

**FCCA BOARD MEETING
MINUTES
Sunday, July 19, 2009 - Detroit, Michigan**

The meeting was called to order at 10:00 a.m. by President Bill McCool on Sunday, July 19, 2009, in Detroit, Michigan.

Those present were President, Bill McCool; Immediate Past President, Sheryl Loesch; Sue Rigan, Secretary; John Zingo, Treasurer. Circuit Representatives: Maria Carpenter, Second Circuit; Michael Palus, Third Circuit; Peggy Guernsey, Seventh Circuit; Marian Frahm, Eighth Circuit; Cristina Squieri, Ninth Circuit; Karen Mitchell, Clerks' Council Chair; and, Jenine Wright, Deputy Clerks' Council Chair. Committee Chairs: Pat McNutt, Journal Editor; Cheryl Sweat, Membership; Anne Stygles, Nominations; Ian Keye, Professional Development. Also present were Libby Smith, Chief Deputy Court Administrator, on behalf of Team Detroit; Dr. Maureen Connor, Director, MSU Judicial Administration Program; Ken Hirz, President-Elect, NCBC; Tom Hall, Clerk, Florida Supreme Court; Rene Ferrante and Grace Capri-Miller, Eastern District of Washington; Dawn Stephens, District of Oregon; Cindy Idema, Western District of Michigan; Karlene Johnson and Rose Dickson, Southern District of New York; and, Renee Young, Western District of Washington.

President's Update

Bill McCool opened the meeting and said the state of the Association is strong. He said his five-year goal was to increase membership to 1500 members and we currently have over 1440 members. He thanked Dave Borkoski for his assistance with reconstituting the FCCA Foundation. He also thanked the Team Detroit for putting together a very strong educational program for the conference, funded in part by the Foundation.

Mr. McCool said the AO recently issued guidance affirming the acceptable use of appropriated funds for educational conferences, so long as business meetings and social events are not included in the registration fee. Consequently, the entire registration fee for this conference can be paid for out of court appropriated funds.

Mr. McCool and Karen Mitchell have been working with a group responsible for developing a new staffing allocation formula. He and other Clerks believe substantive docket entries should be included in the formula, and they will continue to fight to have this measure included.

Detroit Conference Update

Libby Smith thanked everyone for attending the conference. She said there are over 350 people attending the conference, including guests and court staff. An enormous amount of education is available in 32 hours of sessions over four days. She encouraged

everyone to visit the vendors' fair, which promises to be very interesting and informative. Team Detroit is looking forward to a very successful event.

Eugene Conference Update

Dawn Stephens is the Chair of the Committee for the 2010 Annual Conference to be held in Eugene, Oregon, Bill McCool's hometown. Ms. Stephens said the theme for the conference is "Get [Organized] Oregonized" and "Going Green in Eugene." The conference will be held June 27 - July 1 at the Hilton Hotel. The hotel has only 259 rooms, which assures we'll have the space to ourselves, but also indicates it will likely sell out early. A Bach festival in downtown Eugene will immediately precede our conference, and the Prefontaine Classic, a world athletics tour event, is immediately thereafter. Attendees can plan on sight-seeing the mountains, the ocean, local wineries, the downtown market, and numerous other scenic attractions, before or after the conference. When making travel arrangements, the cost of arriving in Portland, approximately two hours away, should be compared with the cost of arriving in Eugene.

Bill McCool said he will continue to lobby Clerks to pay for deputy clerks' conference registration fees, because the educational component will be very strong. Several judges are expected to conduct some of the training.

MSU Program Update

Maureen Connor said seventeen people are graduating in the first MSU student recognition program. She learned many students feared writing their capstone project and suggested the FCCA offer assistance. Several members thought a writing class should be offered at each annual conference. In the future, some or all of the capstone projects will be available for others to view. Dr. Connor said if necessary, she will work with students to help them complete their projects.

The five year plan for completing the program remains on track for next year. Dr. Connor will send letters of recognition to whomever a graduating student would like, including the student's Clerk and judges.

Deputy Clerks' Council Report

Jenine Wright said first time conference attendees will continue to receive a free FCCA lanyard. This year, the Council is holding a silent auction as a fund-raiser. The proceeds from the auction will go toward scholarships. Conference pins are no longer sold as a fund-raiser. Instead, pins are given to those who renew their membership as soon as their dues are paid.

Ms. Wright said it was an honor and privilege to serve as Chair over the last four years and she thanked her committee for their support and hard work.

Historian Report

Bill McCool said David Stechmann will be setting up the Historian Room on Sunday afternoon and will take it down on Thursday afternoon. Mr. Stechmann is working on a banner of pictures from last year's conference event at Churchill Downs. However, he ran into copyright issues and is having difficulty getting permission from Churchill Downs. Meanwhile, he prepared a musical slide show of photos for presentation at the business meeting.

Treasurer Report

John Zingo reported the Association's finance are in good shape. As of June 30, 2009, funds were over \$96,000. Members who paid dues for the 2008 - 2009 member year were eligible to attend this year's conference. Members who pay dues for the 2009 - 2010 member year are eligible to attend next year's conference. Member dues are the largest source of income, followed by Gallagher royalties. As a reminder, Gallagher royalties increase as our membership increases.

Membership

Bill McCool thanked Cheryl Sweat for developing and implementing MemberClicks. Cheryl Sweat thanked her committee for their assistance. Circuit Reps and District Reps have been helpful by verifying e-mail addresses and helping to keep the data base up to date. Step by step instructions are available on the web site. The Marketing and Outreach committee recommended providing conference attendees with MemberClicks instructions on a flyer and on a business card located in their conference packet.

Current membership consists of 58 Clerks, 48 Chief Deputy Clerks, and 1208 deputy clerks and others. On-line membership payment is still in the works. Ms. Sweat would like a team of volunteers to assist with running reports, answering general questions, and keeping ListServ and MemberClicks up to date.

Ms. Sweat continues to raise money by contacting vendors interested in advertising in the *Journal*. She also worked with the typesetter to find one company that can print and distribute the hard copies within our budget. Members will continue to receive two issues of the *Journal* mailed directly to them, while the third issue is available only on-line.

Journal Update

Pat McNutt thanked Cheryl Sweat for the tremendous amount of work she does on behalf of the FCCA. The next hard copy of the Journal will have pictures from the conference and an article discussing the upcoming nominations. Additional features will

include a column on health and fitness, a crossword puzzle, a question and answer column, an update from the International Association of Court Administrators, and articles on human resources, JMS, performance management plans, and organ donation. This year, the production costs for the *Journal* have been well within the budget allotment.

Marketing and Outreach Committee

Ms. McNutt summarized the Committee's accomplishments since its creation in 2007, including thirteen marketing flyers sent to all District Reps for their distribution and display. The Committee currently meets on a quarterly basis. Future flyers will feature membership benefits, annual conference highlights, and Eugene conference information. The Committee is working on creating a packet for new members and reaching out to courts with low membership. FCCA information and materials will be provided at the Clerks and Chief Deputies conference. Ms. McNutt said she will contact the FJC and recommend all the professional development opportunities available through the FCCA be included in their informational video.

NCBC Update

Ken Hirz, Vice-President of the NCBC, said their association is smaller, but their conferences have much higher attendance. Approximately half of their members (540) attended their annual conference in St. Petersburg, Florida. He said both the FCCA and NCBC can benefit by working together on issues such as disaster assistance, FERS sick leave initiatives, and executive compensation. Their conference next year will be held in Pittsburgh, Pennsylvania, and the conference in 2011 will be held in New Orleans. More information is available on their website, NCBCimpact.org. Several members offered to assist the NCBC as needed.

National Conference of Appellate Court Clerks

Tom Hall, President, National Association of Appellate Court Clerks, said their organization is reaching out to other organizations with similar goals, including the FCCA, NACM, NCAR (National Court Reporters Association), and more. His association consists of 80% state court administrators and 20% federal court administrators. He suggested having affiliated conferences in the same city and at the same time, to save costs and promote networking. Their conference is always held during the first week of August. Another suggestion is to have a master calendar of association meetings to facilitate better planning. He would like to re-start a joint conference of professional organizations.

Mr. Hall said his association promotes fund-raising toward education. Their goal is to raise one million dollars. They have raised approximately \$100,000, primarily through foundation giving, but also through silent auctions, bake sales and memorial donations.

FCCA Calendars

Rob Walker provided a written report presented by Bill McCool. The proposed budget for the 2010 calendars is \$5808.58, including postage and labor cost increases. Also proposed were several minor changes updating the calendar to reflect the theme of the Detroit conference. Maria Carpenter made a motion to approve Mr. Walker's proposed budget and calendar updates. Mike Palus seconded. The motion carried. The calendars will be mailed on December 15th to every member whose dues are paid by December 1st. Calendars will be mailed to every Clerk of Court on December 19. Calendars will continue to be mailed to new/renewed members until June 15, 2010. Any extra calendars will be made available free for the taking at the Eugene registration desk.

Members are asked to carefully check their addresses in MemberClicks to ensure proper delivery and avoid the expense of undeliverable calendars. If using a court address, be sure to include the name of the court, office location, and room or suite number.

Conference Planning Committee

Bill McCool said the Eugene conference is well under way. Ian Keye is working on professional development. John Zingo suggested including an extra day at the end of the conference for finance training. Mr. McCool will appoint a committee to develop the idea.

The mid-year meeting will be held in Eugene on Saturday, January 16, 2010. The FCCA will reimburse transportation expenses and one night hotel fee for Officers, Board members, and select committee chairs.

Awards Report

Sue Rigan said over 277 certificates of recognition were printed, including 126 certificates for District Representatives, eight for Team Detroit, and thirteen for 25 years of FCCA membership. A total of twelve awards were purchased, including the host court plaque and two plaques of special appreciation. Karen Mitchell, Jenine Wright, and Sheryl Loesch are departing from the Board. Bill McCool and Jim Larsen are departing their positions as President and President-Elect, respectively. There were three recipients of the Special Service Award and one recipient of the Opperman Award.

Nominations Update

Anne Stygles said Mike Palus and Nancy Gilman were nominated for another term as Circuit Representatives. Nominations for additional Circuit Representative will not be will be taken from the floor. All remaining vacant positions will be filled by incoming President Jim Larsen.

Pat McNutt was nominated for President-Elect and Sue Rigan was nominated for

Secretary. Nominations for President-Elect and Secretary will be taken from the floor during the business meeting and elections will be held after the candidates are given a chance to speak. Results will be announced immediately after the election.

Clerks' Council Report

Karen Mitchell said it has been a privilege to work for Presidents Bill McCool and Sheryl Loesch. Over the past four years she received positive feedback about the FCCA from many Clerks. The Council will continue to recognize retiring Clerks of Court at the Clerks and Chief Deputies conference. Lance Wilson will continue to reach out to new Clerks of Court to get them involved and heighten their awareness of the FCCA's benefits. Ms. Mitchell said the Clerks' Council will continue to work on disaster relief and will address other national issues as they arise.

The meeting adjourned at 1:15 pm.

Respectfully submitted,

Sue Rigan
FCCA Secretary