

FCCA BOARD MEETING MINUTES

August 20, 2008 - 2:00 p.m. ET

Via Teleconference

The meeting was called to order at 2:00 p.m. Eastern Time by President Bill McCool. Those present: Bill McCool, President; Jim Larsen, President-Elect; Sheryl Loesch, Immediate Past-President; Sue Rigan, Secretary; John Zingo, Treasurer; David Stechmann, Historian. Circuit Representatives: Claire Parvin, First Circuit; Michael Palus, Third Circuit; Rob Walker, Fourth Circuit; David Maland, Fifth Circuit; Tracey Couling, Sixth Circuit; Peggy Guernsey, Seventh Circuit; Nancy Gilman, Eleventh Circuit. Committee Chairs: Pat McNutt, *Journal* Editor; Pam Twiford and Cheryl Sweat, Membership; Anne Stygles, Nominations; Ian Keye, Professional Development.

President's Update

Bill McCool reported he attended the NCBC annual conference. There were 565 registered guests. Due to the size of their group, he felt combining annual conferences would be challenging. They were very interested in our research on Memberclicks. He felt the FCCA has not acted on CM/ECF the way Bankruptcy Court has. At a later date, he will share with us his thoughts as to what our organization can do next. NCBC also invited the President of the Judges Association, which he thought was a great idea and suggested we do the same for our Annual Conference. There were no objections. The next NCBC Annual Conference will be held on June 27 through July 3, 2009, in St. Petersburg, Florida. They will have a Michigan State University Graduation ceremony, just as we will at our Annual Conference next year.

Mr. McCool reported John Evans from Gallagher Benefits will gladly give presentations at our Annual Conferences. He felt Mr. Evans did a good job and has really stepped up to the plate to serve us.

Budget/Finance Update

John Zingo submitted the FCCA Treasurer's Report for FY 2007 and 2008, along with a proposed budget plan for fiscal year 2008. A copy of his reports is attached. Overall, the organization is in great financial shape, thanks in large part to the Gallagher royalties and advertising revenues. Most notably, Mr. Zingo reported Jeff Apperson believes the Louisville Conference will have a profit of \$5,000 to \$7,000.

Membership Report

John Zingo reported on behalf of Pam Twiford. He said the membership drive is just beginning. He encouraged everyone to step up their membership drive efforts. Although the membership drive ends in October, we will accept dues and applications year round.

Journal Update

Cheryl Sweat submitted a cost estimate for two hard copy Journals. She suggested limiting the size and number of articles as a cost savings measure. The estimated total cost for two Journals is \$11,469. An adjustment will be made to the budget to reflect the estimated cost, and will also include the cost for the remaining on-line Journals. Ms. Sweat said she is waiting to hear from three advertisers which could increase revenues for the year. Pat McNutt said there will be new regular features in the Journal, such as crossword puzzles and health and fitness tips.

Marketing and Outreach Committee Update

Pat McNutt reported the Committee has a new member, Debi Boone, from the Northern District of Florida. Ms. Boone is a former Dwight D. Opperman Public Service Award winner and the Committee looks forward to her input. The Committee is working on a membership drive flyer and another flyer summarizing the Louisville Conference. There were a lot of ideas for additional flyers shared at the last meeting, such as benefits, networking, and FERS sick leave. She asked anyone with ideas for marketing tools or flyer topics to please share their ideas with the Committee.

Membership Proposal

Cheryl Sweat previously distributed a proposal from Memberclicks, indicating the cost for the on-line membership program would be about \$2400, of which \$500 is attributable to start-up costs. Michael Palus made a motion to approve the cost and move forward with the project. Jim Larson seconded. The motion carried. The next step is to upload the database. The Membership and Outreach Committee and the Board will have a chance to review the database before it goes live. Ms. Sweat thanked Ray Marbury for his assistance. John Zingo said he will add a line item in the budget for \$2900.

Combined Federal Campaign Update

Bill McCool reported on behalf of Karen Mitchell. He said Ms. Mitchell received a note from Dan Thomas, former Clerk of Court for the Northern District of Georgia, indicating he is willing to help obtain a cost estimate for the audits as required by the CFC. Michael Palus sent an e-mail to OPM's regional CFC Coordinator who supported the idea of getting the FCCA approved as a CFC charity. More information will be passed along as it becomes known.

FCCA Survey of Interest

Jim Larsen said he is working on a survey for Survey Monkey that will be sent to all members to find out the top three or four topics of interest. Those ideas can be worked on in advance of the Detroit or Eugene Conference. He is hoping to have results by the end of September. Michael Nagy said he will give Mr. Larsen a list of members' e-mails.

Awards Request

Sue Rigan reported we are getting low on the remaining number of service pins for 25-year FCCA members. She said the vendor who made the pins last time quoted a cost of approximately \$350 for a minimum order of 250 pins. Ms. Rigan said 250 pins will last us approximately 10 years. She asked to have the expenditure approved and Cheryl Sweat seconded. The request was approved and John Zingo said he would include it in the budget.

FCCA Calendars for 2009

Rob Walker said the proof for the 2009 FCCA calendars will be sent to the Board soon. He said all changes were made but he would like the Board to see it one last time before final production.

Detroit Conference Update

Jim Larsen said the date of the Mid-Year Board meeting is Saturday, January 17, 2009. It will be held in Dearborn, Michigan at the same hotel where the Annual Conference will be next July. Bill McCool said he may have a conference call in two or three months in order to expeditiously resolve some matters prior to the Mid-Year meeting. Dave Maland reminded everyone that FCCA Board meetings are not considered Judiciary business. Therefore, travel vouchers to attend the meeting cannot be given to your court for approval.

For the Good of the Order

Sheryl Loesch said she will be attending one of two FAST Users Forums. The first will be held in September and the second will be held in March. There are going to be over 400 people attending the forums, which present a unique opportunity to promote both the FCCA and NCBC. She said the exhibit hall is very large and would be an excellent venue to have an FCCA and NCBC membership booth. She asked for volunteers to work at the membership booth while at the conference. Bill McCool and Ian Keye said they will promote the FCCA while attending the CM/ECF Forum. Tracey Couling said the FCCA had a strong presence at the Bankruptcy CM/ECF Forum.

Pam Twiford asked that we tell our members not to inquire about when their FCCA dues check will be cashed. Instead, please inform members it will take about 60 days for their check to clear, since they are deposited in bulk as a cost savings measure.

John Zingo said he will adjust the budget to reflect the changes addressed during this meeting. Jim Larsen made a motion to approve the budget as amended. Rob Walker seconded. The motion carried.

The meeting adjourned at 2:45 pm ET.
Respectfully submitted,

Sue Rigan
FCCA Secretary

