

FCCA MINUTES
Teleconference Board Meeting
Wednesday, September 19, 2007 - 2:00 p.m. (Eastern Time)

The meeting was called to order by President Bill McCool on Wednesday, September 19, 2007, at 2:05 p.m. Eastern time.

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; Cheryl Sweat, Sixth Circuit; Peggy Guernsey, Seventh Circuit; Michael Nagy, Ninth Circuit; Nancy Gilman, Eleventh Circuit; Robin Tabora, Washington DC Federal Courts. Committee Chairs: Karen Mitchell, Clerk's Council; Jenine Wright, Deputy Clerk's Council; Pam Twiford, Membership; Pat McNutt, Journal Editor; Anne Stygles, Nominations; Maria Carpenter, Site Selection. Also present: Jeff Apperson, Clerk, Western District of Kentucky; Dave Weaver, Clerk, Eastern District of Michigan; Scott Atchue, District of Columbia, Circuit Court of Appeals.

2008 Louisville Conference Update

Jeff Apperson reported the Conference is in great shape. It will be held at the Galt House hotel, and it is an excellent facility. The MSU program is moving along. The agenda is being developed and it is expected to be outstanding. A number of key staff are in place and working very hard. The registration fee will likely be between \$250 and \$275. The conference will begin with the President's Reception on Sunday, June 22, and will end with an extra day for the MSU participants on Friday, June 27, 2008. The Awards banquet will be on Thursday, June 26th. The Mid-Year Conference will be held on Saturday, January 19, 2008, at the Galt House. Those who are attending the Mid-Year Conference should send their information to Maria Carpenter, who will make the hotel arrangements.

2009 Detroit Conference Update

Dave Weaver reported the arrangements for the hotel are nearly complete. The conference will be held Sunday, July 19, through Thursday, July 23, 2009, at the Hyatt Hotel in Dearborn, Michigan, a suburb of Detroit. The hotel is closer to the airport than the downtown hotels. The Conference will host the first MSU program graduation ceremony, and it is expected to be a very fine event. The Mid Year Conference will be held on Saturday, January 17, 2009, at the Hyatt Hotel.

FERS Sick Leave Initiative Update

Sheryl Loesch said the committee is moving forward and completed a position paper, a copy of which is attached. She said they will soon roll out the grass roots campaign by

contacting key legislators, two of whom reside in her district. Our lobbyist, Deborah Beck, has a very positive outlook on the success of the initiative. She said the most difficult issue is addressing how much the initiative will cost, since cost is very hard to determine. Ms. Loesch reported the Federal Judges Secretaries' Association would like to make a one-time donation toward the lobbyist's fee. The Board agreed to accept their contribution. It was further agreed that Ms. Beck's first invoice will be forwarded to the Judges Secretaries' Association for their contribution. The balance of the invoice will be divided equally three ways.

Membership Report

Pam Twiford reported there were 721 paid memberships. She will coordinate mailing the Journal to the members. Michael Nagy offered to assist. Ms. Twiford will also print copies of the Journal's electronic version for retirees or anyone else who would like a hard copy. She will revise the membership form to ask whether they have access to a computer in order to print the electronic Journal, if desired. If anyone does not have access to a computer and would like a hard copy sent to them, Ms. Twiford will do so.

Ms. Twiford recommended changing the 2008 membership drive to June 1st through September 1st. She felt it would better coincide with the October 1st publication of the Journal, and the new time frame would include the week of the Annual Conference. John Zingo made a motion to change the 2008 membership drive to June 1st through September 1st. Jim Larsen seconded. The motion carried.

Treasurer's Report

John Zingo provided a written report, a copy of which is attached. He said we continue to do very well. The budget reflects an advance toward the 2008 Annual Conference and the profit from the Tempe conference. Overall, the budget is in great shape.

Marketing and Outreach Committee Report

Pat McNutt reported the committee met three times thus far. They accomplished their first goal which was to create various marketing messages for distribution to the Circuit Reps and District Reps who in turn should be distributing them within their offices and posting them wherever appropriate. She asked the Circuit Reps to report on the success of their distribution but she's only heard back from four Circuit Reps thus far, Rob Walker, Cheryl Sweat, Claire Parvin and Michael Palus. Michael Nagy said he sent the marketing messages to District Reps and non-District Court Staff, including Bankruptcy and Probation staff who are listed as District Reps. Bill McCool stressed the importance of keeping in touch with District Reps as a means of increasing membership. Any new ideas for marketing and outreach campaigns are welcome.

Journal Update

Pat McNutt reported the Journal's publication is on time. Bill McCool asked to have

1200 copies printed. The Journal will be used as a marketing tool to reach out to non-members.

FCCA Calendars

Rob Walker reported the vendor did an exceptional job designing the calendar. In addition, the vendor offered to insert the calendars into envelopes, attach address labels, affix bulk rate postage, and stamp “do not bend” on the outside, for \$2.50 per calendar all-inclusive. The cost of 1500 calendars plus mailing will be \$3750.00 The total production time is 7 to 8 weeks. They will be 8-1/2 x 14 inches in size. The “Dates to Remember” will be updated to reflect the new 2008 membership drive. It was suggested that we order 1500 calendars for distribution to members, Clerks of Court, each divisional office, and have extras for handouts at the annual conference or as otherwise needed. John Zingo made a motion to include the annual calendars as a line item expense on the budget. Jenine Wright seconded. The motion carried.

Site Selection

Maria Carpenter reported bids for the 2010 annual conference were sent to the Clerks of Court. Bill McCool said he will follow-up with a few Clerks who may be interested in hosting. He’ll provide an update at the Mid Year Conference.

Historian Report

David Stechmann asked for assistance forming a committee to help with the growing responsibilities of the Historian. Volunteers are needed to help set up and take down the historian room, review, select and edit photos, print photos, prepare photo binders and displays, prepare yearbooks, prepare the daily slide show, and so on. Everyone agreed Mr. Stechmann does a lot of work and could use help. Bill McCool suggested a notice in the Current Events, seeking at least four committee members. Pat McNutt agreed to add it to the next Current Events.

President’s Update

Bill McCool provided an update on a number of administrative tasks. He handled the liability policy that indemnifies the Board of Directors. He thanked everyone who participated in the Blood Drive. He thanked everyone who submitted their Board job descriptions and he asked everyone to come to the Board meetings prepared to discuss the agenda items, including any dissenting opinions. He reported the the FCCA Foundation is being reformulated, thanks to help from Jim Larsen and Dave Borkowski. Hopefully, the Foundation can provide support for future conferences.

Mr. McCool said the magazine Court Today recently profiled him and asked him whether the FCCA would like to contribute articles from our Journal to their magazine for publication. There were no objections.

Steve Mandel is working very hard updating our web site. Please send all suggestions or corrections to Bill McCool's attention.

Mr. McCool announced the appointment of Scott Atchue as the next Circuit Representative for the Washington DC Federal Courts, replacing Robin Tabora who has been selected Clerk of Court for the District of Connecticut.

There will likely be another Board conference call before the Mid Year meeting in January. The date and time will be announced.

On a personal note, Mr. McCool thanked everyone for their support during the recent passing of his mother.

The meeting adjourned at 3:05 p.m.

Respectfully submitted,

Sue Rigan
FCCA Secretary