

Minutes of FCCA Board Meeting  
June 22, 2008  
Louisville, KY

Present: Bill McCool, Jim Larsen, Sheryl Loesch, John Zingo, David Stechmann, Claire Parvin, Deenah Levine, Michael Palus, Rob Walker, Dave Maland, Cheryl Sweat, Peggy Guernsey, Bonnie Stinson, Nancy Gilman, Karen Mitchell, Jenine Wright, Pat McNutt, Maureen Conner, Libby Smith, Pam Twiford, Anne Stygles, Ray Marbury, Cindy Idema, Maria Carpenter, Ian Keye.

- 1. President's Report**– Bill McCool called the meeting to order at 8:30 am, and reported the state of the association is strong. Membership has grown from 1221 last year to 1453 as of the conference. The conference sold out in April, two months early. There are over 350 people registered for the conference and 400 total attendees including guests. We have strong support from the A.O., F.J.C., and the courts. The Listserv and web site are helping us keep people informed, and the *Journal*, thanks to the efforts of Pat McNutt and Cheryl Sweat, is an excellent product. We have also improved communication through marketing messages via the Marketing and Outreach Committee. We have, for the first time, ventured into the area of legislation and we were out front on the FERS Sick Leave legislation introduced by Rep. Moran from Maryland. The A.O. and Judicial Conference have since endorsed this legislation.

The FCCA Foundation has been reconstituted, with Bob Christ as President, Jim Davey and Vice President, Dave Borkoski as Secretary/Treasurer, and Marv Hellart as a member at large. Dave Borkoski is the driving force behind the Foundation and he will be working with the Detroit organizers to find out what the Foundation can do to help.

Finally, Bill McCool reported that the repayment of the stipend for the first IACA Conference should be discontinued. The FCCA Board voted 15-3 to approved that amount, and there was never an interpretation that the funds would need to be repayed. The repayments will cease.

- 2. Historian's Report**– David Stechmann reviewed the recent purchases of the digital photo frames and notes he will have three available in the Historian Room. He may need to purchase additional equipment but he still has funds left from what the Board approved for the digital photo frames. David thanked all the people who helped him set up the room.
- 3. Detroit Conference Update**– Libby Smith, Chief Deputy Clerk, reported the Eastern District of Michigan is excited at the opportunity to host the conference. There are 18 staff members from Detroit here and they have opened a booth outside the registration desk. The dates are July 19 - 23, 2009, at the Hyatt in Dearborn. The hotel is 20 minutes from the airport and from downtown Detroit.

Team Detroit will be working to arrange transportation for conference attendees from the hotel to the many attractions, including the Henry Ford Museum, a day at Frankenmuth, a golf outing and possible a Detroit Tigers baseball game. Team Detroit is also working with the hotel to provide a shuttle for people to get around Dearborn. The education portion of the agenda is coming together. The MSU programs will be Leadership and Caseflow Management. We will also have the first MSU graduation ceremony for those who will have completed the certificate in court administration program. Director Duff will speak at the ceremony. The registration fee amount is still under review.

4. **International Update**– Sheryl Loesch provided an update from the IACA Dublin Conference in April. Senior Judge Simpson of the Western District of Kentucky is now the chair of the International Relations Committee of the Judicial Conference. Noel Daugherty is attending the FCCA Conference as the IACA representative. Mr. Daugherty works for court services for the Republic of Ireland court system. 44 countries were represented in Dublin. Also, Ms. Loesch reported that Ralph Deloach, former Clerk of Kansas and a former FCCA Board member and President, is alive and well and living in Jakarta, Indonesia working with the local court system as a consultant.

**FERS Sick Leave Benefit Update**– Ms. Loesch also updated the Board on the efforts to support an enhanced retirement benefit for FERS employees. Our task force, including representatives from FCCA, NCBC, the Federal Probation and Pretrial Officers Association, and the Federal Judicial Secretaries Association, worked with Cordia Strom and the staff at A.O. Legislative Affairs to write a position paper on the issue. In the meantime, a coalition of other federal employee associations, including the Federal Managers Association, worked with Rep. Moran from Virginia to introduce legislation in the House. The bill is pending, and FCCA has expressed its support to the FMA coalition. Interestingly, the Judicial Conference at their March meeting issued a statement supporting the legislation from Rep. Moran. Gary Balog of the Southern District of California asked FCCA to look into other legislation regarding retired federal employees and their benefits, and that will be done. Our group must defer to Director Duff and the Legislative Affairs staff; however there is an important role for FCCA in the legislative arena.

5. **Louisville Conference Update**– Jeff Apperson welcomed everyone and reviewed the conference schedule, logistics, and answered questions. There are 353 people registered (a new record) and 400 people attending including guests.
6. **Budget and Finance Report**– John Zingo presented the budget report, revenue projections, and noted the association’s finances were strong. John also asked for the Board’s approval of the budget proposal for next year. Bill McCool moved and Nancy Gilman seconded. The budget was approved by voice vote.

7. **Membership Report**– Pam Twiford reported we have 1,453 members, including 59 clerks of court and 55 chief deputies. Ten people have already joined for 2009. Ms. Twiford is stepping down after six years as membership chair, and Cheryl Sweat will take over in 2010. Mr. McCool thanked Ms. Twiford for her exceptional service to the association.
8. **FCCA Journal Update**– Cheryl Sweat and Pat McNutt reported the next *Journal* will be the hard copy edition devoted to the conference. Publication is set for October 1. Ms. McNutt inquired whether the Board would consider adding another hard copy to the publication schedule, so we would have two hard copy and two on-line *Journals* published each year. Mr. McCool asked Ms. McNutt to put together a proposal for the additional edition, and the Board will consider it at the August teleconference. Most Board members favored the idea. Ms. Sweat noted she has increased the number of advertisers in the *Journal* and she hopes to increase the number for upcoming editions, including talking with the vendors at this year's conference.  
  
**Marketing and Outreach Committee Update**– Ms. McNutt and Ms. Sweat reported the MOU Committee has sent six marketing messages to the members and they have been distributed widely to the courts. The next message will go out in July and will target membership.
9. **Eugene Conference Update**– Dawn Stephens and Laura Brinn provided an update on the Eugene Conference. The dates are June 27 - July 1, 2010. The Hilton Downtown is the conference site. Ms. Stephens and Ms. Brinn distributed materials to the Board about Eugene and Western Oregon.
10. **Member Clicks Program**– Ray Marbury from the District of Columbia District/Bankruptcy Court and Cheryl Sweat presented a slide show and answered questions from the Board about MemberClicks, an on line membership service that provides extensive automated services to organizations. Mr. Marbury is a former President of the Washington D.C. Paralegals' Association. He discovered this service during his term as President and helped his association implement it. Mr. Marbury and Ms. Sweat demonstrated each of the features MemberClick offers to associations, and the costs. The Board approved the concept of using MemberClicks services and asked Cheryl and Raymond to bring a specific cost proposal back in time for the August teleconference.
11. **MSU Update**– Maureen Conner reported MSU is working on development of a Master's in Judicial Administration program and FCCA is assisting in this effort.
12. **FCCA Calendar Proposal**– Rob Walker reported there are two options for mailers for this year's calendar project. The first is to use the mailers from last year and Rob will stuff them himself. The second is to use a more sturdy mailer. The Board

discussed the options and decided on the more sturdy mailer. Mike Palus moved and Cheryl Sweat seconded the motion. The motion was approved by voice vote.

13. **Site Selection Update**– Maria Carpenter reported one court had bid for the 2011 conference–the Southern District of Alabama in Mobile. The dates proposed were either July 9 -16 or July 23 - 30. The Board discussed the proposal and were in favor of the July 9 -16 dates. Bill McCool noted Mobile is a nice city, close to the beach, and is also a place where people will have lots of options for recreation and dining. Jenine Wright moved to approve Mobile’s bid for the conference, and Jim Larsen seconded. The motion was approve by voice vote. Bill McCool volunteered to contact Chuck Diard, the Clerk in Mobile, to start the planning process.
14. **FCCA Survey of Interest**– Jim Larsen noted one of the initiatives he was going to pursue as President was a health and wellness initiative for FCCA. He plans to send out a survey to members asking for their input on the initiative, and he will follow up with information to present to members in Detroit. This includes sharing of recipes, health and fitness tips, diet information, and he would like to introduce a “President’s Challenge” for physical fitness. He will also prepare an article on the subject for the October *Journal*.
15. **Awards Report**– Cindy Idema presented the report for Sue Rigan, who could not join us at the conference. Ms. Idema referred to the many awards that will be presented at the conference and noted Sue Rigan had prepared a written report for the Board which also will be distributed to all conference attendees at the business luncheon.
16. **Nominations Update**– Anne Stygles noted the Historian and Treasurer positions will be contested at this year’s business meeting. David Stechmann is the only nominee for Historian and John Zingo will likely be nominated from the floor for Treasurer. As for the Circuit positions, Maria Carpenter was the only nominee from the Second , and Rob Walker from the Fourth . The Sixth had a contested election and Tracey Couling was the winner. The Eight, Tenth, and DC Circuits will all be filled by Bill McCool via appointment.
17. **Clerk’s Council Report**– Karen Mitchell reported she has been working on getting FCCA added to the Combined Federal Campaign to receive contributions. In order to accomplish this, the FCCA must have independently audited financial reports prepared. The contributions received would be distributed for education, scholarships, and disaster relief efforts. The Board liked the concept and Karen Mitchell asked whether the Board would like to move forward. Mike Palus moved to proceed and Nancy Gilman seconded. The motion carried via voice vote. John Zingo noted that any funds received would need to be earmarked as we need to balance income and expenditures each year. Ms. Mitchell asked if the Board would approve completion of the financial audits. Claire Parvin moved to approve and

Peggy Guernsey seconded. The motion carried via voice vote. Karen Mitchell thanked the Board for their support.

18. **Deputy Clerk's Council Report**– Jenine Wright reported we have FCCA pins available for \$5. The lanyards for first time attendees will be distributed, and there are 115 new attendees at this year's conference. A review of the FCCA member survey revealed members are asking if any conference sessions could be video taped a loaded onto the web site.

Ms. Wright also asked that as many Board members as possible attend the new attendees breakfast at 7:30 am on Monday.

19. **For the Good of the Order**– Bill McCool noted we will have a Board teleconference in mid-August to discuss the MemberClicks proposal and the proposal for adding another edition of the *Journal*.

The meeting was adjourned at 1:15 p.m.