

**FCCA BOARD MEETING  
MINUTES  
Thursday, October 22, 2009  
Via Telephonel/Video Conference**

The meeting was called to order at 1:05 p.m. (PST) by Present Jim Larsen on Thursday, October 22, 2009 in Spokane, Washington. The meeting was conducted via telephone and streaming video.

Those present were President, Jim Larsen; Immediate Past President, Bill McCool; Secretary, Libby Smith; Treasurer, John Zingo; and, Historian, David Stechmann. Circuit Representatives: Ginny Hurley, First Circuit; Maria Carpenter, Second Circuit; Michael Palus, Third Circuit, Bob Walker, Fourth Circuit; Rhonda LaFitte, Fifth Circuit; Tracey Couling, Sixth Circuit; Tom Bruton, Seventh Circuit; Marian Frahm, Eighth Circuit; Dennis Bilecki, Ninth Circuit; Tami Jo Anthony, Tenth Circuit; Scott Atchue, DC Federal Courts; David Maland, Clerks' Council Chair; and, Stephen Mandel, Deputy Clerks' Council Chair. Committee Chairs: Libby Smith, Award & Michigan State University (MSU) Judicial Administration (JA) Program Liaison; Maria Carpenter and Karen Brickner, Conference Advisory & Site Selection Committee Co-Chairs; and, Cheryl Sweat, Membership and for Pat McNutt, Marketing and Outreach and Journal Editor. Also present were Grace Capri Miller, WAED; Dave Cambensy, WAED; and, Dawn Stephens, ORD.

**President's Update**

Jim Larsen opened the meeting and thanked people for experimenting with live streaming video and suggested that a similar process is expected to be available for the Mid-Year Board meeting and future meetings. Mr. Larsen requested feedback from those persons participating via streaming video and thanked Dave Cambensy, Automation Specialist with WAED for his assistance.

Mr. Larsen introduced HR Specialist, Grace Capri Miller from his Court who will be very involved with FCCA Board communications. Mr. Larsen reminded participants that Libby Smith was the new Board Secretary and asked Ms. Miller to call role.

**Mid-Year Board Meeting Plans**

Mr. Larsen advised that it would not be possible to hold the Mid-Year Meeting during the Martin Luther King holiday weekend, since the Eugene Hilton was completely booked. The Mid-Year meeting will be held on Saturday, January 23, 2010 at 7:30 a.m. Mr. Larsen indicated that he hopes to conclude the meeting around noon. A group dinner is being planned for Friday evening, January 22 – the time and location is to be determined.

Those persons unable to attend the Mid-Year meeting in person will be able to participate via streaming video. Mr. Larsen indicated that Mr. Cambensy will be attending the Mid-Year meeting to assist with technology-related issues that may occur. Mr. Larsen requested that persons wishing to participate by streaming video advise him of the same.

### **Eugene Conference Update**

Mr. Larsen thanked Dawn Stephens from Team Oregon for the great work they have accomplished in putting together the 2010 conference in Eugene. Mr. Larsen also thanked Lance Wilson, Clerk for NVD, for chairing the 2010 Conference Education Committee.

Ms. Stephens reported that the conference agenda, including the educational sessions, is very close to a final draft, at which time it will be sent to Mr. Larsen for approval. Ms. Stephens will provide additional details during the Mid-Year meeting in January. Ms. Stephens added that once the conference agenda is approved it will be posted to the 2010 Conference website so that registration may begin.

Ms. Stephens encouraged everyone to make their reservations with the Eugene Hilton and stated that vendors and instructors are being encouraged to stay in the overflow hotels, to provide more space for registered attendees. Ms. Stephens advised that, to date, 187 rooms have been reserved under the Conference block. She further stated that the Hilton is already sold out for July 2, 2010 (the Friday after the Conference).

Mr. Larsen inquired as to the projected registration fee for the Conference, to which Ms. Stephens responded that they hope to keep it at \$300. Ms. Stephens added that information regarding activities within the Eugene area would be sent out in the near future.

It was the consensus of the Board that the Friday night dinner on January 22, 2010, would be held at the Oregon Electric Station, as was suggested by Ms. Stephens. Ms. Stephens indicated that the restaurant is about half a block from the Hilton.

Maria Carpenter suggested that any plenary sessions offered during the Conference be clearly indicated as such on the Conference website and agenda. Ms. Stephens responded that she would do so and would also be providing detailed summaries of each of the educational sessions and breakout groups.

Mike Palus inquired as to whether or not the MSU graduates would be recognized during the Conference, to which Ms. Stephens responded that they would be recognized as part of the opening ceremony on Monday, June 28, 2010.

Ms. Stephens concluded her update by stating that Team Oregon is very excited about hosting the 2010 Conference and that she believes that smaller courts may be able to host a conference at reduced costs, while still providing an excellent program. She

encouraged people to send her any suggestions that they have regarding the 2010 Conference.

### **Budget/Finance Update**

John Zingo reviewed the three reports (Excel spreadsheets) that were distributed prior to the meeting entitled:

- 2008/09 FCCA Report
- 2009/10 FCCA Report
- 2009/10 Budget

Mr. Zingo advised that the 2009/10 budget is based on the same figures as 2008/09, but that he was unsure as to the amount of PayPal fees so he added in \$300 into the budget. He further stated that \$2,200 had been received in dues for 2010 and 2011. Mr. Zingo advised that ALSD had been advanced \$200 toward the 2011 Conference and that the District of Oregon had received its advance toward the 2010 Conference during the prior budget year.

David Stechmann reviewed the expenses that he had incurred during the past year in his capacity as Historian, including \$800 related to the 2009 Conference and \$400 for a banner. Mr. Stechmann made the following additional requests for the 2009/2010 budget:

- \$150 to replace a portable hard drive that is no longer operational
- \$500 for two digital photo frames

Jim Larsen moved to approve the addition of \$650 in the 2009/2010 budget for the purchase of a portable hard drive and two digital photo frames. Ms. Smith supported the motion. The motion was approved unanimously.

Mr. Larsen asked the Board if it would be in favor of sponsoring an individual to attend the International Association for Court Administration (IACA) Conference in 2009 and/or future conferences. He further stated that perhaps money could be set aside to assist with the registration fee to sponsor a clerk. Mr. McCool stated that he supports sending someone from the FCCA and noted that the National Conference of Bankruptcy Clerks (NCBC) always has a presence at the IACA conferences. Mr. Palus suggested that due to the lack of time before the 2009 IACA Conference that money be set aside in next year's budget.

Mr. Larsen indicated that Sheryl Loesch expended approximately \$900 in air fare, \$300 per night (\$900) for hotel expenses and \$300 in registration fees to attend the 2009 Conference.

Mr. Stechmann reminded the Board that a few years ago the Board approved \$4,000 in seed money as requested by KYWD Clerk Jeff Apperson. Mr. McCool recalled that the Board voted 15 to 3 in favor of the \$4,000 contribution. He further added that the FCCA has benefitted from having representation on the Judicial Conference Committee on International Relations.

Mr. Zingo advised that, to his knowledge, the FCCA had never sponsored clerks who go on their own to IACA conferences. Ms. Carpenter inquired as to whether or not IACA conferences are something that the FCCA Foundation might consider funding. Mr. Larsen stated that he was not aware of any subsidy having been provided by the Foundation.

David Maland suggested that perhaps this was something that could be paid out of the Clerks' Council Reserve. Mr. Larsen advised that presently \$2,100 was targeted in that budget line item for 2009/2010. Mr. Zingo stated that generally the only expenses from that line item are the purchase of plaques for retiring clerks.

Mr. Larsen suggested that the Clerks' Council Reserve may be a good placeholder for future funding and that the details could be worked out later. He suggested to Mr. Maland that the Clerks' Council play a role in determining how much money could be allocated to subsidize a FCCA clerk member for future IACA conferences. Ms. Carpenter questioned whether the monies should come from the Clerks' Council dues rather than the FCCA membership dues, since the subsidy would be for a clerk. Mr. Zingo stated that only \$35 is received from the Clerks' dues and suggested that if the Board so desired, it could raise that amount.

Mr. Larsen said he had a number of topics requiring decisions that he would be putting over to the Mid-Year meeting, including the IACA topic. He requested that Mr. Maland, as Clerks' Council Chair, work on a proposal for the January Mid-Year meeting.

Mr. Zingo stated that there was a correction to the proposed 2009/10 budget in that \$3,000 in Hurricane Relief expenses should be coming from reserves. Mr. Zingo asked Ms. Smith if she had a final profit for the 2009 Conference, to which she responded that she should have the final numbers very soon and would provide them to him.

Mr. Zingo reminded the Board that the budget is a "working budget" and that it could be changed at any time.

It was the consensus of the Board that the budget be approved as amended.

### **Membership Report**

Cheryl Sweat provided an update as to membership renewals:

- 1,171 Paid Employee Memberships - 1,505 Expired Memberships
- 10 Paid Retiree Membership - 138 Expired Retiree Memberships

Ms. Sweat praised the Circuit and District Representatives for their efforts in reviewing the membership roles to identify employees who had separated from the judiciary. She also advised that the FCCA and MemberClicks websites have been updated to include the updated District Representatives, along with several other enhancements.

Ms. Sweat advised that several Membership Services Subcommittees have been formed and have chairs:

- Customer Services - NEW - Colleen Demma, NYWD
- Expired Members - EXPIRED - Rhonda LaFitte, TXED
- Reporting - Kathy Keeton, TNED
- Membership List - Dana Moore - CA3 - USCOA
- Website - Michael Cruz, CASD

Additional information is available on the MemberClicks website. Ms. Sweat will provide an update as to the progress of the subcommittees at the Mid-Year meeting.

Ms. Sweat stated that the PayPal feature is not activated yet but asked Tracey Couling to prepare instructions when it is activated. Ms. Sweat further advised that at the request of Anne Stygles she will be working on a mechanism for members to be able to nominate officers online.

Mr. Larsen thanked Ms. Sweat for her outstanding work as the Membership Committee Chair.

### **FCCA Calendar**

Robert Walker reported that Promotional Considerations, the company from Richmond, Virginia, that is printing and distributing the calendars, was able to make the changes to the Mid-Year meeting date, prior to going to print. In the next few weeks 2,000 calendars and 1,500 envelopes will be printed. Mr. Walker stated that he would advise the Board how the printed calendars look and if there are any problems. Mr. Walker advised that on November 2, 2009, an email will be sent to members asking that they verify their mailing address on MemberClicks. Mr. Walker is confident that this notification process will greatly reduce the number of undeliverable calendars. He expects the calendars to be

mailed to members in late December 2009 and that periodic mailings will occur through June 15, 2010 to new members.

Mr. Walker thanked everyone for their support of the calendar project and said that the calendars are an excellent marketing mechanism as well as something tangible to give back to members.

### **Marketing/Outreach Committee Update**

Mr. Larsen referred the Board to Ms. McNutt's October 22, 2009 Update on Marketing and Outreach Committee and the Update on the Journal, both of which were distributed via email prior to the meeting.

### **Conference Advisory/Site Selection Committee Report**

Ms. Carpenter reported that she is still working on ideas and the composition of the Committee.

Ms. Carpenter inquired as to whether or not Committee Chairpersons and past Chairpersons are allowed to attend the January 14-15, 2011 Mid-Year meeting in Mobile, Alabama. Mr. Larsen responded that if a Committee Chair is making a recommendation on an issue that requires Board approval then they should be present; however, if they are merely providing a report that they should participate via streaming video or submit a written report. Mr. Larsen clarified that Ms. Sweat should be present for her report.

Ms. Carpenter advised that she is working with Cathi Jennings to arrange the details for the 2011 Mid-Year meeting. She suggested that the Mid-Year meeting be held at the Renaissance-Battle House, which is near the 2011 Conference hotel and recommended by Cathi Jennings.

### **Historian Report**

Mr. Stechmann thanked Dave, Grace and Renae from WAED for posting the 2009 Conference photos to the FCCA website.

Mr. Stechmann informed the Board that he is working on creating an MSU JA Program display for future Historical Room Conference exhibits and will be contacting Maureen Connor from MSU to discuss the subject.

### **Clerks' Council Report**

Mr. Maland advised that he has spent time with Karen Mitchell, the former Clerks' Council Chair, to assist with the transition. He will be reaching out to reconstitute regional

representatives, with the goal of having a clerk representative from each Circuit, after which he will schedule a telephonic meeting, during which the IACA issue will be discussed.

Mr. Larsen advised that according to the email recently received from Rob Walker it appears the sick leave credit for FERS employees looks probable. He also stated that the Clerks' Council worked hard in support of this important benefit.

### **Deputy Clerks' Council Report**

Stephen Mandel reported that he had talked to Jenine Wright, the former Deputy Clerks' Council Chair to assist with the transition. He further stated that he will be scheduling a telephonic meeting with the Circuit Representatives within the next three weeks.

### **Other Business**

Mr. Larsen noted that several enhancements had been made to the FCCA website, in keeping with his desire to focus on employee health and wellness. He added that additional enhancements are likely before the Mid-Year meeting. He stated that he and his WAED team – Dave, Grace and Renae recognize that the FCCA website must be dynamic with new information rolling out so that it can be a unique tool for the association.

Ms. Sweat advised that the latest issue of the Journal was distributed on October 1, 2009; however, additional copies are available.

The meeting adjourned at 2:00 p.m. (PST)

Respectfully submitted,

Libby Smith  
FCCA Secretary