

FCCA BOARD MEETING MINUTES

May 28, 2009 - 1:00 p.m. Eastern Time

Via Teleconference

The meeting was called to order at 1:00 p.m. Eastern Time by President Bill McCool. Those present: Bill McCool, President; Jim Larsen, President-Elect; Sheryl Loesch, Immediate Past-President; Sue Rigan, Secretary; John Zingo, Treasurer; David Stechmann, Historian. Circuit Representatives: Claire Parvin, First Circuit; Maria Carpenter, Second Circuit; Michael Palus, Third Circuit; David Maland, Fifth Circuit; Tracey Couling, Sixth Circuit; Peggy Guernsey, Seventh Circuit; Marian Frahm, Eighth Circuit; Cris Squieri, Ninth Circuit; Scott Atchue, DC Federal Courts; Karen Mitchell, Clerks' Council Chair; and, Jenine Wright, Deputy Clerks' Council Chair. Also present were Cheryl Sweat, Membership Committee Chair; and David Weaver and Kim Grimes, representing Team Detroit.

President's Update

Bill McCool said he is working on a number of projects for the Board's transition to the next President, Jim Larsen. He will work on filling Representatives for the 1st, 5th, 7th, and 9th Circuits. There are no contested races for Circuit Representatives, so there will be no elections within the Circuits. Rob Walker announced his resignation as Fourth Circuit Representative effective August 30, 2009.

Mr. McCool reported the District Clerks' Advisory Group is working hard on a new staffing formula proposing a 5.7 percent increase in work units. However, budget tightening measures are hampering the Group's forward movement. He may later on see whether the Board is willing to endorse their final product.

Mr. McCool encouraged everyone to promote the Conference within their District and Circuit. He was pleased to report more courts are for the first time sending their staff to the Conference at court expense.

The NCBC Annual Conference this year is in St. Petersburg, Florida. The FCCA President typically is invited to attend at the FCCA's expense. There were no objections to Mr. McCool attending this year's conference.

Detroit Conference Update

Dave Weaver said the Conference plans are in great shape and they are looking for ways to increase attendance. Kim Grimes said there are 251 registered guests thus far, with more coming every day. She received a lot of positive feedback on the quality of the educational agenda. A mass e-mail will be sent to members to let them know the deadline for early registration will be extended. The entire agenda can be found in the current issue of the *Journal*.

Historian Funding Request

David Stechmann said he would like to purchase a 36" x 84" vinyl banner, a 3' aluminum stand, a quick-change kit, a standard carrying case, plus 60 minutes of digital photo shop time, for a total cost of \$418.56. He plans to display photos from last year's event at Churchill Downs. Jim Larson made a motion to approve the funding request. Bill McCool seconded. The motion carried.

Membership Update

Cheryl Sweat said she is working hard on making MemberClicks a valuable resource tool for everyone. She presented several sample reports, demonstrating the system's versatility. Cleaning up the data base has been challenging. Once finalized, it will provide the most current and accurate information available.

MemberClicks will provide exceptional assistance during the membership drive. Ms. Sweat reported MemberClicks is capable of sending up to three reminders before and during the drive. Several members suggested sending the first reminder to members 30 days before their membership expires. The second reminder will be sent when the membership drive begins, and the third reminder will be sent approximately 30 days later. Each reminder will be brief and will include a link to the membership form. Bill McCool will help draft the reminders. On-line payment hopefully will be available by July 1st. John Zingo and Claire Parvin will assist. Ms. Sweat will conduct a short demonstration on MemberClicks at the Conference business meeting. Also, a demonstration could be added to the FCCA web site and Tracey Couling offered to assist.

Jenine Wright reminded everyone that FCCA pins are distributed to members after dues are paid. Maria Carpenter suggested members print a copy of their membership confirmation page and turn it in to their District Rep, who then provides a pin and membership certificate to the paid member.

Currently, there are 1277 members in the 2008-2009 membership year, consisting of 51 Clerks, 48 Chief Deputy Clerks, and 1178 Deputy Clerks. Although the 2009-2010 membership drive has not yet begun, there are 142 already paid members.

Journal Update

Cheryl Sweat plans to send letters to over 25 new advertisers listed in the *Courts Today* publication and is working on contacting more. The *Journal* will be posted on June 1st. A switch to a new printer and distributor should help facilitate the process. Members will be notified of its posting via MemberClicks, e-mail, and ListServ. The budget for the *Journal* is \$12,000.00.

Bill McCool thanked Ms. Sweat for the tremendous amount of work she did toward the production of the *Journal* and the implementation of MemberClicks.

Calendar Project for 2010

Bill McCool reported on behalf of Rob Walker and distributed Mr. Walker's draft of expenses for the 2009 calendar project. Everyone agreed it is a worthwhile project. There were no objections to continuing the project beyond the Detroit Conference.

For the Good of the Order

John Zingo received another donation for the 2008 hurricane victims. Jim Larsen's committee will meet to discuss its distribution.

David Stechmann reminded everyone to check the FCCA web site to see whether their responsible portion is up to date. All updates should be sent to Bill McCool for posting.

Cheryl Sweat said she is creating an 8 ½ x 11 page of frequently asked questions about MemberClicks, and business cards with step-by-step instructions on how to sign up for membership. Both will be placed in the conference registration bags. District Reps should become very familiar with how MemberClicks works so they can assist their members during the membership drive.

Jenine Wright reported the Deputy Clerks' Council will host a silent auction at the Conference. Executive Board members are donating items for auction and the proceeds will go to the FCCA's scholarship fund. Pins will no longer be sold at the Conference, but instead will be given to members when they pay their dues for 2010. Lanyards will continue to be given to first time Conference attendees.

Bill McCool said the next Board meeting will be held at the Conference on Sunday, July 19, 2009, at 9:00 am.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Sue Rigan
FCCA Secretary