

**FCCA Board Meeting Minutes**  
**Miami, Florida**  
**Sunday, August 8, 1999**

The meeting was called to order @ 1:07 PM by President Sam Hamrick and a quorum was declared.

Present: Linda Lee, Sheila Beauchene, Nadine Smith, Ian Keye, Meri Lightbody, Raymond Waguespack, Lance Wilson, William Heede, Bonnie Taylor, Jeff Apperson, Anne Kuschel, Donna Craig, Sam Hamrick, John Zingo, Corrine Szalay, Eileen Levine, Richard Martin, Steve Ludwig, Dave Borkoski, Jim Davey, Edith Jazmin, Gerri Crockett, Jo Solomon, Grace Capri, Leslie Downey, Kelly Howard and Michele Tarallo.

Approval of Minutes:

President Hamrick noted the minutes of 7/20/99 and 5/19/99. The minutes of 5/19/99 were previously distributed and the 7/20/99 minutes were distributed prior to the meeting. Lance Wilson moved approval and Sheila Beauchene seconded the motion. The minutes were approved.

Miscellaneous Items:

- Sam Hamrick noted that refreshments for this meeting were provided by Team Miami and recognized Michele Tarallo for her hard work to prepare for the conference.
- Bill Heede noted that the group photo will be taken on Tuesday @ 4 PM in the hotel. Specific location will be announced at the opening of the conference on Monday.
- Michele Tarallo noted a few changes to the notebook since it went to the printer.

Conference Reports:

2000 Conference:

Kelly Howard, Grace Capri and Leslie Downey, the delegation from Spokane, WA, gave a brief overview of the 2000 conference as proposed. They reported that the proposed budget for the conference is completed. The conference will be held at the DoubleTree Hotel. A dinner cruise is being planned for one evening and the agenda is progressing. An evening event of dinner and music is being planned at an historic barn near Spokane. We are hoping for good sponsorship. The education program is taking shape and a funding request will be submitted by January 2000 for approval at the mid year meeting on January 15. The date of the conference is June 11 - 15, 2000. Spokane has a web site where conference planning updates will be available.

1998 Conference:

Dave Borkoski reported that we neglected to file some specific reports with the State of New Mexico stating that we are a non-profit organization and that we conduct no business in New Mexico. Mr. Borkoski sent a letter stating the above to the State of New Mexico on 9/4/99 with copies to Sam

Hamrick and Donna Craig. Also, the \$89 free room prize is outstanding and needs to be sent to the recipient, Peggy Smallwood of Nashville, TN. Dave Borkoski so moved. Edie Jazmin seconded the motion. Motion carried. Sam Hamrick noted that the amount should be taken from conference expenses and that suggestion was approved by consensus.

#### Foundation Report:

Jim Davey presented an overview of the establishment, purpose and function of the Foundation. He reported that the sponsors who contribute to the Foundation have committed \$60,000 to the Miami Conference. The Foundation supports scholarships and awards to recognize the frontline people and to generate excellence in service. This year only one award was presented. The applicants were reviewed by the Foundation Board of Directors and the Chair of the Deputy Clerks Council. This year the award recipient is Jimmy Purvis and the award will be presented on Thursday night. The award money comes from donors and not sponsors. This year a gift of \$1,401 was received from past FCCA presidents to fund the award. Ideas and suggestions for publicity, donations and applicants are welcome. Mr. Davey requested that we publicize the Foundation and donation opportunities to our own courts. Information will also be on the web site and in the *Journal*.

Mr. Davey reported that the Foundation is close to working out an arrangement with a corporate sponsor for an endowment to the service award program but donations are still needed and welcome. The deadline for the public service award application is January 1. The applicants will be sent to the President by February 28th, and he will forward them to the review committee by March 15. Discussion followed as to ways to promote donations to the service award program. Lance Wilson moved that a separate Foundation Donation form be attached to the membership renewal form but to wait until the possible corporate sponsorship is complete. Sheila Beauchene seconded the motion. Motion carried.

#### Clerks Council:

Jeff Apperson, reporting for Jim McCormack, noted three concerns of the Clerks Council: 1. decentralization and preservation of integrity as to automation service, budget and support staff; 2. budget; 3. work measurement and staff issues. Jim McCormack, Clerk, USDC, District of Arkansas will continue as the FCCA Representative to the Advisory Committee.

#### Committee Reports:

##### Membership Report:

Jeff Apperson noted that he would like to see 2000 FCCA members next year. Membership for 1999 is 1419 and there was a better response from the Clerks with 72% of the Clerks joining in 1999. The Membership Committee proposes that the membership drive be 10/1/99 to 11/30/99. Donna Craig reported that these membership drive dates are a change from established policy. She gave several reasons for the proposed change: 1. the fiscal year ends 9/30 which makes a difference in work load; 2. The first issue of the *Journal* is the spring issue and the membership year is January to December; 3. It will facilitate reconciling money and membership easier. Linda Lee moved adoption of the change of membership drive dates as proposed. Dave Borkoski seconded the motion, and the motion

carried. Corrine Szalay requested that the Circuit Reps be given a list of paid members. The suggestion was made that we make note on the application that the dues year = calendar year in the fall issue of the *Journal*. David Borkoski suggested that a mid year meeting be held in a city where we need to promote membership - no action. Mr. Apperson noted that the Southern District of Georgia is the only district with 100% membership this year. Nadine Smith praised Jeff Apperson for his hard work as Membership Chair and also praised his secretary who has done so much to help the Committee.

#### Planning Committee:

Lance Wilson is Acting Chair of the Planning Committee upon request of President, Sam Hamrick, in the absence of a President Elect. Mr. Wilson reported that the Planning Committee continues to investigate ways to consolidate and/or cooperate with other court employee organizations. We may not want to combine organizations, but we need to open dialogue and explore options.

#### Treasurer's Report:

Donna Craig noted the hurricane relief expended was \$1,308 which includes the contribution from NCBC. NCBC contributed one-half of the \$1,308. The FCCA membership and money (dues) and the treasurer's record reflects 1418 members. In Pat Kelly's absence, Ms. Craig represented that the papers have been sent for the audit and are available for review. Ms. Craig reported that the Finance Committee is concerned with two issues: 1. to improve membership and 2. to develop a budget for 2000. As of now, the proposed 2000 budget does not call for an increase in income or expenses. Education is reduced from \$6,500 to \$3,000 as education will receive some funds from the Foundation. The \$3,500 reduction in education will transfer to postage for the 1st class mailing of the *Journal*. FCCA is in a good financial state. We will not need to draw on the \$30,000 CD (which matures in January 2000) or the \$33,000 money market account.

Sam Hamrick reported that Finance Chair, Pat Kelly has expressed concern how appropriations for disaster relief have been made. No action taken. John Zingo will chair the Finance Committee next year.

Nadine Smith reported that the shirt project of the Deputy Clerks Council will not be a fund raiser but will be good FCCA promotion. The shirts will be ordered directly from the vendor and the only profit will be the ad in the *Journal*. Editor, Bob Heinemann, Shirt Project Manager, Maria Carpenter and the representative from the vendor are working on the ad. The shirts ordered by the Board will be available on Wednesday.

#### Deputy Clerks Council:

Nadine Smith directed attention to the full report in the conference notebook. She noted that a good portion of time is spent as an information conduit to the local level. The Ross Levy selection has been made and the award presentation will be made on Thursday evening. Cherie Schaefer has resigned and Meri Lightbody is Chair of the Blood Drive Program. The Room Share Program will continue under the direction of Trelvis Dunford. The reception for seniors will be held on Wednesday evening, 5:30 - 6:30 in the Miramar Room North. Beckie Bates will continue with updating the web site for

DCC. David Stechmann will make a presentation at the DCC luncheon on long range planning. Ms. Smith noted that the Deputy Clerk Profile project is still active and that profile nominees, including narrative may be sent to Val Pulley, USDC, District of Columbia. Meri Lightbody reported on the blood drive. There are 13 courts participating this year which represents increased participation than in the recent past. We have been doing the blood drive for 11 years. Ms. Lightbody directed attention to the form that she proposes we use for credit in the Blood Drive Program. The 1999 totals noted Connecticut, New York Southern and Maryland as the courts with top numbers of pints given. Connecticut, California Southern and Louisiana Middle have the highest number of FCCA pints given. Ms. Lightbody will speak at the DCC luncheon about the blood program. Funding is available for 1999 but we will need to request funding for 2000. The recording period for the Blood Drive is May 1, 1999 to April 30, 2000. Ms. Smith on behalf of the DCC thanked Ms. Lightbody for taking over the Blood Drive Program.

#### Professional Development:

Geraldine Crockett thanked her committee for their hard work for this conference. She reported that the agenda and vendors were ready by April and the AO and FJC were very helpful and supportive. She asked for feedback regarding sponsor presenters on the program. The presenting sponsors are requesting to continue as program presenters and other sponsors have inquired about making program presentations in Spokane. Ms. Crockett also noted that \$5,350 in scholarships have been awarded this year for the FCCA Conference and for course tuition. Donna Craig requested that scholarship recipients submit receipts and that an article on scholarship recipients be written for the *Journal*. Ms. Crockett asked for feedback regarding scholarships. Sam Hamrick has asked Judy Shelton to be part of the Scholarship Committee.

#### Site Selection:

Linda Lee noted that the mid year meeting sites are Las Vegas, NV or Kansas City, Mo. Ms. Lee proposed that the Las Vegas site be selected and she so moved. Donna Craig seconded the motion. Motion carried. Ms. Lee reported that the Committee will be doing a solicitation for west of the Mississippi River for the 2002 conference. The Committee has received one letter of interest and she asked that any interested courts contact the Committee.

#### Awards:

Sheila Beauchene reported that Sam Hamrick will present a certificate to the acting Clerk of the Southern District of Florida Richard Oda, as host for our conference. There will be four special service awards presented on Thursday evening. The plaque from the Foundation will be presented to Jimmy Purvis on Thursday evening. The 25 year members will be recognized and will include the court-at-large and not just those who are FCCA members. We would like to connect the service awards to the membership drive this year.

#### Nominations:

Anne Kuschel noted that the full report is included in the conference notebook. She invited suggestions to make the absentee ballot process more user friendly, such as not requiring the ballot request. If we were to not require the ballot request, we would need to change the By-Laws. Meri

Lightbody suggested that we put the absentee ballot in the *Journal*. No action. June Phillips from the USBC, Atlanta, GA will be the new chair of the Nominations Committee. Suggestions regarding the absentee ballot process are welcome.

Historian:

Corrine Szalay noted the written report in the conference notebook. She requested that if any of the courts prepare FCCA local newsletters or informational bulletins, that they forward copies to her so that she can incorporate this information for the history of the organization.

New Business:

- Sam Hamrick noted that he has talked with Marty Oogjen. Mr. Oogjen stated that he had retired from court service, that he is doing well, and appreciated the expressions of concern from the FCCA membership.
- Sam Hamrick stated that he has received a call from Karen McCreedy regarding continuing the liability insurance for the Board of Directors. The premium has now been paid so the insurance is in effect.
- Sam Hamrick noted Committee Chairs for 2000 as follows:

Planning	Lance Wilson
Membership	Jeff Apperson
Awards	Sheila Beauchene
Site Selection	Linda Lee
Finance	John Zingo
Legal Issues	Barry Dunford
By Laws	Chris Johnson
Seniors	Rosalie Womack
Professional Development	Geraldine Crockett

- President Hamrick noted the people going off the Board at the end of this conference as follows:

Pat Kelly	Glenda Tipton
Edie Jazmin	William Heede
Richard Martin	Steve Ludwig

- Mr. Hamrick noted the Circuit Reps for 2000 as follows:

1 <sup>st</sup> Circuit	David DeMarzio
3 <sup>rd</sup> Circuit	John Zingo
5 <sup>th</sup> Circuit	Linda Lee
7 <sup>th</sup> Circuit	Norb Jaworski

9<sup>th</sup> Circuit  
11<sup>th</sup> Circuit

Ian Keye  
Raymond Waguespack

- Mr. Hamrick announced that Nadine Smith will remain Chair of the Deputy Clerks Council for another term.
- President Hamrick noted that the orientation for first time conference attendees will be held at 7:30 AM on Monday. He requested board members to be present.

Miscellaneous Items:

- Sam Hamrick reported that Bob Heinemann will continue as *Journal* Editor for the remainder of 1999. Suggestions for *Journal* Editor may be sent to Mr. Heinemann or Mr. Hamrick.
- President Hamrick will create a calendar of important dates for circulation. The calendar will go into the *Journal* and on the web site. Cam Burke will continue to monitor and update the web site and material for the web site should be sent to Cam Burke or to Sam Hamrick. Material for the DCC web site should be sent to Beckie Bates.
- Nadine Smith asked that the Board help spread the word about the reception for seniors scheduled for Wednesday evening.
- Sam Hamrick announced that a telephone conference meeting is scheduled for 10/27/99 @ noon EDT. Membership will be a major agenda item.
- Sheila Beauchene suggested that we recognize Bob Heinemann for his work as *Journal* Editor at the business meeting on Wednesday.
- Sam Hamrick noted that the vendors and sponsors will be recognized and he asked that we be sure to thank them for their support.
- Mr. Hamrick reminded everyone that door prizes will be given at the business meeting and one must be present to win.
- The group thanked Sam Hamrick for a good job taking over as President and stepping in on such short notice.

The meeting adjourned at 4 PM.

Respectfully submitted,  
Jo Solomon