

# FCCA BOARD MEETING MINUTES

*Tuesday, September 21, 2010*

*Teleconference - 8:00 a.m. PST*

The telephonic meeting was called to order at 8:00 a.m. by President Jim Larsen on Tuesday, September 21, 2010.

**Attendees:** Those participating were President, Jim Larsen; Vice President, Patricia McNutt; Immediate Past President, Bill McCool; Secretary, Libby Smith; Treasurer, John Zingo; and, Historian, David Stechmann. Circuit Representatives: Ginny Hurley, First Circuit; Eileen Levine, Second Circuit; Michael Palus, Third Circuit; Robert Walker, Fourth Circuit; Ronda LaFitte, Fifth Circuit; Kathy Keeton, Sixth Circuit; Tom Bruton, Seventh Circuit; Marian Frahm, Eighth Circuit; Dennis Bilecki, Ninth Circuit; Nancy Gilman, Eleventh Circuit; and David Maland, Clerks' Council Chair. Committee Chairs: Libby Smith, Awards & Michigan State University (MSU) Judicial Administration (JA) Program Liaison; Maria Carpenter and Ronda LaFitte, Conference Advisory & Site Selection Committee Co-Chairs; Cheryl Sweat, Membership; and Patricia McNutt, Marketing and Outreach and Journal Editor. Also present were Renea Ferrante, WAED; Dave Cambensy, WAED; Grace Capri Miller, WAED; representing the Host Court (Alabama Southern District Court) Chuck Diard and Rick Johnson.

## **1. Approval of the 6/27/10 Board Meeting Minutes**

President Jim Larsen asked for the approval of the June 27, 2010, Board Meeting minutes. A motion was made by Nancy Gilman, seconded by John Zingo and carried to approve the June 27, 2010 Board Meeting minutes.

Mr. Larsen stated that the purpose of this meeting was to focus on the 2012 FCCA Conference, and suggested that other matters will be deferred until the next Board meeting.

## **2. 2012 Conference Length – Las Vegas, NV – May 20-24, 2012**

Mr. Larsen reviewed results of the electronic vote taken regarding the proposed conference length, which resulted in a majority of the Board members recommending a five-day conference. Mr. Larsen asked if anyone desired to change their vote. No votes were changed. A motion was made by Treasurer David Stechmann, seconded by Marian Frahm, and carried to maintain the five day conference schedule, as was the case with the 2010 Conference in Eugene.

### **3. FCCA Conference Committee Structure**

Mr. Larsen reviewed the proposed Conference Planning Committee Structure that was previously distributed to the Board members. Mr. Larsen informed the Board that there had been a suggestion to add the President-Elect to the FCCA Conference Committee, which committee would be the body that would serve as the liaison with the Board for conference planning issues and decisions. Mr. Larsen suggested that the proposed structure be used for the 2012 conference, leaving to the President and Board the responsibility of making any necessary changes.

Vice President Pat McNutt suggested that the Bylaws be changed to allow for the Conference Planning Committee function as a standing committee, rather than merely an ad hoc committee. She also raised concerns regarding several conference-related committees in need of review. Ms. Carpenter stated that the Site Selection Committee is currently a subcommittee of the Conference Planning and Advisory Committee. Secretary Libby Smith suggested that a subcommittee be established to review and determine any changes that are required to the Bylaws so that they could be voted on during the Mid Year Board meeting. Mr. Larsen suggested that Ms. McNutt chair that effort since she will be President during the 2012 conference. Ms. McNutt agreed and asked for volunteers to assist with the effort. Dennis Bilecki, Maria Carpenter and Ronda LaFitte offered to assist Ms. McNutt with this effort.

### **4. Use of Events Planner for the 2012 Conference in Las Vegas, NV**

Mr. Larsen advised the Board that based on the results of a survey, the majority of the Board thought that hiring an events planner was a good way to proceed. The NCBC events planning vendor, Conference Planning Resources, Ltd. (CPR), has expressed an interest in serving in the same capacity for the FCCA 2012 Conference. Mr. Larsen suggested that at least for 2012 it might be good to engage CPR's services.

Treasurer John Zingo suggested that other cities be offered for comparison, but it was noted by Ms. McNutt that the 2012 location (Las Vegas) had already been publicized. Ms. Carpenter stated that there are a few inquiries out for 2013 host cities. Mr. Zingo added that the visitors bureaus get paid regardless of whether or not services are provided, but they would be more likely to throw in additional services to help lock in a city.

Mr. Larsen noted that the Board had not yet signed a contract with a host hotel for 2012, but advised that CPR has suggested the M Hotel might be competitive and that there could be other locations willing to host at good rates as well.

Mr. Larsen suggested that the final recommendation from CPR be presented during the Mid-Year Board meeting in January and asked the Board for its approval to continue negotiating with CPR, which was granted.

Ms. McNutt inquired as to when the FCCA would have to pay for the rooms and whether the FCCA would be required to pay a deposit. It was noted that the FCCA would not be required to pay for rooms or pay a deposit.

Eileen Levine inquired as to the period of time during which NCBC chose not to use CPR as its events planner. Mr. Larsen responded that he believes that NCBC may have used a different vendor for a year or two.

Mr. Larsen stated that it was likely that the FCCA Conference Committee or a subcommittee should play a strong role in negotiating with the events planner. He further suggested that the chair of that subcommittee should be identified during the current Board meeting so that that Chair could start a dialogue with CPR in order to have a draft contract available for the January Board meeting. Mr. Larsen asked for a volunteer to serve as the Contracts and Costs Committee Chair. Dennis asked if it was a requirement for the Committee Chairs to be Board members, to which Jim responded yes. Tom Bruton asked what would be expected of the Contracts and Costs Committee. Mr. Larsen responded that the events planner will negotiate with two or three hotels and bring proposal to the Board for its consideration. This effort would be similar to the work the events planner handled for NCBC. Mr. Larsen added that it was likely that a number of contracts would need to be reviewed by the events planner (i.e., IT support, meals, transportation, etc.) that will need to be reviewed with the events planner and fall under the purview of the Contracts and Costs Committee.

Mr. Bilecki suggested that someone from the host court be added to the Registration Committee. He also added that Vanessa Armstrong as Chair of the Education Committee also be added to the Registration Committee. Ms. McNutt suggested that Treasurer John Zingo be added to the Contracts and Costs Committee and added that it might be appropriate for the Treasurer to chair the Contracts and Costs Committee. Mr. Zingo agreed to serve as Chair of the Contracts and Costs Committee. Ms. Smith asked if the FCCA Board was going to take over the registration piece, since it would be entering into the contracts, making payments and overseeing the conference planning, in conjunction with the host court. Mr. Larsen responded that he would like the FCCA to collect the money and work closely with the host court. Mike Palus agreed with Ms. Smith's suggestion. Mr. Larsen suggested that the committee be renamed the Contracts, Registration and Costs Committee and that it be chaired by the Treasurer, which would allow the FCCA to oversee the functions falling under the control of that committee. Mr. Zingo agreed that such a process would be more efficient. Mr. Zingo informed the Board that there would be fees

associated with the use of PayPal for conference registration, which would need to be considered. Mr. Larsen stated that he would redraft the proposal and distribute it to the Board prior to the Mid Year Board meeting.

Mr. Larsen stated that he was in favor of Ms. McNutt's idea of going ahead and having the Conference Committee work with the event planner. Ms. McNutt suggested that Ms. Armstrong might want to continue on as Chair of the Ad Hoc Education Committee, to which Ms. Smith suggested that someone check with Ms. Armstrong. Mr. Palus and Ms. Frahm expressed an interest in serving on the 2012 Ad Hoc Education Committee and offered to serve as co-chairs, which was approved by President Larsen.

Mr. Larsen asked the Board if it had any objection if the newly formed Contracts, Registration and Costs Committee (CRCC) worked with events planner, CPR, on evaluating the various Las Vegas properties and proposals in preparation for the Mid Year Board meeting.

It was the consensus of the Board that the CRCC working with the event planner regarding details for the 2012 Las Vegas Conference.

#### **5. Location of 2012 FCCA Conference – May 20-24**

A motion was made by Ms. McNutt and seconded by Ms. LaFitte to approve Las Vegas, Nevada as the location for the 2012 conference for the dates May 20-24.

Mr. Larsen suggested that the availability of other hotels may impact the date for the conference, but noted that it gets very hot in the summer months in Las Vegas and that earlier dates were preferable from a climate standpoint. It was agreed that the dates be left flexible until a contract is signed with a hotel. Ms. Carpenter added that the last Friday in May would likely result in higher airfare due to holiday travel.

#### **6. Other**

Pat McNutt asked for volunteers to assist with the *Journal*.

The meeting was adjourned at 10:50 a.m. (PST)

Respectfully submitted,

Libby Smith  
FCCA Secretary