

**FCCA BOARD MEETING
MINUTES
Monday, July 4, 2005 - Chicago, Illinois**

The meeting was called to order at 9:00 a.m. by President Jeff Apperson on Monday, July 4, 2005, in Chicago, Illinois.

Those present were Jeff Apperson, President; Sheryl Loesch, President-Elect; Joe Haas, Immediate Past President; Sue Rigan, Secretary; John Zingo, Treasurer; David Stechmann, Historian; Circuit Representatives: Virginia Hurley, First Circuit; Maria Carpenter, Second Circuit; Jim Murphy, Third Circuit; Betsy Paret, Fourth Circuit; Cheryl Sweat, Sixth Circuit; Steve Ludwig, Seventh Circuit; Susan Kern, Eighth Circuit, Marianne Matherly, Ninth Circuit; Ralph DeLoach, Tenth Circuit; Yvonne Goodloe, Eleventh Circuit; Committee Chairs: Cris Beeman, Deputy Clerk's Council; Ian Keye, Professional Development; Patricia McNutt, Journal Editor. Also present were Barry Lander, President of the National Conference of Bankruptcy Clerks (NCBC); Mike Dobbins, FCCA Host Court Clerk, U.S. District Court, Northern District of Illinois; Ken Gardner, Host Court Clerk, U.S. Bankruptcy Court, Northern District of Illinois; Dr. Maureen Conner, Michigan State University (MSU); Cindy Idema, Western District of Michigan; and Anne Kuschel, District of North Dakota.

Jeff Apperson opened the meeting by giving special thanks to Immediate Past-President Joe Haas for providing invaluable assistance during his term, and acknowledging the credentials of Sheryl Loesch who will be sworn in as the next President at the closing Banquet. He also thanked Ken Gardner and Mike Dobbins for hosting the conference and putting together a great program at a wonderful facility.

FCCA/NCBC CONFERENCE UPDATE

Mike Dobbins welcomed everyone and provided an overview of the events planned. The conference will begin by recognizing court employees who also serve our country overseas in the military. He said the keynote speaker, Benjamin Zander, will provide an impressive presentation and we were fortunate to obtain his services at a substantial discount. Each morning, the conference will begin with a daily briefing and a performance by local talent. In addition, the Honorable Joel Flaum, Chief Judge of the Seventh Circuit will address everyone on Thursday morning. The evening social events begin with the President's Reception and include a Chicago White Sox baseball game, a night at Navy Pier, and end with the Dinner Dance Banquet. He thanked Ken Gardner and his staff for all the hard work they put into the conference.

Barry Lander also welcomed everyone and noted both Host Courts worked very hard putting the Conference together. He reported over 500 people have registered for the conference. Our combined registration provided the resources for high quality educational and social programs.

AWARDS REPORT

Sue Rigan provided a written report. She said award expenses will be higher than usual due to the number of awards purchased, including gifts for the departing Officers (4), plaques for the 2004 and 2005 Opperman award winners (4), Special Service Awards (3), and framed host court certificates(2), for a total of 13 awards purchased. In addition, over 200 certificates of recognition were printed, including 130 for District Representatives and twenty-one for 25 years of FCCA service.

TREASURER'S REPORT

John Zingo provided a budget report for the third quarter, April 1, 2005 through June 30, 2005, and a proposed budget for January 1, 2005 through December 31, 2005. He said that while the Board has nearly \$60,000 in reserves, it will have tough decisions to make as our income (largely from dues) isn't meeting projected expenses. At the current time, our expenses are equal to our income. However, we'll have expenses for the remainder of the year, consisting largely of the Journal and it's postage, without the income to match.

FINANCE REPORT

Yvonne Goodloe presented a statement of receipts and disbursements for the third quarter. A discussion ensued about ways to cut expenses and raise revenue. John Zingo reported he is raising money through the sale of duffle bags and Pat McNutt reported an increase in advertising for the Journal. Betsy Paret suggested those Board members who could absorb their costs for the annual conference should do so.

Ralph DeLoach suggested we look at reducing the cost of the mid-year meeting. However, holding the meeting by conference call would take way too long. Barry Lander said the NCBC mid-year meeting in Chicago was interrupted by a blizzard and it took over three months to accomplish by phone what could have been done in one day at a face to face meeting. It was decided that eliminating the mid-year meeting was not an option. John Zingo made a motion to have the FCCA pay for only one night of lodging at the mid-year meeting. Joe Haas seconded. The motion carried.

David Stechmann noted the savings on the mid-year conference wont help us with this year's budget. Joe Haas mentioned the largest expense is the Journal and its postage and he suggested we begin distributing the Journal electronically rather than in hard copy. Pat McNutt said publishing the Journal isn't nearly as expensive as the postage to mail it. Several members expressed concern that membership would be affected by switching to an electronic Journal. Barry Lander reported switching to an electronic Journal did not hurt NCBC membership, and in fact, members appreciated the advantage of getting information quicker. John Zingo suggested money saved on the Journal could be given back to the members in the form of more scholarships. Joe Haas made a motion to produce one more Journal after the conference and all others each year (aside from the post-conference Journal) be distributed electronically. Steve

Ludwig seconded. The motion carried. Maria Carpenter suggested we readdress this matter next year if funding is better and after gaining a sense of the members' opinions.

Yvonne Goodloe made a motion to pass the proposal concerning the use of reserves to meet budget needs. This was previously discussed at the May 4, 2005, teleconference Board meeting and was revised per the Board's instructions. John Zingo seconded. The motion carried.

Joe Haas made a motion to use the reserve to fund the Journal's printing and mailing after the annual conference. This use of the reserve is limited to only the Journal that will follow the Chicago conference. Future post-conference Journals will be paid for through normal appropriations. Steve Ludwig seconded. The motion carried. Yvonne Goodloe made a motion to pass the budget, subject to reprogramming as needed and the use of reserves for printing and mailing the post-conference Journal. Jeff Apperson seconded. The motion carried.

Yvonne Goodloe submitted a revised proposal concerning membership dues processing. This was previously discussed at several Board meetings. Ralph DeLoach made a motion to adopt Option A on the report, whereby district representatives would send checks, applications and recaps directly to the Membership Chair, who in turn would send the checks and transmittal summary to the Treasurer. This process was recommended by the Membership Chair. Cindy Idema, District Representative for the Western District of Michigan said it was a lot easier. Steve Ludwig seconded. The motion carried.

Jeff Apperson gave a special "thank you" to John Zingo and Yvonne Goodloe for their hard work during the past year.

JOURNAL UPDATE

Pat McNutt reported the next Journal will have a new feature called Letter to the Editor. She said she plans to take the Journal to the vendors at the vendor fair to solicit future advertising. She asked all Board members to consider writing a "Spotlight on Members" article pertaining to someone they know. She also asked Board members consider writing about anything innovative in their court, even if only a short synopsis, in order to share new ideas with other courts. Ms. McNutt said she would get specific information on the cost of the Journal and its mailing for discussion at the next Board meeting.

PROFESSIONAL DEVELOPMENT/MSU UPDATE

Dr. Maureen Conner reported participation in the Judicial Administration program continues to grow, including such organizations as the National Association for Court Management and the Institute for Court Management, among nearly a dozen others. Currently, there are 95 students participating in the non-credit certificate program. There are a number of on-line courses being developed and most will be posted by the end of the year.

Maria Carpenter and others reported some members were disappointed they could not attend both the personal development courses being offered by the FCCA and the MSU courses because they overlapped within the conference. Joe Haas suggested extending the annual conferences by one day for the MSU enrollees. Maureen Conner said students can also complete courses on-line or go to another association's conference.

Ian Keye reported he and Ken Gardner worked closely together to put together the professional development courses. Jeff Apperson said the high quality of the professional development and educational courses is apparent and he thanked Mr. Keye, Mr. Gardner and Dr. Conner setting such high standards.

ELECTIONS/BY-LAW AMENDMENTS

Jeff Apperson reported on behalf of Anne Stygles, Elections Chair. He said there were 175 absentee ballots cast thus far. Members at the conference will vote for President-Elect, Secretary, and on three by-law amendments. In addition, there will be Circuit Representative vacancies that will be filled by Sheryl Loesch when she becomes President. Ms. Loesch assured the Board she will have the best interests of the Association in mind when filling vacancies.

Mr. Apperson also reported Jenine Wright has agreed to serve as Chair of the Deputy Clerk's Counsel and he encouraged deputy clerks to take an active role in the Counsel.

CONFERENCE GUIDELINES

Maria Carpenter reported her committee took their original draft and updated it. They have made a lot of progress toward a final version, but still have more work to do.

SITE SELECTION

Ginny Hurley and Maria Carpenter reported they sent a letter to every district court west of the Mississippi to solicit interest in hosting the annual conference in 2007. Responses were received from Arizona (Tempe/Phoenix) and Eastern Washington (Seattle). If the FCCA were to vote for Seattle, it would be in conjunction with NCBC. Everyone agreed there are advantages and disadvantages to co-hosting a conference with NCBC., and advantages and disadvantages to both locations. Sheryl Loesch made a motion to table the discussion so that Board members could get a sense of what the membership would prefer. Ralph DeLoach seconded. The motion carried. Ms. Loesch said she would convene a teleconference Board meeting shortly after the annual conference to address this issue.

HISTORIAN'S REPORT

David Stechmann submitted a written report. He reported the Historical Room is open for visitation. In addition, each morning there will be a slide show of photos taken from the previous days activities. While many people have contributed to the display, it is important that

the overall cost of the Historical Room and slide shows be absorbed into the cost of future conferences.

Mr. Stechmann thanked Jim Murphy for his efforts to secure funding for framing certain historical photos. He also thanked Judy Shelton for her assistance with the Historian for a Day program which will take place again this year for the third year in a row. Printed digital photos from the 2003 and 2004 conferences can be viewed in the Historical Room as well as on-line and are available for purchase. In addition, each morning there will be a slide show of photos taken from the previous days activities.

Ken Gardner said Mr. Stechmann's efforts are admirable and he will encourage NCBC to add an Historian to their by-laws. Mr. Gardner and Mr. Apperson thanked Mr. Stechmann for a job well done.

CLERK'S COUNCIL REPORT

Sheryl Loesch gave a report on behalf of Bill McCool. She said Karen Mitchell, Clerk, U.S. District Court for the Northern District of Texas, will be the next Chair of the Council when Mr. McCool's term ends at the close of the conference. The Council has worked on a number of important issues including FERS sick leave credit and other issues affecting budget and staff. Ms. Mitchell has been very proactive on these issues and will be as asset to the FCCA.

DEPUTY CLERK'S COUNCIL REPORT

Cris Beeman reported she has been working on fund raising efforts, including selling pins, lanyards and duffle bags. She further reported the Chief Deputy mentor program is going well. Ms. Beeman has been the Chair of the Deputy Clerk's Council since 2001. While serving as Chair, her district's membership and attendance at annual conferences has grown considerably. Her term will end at the close of the conference and she will be succeeded by Jenine Wright, who previously served on the Board as 10th Circuit Representative.

INTERNATIONAL RELATIONS COMMITTEE REPORT

Ralph DeLoach reported his committee reconsidered its recommendation to dissolve, made at the mid-year meeting this year. Instead, he will recommend the committee continue its work. They have created a database of qualified and interested people who are able to contribute to overseas assignments at little cost. He said the FCCA has created a historical opportunity to improve the administration of justice, especially in failing states. Other organizations such as NCBC and NACM support our efforts and we should continue to share our knowledge with others less fortunate.

BOSTON 2006 CONFERENCE UPDATE

Ginny Hurley reported the date of the conference will be July 16 - 20, 2006. Their court

has raised over \$6000 so far to help offset costs. They continue to work on developing the educational and social agenda. She said the President's reception will take place at their courthouse and other activities are being planned. They produced a video introducing the Boston conference that will be shown at the business meeting on Thursday. It also will be available to view on-line at the FCCA's web site when this conference concludes.

OTHER BUSINESS

John Zingo mentioned that the advancement of money for the baseball outing needs to be paid back and should not be part of the disbursement of any profit from the conference.

Jeff Apperson thanked the entire Board for their hard work during his term of office. He further acknowledged the dedicated service given by those leaving the Board. He said we really need to focus our efforts on increasing membership, which has become increasingly challenging due to budget and staffing cuts.

Ralph Deloach made a motion to adjourn. Sheryl Loesch seconded.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Sue Rigan, FCCA Secretary
July 26, 2005

Attachments: Awards Report
Third Quarter Budget Report
2005 Proposed Budget
Third Quarter Statement of Receipts and Disbursements
Proposal Concerning Use of Reserves
Draft Proposal Concerning Membership Dues Processing
Historian Report

FCCA BUDGET REPORT

**FY 2005 - THIRD QUARTER
JUNE 30, 2005**

INCOME:	<u>FY 2005 BUDGET</u>	<u>ACTUAL 3RD QTR</u>	<u>ACTUAL YTD</u>	<u>DIFFERENCE</u>
Dues	30,000.00	1,445.00	28,460.00	
Interest	500.00	471.64	500.48	
Advertising	2,000.00	450.00	2,550.00	
Conference Refund/Chicago	1,500.00	0.00	0.00	
Conference Profit/Chicago		0.00	0.00	
Fund Raiser	4,000.00	165.00	645.00	
Ross Levy Award		0.00	0.00	
International Conference		0.00	250.00	
Donation for historian		0.00	250.00	
TOTAL INCOME	38,000.00	2,531.64	32,655.48	
 EXPENSES:				
Clerk's Council/Blood Drive (\$2000-Scholarship; \$250 Blood Drive)	2,250.00	500.00	500.00	
Clerk's Council expenses		0.00	144.85	
FCCA Journal	10,000.00	4,034.90	9,321.96	
FCCA Journal Postage	3,500.00	1,570.75	3,838.12	
Education	2,000.00	0.00	0.00	
Annual Conferences (\$1500-Advance; \$2000-Officers' Travel)	2,000.00	1,162.09	1,162.09	
Mid-Year Mtg-Boston	10,500.00	0.00	10,904.21	
Postage	1,000.00	7.60	215.62	
Fund Raiser 2005 Duffle bags	3,000.00	0.00	2,988.77	
Ross Levy Award	200.00	0.00	0.00	
Liability Insurance	1,500.00	0.00	0.00	
Membership Refreshments		0.00	0.00	
Miscellaneous (Comm. Exps., awards, etc.)	2,050.00	195.22	195.22	
TOTAL EXPENSES	38,000.00	7,470.56	29,270.84	

FCCA BUDGET REPORT

FY 2005 - SECOND QUARTER
MARCH 31, 2005

INCOME:	<u>FY 2005 BUDGET</u>	<u>ACTUAL 2ND QTR</u>	<u>ACTUAL YTD</u>	<u>DIFFERENCE</u>
Dues	30,000.00	27,015.00	27,420.00	
Interest	500.00	28.84	78.28	
Advertising	2,000.00	2,100.00	2,100.00	
Conference Refund/Chicago	1,500.00	0.00	0.00	
Conference Profit/Chicago		0.00	0.00	
Fund Raiser	4,000.00	480.00	480.00	
Ross Levy Award		0.00	0.00	
International Conference		250.00	250.00	
Donation for historian		250.00	250.00	
TOTAL INCOME	38,000.00	30,123.84	30,578.28	
 EXPENSES:				
Clerk's Council/Blood Drive ((\$2000-Scholarship; \$250 Blood Drive)	2,250.00	0.00	0.00	
Clerk's Council expenses		0.00	144.85	
FCCA Journal	10,000.00	5,287.06	5,287.06	
FCCA Journal Postage	3,500.00	2,267.37	2,267.37	
Education	2,000.00	0.00	0.00	
Annual Conferences ((\$1500-Advance; \$2000-Officers' Travel)	2,000.00	0.00	0.00	
Mid-Year Mtg-Boston	10,500.00	9,362.69	10,904.21	
Postage	1,000.00	0.00	208.02	
Fund Raiser 2005 Duffle bags	3,000.00	2,988.77	2,988.77	
Ross Levy Award	200.00	0.00	0.00	
Liability Insurance	1,500.00	0.00	0.00	
Membership Refreshments		(77.11)	0.00	
Miscellaneous (Comm. Exps., awards, etc.)	2,050.00	0.00	0.00	
TOTAL EXPENSES	38,000.00	19,828.78	21,800.28	

FCCA BUDGET REPORT

**FY 2005 - FIRST QUARTER
DECEMBER 31, 2004**

INCOME:	<u>FY 2005 BUDGET</u>	<u>ACTUAL 1ST QTR</u>	<u>ACTUAL YTD</u>	<u>DIFFERENCE</u>
Dues	30,000.00	405.00	405.00	
Interest	500.00	49.44	49.44	
Advertising	2,000.00	0.00	0.00	
Conference Refund/Chicago	1,500.00	0.00	0.00	
Conference Profit/Chicago		0.00	0.00	
Fund Raiser	4,000.00	0.00	0.00	
Ross Levy Award		0.00	0.00	
International Conference		0.00	0.00	
TOTAL INCOME	38,000.00	454.44	454.44	
EXPENSES:				
Clerk's Council/Blood Drive ((\$2000-Scholarship; \$250 Blood Drive)	2,250.00	0.00	0.00	
Clerk's Council expenses		144.85	144.85	
FCCA Journal	10,000.00	0.00	0.00	
FCCA Journal Postage	3,500.00	0.00	0.00	
Education	2,000.00	0.00	0.00	
Annual Conferences ((\$1500-Advance; \$2000-Officers' Travel)	2,000.00	0.00	0.00	
Mid-Year Mtg-Boston	10,500.00	1,541.52	1,541.52	
Postage	1,000.00	208.02	208.02	
Fund Raiser 2005 Duffle bags	3,000.00	0.00	0.00	
Ross Levy Award	200.00	0.00	0.00	
Liability Insurance	1,500.00	0.00	0.00	
Membership Refreshments		77.11	77.11	
Miscellaneous (Comm. Exps., awards, etc.)	2,050.00	0.00	0.00	
Total Expenses	38,000.00	1,971.50,	1,971.50	

TOTAL INCOME/EXPENSES

Federal Court Clerks Association
Proposal concerning use of reserves to meet budget needs
April 11, 2005 revised per May 4, 2005, board meeting

At the January 15, 2005, Mid Year Board meeting of the FCCA, we discussed developing some limits or approval standards for those times when we may need to spend beyond amounts or line items previously approved in the budget plan and/or dip into reserves. These situations could occur due to several circumstances, for example:

- Less revenue is realized for the budget period than expected,
- A budget item may cost more than expected, or
- An unplanned expenditure is requested or needed.

The Finance Committee proposes that, subject to Board discussion and approval:

- If a Revenue/Income shortfall, offset by corresponding decreases realized in budgeted expenses or increases realized in Revenues/Income, is less than 5% of the budget, then the shortfall can be absorbed by reserves. Otherwise, the board will be briefed on the situation and alternative solutions, allowing the Board up to seven days (to consider the situation, poll constituencies, etc.) before a final vote. The shortfall will be identified by the Treasurer as soon as practical.
- If an Obligation Expense is expected to exceed the budgeted line item by \$100 or 10%, whichever is greater, after reprogramming from other Expense line items (with realized or expected savings), then that obligation expense will be stayed pending Board approval to use Reserve Funds. The board will be briefed on the situation and alternative solutions, allowing the Board up to seven days (to consider the situation, poll constituencies, etc.) before a final vote.
- If an un-budgeted Expense item is expected to exceed \$100, after voluntary reprogramming from other Expense line items (with realized or expected savings), then that obligation expense will be stayed pending Board approval to use Reserve Funds. The board will be briefed on the situation and alternative solutions, allowing the Board up to seven days (to consider the situation, poll constituencies, etc.) before a final vote.
- Any cumulative combination of these events that exceeds 5% of the budget in any budget year or period shall trigger the higher level of Board consideration: The board will be briefed on the situation and alternative solutions, allowing the Board up to seven days (to consider the situation, poll constituencies, etc.) before a final vote.
- Please note that while lower expected expenses can automatically be considered when calculating a net Revenue/Income shortfall, the reverse is not true. Higher than expected Revenue/Income is presumed to accrue to the Reserve and may not be used to offset higher needs in Obligation Expenses.

Respectfully submitted,

Yvonne Goodloe

John Zingo

**FEDERAL COURT CLERKS' ASSOCIATION
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FY 2005 - THIRD QUARTER
APRIL 1, 2005 THROUGH JUNE 30, 2005**

Recapitulation of funds on hand as of 03/31/05:

Certificate of Deposit	\$42,414.20	
Money Market	22,595.00	
Checking Account	<u>131.33</u>	
	\$65,140.53	
	Total funds on deposit	\$ 65,140.53

Receipts:

Membership Dues - 2005	\$1,445.00	
Interest Income	471.64	
Advertising	450.00	
Ross Levy Award	0.00	
Fund Raiser	165.00	
International Conf refund	0.00	
Donation - (historian)	0.00	
Conference Profit/Anaheim	<u>0.00</u>	
	\$2,531.64	
	Total receipts:	<u>\$2,531.64</u>

Total cash available: **\$67,672.17**

Disbursements:

FCCA Journal	\$4,034.90	
FCCA Journal Postage	1,570.75	
Education	0.00	
Annual Conf-	1,162.09	
Postage	7.60	
Clerks Council Expenses	0.00	
Scholarship/Blood drive	500.00	
Mid-year meeting	0.00	
Ross Levy Scholarship	0.00	
Membership refreshments	0.00	
Fund Raiser	0.00	
Miscellaneous	195.22	
Liability Insurance	<u>0.00</u>	
	\$ 7,470.56	
	Total disbursements:	<u>\$ 7,470.56</u>

Balance as of 03/31/05 **\$ 60,201.61**

Recapitulation of funds on hand as of 06/30/05:

Certificate of Deposit*	\$ 42,803.77
Money Market	14,486.43
Checking	<u>2,911.41</u>
	\$ 60,201.61

Total funds on deposit: **\$ 60,201.61**

*Certificate of Deposit matures on 10/13/05

**FEDERAL COURT CLERKS' ASSOCIATION
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FY 2005 - SECOND QUARTER
JANUARY 1, 2005 THROUGH MARCH 31, 2005**

Recapitulation of funds on hand as of 12/31/04:

Certificate of Deposit	\$42,414.20	
Money Market	12,279.99	
Checking Account	<u>124.79</u>	
	\$54,818.98	
	Total funds on deposit	\$ 54,818.98

Receipts:

Membership Dues - 2005	\$27,015.00	
Interest Income	55.33	
Advertising	2,100.00	
Ross Levy Award	0.00	
Fund Raiser	480.00	
International Conf refund	250.00	
Donation - (historian)	250.00	
Conference Profit/Anaheim	<u>0.00</u>	
	\$30,150.33	
	Total receipts:	<u>\$30,150.33</u>

Total cash available: \$84,969.31

Disbursements:

FCCA Journal	\$5,287.06	
FCCA Journal Postage	2,267.37	
Education	0.00	
Annual Conf-	0.00	
Postage	0.00	
Clerks Council Expenses	0.00	
Mid-year meeting	9,362.69	
Ross Levy Scholarship	0.00	
Membership refreshments	(77.11)	
Fund Raiser	2,988.77	
Miscellaneous	0.00	
Liability Insurance	<u>0.00</u>	
	\$ 19,828.78	
	Total disbursements:	<u>\$ 19,828.78</u>

Balance as of 03/31/05 \$ 65,140.53

Recapitulation of funds on hand as of 03/31/05:

Certificate of Deposit*	\$ 42,414.20	
Money Market	22,595.00	
Checking	<u>131.33</u>	
	\$ 65,140.53	
	Total funds on deposit:	\$ 65,140.53

*Certificate of Deposit matures on 4/13/05

**FEDERAL COURT CLERKS' ASSOCIATION
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FY 2005 - FIRST QUARTER
OCTOBER 1, 2004 THROUGH DECEMBER 31, 2004**

Recapitulation of funds on hand as of 10/01/04:

Certificate of Deposit	\$42,414.20	
Money Market	12,976.60	
Checking Account	<u>945.24</u>	
	\$56,336.04	
	Total funds on deposit	\$ 56,336.04

Receipts:

Membership Dues - 2005	\$ 405.00	
Interest Income	49.44	
Advertising	0.00	
Ross Levy Award	0.00	
Fund Raiser	0.00	
Conference Profit/Anaheim	<u>0.00</u>	
	\$ 454.44	
	Total receipts:	\$ <u>454.44</u>

Total cash available: \$ 56,790.48

Disbursements:

FCCA Journal	\$ 0.00	
FCCA Journal Postage	0.00	
Education	0.00	
Annual Conf-	0.00	
Postage	208.02	
Clerks Council Expenses	144.85	
Mid-year meeting	1,541.52	
Ross Levy Scholarship	0.00	
Membership refreshments	77.11	
Miscellaneous	0.00	
Liability Insurance	<u>0.00</u>	
	\$ 1,971.50	
	Total disbursements:	\$ <u>1,971.50</u>

Balance as of 12/31/04 \$ 54,818.98

Recapitulation of funds on hand as of 12/31/04:

Certificate of Deposit*	\$ 42,414.20	
Money Market	12,279.99	
Checking	<u>124.79</u>	
	\$ 54,818.98	
	Total funds on deposit:	\$ 54,818.98

*Certificate of Deposit matures on 4/13/05

FCCA 2005 BUDGET
January 1, 2005 - December 31, 2005

INCOME	
Dues	30,000
Interest	500
Conf Refund	1,500
Advertising	2,000
Dep Clerks Fund Raiser	4,000
Conference Profit	
TOTAL INCOME	38,000

EXPENSES	
Blood Drive	2,250
FCCA Journal	10,000
FCCA Journal Postage	3,500
Education	2,000
Conference - Board & Advance	2,000
Mid-Year Meeting	10,500
Other Postage	1,000
Misc (flowers, awards)	2,050
Ross Levy Scholarship	200
Liability Insurance	1,500
Lanyards, Pins, duffle bags	3,000
TOTAL EXPENSES	38,000

Federal Court Clerks Association
DRAFT Proposal concerning Membership Dues Processing
April 28, 2005

At the January 15, 2005, Mid Year Board meeting of the FCCA, we discussed developing some alternatives to the handling of membership dues and applications, with the goal of streamlining/simplifying the process. This year's method:

1. Each District Representative
 - gathered the membership applications and dues
 - consolidated dues and wrote their own check, sometimes
 - Prepared a recap, summarizing the membership activity for their district/office
 - Sent everything to the Circuit Representative, or not (some sent directly to Pam)
2. Each Circuit Representative
 - Gathered the District Representatives' mailings every so often and mailed them to Pam
3. The Membership Chair
 - Posted memberships as received
 - Forwarded checks to Treasurer
 - Sent checks with a transmittal report to Treasurer for reconciliation
4. The Treasurer
 - Deposited the checks as received
 - Reconciled dues received to Membership Chair's transmittal report.

John, Pam, and Yvonne evaluated three revised procedures; we recommend option A as least cumbersome and confusing to the district Reps:

Option A

1. District Reps send checks, applications, and recaps directly to Membership Chair.
2. Membership Chair sends checks with transmittal summary to Treasurer.
Updates Member records; sends status reports to Circuit Reps for info and/or follow-up
3. Treasurer reconciles checks to transmittal reports and deposits checks.

Option B

1. District Reps send checks directly to Treasurer, with copies of applications.
Send Applications and Recaps to Membership Chair (can be by e-mail)
Send copy of recaps to Circuit Rep (can be by e-mail)
2. Membership Chair updates members' records.
3. Treasurer reconciles checks to applications. And then to Membership records.

Option C

1. District Reps send checks directly to Treasurer, with copy of Expanded Recap*
Send Applications and Expanded Recap to Membership Chair (can be by e-mail)
Send copy of Expanded recaps to Circuit Rep (can be by e-mail)
2. Membership Chair updates members' records.
3. Treasurer reconciles checks to Recaps. Reconciles recaps with Membership Chair.

* Expanded Recaps would include details, ex:

Clerk	Betty Joiner		\$75
Chief Deputy	Me Too	\$50	
Deputies	Bill Party	\$20	
	Mary Smith	\$20	
	Aaron Burr	\$20	
	Total Deps	\$60	
Total Funds Sent to Treasurer			\$185 on April 15, 2005

Other Options?

Respectfully submitted,
Yvonne Goodloe

Pam Twiford

John Zingo

FCCA Awards Committee Report

Listed below are the recipients of this year's awards to be presented at the Annual Conference in Chicago, Illinois, July 4 - July 8, 2005:

CERTIFICATES OF RECOGNITION:

OFFICERS

Jeffrey A. Apperson	President
Sheryl L. Loesch	President-Elect
Joseph A. Haas	Immediate Past-President
Sue Rigan	Secretary
John Zingo	Treasurer
David Stechmann	Historian

BOARD OF DIRECTORS

Virginia Hurley	First Circuit
Maria Carpenter	Second Circuit
Jim Murphy	Third Circuit
Betsy Paret	Fourth Circuit
Nancy Olansky	Fifth Circuit
Cheryl Sweat	Sixth Circuit
Steve Ludwig	Seventh Circuit
Susan Kern	Eighth Circuit
Marianne Matherly	Ninth Circuit
Ralph DeLoach	Tenth Circuit
Yvonne Goodloe	Eleventh Circuit
Bettina Guerre	National

EDITORS OF FCCA JOURNAL

Patricia McNutt
Executive Editor: Jeffrey A. Apperson

CLERK'S COUNCIL

William M. McCool, Chair
Members: Clarence Maddox, Karen S. Mitchell, Kevin F. Rowe, Geri M. Smith, Lance S. Wilson, James Woodward

DEPUTY CLERK'S COUNCIL

Cristina Squieri-Beeman, Chair

DEPUTY CLERK'S COUNCIL COMMITTEES:

Blood for Life Program:

Jane Bauer, Chair

Member: Deenah Levine

Leave Share Coordinator:

Laudan J. Batino, Chair

Ross Levy Memorial:

Corrine Szalay, Chair

Members: Cristina Squieri-Beeman, Nadine Smith

FCCA COMMITTEES:

Awards:

Sue Rigan, Chair

Members: Cindy Idema, Sheila Beauchene

By-Laws:

Robert C. Heinemann, Chair

FCCA Web Site Coordinator:

Linda Wade

Members: Virginia Hurley, Maria Carpenter

Finance:

Yvonne Goodloe, Chair

Member: John Zingo

International Relations:

Ralph Deloach, Chair

Legal Issues:

J. Barry Dunford, Chair

Membership:

Pamela J. Twiford, Chair

Nominations:

Anne Stygles, Chair

Members: Paquette T. DeShazier, Roger E. Johnson, Virginia McCray

Planning:

Sheryl L. Loesch, Chair

Professional Development:

Ian Keye, Chair

Member: Lauden Batino

Scholarship Committee:

Ian Keye, Chair

Member: Lauden Batino

Seniors:

Kay Mixon, Edith Jazmin, Co-Chairs

Site Selection:

Virginia Hurley, Maria Carpenter, Co-Chairs

Members: Sheila Beauchene, Karen Brickner, Karen Hom, Judy Shelton

Awards of Merit for 25 years of service to the Federal Courts:

Belinda Arrington, Sue Carter, Mary Anne Delap, Maureen DiEnna, Michael Dobbins, Janine Duffy, Joseph A. Haas, Kathy Hammond, Robert Heinemann, Irene L. Hitt, Betty Jackson, Mary S. Jones, Joseph LaMura, Susan Matlack, Nora McKeough, Pam Murphy, Nita Rose, Dennis L. Smarker, Marlene Warrant, Ingrid Webb, Rita Zvers

USDC Northern District of Illinois - Conference Assistance:

Tom Bruton, Haydee Pawlowski, Paula Rogers

FCCA District Representatives:

Diane Aube, Virginia Hurley, Donna Barchard, Anita Scigliano, Pat Kelly, Nancy Smith, Claire Parvin, Frances Rios de Moran, Celestino Matta-Mendez, Maria Carpenter, August Marziliano, Wendy Lindskoog, Jeffery Dingman, Corrine Szalay, Lorraine Lombardo, Kathleen Farrell, Kimberly Picone, Michelle Pierce, Mary Jane Mulvehill, Kathy Brower, Marlene Warrant, John P. Reilly, John Zingo, Kevin Calpin, Diane Gunn, Cynthia Romney, Bea Merez, Susan McWhorter, Wayburn Mills, Dennis Iavarone, Terry Leitner, Cecelia Burr, Judy Cutner, Marilyn Beck, Marge

Krahn, Cindy Hamilton, Judy Shelton, Rebecca A. Proctor, Isidore Grisoli, Jimmy Purvis, Catherine Bacon, Trelvis Dunford, Billie Maddox, Karen Shearer, Mechele Morris, Esmeralda Henry, Linda Lee, Mary Cunningham, Michael Simon, Luke Blance, Jerry D. Truitt, Trish Carter, Kim Grimes, Cindy Idema, Ronnie Adamo, Mary Kaye Budge, Geneva Ashby, Ann Frantz, Wendy Blackledge-Ellis, Machel Clark, Bob Whalen, Tammy Hickey, Karen Brickner, Doreen A. Klauck, Patricia Murray, John Stauffer, Jud Watkins, Susan Kern, Karen Mack, Linda Dahm, Jeanne Pattrin, Michele Nelson, Jennifer Stone, Anne Kuschel, Jackie Meisenheimer, Deb Lucas, Annette Fischer, Robert Rucker, Nancy Dickerson, Dawn Bullock, Marianne Matherly, Norman Sherman, Ian Keye, Linda Monroe, Dennis Bilecki, Thelma Mason, Barry Lander, Rosita P. San Nicolas, Natalie Higa, Audry Wong, Amy Hickox, Le Kelleher, Marlaina Belles, Eileen Werkheiser, Galo Perez, Mary Anne DeLap, Lee Ann Mauk, Renee Young, Darlene Moore, Aurelle DeLap Erickson, Ardell Schuler, Tom Turner, Jenine Wright, Mary Lou Gonzales, Tami Collins, Anita Caldwell, Carrie McKee, Ruth Kawashima, Stephan Harris, Yvonne Goodloe, Sharon Harris, Chuck Diard, Sandy Howes, Celia Rodenmeyer, Marilyn Holland, Richard Mildenberger, Steve Larimore, Joe Falzone, Nancy Gilman, Allen Newman, June Phillips, Wanda Misinco, Kathy White, Laura Corzine, Scott Atchue, Pam Twiford, Harold Wymbs, Regina Larry, Ginny McCray, Ariana Estariel

Special Service Award: The recipient(s) will be announced at the Business Luncheon on Thursday, July 7, 2005.

Additional Awards: There will be two recipients of the Dwight D. Opperman Public Service Award, to be announced on at the Business Luncheon on Thursday, July 7, 2005.

Respectfully submitted,

Sue Rigan
Awards Committee Chair

Historian Report
Annual Board of Directors Meeting
77th Annual Conference, Chicago, IL
David Stechmann, Historian
July 4, 2005

The last couple of years we have worked extremely hard in presenting the history and evolution of past FCCA events in a fun and interesting way to our members. The strong leadership of our Board of Directors and the improved participation of members has helped us all join together in recording of history. New traditions have been started and maintained and the Chicago conference continues these efforts.

The printed digital photos from the 2003 Orlando and 2004 Anaheim can be viewed in the Historian Room as well as a computer photo slide show. I'm happy to announce that the 2005 Chicago photos can be viewed daily on screens provided by our host. Our website master Linda Wade will help ensure the viewing of all photos on the website at the conclusion of the conference. Anyone wishing to view the 2005 photos may visit the FCCA website at www.FCCA.fs shortly after the conference. A photo CD-R of 2005 Chicago will be available for purchase. We are currently taking orders for the 2003, 2004 and 2005 photos.

We all enjoy looking back and remembering the people, fun times, and many accomplishments that help make FCCA what it is today. The Traveling Memorabilia and Mementos Exhibit is open and will run from July 4-8, 2005 at the Hyatt Regency of Chicago. Please stop by and enjoy the show.

New this year is a 1931 Chicago, IL display and newly framed annual conference photo. The framed photo is extremely nice and is framed exactly as the newly framed 1959 Boston, MA photo. Many thanks go out to Jim Murphy, Jr. for his efforts in securing funding for the framing of these photos. (Highlights from Past Chicago Conferences) This year will be the first time we are displaying a number of bags from different conference through the years.

I've also consolidated many old files and binders into organized displays. This will be an ongoing process until all files are consolidated and organized. The 2005 Boston mid-year photos have been added to the mid-year photo album. John Zingo has contributed his collection of FCCA journals to the organization and a few other members have promised to contribute memorabilia in Chicago. Thanks to everyone for helping make this possible.

Judy Shelton from WV will again coordinate the 2005 Historian for a Day efforts. This is our third year and we look forward to the opportunity of having our members participate and continue this tradition. You can see the 2004 Anaheim photos in the Historian Room. The Historians for a day will be chosen on Monday, July 4th at the President's Reception.

In conclusion, I hope everyone is as excited as I am about the progress we've made and spending a week in the Windy City. I'm looking forward to another outstanding conference and hope to encourage more members to get involved in helping us continue in our efforts.

HIGHLIGHTS FROM PAST CHICAGO CONFERENCES

1931- Membership numbers counted by members who paid dues at least once within the last five (5) years. Five year basis: 152 members- 64 clerks and 88 deputy clerks.
 Actual paid 1931: 63 members
Officers believe the five (5) year basis is reasonable.

They made motions for resolutions of regret and sympathy to the members of the families who have passed away.

1946- 21st conference. It was with great pleasure that the association has reached the age of majority. 1942-1945 no conference because of WWII.

PS note: The Secretary reports that very few contributions by way of dues have been received since 1940. There is no money in the treasury to defray expenses for printing and mailing bulletins, notices and minutes. Clerks dues \$3.00 and Deputy Clerks, \$1.00.

1950- Proposal to raise the jurisdictional amount in district courts from \$3,000.00 to \$10,000.00, but that the proposal had been declared out of order.

Mr. Connell of New York was then called on to discuss microfilming as in use in his office. He spoke of the great distances over which his records were spread, and recommended the installation of microfilming when approved by the Judicial Conference and the Administrative Office. He also said that it was the practice in his office to microfilm all current orders before they were turned over to docket clerks for filing and docketing, as well as to microfilm all old books. Mr. Whitehurst (Asst. Director of the AO) expressed encouragement of the destruction of records where it could be accomplished in accordance with the rules and regulations covering the destruction.