

FCCA OFFICERS & BOARD OF DIRECTORS MEETING MINUTES

June 5, 2011 - Mobile, AL

Attendees: James Larsen - President, Pat McNutt - President Elect, Bill McCool - Immediate Past President, John Zingo - Treasurer, David Stechmann - Historian, Anne Stygles - Director DC Federal Courts, Eileen Levine - Director Second Circuit, Mike Palus - Director Third Circuit, Robert Walker - Director Forth Circuit, Rhonda Lafitte - Director Fifth Circuit, Tom Bruton - Director Seventh Circuit, Marian Lee Frahm - Director Eight Circuit, Dennis Bilecki - Director Ninth Circuit & Acting Secretary, Tami Jo Anthony - Director Tenth Circuit, Nancy Gilman - Director Eleventh Circuit, Cheryl Sweat - Chair Membership Committee, Grace Capri Miller - USDC, WAE, Dave Cambensy - USDC, WAE, Ian Keye - Chair Professional Development, Maureen Conner - MSU, Ken Hirz - NCBC, Kevin Bowling- NACM, Cathy Jennings & Shelly Barko - Team Mobile, Terri Mathis - incoming Fifth Circuit Director.

1. President's Update - Jim Larsen: Jim thanked everyone for attending. Regarding the 2012 Las Vegas annual conference, the hotel contract was signed with the Golden Nugget Hotel for the conference dates of; May 20 to May 25, 2012 (a copy of the contract was provided to the Board with the agenda). Jim thanked the Board for their efforts over the past two years and expressed his appreciation for all the hard work performed during his term. Jim assured the Board that Pat McNutt is ready to assume the duties of President for her two year term which begins on Friday June 10, 2011, at the conclusion of the Mobile conference. NCBC has received a lot of interest for their conference next week in New Orleans as Bankruptcy Court funding seems to sufficient for staff training programs and the FCCA congratulates them on their annual conference successes. Jim and Pat have discussed various ways to promote Courts to fund their staff to attend FCCA conferences and Jim will continue to dialog with other Clerks to advance funding staff's attendance at FCCA conferences and the granting of administrative leave to attend. Jim understands the difficult budget situation now and into the future but he agreed to keep working on other Clerks to glean their support for FCCA. Jim did a quick poll at this meeting of the Board members and found that three members do not get any funding from their Courts. Jim finished by expressing his thanks and appreciation to Grace, Dave and Renee for their help during his term. At the conclusion of his remarks Jim asked everyone to introduce themselves. All self introductions were completed in short order.

2. Mobile Conference Update - Cathi Jennings and Shelly Barko: Cathi explained that Chuck Diard unfortunately could not attend the meeting as he had a family conflict. However, Shelly and Cathi are fully apprised on the status of all conference arrangements. First, it was announced that the Presidents Reception for Sunday evening has been moved in doors, to the hotel Ball Room due to the outside temperatures, very hot today. Registration for the conference is at 252 attendees, which includes 17 instructors/speakers, plus approximately 13 retired attendees and an additional 56 guests. Hotel registration is still below the expected number. Cathi explained she understands Pat McNutt worked hard to encourage Clerks to provide

funding for their staff to attend, but we still did not achieve the hotel contract minimum for the number of room/night reservations. Also, there have been some late cancellations. Cathi noted that the 'FCCA Foundation' has agreed to fund one of the conference luncheons. At this point, with room reservations below the expected minimum, combined with an expected cost overage on the food and audio visual expenses, the conference budget is about \$20,000. in the 'red'. Cathi understands that the FCCA is obligated to make up that shortfall. However, Mr. Diard has discussed this funding situation with the Judges, USDC, ALS and the Chief Judge may approve the use of the Court's impress funds (attorney admission funds) to make up for the shortage. Various ideas were discussed including; a raffle for fund raising and use of FCCA reserve funds. A Board member noted this situation has occurred with previous conferences, possibly with the Miami and Detroit conferences. Cathi explained that things may change if additional attendees register late or if actual food costs are less than expected.

3. MSU Program Update - Maureen Conner and Mike Palus: Maureen said she was happy to announce that Mike Palus has been selected as the FCCA Liaison for the Michigan State University (MSU) program. Maureen stated that there will be five MSU program graduates this year, three non-credit graduates and two 'for credit' graduates. The graduation ceremony will be held Thursday, 6/9 at 7:00 a.m. The MSU conference sessions this year will be; Tad Biggs teaching, 'Information Technology in the Courts' and the Jim Woodward teaching the 'Essential Components of Courts'. Maureen announced the creation of a new FCCA/MSU mentoring committee to help students to complete the program requirements. Maureen will announce this new mentoring program at the MSU orientation session scheduled for later today. Mike Palus explained that the mentors would be especially helpful to MSU students to complete their capstone projects and with that final push to 'cross the finish line'.

Maureen also explained MSU's on-line courses and the availability of independent studies. MSU will offer all ten non-credit online courses during the 2011-2012 academic year utilizing past graduates as instructors. Students have until July 15 to express interest. The intent is to provide learning opportunities for students that cannot attend the conferences related to travel restrictions. We are hoping that through this offering, more students will be graduating during the 2012 conference season.

Maureen then lead a discussion regarding a study she would like to advance. Maureen see's a 'perfect storm' on the horizon for the Judiciary. Maureen expects a larger than usual number of court executives will be retiring soon, the expansion of information technologies in the courts along with more and more budgets cuts with less funding for courts. She is proposing a study to, 'help identify what current court leaders believe will be the new *skill set* for the people who will serve as court leaders in the future'. Maureen has discussed this possible research project with; Barry Lander, Ken Hirz, Libby Smith and Mike Palus. Right now, there is no funding for the project, however the research proposal has garnered some interest from leadership at the Administrative Office of the U.S. Courts and the Federal Judicial Center. Mike Palus and Jeffery Allsteadt are working on a draft survey instrument for the research project, right now the scope is very large in that survey respondents may include court personnel in; upper management, supervisors and line staff and possibly judges. Mike's vision is to focus on current

court leadership and to glean their views on the desired skill set for future leaders in the Courts. Maureen is considering a 'thesis' statement for this proposed research project and possibly the formation of an advisory group. Ken Hirz suggested a statement similar to; "I want your job when your done with it".

Maureen further explained that the research project will be guided by a research advisory committee comprised of representatives of partnering organizations from the federal, state, and local courts. For the federal courts, the AO, NCBC, and FCCA have all agreed to participate. At the time of this meeting not all of the state and local court groups had been contacted but Maureen does have commitments from the larger groups-- National Association for Court Management, Conference of State Court Administrators, National Association of State Judicial Educators, and the Mid Atlantic Association for Court Management. The goal is to have data available for presentation during the 2012 conference season.

4. Las Vegas Conference Update - Jim Larsen: Jim announced that the hotel contract for the 2012 Las Vegas conference has been signed, the dates are May 20 to 25, 2012. The Golden Nugget room rates are, \$55. per night weekdays and \$99. per night on weekends. The hotel has a beautiful pool with a large shark tank exhibit where our President's Reception will be held. Activities may include excursions to the Hoover Dam and the Mob Museum (which is scheduled to open in January, 2012). This hotel contract includes a lower minimum number of guest room nights with a clause to increase the number of rooms if we anticipate higher enrollment as the conference date draws nearer. For the midyear meeting in January, 2012, the rooms rates will be \$109.00 per night, so we may look to another hotel for midyear meeting. The education program will be determined by the new education committee.

5. NACM Update - President-Elect Kevin Bowling: Kevin provided the Board members with a handout describing the National Association for Court Management (NACM) with their mission statement, organizational goals and other facts about NACM. Kevin explained that there are many connections between FCCA, NCBC and NACM with respect to what these organizations do for court staff. Kevin eluded to the fact that NACM is the largest organization in the world dealing with judicial administration. Presently NACM has a program to get court employees excited about joining and/or re-joining NACM, because he believes court staff need a place to go for their professional development and networking initiatives. Kevin agrees all three organizations; FCCA, NCBC and NACM, share a commitment to excellence to help ensure we all provide the best possible service to the public. Kevin explained NACM's national agenda (shown on page 2 of the handout). Those six initiatives, amount to a large undertaking and serves as the basis for the next five years. For this year, NACM's focus is upon; education and professional development for court staff. The focus this year is on how NACM can support judicial employees with their continuing education. The initiative also includes community collaboration, similar to a "Civics 101" class, to help school kids (junior high school and high school students) better understand the courts and what courts do. NACM's annual conference registration fee this year will be \$495. per attendee and will be held in Las Vegas, July 10 to 14, at the Red Rock Resort. NACM's MSU track this year will focus on court and community communication. A session at this year's NACM conference will also focus how we deal with

social media and he eluded to the example of court staff tweeting about a case during a trial. NACM has an on-line newsletter titled, 'The Court Express' that focuses on contemporary court management issues, such as budget constraints and financial management. Pat McNutt asked if some of their newsletter articles are written by vendors. Kevin responded that, yes some of the articles are written and submitted by vendors and that NACM's 'publication committee' reviews all submissions and screens for appropriate content. Kevin revealed that most of NACM's organizational work is done by 'member volunteers' however the "National Center for State Courts" in Williamsburg, VA provides a host of secretariate services to support the work of the volunteers. The NACM conferences include an extensive vendor show and the money received from the vendors who exhibit their products allows NACM to do a lot of great programs. Issues involving possible conflict of interest with NACM and the vendors are addressed and resolved by NACM's ethics committee. Kevin also explained how NACM uses digital video to tape some of their conference work shops for members who can not attend and the videos are available to members from the NACM web site, www.NACMnet.org.

6. NCBC Update - Ken Hirz: Ken stated he is glad to be in attendance at this meeting. Regarding the NCBC registration for the 2011 New Orleans Annual Conference, their numbers show approximately at 626 participants and Ken noted that this year NCBC has not charged a registration fee for retired members who attend. Regarding conference expenses, starting a few years ago, they anticipate 10% of the registered attendees do not participate in the events where food is served, so they use that estimate when arranging food and meals and those costs are saved. This year the President of the National Conference of Bankruptcy Judges (NCBJ) will attend the New Orleans conference along with AO staff; Jim Baugher, Budget Division and Glen Palman, Chief, BCAD. Ken mentioned that Glen is retiring on August 2, 2011 having worked in the Judiciary for 30 years. Ken noted that for the NCBC conferences they have discontinued their 'business luncheon' to avoid any funding issues for attendees who receive funding from their courts and they do not have a vendor fair this year in order to allow more time for popular sessions that allow courts to 'share their best practices' with staff from other courts who are looking for ways to improve procedures. Pat McNutt asked if they still used 'sponsors'? Ken stated yes they do; however they make sure the sponsors are neutral entities, such bar associations, and other organizations that do not have direct contract with the Bankruptcy Courts. NCBC received approximately \$25,000. to \$30,000. in sponsor donations this year. MSU will be facilitating sessions at their conference this year and Ken was pleased to report that there are approximately 7 students enrolled from his court, Ohio Northern, in the MSU certificate program. Currently, NCBC's membership is about 1,400, which represents a 20% membership increase from last year. Recently NCBC has adopted Judicial Circuit Liaisons and District Representatives, a model similar to the FCCA for information dissemination and recruitment and the arrangement is working well. NCBC has monthly conference call with the Circuit Liaisons and Officers. Currently, NCBC membership fees are; \$15. per year for Deputy Clerks and \$50. per year for Clerks of Court, along with life time Deputy Clerk membership fee of \$150. NCBC also uses MemberClicks for; registration, voting and mass messaging. They are in the process of redesigning their web site, which will be found at; NCBC.memberClicks.net. NCBC is also updating their bylaws to establish a new staff position on their Board of Governors of; web site administrator which will be an elected officer charged

with chairing a committee to keep web site current. NCBC is also working to establish a national mentoring program. NCBC's next annual conference will be in San Francisco, August 7 to 10, 2012, Baltimore, MD in 2013 and Indianapolis, IN in 2014. Pat McNutt asked what approach do they take to solicit articles for their newsletter, "The Impact"? Ken explained that they have a newsletter committee which solicits articles, some submissions are 'light hearted' and fun but they also publish important informational articles regarding employee benefits and articles on contemporary topics, like Norm Meyer's article on social media in the latest issue. Ken stated he hopes to improve the content of information published in "The Impact". Pat McNutt noted that the "Parade" feature, to promote the New Orleans conference was excellent and Ken explained that "The Parade" was done by the local conference planning committee. Pat inquired about the possibility of a joint NCBC/FCCA conference and Ken replied by saying that NCBC is already 'booked' for the next three years and a joint conference would be complicated by the MSU arrangement to offer different sessions at each conference every year so students who attend both can accelerate program completion. Ken noted that maybe a joint or follow-on conference can be arranged for four to five years from now. Ken added that approximately 80% to 90 % of NCBC conference attendees receive some or all funding by their local Bankruptcy Clerks. This year, plenary session speaker costs for their conference is about \$30,000. Ken also noted that more than 160 member volunteers are involved with committees to help plan and facilitate their conferences. Ken concluded by saying NCBC mandates that every annual conference offer at least 16 hours of education and that the session topics must included a subject matter range of topics, to ensure there is something for everyone. This year there are 17 FJC/AO trainers, offering a nice range of session topics. Maureen interjected that many bankruptcy courts offer conference funding for staff enrolled in the MSU certificate program and that she has received some calls recently from those students to ask, 'what's next' because, now that they're done or near completion, their courts will not fund their conference attendance anymore. Ken responded regarding his own situation, to say that he prioritizes funding for students in his court who are enrolled in MSU, but he strives to find a proper balance to also provide funding for conference attendance for others who are not enrolled in MSU. In closing, Bill McCool added that the FCCA is considering Seattle, WA for the 2014 FCCA annual conference, pending approvals.

7. FCCA Foundation Update - Bill McCool: The FCCA Foundation has had an exciting year since the Eugene, Oregon Conference. A number of issues outlined in their five-year plan have come to fruition; namely, a more hands-on approach with the planning of the FCCA Vendor Fair, and the solicitation of sponsorships. The FCCA Foundation continues to husband the Dwight D. Opperman Award funds. In 1998 the Opperman Foundation granted the FCCA Foundation \$30,000. After this week's award the Foundation will have made 15 awards and the balance of the initial grant is approximately \$26,000. The low interest rates at financial institutions make maintaining that balance an important focus. This is the first year in which the Foundation has taken on full responsibility for planning the vendor fair and soliciting vendors/sponsors. They expect that Mobile will be the most financially successful vendor fair in the last few years. There are 18 vendors participating in this year's vendor fair, 3 of which are also conference sponsors.

This has been a terrific year of rebuilding and the Foundation Board feels that they now have a strong base from which to work. The Foundation truly appreciates Mobile's patience as the Foundation spent this year developing relationships with corporate supporters and creating processes. In addition to providing the vendor fair and luncheon, enhancing one of the breakfasts and awarding some very nice door prizes, the Foundation expects to provide approximately \$9,000. to Team Mobile for conference expenses. The Foundation named Ms. Corrine Szalay as a new member to the Board of Directors this past summer. The recruitment of other new members continues. Efforts are continuing in preparation for their application to the Combined Federal Campaign (CFC). The annual meeting will be held on Wednesday and everyone is invited to attend. Jim Larsen asked, if the Foundation can build a standing fund of approximately \$25,000. to \$50,000. for planning and Bill agreed to take that question back to the Foundation Board. A number of discussions ensued. Pat McNutt stated that she was told the vendors wanted the list of attendees e-mail addresses for their subsequent marketing efforts. Jim expressed some concern about court staff receiving e-mail messaging from vendors. Cheryl Sweat and Tom Bruton suggested as long as we put conference attendees on notice that FCCA will share their e-mail addresses with the vendors, it would seem to be OK to do. Mike Palus supported the initiative to add the FCCA Foundation as a charity for the CFC. Regarding Clerk's willingness to fund conference attendance, Ken Hirz noted that NCBC has no organizational meetings are at their annual conferences. John Zingo agreed with Ken Hirz and suggested not having the FCCA business luncheon at future annual conferences and Jim Larsen agreed. Marian Lee Frahm suggested having the conference at the same time every year for attendee's planing purposes. Cheryl Sweat agreed that annual membership enrollment would be more consistently administered if the conference was the same time every year. Bill McCool concluded by suggesting it's the manner in which the FCCA plans for and presents our conferences that is critical for encouraging Clerks of Court to fund staff's attendance.

8. Fund Raising - Eileen Levine: Eileen discussed her current initiative. She recently facilitated a mass e-mail message to all conference attendees regarding donations that will be accepted at the Mobile conference for fund raising on behalf of the educational committee for the 2012 Las Vegas conference. For this fund raiser Eileen will host a table in a prominent location for most of the week. Folks making donations will have a chance to receive wonderful gifts, which Eileen purchased and are available for donors to see at the table. Eileen anticipates that donations will exceed the cost of the gifts and all donations received beyond those costs will be made available for the educational program next year in Las Vegas. The gifts will be presented to the lucky donors at the business luncheon on Wednesday. Eileen also explained that Lance Wilson and Team Las Vegas will have a similar fund raising initiative in the same general location with a separate table and items to be awarded, to raise additional money for educational programs next year.

9. Budget Report - John Zingo: The Board received a copy of the FCCA's Treasurer's Report by e-mail on May 31, 2011 and additional copies were made available at the meeting. John explained that this will be the last report in this format, since the FCCA Conference Committee will be responsible for conference finances, the Treasurer will need to restructure the budget reporting mechanism. The new report format is under construction. This year's report reflects

that approximate \$8,000. has been spent from reserve funds to balance the budget, as required by the By Laws. John noted that the organization's overall finances are in good standing. John also noted that there has been a slight increase in membership since the report was prepared and currently funds received for the membership year 2010 to 2011 is \$29,500. At this time, FCCA membership is up to about 1,300. John concluded by announcing he plans to retire June 30, 2012, that he has every intention of continuing his FCCA membership into retirement and that he is planing to run again for another term as Treasurer.

10. Membership Report - Cheryl Sweat: Cheryl reported that as of June 1, the 2010/2011 annual membership count was at 1,298, and it may increase a bit more. Additionally, for the 2011/2012 membership period, 262 members have already renewed/joined. Cheryl encourages all Circuit Directors to remind their District Representatives to get the updated recruitment packet off the web site and into circulation in their courts. The FCCA web site also has a section for 'answers to common questions' about membership and links to the MemberClicks web site to renew or join FCCA . The membership slogan for the 2011/2012 year is "FCCA - the Power of Association". Cheryl explained that shortly after the conference the FCCA Officer Directory, Circuit Director and District Representative lists will be updated with all the changes, by the membership committee. Cheryl noted the importance of having the Circuit Director and District Representatives involved in the membership drive. Cheryl suggested the use of MemberClicks mass e-mail messaging to send a reminder regarding membership renewal. Cheryl also supports the concept of offering life-time membership and the possibility of offering an automatic renewal process with auto-pay, for members convenience. Cheryl noted that the on-line payment process continues to be very efficient. Cheryl verified that; at mid-year meeting in January the question was asked, why membership for AO staff was \$75. and that the Board agreed to change that to \$20. to match the fee for Deputy Clerks for the upcoming membership drive and into the future. Cheryl asked everyone to revisit an item from the mid-year meeting regarding the FCCA calendar and that it will be discontinued unless; it becomes a ' pull-out page' in a hard copy "Journal" or if it will just be posted to the web site for members to print themselves. Cheryl noted the cost for a 'pull-out page' in the "Journal" per 1000 hard copies would be an additional \$504. plus \$350. more for the typeset/layout/design. A discussion of the two options ensued, but no decision was made.

11. Journal Update - Pat McNutt: Pat explained that the total cost for the "Journal" in the past 12 months was \$11,314., for two hard copies and one on-line publication. Due to this high cost, Pat proposed switching to two on-line Journals and one hard copy. Pat agrees that the hard copy "Journals" are a nice benefit for all members, especially those who can not attend conferences, but she suggests the Board's focus needs to be on the conference educational program and our ability to continue to fully fund that component of our operations. Pat reminded everyone that the \$29,000. income we collect in membership dues is our annual operating funds, so in order to get great speakers at our conferences we need to use our funds wisely. Pat identified significant saving by changing to one hard copy "Journal". In support of her position, Pat noted that NACM devotes one on-line publication each year to conference session reviews and they use volunteer reporters to prepare those articles, which results in a valuable product at low cost. John Zingo recommended FCCA could do something similar and ask scholarship recipients to

write the session reviews as a criteria for accepting the awards. Pat also suggest we establish a “Journal” publication committee. Pat announced she will not able to continue as Journal Editor when her term as President becomes effective, on June 10, 2011. Pat also noted that since the FCCA is a 501(c)(3) non-profit service organization, we can not use the Journal to solicit money to make a profit. David Stechmann asked if the FCCA can change our status so we could make revenue and pay taxes on those profits? Pat explained some of the tax issue complexities associated with “Journal” revenue against the costs of publishing it and how our current tax exempt status as a non-profit benefits the FCCA in the ‘eyes’ of the Judiciary leadership. Pat also proposed there be a regular “Journal” feature; the Circuit Director’s Report to include one brief report from each Circuit. David Stechmann then asked everyone to consider the following; if we eliminate one hard copy of the “Journal” every year and the FCCA Calendar publication is no longer sent (previous agenda topic) what are we offering, with respect to marketing membership, to those members who do not attend the conferences? A robust discussion was had on the topics of; recruit Journal editor, one less hard copy and one more on-line “Journal” each year and the benefits of FCCA membership for those who do not attend the conferences. Mike Palus noted that approximately 80% of our members do not attend the conference each year. John Zingo suggested a Journal Committee in lieu of a Journal Editor? Tom Bruton suggested we could recruit members to serve on the new Journal Committee. Pat also suggested the “Journal” include more articles from our membership regarding, ‘what is happening in their courts’. Dave Cambensy believes many of our members are interested in submitting articles about their professional experiences. **Tom Bruton made a motion to approve Pat’s recommendation for; one hard copy Journal and two on-line publications every 12 months and to form a Publication Committee. John Zingo seconded the motion, Jim Larsen called for a vote and the motion: Passed. Jim Larsen asked if anyone is willing to serve as Chairperson of the new Journal Committee and Tom Bruton agreed to be the Chair and Rhonda Lafitte, Grace Capri Miller, Eileen Levine and Dave Cambensy agreed to serve on the new Journal committee.** Pat also announced that she will need to resign from the ‘Current Events’ initiative. Mike Palus asked if everyone thinks we still need the monthly ‘Current Events’ newsletter. Dave Cambensy suggested that we may be able to publish ‘Current Events’ but in a different format when the new web site is established, by allow multiple folks to submit ‘event’s similar to a blog.

12. Historian Committee Report - David Stechmann: David reminded everyone that a written Historian report is attached to the meeting agenda. David explained that following his review of past conferences, this will be the very first FCCA Conference to be held in the Great State of Alabama. David announced that he recently purchased a new Historian’s camera with all the modern features available and the cost was approximately \$750. He explained that the old camera was starting to have some mechanical problems, justifying the purchase of the replacement. David noted that this will be the 9th year in which he will set-up the popular Historian Room at the conference and it will be in the Jubulie Room adjacent to the 2nd floor elevators. Later today, David and his ‘team of helpers’ will start working to set-up the exhibits at about 2:00 p.m. David briefly commented on the “Mobile/NOLA Tour” he arranged and that approximately 25 FCCA members who are attending the conference started their trip in New Orleans on Saturday, June 4, will travel to and from Mobile by bus and will spend some time

seeing the sights in New Orleans after the conference. David stated that he and his volunteers will gather on Thursday, at about 1:00 p.m. to take down and pack the Historian Room exhibits. David has assembled all the photos from the Eugene Conference added some music and will present that slide show at the conference breakfast on Monday morning. The slide show may also be shown at convenient times later during the conference. Also, one of the video display monitors in the Historian Room has more photos from Eugene and will run continuously while the room is open. David reported that the Eugene conference banner is complete, with help from Linda Wade Bahr, USDC, FLM, and will be on display in the historian room. As of the moment, banner funds for this year have not been approved by the Board. David noted that the photo binder from last year is complete and available, and that he had help from various other members. Finally, David expressed his appreciation for all the help he has received for the Historian initiatives, including; room set up/take down, photos from other attendees, slide show productions and more.

13. Nominations Update - Anne Stygles: - Anne reported the following information regarding this year's nomination and election outcomes; one nomination was received for President Elect - Chuck Diard, USDC, ALS and one nomination was received for Secretary - Dennis Bilecki, USBC, CAN. Anne explained, according to the By-Laws, nominations for both positions will be taken from the floor at the Business meeting on Wednesday and either; election(s) will be held or absent further nominations these nominees will be appointed to their respective positions. For the Circuit Directors from the odd numbered Circuits, the following information was provided; 1st Circuit - no nominations were received, 3rd Circuit - Dana Moore, USCA, was nominated and selected for that position, 5th Circuit - Terri Mathis, USDC, TXE, was nominated and selected for that position, 7th Circuit - Thomas Bruton, USDC, ILN, and Sharon Gardner, USBC, ILC, were nominated an election was held and Thomas Bruton prevailed, 9th Circuit - Dawn Bullock, USDC, CAC, and Renea Ferrante, USDC, WAE, were nominated an election was held and Dawn Bullock prevailed, 11th Circuit - Debi Boone, USDC, GAM, Teresa Patterson, USCA, and Cathi Jennings, USDC, ALS were nominated an election was held and Cathi Jennings prevailed. Anne explained, for the vacant 1st Circuit, a Director shall be appointed by the President at the conclusion of the conference. Anne also announced that she will be relinquishing the Chair of the Nominations Committee and Nancy Gilman has agreed to assume those duties and Nancy will be appointed by the President at the conclusion of the conference.

14. Clerk's Counsel Report - Jim Larsen: Jim noted that Dave Maland was unable to attend the meeting and that Dave's written report was provided to the Board with the agenda materials. Dennis Bilecki provided a summary of recent activity regarding the FCCA's Clerk of Court and Chief Deputy Mentoring programs, noting that recently the AO's DCAD and BCAD 'Monthly Communications' memos now include announcements of all new Clerks and Chief Deputies, these reports are monitored and when a new Clerk is announced, coordinators James Starr and Elizabeth Paret are notified and when a new Chief Deputy is announced coordinator Ingrid Campbell and Jeff Allsteadt are notified. Upon this notification, the new Clerk/Chief Deputy is contacted and an offer for a Mentor is proffered. Dennis explained that this concept is founded upon the concept that if a new Clerk or Chief Deputy is assisted by a Mentor who supports the

FCCA, that new Clerk/Chief Deputy will have a more favorable outlook towards the FCCA and hopefully will support our organization among their staff, into the future.

15. Deputy Clerk's Counsel Report - Jim Larsen: Jim reported that Steve Mandel was not able to attend the meeting. Eileen Levine noted that the Circuit Basket silent auction fund raiser will be held this year and that the baskets will be on display in the main ballroom lobby throughout the conference. It was also noted that the 'FCCA Awards Committee Report', which listed the Deputy Clerk's Counsel members, which was distributed with the agenda materials, did not have the correct names for the Deputy Clerk's Counsel Executive Board members (the list showed the Circuit Directors instead of the Deputy Clerk's Counsel members).

16. Marketing and Outreach Committee Update - Pat McNutt: Pat announced that Dennis Bilecki has agreed to Chair the Marketing/Outreach Committee for the next two years and that Janet Jackson will assume Cheryl's previous duties in coordinating the conference calls and taking the committee meeting minutes. David Stechmann, committee member, noted that the four flyers prepared by Cheryl Little USDC, CAC, to advertise Mobile Conference were very professional and informative. David asked the Board to consider the following idea for marketing and fund raising; at future conferences would it be possible to advertise/market various FCCA conference educational sessions to other Federal Agencies and/or public sector business/organizations in and around the host city. Those outside entities who are interested, could enroll their staff for the session(s) and pay an attendance fee to the FCCA. Marketing brochures (similar to the ones available from the FJC for their classes/programs) would be prepared and distributed in the host city and all fees collected would be used for subsequent conference educational funding. Pat has discussed this idea with a Certified Public Accountant and found that any arrangement where the FCCA is offering classes to anyone who is not a member, the FCCA would be operating in a 'competitive' environment with other private sector organizations who offer training and that the FCCA's charter does not provide for that type of activity/competitive enterprise. Pat explained that more legal research would be need to further pursue this idea.

17. By Laws - Jim Larsen and Pat McNutt: Pat noted that the Proposed Amendments to the By Laws are shown in the May 5, 2011 draft, with highlights to show additions and strikethroughs to show deletions, along with 'Explanatory Notes' at the end of each Article, provided to the Board with the agenda materials. Pat explained that there are only two issues that have raised debate among the Board and that most of the other proposed changes are clerical or By Law changes to reflect current operating procedures. The two contentious proposals relate to; Article II, Section 1., D., to strike the reference to *former* employees as members (explanatory note that this does not affect retired employees who are referenced in Section 1., E.) and Article IX, Section 1., E., to no longer allow nominations for Officers from the floor at the annual conference. Anne Stygles suggested two additional changes at, Article II, Section 4., and Article XI, Section 1., E., last sentences, to change that the current language "...method approved by the *President*" be changed in both instance to '...method approved by the *Board*'. **Anne Stygles made a Motion that these two changes be included with the Proposed Amendments to the By Laws, dated May 5, 2011, John Zingo seconded motion, Jim Larsen called for a vote and the motion: Passed.**

Bill McCool then made a Motion to approve the Proposed Amendments to the By Laws with Anne's changes, for consideration by the full membership as provided for in Article XIV, Section 1., Marian Lea Frahm seconded the Motion, Jim Larsen called for a vote, and the motion: Passed. David Stechmann suggested that these proposed amendments be sent by absentee ballot to the full membership for vote, before the 2012 Las Vegas conference. David noted and Dennis Bilecki agreed, that additional By Law amendments may be needed after these proposed amendments are addressed by the membership.

18. Videotaping/Webcam/WebEx Classes - Mike Palus and Marian Frahm: Mike led a discussion regarding the possibility of videotaping certain FCCA conference educational sessions in the future to be viewed subsequently by members who are not able to attend the conference. Kevin Bowling noted that NACM has had some experience with videotaping some of their conference sessions with a lot of success. Discussion ensued over the pros and cons for videotaping educational sessions, including; the questions about what sessions, i.e breakout sessions, plenary session, etc., presenter permission that may be required, and other issues associated with members access to the videos that will need to be considered. Mike also suggested videotaped broadcast of an MSU participant graduation to encourage enrollment in that program. Dave Cambensy noted that we do not want to offer so much content via video that would discourage members from actually attending the conference who could view the videos in the alternative. Dave also noted that another use for these videos might be to use segments of the videos as a marketing tool for upcoming conferences. One response regarding conference attendance, was to delay the broadcast of the videotaped sessions to negate the issue of members opting out of attending the conference. Kevin Bowling noted that NACM received a grant to cover the videotaping costs and that he will share with Mike the information about the grant source and application process. Mike suggested for next year's conference the Conference Planning Committee undertake this initiative, pick one or two sessions to videotape and then post it to the FCCA web site as a pilot project to gain some experience and obtain feedback from our members. Kevin Bowling also recommended that when we contract with a conference hotel, to get agreement to use FCCA equipment for the videotaping as opposed to the use of the hotel equipment which is usually very expensive. Regarding a webcam arrangement, Mike suggested that may not be the best idea as the cost is high and the audience (FCCA members) may not be available when the broadcast (live) is shown.

19. & 20. Conference Planning Committee Update & FCCA Conference Guidelines- Jim Larsen and Pat McNutt: Pat reported that Rhonda Lafitte, Maria Carpenter, Cheryl Sweat and Bill McCool update the "FCCA Conference Guidelines" and distributed it to the Board on May 6, 2011. **Anne Stygles moved to approve the updated 'Guidelines', Bill McCool seconded, Jim Larsen called for a vote and the motion: Passed.** Pat suggested that the Conference Planning Committee start having regular conference calls, to prepare in earnest now for a great educational program next Spring. Regarding presenter fees and expenses, Kevin Bowling noted that for NACM, when they use court employees as presenters/instructors, NACM comps their attendance fees and pays for their travel and for NACM's plenary session presenters, they try not to spend more the \$5,000. per speaker. NACM also will negotiate with paid speakers for them to present for free, in return NACM will offer a testimonial regarding the 'success' of the conference

session, that the speaker can use for marketing purposes. Marian Lea Frahm asked how much can the planning committee offer per speaker for the Las Vegas conference? Pat noted that we do not have conference spending plan with all the other costs, nor do we know the amount of the registration fee to be charged, so the answer is unknown at this time. Jim Larsen suggested to Marian that the Las Vegas Conference Education Committee should prepare a proposal to the Board regarding the proposed costs for the speakers. Eileen Levine advised that it may be possible to invite a former District Court Judge, NYS to speak at next year's conference. Pat expressed great interest in this possibility and encouraged Eileen to pursue that initiative.

21. Hosted FCCA Website, Ad Hoc IT Committee - Dave Cambensy: Dave noted that the committee members include, Chuck Diard and William Isbell. The committee is charged with; obtaining information about the costs of hosting our web site on an independent server, adding functionality such as password protection of member information, creating web page templates for annual conference information and registration, mass messaging to members and generally modernizing the web site for future initiatives.

22. For the Good of the Order: Eileen Levine suggested the FCCA prepare and send a letter to Director James Duff, thanking him for his support for FCCA during his term as Director. Jim Larsen noted that was a great idea and suggested he and Pat pursue that initiative. Eileen Levine also suggested an added feature for the FCCA membership renewal process; to prompt members to make a donation to the 'FCCA General Relief Fund' (and to create such a fund that can be used for disaster relief before things happen, instead of rushing to generate donations after a disaster). John Zingo agreed with this concept and suggested the a 'relief fund committee' be appointed to manage the fund and assess various request. Regarding the most recent FCCA relief fund donations, Pat was informed by the Clerk of Court, USDC, ALM that a Deputy Clerk's home was destroyed by the tornado outside of Tuscaloosa, AL this past Spring, donations were solicited and John Zingo reported that about \$1,100.00 was collected. Jim Larsen authorized John to write a check for that amount to the affected Deputy Clerk.

Meeting adjourned.

Minutes Submitted By: Dennis Bilecki,
For: FCCA Secretary, Libby Smith

Dated: July 19, 2011