

FCCA MEETING MINUTES
Teleconference Board Meeting
Wednesday, May 4, 2005 12:00 pm EDT

The meeting was called to order by President Jeff Apperson. Members present were: Jeff Apperson, President; Sheryl Loesch, President-Elect; Joe Haas, Immediate Past President; Sue Rigan, Secretary; John Zingo, Treasurer; David Stechmann, Historian. Circuit Representatives: Virginia Hurley, First Circuit; Maria Carpenter, Second Circuit; Jim Murphy, Third Circuit; Betsy Paret, Fourth Circuit; Cheryl Sweat, Sixth Circuit; Susan Kern, Eighth Circuit, Marianne Matherly, Ninth Circuit; Ralph DeLoach, Tenth Circuit; Yvonne Goodloe, Eleventh Circuit; Bettina Guerre, National Circuit. Committee Chairs: Bill McCool, Clerk's Council; Pam Twiford, Membership. Also present were Ken Gardner, 2005 Co-Host Clerk, USBC Northern District of Illinois; and Mike Dobbins, 2005 Co-Host Clerk USDC Northern District of Illinois.

2005 FCCA/NCBC Annual Conference Report

Ken Gardner reported over 200 people have registered thus far for the conference and many more are expected. The on-line registration is going well. We already have met our minimum commitment with the hotel so we will not face any penalties. The registration fee of \$199 includes three meals, the event at Navy Pier and the educational program. If budget permits, breakfasts or break food may be purchased later. Mr. Gardner reminded everyone that the deadline for registration is May 31st in order to secure the price of \$199. Registrations will be accepted after that date but at a higher price. Benjamin Zander has been confirmed as the plenary speaker. Mr. Gardner also reported discussion panels have been established to deliberate the compensation study being conducted by the AO, another to discuss International Relations. Bob Lowney will give a presentation on current topics of interest at the AO, to be held perhaps on Thursday afternoon.

Mike Dobbins reported NCBC sent a member-wide e-mail reminder to all members about the conference. He said Chief Judge Flaum from the 7th Circuit has been invited to speak but has not yet accepted. Sales of fundraising collectable items, including T-shirts, polo shirts, hats and key fobs, are going well. David Stechmann mentioned samples of the collectables are needed for the Historian Memorabilia Room and arrangements for payment have already been approved by the Board. The Historian Memorabilia Room will likely be located across from the registration table.

Mr. Gardner further reported the evening social activities should be exciting. The White Sox baseball game includes a reserved 400 person suite with air conditioned seating indoors and outdoor seating, unlimited drinks, and a buffet including hot dogs, sausage, salads and desserts. The evening at Navy Pier includes tickets for rides and food court vouchers. There will be fireworks on Sunday, Monday and Wednesday. The parking rate for valet parking at the hotel has been negotiated at \$35 per day. Alternative parking is available several blocks away. Jeff Apperson asked everyone to spread the word about the conference to help boost attendance.

Board Membership - Circuit Vacancies

Jeff Apperson reported the 3rd, 5th, and 7th Circuit Directors positions will be filled by Sheryl Loesch when she becomes President. If anyone knows of someone interested in being a Circuit Director, please contact Ms. Loesch.

District Representative Vacancies

Cheryl Sweat asked what procedures are taken by other Circuit Directors when they are made aware of a District Representative's resignation. Maria Carpenter suggested getting a list of the District's members from the former Representative or the Membership Chair and contacting the members directly to help find a replacement and to assure important information is distributed in the interim. Jeff Apperson suggested the FCCA President assist the Circuit Representative by initiating a call to the Court Clerk, if necessary.

Finance Chair Report

Yvonne Goodloe reported the Finance Committee developed several proposed standards for those times when the FCCA may need to spend beyond amounts or line items previously approved in the budget and/or dip into reserves. These situations could occur when, for example, less revenue is realized for the budget period than expected; a budget item may cost more than expected; or an unplanned expenditure arises. The Committee proposed five guidelines:

1. If revenue is less than expected by up to 5% of the budget, then the shortfall can be absorbed by reserves.
2. If an obligation expense is expected to exceed the budgeted line item by \$100 or 10%, whichever is greater, after reprogramming from other expense line items, then that expense will be stayed pending Board approval to use reserve funds.
3. If an unplanned (unbudgeted) expense is expected to exceed \$100, after reprogramming from other expense line items, then that expense will be stayed pending Board approval to use reserve funds.
4. If any cumulative combination of any of the above exceeds 5% of the budget, then a higher level of Board review will be undertaken.
5. Higher than expected revenue is presumed to accrue to the reserves and may not be used to offset higher needs in obligation expenses.

Standards 1 - 4 above provide the Board to be briefed of the situation and proposed alternative solutions, allowing the Board three weeks to consider the situation and vote.

Jim Murphy suggested three weeks is too long to wait for Board approval and the time could be compressed to seven working days. David Stechmann agreed. Ms. Goodloe reported three weeks was a compromise among her committee members who suggested two to four weeks

for Board approval. Jeff Apperson thanked Ms. Goodloe and her committee for their hard work and said he would seek Board approval on the proposals by e-mail.

Treasurer's Report

John Zingo reported we've taken in more money than we've spent thus far. The budget is looking well. Advertising expectations were exceeded and additional money is being raised through the sale of duffle bags.

Membership Report

Pam Twiford reported membership is going well with over 1173 paid memberships to date. Jeff Apperson reminded everyone that anyone may join the FCCA at any time of the year, even at the conference.

Journal Update

Cheryl Sweat reported there will be a substantial savings with this issue because we're only printing 1328 copies (as compared with 1700 last time) and it is only 32 pages long. She further reported the *Journal* will be mailed by the end of the week. Jeff Apperson suggested the membership would not receive the *Journal* for up to another two weeks due to bulk rate mailing time and he asked whether the *Journal* should be made available on the web site immediately. Everyone agreed it is important to get the information out quickly and making it available on the web prior to its mailing demonstrates the advantages and ease of electronic communication. Accordingly, Mr. Apperson said the *Journal* would be on the web site within 24 hours.

Proposed Changes to the Design Guide

Sheryl Loesch reported Clerks of Court received a draft of the proposed revisions to the Design Guide which reduce the working space for clerk's office staff. The proposed changes are open for comment until May 16. Ms. Loesch suggested forming a working group to provide comments on behalf of the FCCA. Bill McCool and Jim Murphy volunteered to assist. Their comments will be provided in advance to the Board.

Recommendation to Reimburse Sheryl Loesch for NACM Conference Attendance

Jeff Apperson reported it is customary for the FCCA to invite the President of NACM to attend our Annual Conference at their own expense, and vice versa. Ms. Loesch said this year's NACM Conference will be in San Francisco. Airfare would cost approximately \$393 and hotel is \$145 per night. Registration fee for the conference itself is waived. Ralph DeLoach said it is important for an FCCA representative to be present for the entire conference. Bill McCool made a motion to reimburse Ms. Loesch for the entire conference. Ralph DeLoach seconded the motion. The motion carried.

Old Business

Jeff Apperson reported the Board unanimously approved the reimbursement of \$1000 to Mike Dobbins who advanced his own money to reserve the baseball game event for the conference.

Maria Carpenter reported her committee is still working on the FCCA Conference Guidelines.

Ginny Hurley reported Team Boston has an exciting presentation about the 2006 Conference. It will be presented at the business meeting. They also will have a display booth at the hotel in Chicago. The Chicago/Boston transition teams will meet at the Chicago Conference on Thursday.

Bill McCool's term as Chair of the Clerk's Council expires at the end of the Chicago Conference and a successor is needed. His replacement will be announced as soon as it is known.

Cris Beeman's term as Chair of the Deputy Clerk's Council also expires at the end of the Chicago Conference. Jenine Wright has accepted the position.

The meeting adjourned at 1:00 pm EDT.

Respectfully Submitted,

Sue Rigan, FCCA Secretary
May 17, 2005