

**FCCA MINUTES**  
**Board Meeting Teleconference Call**  
**Thursday, July 28, 2005 - 12:00 p.m. EDT**

The meeting was called to order by President Sheryl Loesch. Members present were: Sheryl Loesch, President; Bill McCool, President-Elect; Jeff Apperson, Immediate Past President; Sue Rigan, Secretary; David Stechmann, Historian; Circuit Representatives: Virginia Hurley, First Circuit; Maria Carpenter, Second Circuit; Bob Barth, Third Circuit; Betsy Paret, Fourth Circuit; Cheryl Sweat, Sixth Circuit; Susan Kern, Eighth Circuit; Ralph DeLoach, Tenth Circuit; Yvonne Goodloe, Eleventh Circuit; Bettina Guerre, National Circuit. Committee Chairs: Jenine Wright, Deputy Clerk's Council; Pam Twiford, Membership; Pat McNutt Journal Editor, Ian Keye, Professional Development.

**Welcome New Members**

Sheryl Loesch welcomed the newly appointed Circuit Directors and Committee Chairs: Bob Barth, Third Circuit; Jeanne Henderson, Fifth Circuit; Peggy Guernsey, Seventh Circuit; Peter Tagliaferri, Ninth Circuit; Karen Mitchell, Clerk's Council Chair; Jenine Wright, Deputy Clerk's Council Chair; and Robin Tabora, Conference Advisory Committee Chair.

**Site Selection**

Sheryl Loesch asked whether the Site Selection Committee had a recommendation for the site of the 2007 Annual Conference. Ginny Hurley reported the Committee consists of six members who were evenly divided between the two sites, Tempe and Seattle. Everyone agreed there were advantages and disadvantages to both, including the climate, location, and relevance of having another joint conference with NCBC in Seattle. A discussion ensued during which everyone was allowed to ask questions and state their opinions and concerns. Following the discussion, a roll call vote was taken. The vote was 13 - 3 in favor of Tempe. Ms. Loesch said she will contact Barry Lander, President of NCBC, Bruce Rifkin, Clerk of Court for Western Washington, and Rick Weare, Clerk of Court in Arizona, and inform them of the Board's decision.

**Membership**

Current FCCA memberships expire December 31, 2005. Yvonne Goodloe reminded everyone that the Board voted to align the membership year with the elections of the Board and Officers. As such, the membership drive beginning this fall will be for an 18-month time period, beginning January 1, 2006 through June 30, 2007, and dues will be adjusted accordingly. From that point forward, memberships will begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> the following year. Pam Twiford said she will begin putting together the membership packets with the updated information. A announcement about the new dues structure will be in the next Journal.

Bill McCool suggested we develop a marketing strategy to promote the numerous professional development opportunities afforded to FCCA members. Sheryl Loesch said we should also focus on getting more Clerks involved and in particular, getting them to attend the conferences. Both strategies should help improve membership.

### **Journal Update**

Pat McNutt reported the primary cost to publish the Journal is the cost of mailing. She believes we could continue to publish and mail the Journal without dipping into the reserves if we reduce its size to 14 pages and mail it only to the members. She also reported she will coordinate with Pam Twiford to be certain the membership information is up to date in advance of the next mailing. Ms. Twiford said she will update the membership form to ask members at what e-mail address they would like to receive an electronic copy of the Journal. If the member provides a court e-mail address, they should first check to be certain its receipt fits within their court's internet use policy.

Given that the next Journal will be the last issue printed this year and we are transitioning to an electronic Journal, Ms. McNutt suggested the President announce the changes in the next issue. Ms. McNutt also asked for short articles, one-half page or less, on a variety of subjects. Cheryl Sweat said she would make available the Spotlight on Members profile form so that anyone wishing to submit an article on a member may use the form to do so. The deadline for submitting articles is the end of August and publication will be in September.

### **Conference Advisory Committee**

Sheryl Loesch announced the formation of this new committee which will be chaired by Robin Tabora, Chief Deputy Clerk for the DC District. The purpose of the Committee is to help future Host Courts prepare for the Annual Conference. The FCCA Guidelines will fall under this Committee's area of study, along with site selection, contract negotiation and approval, and others. Ms. Loesch reported Ms. Tabora would like the Board to fund \$20 to set up an on-line membership survey. Yvonne Goodloe made a motion to approve the funding. The motion was seconded by Maria Carpenter and Ginny Hurley. The motion carried.

### **Old Business**

Sue Rigan asked for approval of the minutes of the Board meeting held on July 4<sup>th</sup>. Ralph Deloach made a motion to approve and Yvonne Goodloe seconded. The motion carried.

Ian Keye said he was asked by several members at the annual conference for a certificate of attendance to submit for reimbursement of expenses. He said forms are available and anyone needing a form should contact him. He will double-check that the requestor's name is on the list of attendees provided.

Yvonne Goodloe suggested the MSU facilitators attending the annual conference bring

with them blank forms so that members enrolled in their program can pay for their certification classes on the spot. She said she will call Joe Haas and share her idea with him.

Meeting adjourned at 1:20 p.m. EDT.

Respectfully Submitted,

Sue Rigan  
FCCA Secretary