCA Foundation are tax-deductible.

Mr. Hamrick thanked Mr. Helart for his report and for attending the annual conference.

Geri Smith commented we need to work as a team with the Foundation and the Board. She would suggest a private national organization should be looked at in order to handle the fundraising for the organization. The investment would be well worth it. The Board should be willing to suggest to Portland to see if there is a company in that area who would do this.

Site Selection:

Linda Lee advised the mid-year board meeting will be held on Saturday, January 19, 2002, at the same hotel the 2002 annual conference will be held, The Groesvenor in Orlando, Florida. Ms. Lee has reserved 20 rooms at \$100/night, for three days before and three days after January 19. FCCA will only be paying for the nights of January 18 & 19. Having the Board stay at the same hotel the annual conference is to be held will allow us to relay information to the membership about the hotel and surrounding areas. This is a goal the Board has had for some time, and Ms. Lee was able to negotiate the rate and dates with this hotel. They will need a rooming list and will not charge us for a meeting room as long as we fill 81 percent of our reserved rooms. Ms. Lee moved we hold the mid-year meeting on this date and at this location. Joe Haas seconded the motion. Motion carried.

The 2004 site selection for the annual conference discussed. In February, letters were sent out to all courts west of the Mississippi. Initially, there were four courts who submitted bids for the conference: Los Angeles, California; Las Vegas, Nevada; Lafayette, Louisiana; and Salt Lake City, Utah. The committee met and discussed the site choices at length. Ms. Lee has all the site selection information along with her at this meeting if anyone wants to review the documentation. The choice was a difficult one for all the members of her committee. The committee recommends to the Board the site of Lafayette, Louisiana. No motion was made to approve their recommendation. Further discussion held. Mr. Wilson moved that the 2004 annual conference be held in Los Angeles, California. Linda Lee seconded the motion. Motion carried with one abstention.

Survey to Membership:

Norb Jaworski commented regarding the survey developed for the membership regarding annual conferences. This will be distributed at the business meeting on Friday and published in the next issue of the *Journal*.

Other Business:

Sam Hamrick advised the Board members of the First Time Attendees meeting set for Wednesday, August 1, 2001, at 7:30 AM. He requested all Board members to attend.

Mr. Hamrick advised of several outgoing board members and he expressed his appreciation to them on behalf of the Board: Jim McCormack, Nadine Smith, Lance Wilson, Dave DiMarzio, and Raymond Waguespack, and Betsy Paret.

Mr. Wilson expressed his appreciation to Sam Hamrick on behalf of the Board. He has served as FCCA president for three years and stepped in during a period of unrest and crisis. He has served longer than any other president and has served the organization well.

Meeting adjourned at 5:20 PM.

Respectfully submitted,
Sheila Beauchene, FCCA Secretary 8/12/01

Handouts:

1. Ross Levy Guideline sheet
2. Minutes from April 26, 2001
3. Annual Report by Deputy Clerk's Council Chair
4. Treasurer's reports (2)
5. Board member listing
6. Assembly of Court Association handouts (2)
7. NACM - / Core Competencies
8. Nominations Report
9. Proposed FCCA budget for 2002
10. Sponsor/Vendor handling memo from FCCA Foundation
11. Letter from President Hamrick, 7/20/01 to Foundation
12. Site selection report
13. Membership Report