

FCCA MEETING MINUTES
Teleconference Board Meeting
Tuesday, October 19, 2004 3:00 EST

The meeting was called to order at 3:00 PM EST by President Jeff Apperson on Tuesday, October 19, 2004, via teleconference call. Those present were Jeff Apperson, President; Sheryl Loesch, President-Elect; Sue Rigan, Secretary; John Zingo, Treasurer; Circuit Representatives: Ginny Hurley, First Circuit; Maria Carpenter, Second Circuit; Jim Murphy, Third Circuit; Betsy Paret, Fourth Circuit; Nancy Olansky, Fifth Circuit, Cheryl Sweat, Sixth Circuit; Marianne Matherly, Ninth Circuit; Ralph DeLoach, Tenth Circuit; Yvonne Goodloe, Eleventh Circuit, Cris Beeman, Deputy Clerk's Council Chair. Also present was Membership Chair Pam Twiford.

Membership Drive

Jeff Apperson reported he conducted telephone conference calls with District Representatives in the Third and Fifth Circuits with Jim Murphy and Nancy Olanski. Mr. Murphy said he felt the District Representatives appreciated the personal contact. Mr. Murphy and Ms. Olanski recommended Mr. Apperson continue the teleconference calls with the Representatives in the remaining Circuits. He asked the Circuit Representatives to set up a schedule of conference calls and report back to him.

It was reported that membership dues were not coming in very quickly. Betsy Paret suggested that the membership dues will probably pick up during the last week of December. She mentioned that one of her District Representatives contacted her to ask if December 31 was the deadline and said that a lot of people in her district plan to wait until December to pay. Ms. Paret wondered if the requirement for District Representatives to send one check at the conclusion of the drive contributed to the delay in getting membership dues in during the fall. John Zingo said fewer checks is the best practice, though not required. Maria Carpenter said her members make their checks payable to her and she cashes them right away so they don't have to carry the balance in their accounts each month. Yvonne Goodloe reported some of her members prefer to make their checks payable directly to the FCCA even though the check may not clear for some time. Everyone agreed that it is most important to accommodate your members' preferences whenever possible.

Mr. Apperson said everyone will have to work extra hard to recruit members given the budget concerns facing the courts. Mr. Murphy said he was going to host an FCCA reception and bring in coffee and doughnuts to promote the FCCA in his court and answer questions. Ms. Carpenter said she brings in doughnuts, coordinates a Food Drive and has "FCCA Member" scrap paper pads made by her husband's company. Ralph DeLoach suggested creating a budgeted item to reimburse District Representatives who purchase refreshments as part of the membership drive. Mr. Apperson said he would like to appoint a committee to form guidelines as to how much money should be allocated and how to allocate it. He appointed Cris Beeman, John Zingo, Jim Murphy and Pam Twiford to the committee and asked them to come up with a

recommendation very quickly while the membership drive is still underway. He said he hopes that those who receive FCCA funds for refreshments will also match those funds to extent they are able in order to make the event extra special and gain better recognition for the FCCA.

Ms. Carpenter said a recurring question among prospective members is “What can the FCCA do for me?” She asked what role the FCCA played to help courts facing budget crises this year. Joe Haas, Ralph DeLoach and Jeff Apperson reported all Clerks of Court who are members of the FCCA and who serve on the Board and on various FCCA committees played a very significant role leading to the retention of staff in courts that were facing severe cuts, along with helping to ensure budget fairness and better allocations for all. Mr. DeLoach recommended writing an article explaining the role played by the FCCA in matters such as budget, staffing and the retention of jobs.

Board Membership

Jeff Apperson reported he needs to appoint a new Nominations chair, following the resignation of Le Kelleher. He hopes to appoint her replacement before the end of the year. Anyone who is interested should contact Jeff Apperson.

The elections for 2005 will be for President-Elect and Secretary, along with the odd-numbered Circuits. Maria Carpenter reported Laudan Batino will be the new Leave Share Coordinator and Jane Bauer will be the new Blood Drive Coordinator.

2005 Mid-Year Meeting Update

Ginny Hurley reported she reserved 25 rooms for the 2005 Mid-Year meeting to be held at the Radisson Hotel in Boston, the site of the Annual Conference in 2006. The reservations are for Friday, January 15 and Saturday, January 16, 2005. Board members are encouraged to share a room in order to help control costs. She is arranging for a dinner with Team Boston on Friday night. She would like as many Board members as possible to attend the dinner and meet the team. John Zingo said he had some questions about the contract for the hotel that need to be looked at more carefully.

International Conference Update

Jim Murphy, John Zingo and Maria Carpenter reported some of their representatives have been asking about the International Conference and its success. Sheryl Loesch and Joe Haas reported the Conference was very inspirational. Jeff Apperson said it was the first time the American flag was displayed on the same table with flags from some of the other countries present. He further noted that until this Conference, France was considered the leader in Court Administration services. However, it became apparent at the Conference that the United States is already accomplishing the goals set by the other countries.

Ralph DeLoach said that Clerks throughout the United States have been hosting Court

Administrators from around the world by allowing them to stay in their homes for approximately one week. He believes there is a need for deputy clerks to likewise host their colleagues from foreign courts around the world, and vice-versa. Jeff Apperson concurred that there exists a need for a deputy clerk exchange program and the idea is being explored by the European Union Association. Airfare may be reimbursed by US AID. Mr. Apperson said he will write an article detailing further the events of the Conference. He will also take steps to raise funds to offset the seed money provided by the FCCA. Donations will be tax deductible.

Education

Jeff Apperson indicated the Annual Conference next year in Chicago will have an excellent educational program. Yvonne Goodloe said she believes some people do not fully understand the components of the Michigan State University program as it is offered through the FCCA and NCBC. Specifically, she suggested someone write an article explaining the requirements of the non-credit certificate and how contact hours can add up to credit hours toward earning a Masters Degree in Judicial Administration. Joe Haas offered to write an article and Ms. Goodloe agreed to assist.

Old Business

Maria Carpenter reported she rewrote the Annual Conference guidelines and it will be ready for discussion at the Mid-Year meeting in January.

Jeff Apperson said he will be attending a Clerks and Chief Deputies conference in Atlanta and he will bring with him FCCA materials to distribute and promote membership.

New Business

John Zingo prepared and distributed the Fourth Quarter financial reports (attachments). He said the Board can discuss them at a later date. Yvonne Goodloe said she will work with Mr. Zingo when preparing a budget.

The meeting was adjourned at 4:00 P.M. EST.

Respectfully submitted,

Sue Rigan, FCCA Secretary
November 5, 2004

attachments

**FEDERAL COURT CLERKS' ASSOCIATION
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FY 2004 - FOURTH QUARTER
JULY 1, 2004 THROUGH SEPTEMBER 30, 2004**

Recapitulation of funds on hand as of 6/30/04:

Certificate of Deposit	\$ 42,233.00	
Savings	23,721.96	
Checking Account	<u>5,816.68</u>	
	\$ 71,771.64	
	Total funds on deposit	\$ 71,771.64

Receipts:

Membership Dues - 2004	\$ 25.00	
Interest Income	220.21	
Advertising	450.00	
Ross Levy Award	1,000.00	
Fund Raiser/2003 FCCA Pins	0.00	
Conference Profit/Anaheim	<u>393.81</u>	
	\$ 2,089.02	
	Total receipts:	\$ 2,089.02

Total cash available: \$ 73,860.66

Disbursements:

FCCA Journal	\$ 8,262.28	
FCCA Journal Postage	2,954.94	
Education	0.00	
Annual Conf-Anaheim/Chicago Adv	0.00	
Postage	0.00	
Miscellaneous	813.78	
Ross Levy Scholarship	0.00	
International Conference	4,000.00	
Liability Insurance	<u>1,493.00</u>	
	\$ 17,524.00	
	Total disbursements:	\$ 17,524.00

Balance as of 6/30/04 \$ 56,336.66

Recapitulation of funds on hand as of 6/30/04:

Certificate of Deposit*	\$ 42,414.20	
Savings	12,976.60	
Checking	<u>945.86</u>	
	\$ 56,336.66	
	Total funds on deposit:	\$ 56,336.66

*Certificate of Deposit matures on 4/13/05

FCCA TREASURER'S REPORT

**FY 2004 - FOURTH QUARTER
SEPTEMBER 30, 2004**

	<u>FY 2004 BUDGET</u>	<u>ACTUAL 4TH QTR</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>
INCOME:				
Dues	36,250.00	25.00	30,348.00	(5,902.00)
Interest	700.00	220.21	489.85	(210.15)
Advertising	5,000.00	450.00	1,990.00	(3,010.00)
Conference Refund/Anaheim	1,500.00	0.00	1,500.00	0.00
Conference Profit/Anaheim	0.00	393.81	393.81	393.81
Fund Raiser/FCCA Pins & Lanyards	0.00	0.00	1,280.00	1,280.00
Fund Raiser/CA Fire Relief Fund	0.00	0.00	7,600.00	7,600.00
Ross Levy Award	0.00	1,000.00	1,000.00	1,000.00
TOTAL INCOME	43,450.00	2,089.02	44,601.66	1,151.66
EXPENSES:				
Clerk's Council/Blood Drive ((\$2000-Scholarship; \$250 Blood Drive)	2,250.00	0.00	2,000.00	250.00
FCCA Journal	15,000.00	8,262.28	19,705.28	(4,705.28)
FCCA Journal Postage	5,000.00	2,954.94	7,299.94	(2,299.94)
Education	2,000.00	0.00	0.00	2,000.00
Annual Conferences ((\$1500-Advance; \$2000-Officers' Travel)	3,500.00	0.00	3,219.00	281.00
Mid-Year Mtg-Albuquerque	10,500.00	0.00	10,750.00	(250.00)
Postage	1,000.00	0.00	724.00	276.00
Miscellaneous (Comm. Exps., awards, etc.)	2,500.00	813.78	2,341.78	158.22
Fund Raiser CA Fire Relief Fund	0.00	0.00	7,600.00	(7,600.00)
Fund Raiser 2004 Pins/Lanyards	0.00	0.00	1,339.00	(1,339.00)
Ross Levy Scholarship	200.00	0.00	200.00	0.00
Liability Insurance	1,500.00	1,493.00	1,493.00	7.00
International Conference	0.00	4,000.00	4,000.00	(4,000.00)
Total Expenses	43,450.00	17,030.99	60,178.99	(17,222.00)
TOTAL INCOME/EXPENSES				(16,070.34)

2004 BUDGET