

FCCA BOARD MEETING MINUTES

April 28, 2008 - 1:00 p.m. ET

Via Teleconference

The meeting was called to order at 1:00 p.m. Eastern Time by President Bill McCool. Those present: Bill McCool, President; Jim Larsen, President-Elect; Sue Rigan, Secretary; David Stechmann, Historian; John Zingo, Treasurer. Circuit Representatives: Claire Parvin, First Circuit; Deenah Levine, Second Circuit; Michael Palus, Third Circuit; Rob Walker, Fourth Circuit; Cheryl Sweat, Sixth Circuit; Bonnie Stinson, Tenth Circuit; Nancy Gilman, Eleventh Circuit; Scott Atchue, Washington DC Federal Courts. Committee Chairs: Karen Mitchell, Clerks' Council; Pam Twiford, Membership; Anne Stygles, Nominations; Ian Keye, Professional Development; Maria Carpenter, Site Selection; and Stephen Mandel, Web Master. Also present: Dave Weaver, Clerk, Eastern District of Michigan; and Dr. Maureen Conner, Director, MSU Judicial Administration Program.

President's Update

Mr. McCool was pleased to report the FCCA Foundation has been reconstituted. The Foundation Board will consist of Robert Christ, President; Jim Davey, Vice Chair, and Dave Borkowski, Secretary-Treasurer. The five-year plan introduced by Mr. Borkowski at the mid year meeting is now finalized and will move forward. The Foundation's goal is to raise money to provide educational opportunities, along with supporting awards, including the Opperman Public Service Award. Mr. McCool thanked Mr. Borkowski and Jim Larsen for their hard work in making the Foundation an active, viable entity again.

Stephen Mandel reported the FCCA web site has been redesigned with more efficient file standards. The site was transferred to a new server with more room for online storage. Mr. McCool reminded everyone to submit any updates to him and Mr. Mandel. Since Mr. Mandel is volunteering his services, he asked that any urgent updates be clearly brought to their immediate attention. All other updates will be posted as soon as reasonably possible.

Louisville Conference Update

Mr. McCool reported there are 320 registered members and 400 guests. Registration and attendance are at an all-time high and far ahead of last year's schedule. All events are at capacity and registration has been closed. He said never before has registration closed over two months in advance. We should expect a profit back to the FCCA. All classes are scheduled and facilitators are lined up. As a reminder, the derby hat contest will take place at Churchill Downs. Participation is voluntary and anyone may participate. Dress is informal.

Detroit Conference Update

David Weaver, Clerk of Court, Eastern District of Michigan, is hosting the 2009 Annual

Conference in Dearborn, Michigan, July 19 through 23, at the Dearborn Hyatt Regency. The hotel rate will be \$110-115 per night. Mr. Weaver reported his judges support the Conference and the planning committee is actively organizing the educational program and MSU courses. Director Duff has agreed to speak and participate in the first MSU graduation ceremony. A suggestion was made to offer plenty of hotel rooms as a result of the overwhelming response to the Louisville Conference.

MSU Program Update

Dr. Maureen Connor reported she will pursue securing MSU President Simon to attend and speak at the first graduation ceremony in 2009, along with two Vice Presidents and the Director of the School of Criminal Justice. Regarding the Louisville conference this year, she is working with Mr. Apperson to finalize speakers for the Resources, Budget and Finance session. All other MSU sessions at the Louisville Conference are set and confirmed. She plans to discuss with the MSU students, any remaining classes pending so they can graduate in 2009. The graduation ceremony is planned for the afternoon of July 22, 2009. Dr. Connor was pleased to report MSU is pursuing a stand-alone degree in Judicial Administration. An outline of the courses is being developed and a draft is expected to be presented in September, 2008.

Budget Report

John Zingo, Treasurer, referenced the attached budget spreadsheet and recommended the following changes: (1) reallocate \$5000 that was not spent on the lobbyist; (2) increase the calendar project budget to \$6300; and (3) add \$1500 to the Historian budget. Jim Larsen made a motion to approve the budget as amended. Michael Palus seconded. The motion carried.

Membership Report

Pam Twiford reported the current membership is as follows: 57 Unit Executives; 56 Chief Deputies; 1322 Deputy Clerk/Retired/Other, totaling 1,435, and she's certain more memberships are in the mail to her. Ms. Twiford reminded everyone that the membership drive is June 1, 2008 - September 1, 2008. She is preparing membership packets that will be distributed in May. Ms. Twiford reported Cheryl Sweat is interested in succeeding her as Chair of the Membership Committee and she will work with Ms. Sweat over the next year to provide her with the information needed to assume her new role. Mr. McCool thanked Ms. Twiford for her dedicated and excellent service as Membership Chair over the past six years.

Mr. McCool said we have an opportunity to introduce a new ways of doing business with our membership. For a nominal fee, members may renew their dues online using a membership application tool called MemberClicks.com. Ms. Sweat will e-mail links to two web sites that offer online membership registration. A more formal presentation will be given to the Board at the annual meeting in June.

Journal Update and Marketing/Outreach Committee Update

Cheryl Sweat presented the Journal and Marketing and Outreach Committee Updates in Pat McNutt's absence. The Journal will be available online by June 1. Ms. Sweat received two advertisers, For the Record (two issues) and Gallagher. Federal First, AmericanLegal.Net and Williams Sound have shown an interest and Ms. Sweat will follow up with them. She presented a draft Journal cover and also asked for additional cover ideas. Mr. McCool will review the draft, but all ideas are welcome.

Ms. Sweat said the Marketing and Outreach Committee is finalizing a Spotlight on Members document and a basic membership list that will be distributed to members and posted online. Ms. Sweat will explore whether e-mail addresses should be added to the list. An article in the Journal will introduce the plan and allow anyone an option to opt out of the online list. Hopefully, it will be implemented by the first of next year. The Committee discussed creating a Spotlight on the Board after the Louisville Conference for the post-Conference Journal. A "Meet Your Board Members" posterboard is in the works and will be placed at the Conference registration table to help identify Board members at the conference.

Site Selection Update

Maria Carpenter said bids for hosting the 2011 Annual Conference were mailed on April 4th. The deadline for submitting site selections is May 16. Mr. McCool will contact those courts that expressed interest. As a reminder, the Annual Conference in 2010 will be held in Eugene Oregon.

FCCA Calendars

Rob Walker said the total cost for producing and mailing the calendars for 2008 was \$6034.00, or approximately \$3.28 per calendar. There are 211 calendars left over. It was suggested we continue mailing them to members upon receipt of their dues until June 1st. The remaining calendars will be distributed at the conference, possibly to the first time attendees. Bonnie Stinson asked whether the calendar could be posted on the web page. Mr. McCool said he will have Mr. Mandel look into it. A question was raised as to whether the Louisville conference group photo will be distributed to conference attendees or only available as the calendar. Mr. McCool said he would ask Jeff Apperson.

Historian Committee Report

David Stechmann submitted a written report, a copy of which is attached. He said new equipment for the Historian projects has not been purchased in years. He requested \$1,500 to accomplish digital photo goals, as well as the repair and upkeep existing photos. He believes the days of large, bulky photo albums are a thing of the past and he would like to see digital photo

frames display pictures from past events. Digital photo frames reduce the time and money spent printing, preparing and shipping photo albums. He also asked for funds to replace a printer and purchase technology upgrades. Rob Walker made a motion to approve the requested funding. Nancy Gilman seconded. The motion carried.

Awards Report

Sue Rigan received several nominations for the Special Service Award and the nominees will be presented to Mr. McCool for final approval. She asked whether winners were selected for the Ross Levy, Opperman, and/or Angie award, and if so, to let her know so appropriate arrangements can be made. In addition, She asked to be notified of anyone leaving the Board or Committee Chair. She will be contacting all Committee Chairs soon to get an updated list of each Committee's members.

Nominations Update

Anne Stygles reported receiving one nomination for Historian and none for Treasurer. One nomination was received for 2nd Circuit Representative and one for 4th Circuit Representative. There is a contested race in the 6th Circuit, and no nominations were received in the 8th and 10th Circuits and the DC Federal Courts. Ms. Stygles said there will be not be an election for the 2nd and 4th Circuits since those positions were uncontested. Mr. McCool will fill the remaining Circuit vacancies by appointment. Ms. Stygles will notify the winner of the 6th Circuit election, Tracey Colling.

Clerks' Council Report

Karen Mitchell said the Council is continuing its efforts to have the FCCA approved for the CFC Campaign and has been in contact with the AO. She said the AO needs the IRS 990 form from the FCCA and John Zingo will provide those to her. She also reported that Clerks continue to be concerned about using appropriated funds for conferences. Under separate cover, she will share with the Board the guidance she received from Ken Allread. She noted the J-Net's FAQs on this topic needs to be updated. Ms. Mitchell also reported that the Council is working to extend the Clerk's 720 annual roll-over hours to Court Unit Executives.

Deputy Clerks' Council Report

The 2008 conference pins will be ordered soon and will be available for purchase as a fund-raiser at the Louisville Conference.

For the Good of the Order

Ian Keye said he received three Carol C. Fitzgerald Scholarship applications and will e-mail the information to the Board for review and approval.

Mr. McCool said the next FCCA Board meeting will be held at the Annual Conference in Louisville on Sunday, June 22nd at 8:30 a.m. Agenda items and handout materials for discussion are to be e-mailed in advance of the meeting so everyone has time to review. The Business meeting will be held on Thursday, June 26th, in the afternoon.

Meeting adjourned at 2:17 p.m. ET

Respectfully Submitted,

Sue Rigan
FCCA Secretary

Attachments: Treasurer's Report
Historian's Report

FCCA Historian Request

April 28, 2008

David Stechmann, Historian

U.S. District Court, Eastern District of Louisiana

500 Camp St., Room C-151

New Orleans, LA 70130

504-589-7690

In our continuing effort to promote the professionalism, integrity, and distinctness of the Federal Court Clerk's Association, great emphasis has been placed on continuing the exchange of information by recording events of the past with the use of an automated photographic system. This system has given us the opportunity to create an account of what has happened in the form of automated graphic photo presentations. Depending on the cost and the host city, I have presented photo presentations with the use of equipment from the hosting court.

In an effort to bring about a better understanding of the FCCA, its organization and role, and the members involved in the organization, I would like to bring this technology to the Historian room. Digital photo frames are an ideal way to help us fulfill our responsibility for the education and training of our members of past FCCA history. The day of the large photo albums are a thing of the past.

I would like to purchase digital photo frames for daily presentations in the form of a continuous slide show of past conferences. I believe many more members would enjoy the slide show presentations for their viewing pleasure than the photo albums. The digital frames would also reduce the time and money spent printing and preparing the photo albums.

Additionally, I have some repair problems with the current HP color copier and storage of the many FCCA photos over the past six years. I've learned that the color copier has a hard drive problem and the cost of repairing the copier would cost more than a replacement. Hewlett Packard will allow me to trade in the current printer with a new replacement printer. When I receive the printer I will return the current printer I have. To solve the storage of the thousands photos I am proposing the purchase of a portable hard drive. This will allow me to store all the photos in one location, as well as use it in connection with the digital photo frames. This would be a great benefit to FCCA because we could view any photo within the past six years on the photo frames with the portable hard drive. I currently store photos on my home and work computer. I back them up with a cd from each year.

I'm requesting **\$1,500.00** to purchase the digital photo frames, memory stick for the camera & frames, portable hard drive, and HP printer. This equipment will help accomplish our digital photo goal as well as the repair and upkeep of photos. See the attached pricing list on the equipment.

I believe with this funding we can provide the entire membership with important educational and training information for today and tomorrow.

Digital Photo Frames

-SmartParts 15" Digital Picture Frame	1@	\$279.99	\$279.99
-Kodak SV1011 10" Digital Photo Frame	2@	\$199.99	\$399.98
(upgrade to 15" depending on cost)			
(purchase 8" digital photo frame depending on cost)			
-4 GB Memory Stick Pro	1@	\$ 79.99	\$ 79.99
(upgrade to 8 GB depending on cost)			
-320 GB Portable Hard Drive	1 @	\$199.99	\$199.99
-Replacement of HP Printer	1@	\$294.90	\$294.90

These costs do not include tax and shipping of any items. I'm requesting \$1,500.00 to cover all costs. If I can find better pricing I intend on using all funding on these items, upgrading or additional photo frames.