

FCCA MEETING MINUTES
Board Meeting - Saturday, January 13, 2001
Mid Year Board Meeting - Nashville, Tennessee

The Board meeting was called to order by President Sam Hamrick at 8:30 AM (CST), on Saturday, January 13, 2001, at the U.S. Bankruptcy Court Clerk's Office, Nashville, Tennessee.

Those present: Sam Hamrick, President; Lance Wilson, Past President; Joe Haas, President-Elect; Betty Jackson, Treasurer; Corrine Szalay, Historian; Sheila Beauchene, Secretary; Circuit Representatives: David DiMarzio-1st Circuit; Eileen Levine-2nd Circuit; John Zingo-3rd Circuit; Judy Shelton-4th Circuit; Linda Lee-5th Circuit; Sharon Howard-6th Circuit; Norb Jaworski-7th Circuit; Michell Valentine Smith-8th Circuit; Ian Keye-9th Circuit; Jenine Wright-10th Circuit; Raymond Waguespack-11th Circuit; Betsy Paret-National; Nadine Smith-Deputy Clerks' Council Chair; Jeff Apperson-Journal Co-Editor; Geri Smith, Clerk of U.S. District Court, Cleveland, Ohio; June Phillips-Nominations Committee Chair and Donna Craig-Financial Committee.

President Hamrick welcomed the board members, officers and FCCA committee members to the meeting. Sonny Ray, Bankruptcy Court Clerk for the Middle District of Tennessee also welcomed the attendees to the U.S. Bankruptcy Court.

Cleveland 2001 Conference Report:

Geri Smith advised the Board that their Court is very excited about the summer conference. She thanked President Hamrick for all his help throughout this process. She also expressed her sincere appreciation to Joe Haas, Lance Wilson, and Cam Burke for their guidance. She referenced the Memorandum of Understanding which has been executed by the FCCA Foundation, NCBC & FCCA Presidents, and the host court clerks for the 2001 conference.

The Board viewed a videotape about Cleveland, Ohio. Board members were encouraged to take the videotape with them to show in their courts, and then return the tape to the District Court in Cleveland.

Ms. Smith presented several handouts to the Board during her presentation of the budget and other related matters. Materials distributed: Logo for t-shirt, which will be sold at \$15 each; Theme for education at the conference "Surfing the Wave into the 21st Century"; Schedule for conference; List of potential vendors and sponsors; FCCA *Journal* cover and article; Registration forms for members and guests; Hotel information; Booklet from Federal Bar Association; Insurance information for the hotel; and several brochures and city guides for Cleveland. She reminded the Board to review the website for all conference information.

Ms. Smith reviewed the agenda for the conference. Their offices have been working diligently on the conference and are ready to go. The educational committee has put together a three track program which looks excellent. Ms. Smith also expressed her appreciation to Emily Huebner at the FJC and to John Leonard at TTSD for their assistance in planning the educational seminars. The technology educational track includes a demo of the ECF lab. This will allow "hands-on" practice with ECF for the attendees. The Bankruptcy and District courts will be on a panel to answer any questions in this area.

The hotel reservation cutoff date is June 15th, which is also the deadline for the lower registration fee. Attendees were reminded to identify themselves as either members of FCCA or NCBC, as that information will be tracked as hotel registrations are received. The cost for hotel rates is as follows: \$86 - single or double; \$103 - three persons; \$116 - four persons; \$134 - one bedroom suite. Ms. Smith advised the hotel has been very accommodating.

The Cleveland Conference Committee intends to prepare a booklet with the agenda information and other scheduling information for the attendees similar to the Federal Bar Association's publication (previously distributed). Ms. Smith noted the recent FJC's Clerks and Chief Deputies conference held in San Antonio, Texas did not use three-ring binders. The Cleveland Conference Committee has decided not to use the three-ring binder this year for the conference materials. Handouts will be available at the various educational sessions when needed.

Budget discussed. The budget information and other conference materials were previously distributed to the Board. Ms. Smith advised they can handle 875 attendees financially, and they estimate 600 attendees. The registration fee has been set at \$135 per person. Based on the expenses for the conference, the cost is \$296 per person for the conference. This fee per person is significantly lower than the last four annual FCCA conferences. The assistance from the Foundation, vendors and sponsors should offset this cost for the attendees. The Cleveland Conference committee has done a great deal to reduce costs. Cleveland is utilizing most of their court equipment for AV costs and are working closely with the hotel to further reduce costs. The AO and FJC staff will be on per diem, and will be paying for any extra events they are attending. Their committees are very excited to show off their city.

Nadine Smith moved to accept the proposed budget and program for the 2001 annual conference. Raymond Waguespack seconded the motion.

David DiMarzio inquired as to the vendor fair and costs per booth. Lance Wilson noted all vendors and sponsors need to have information relayed to them regarding set-up fees and other costs they are responsible for. Ms. Smith indicated this information is contained in their written materials.

Cleveland received signs from the Spokane conference and will use those as much as possible. It was suggested signs for the sponsors or vendors be saved each year for the following conferences to reduce expenses.

Sam Hamrick noted NCBC has already signed off on this budget.

The Board discussed eliminating the DJ's or reducing the time they are set up at the President's reception and on Wednesday evening.

Ms. Smith advised guests are welcome to attend the educational events. They must pay for the social events they attend separately.

Ian Key inquired as to whether or not there will be Tour Table by the registration desk. If so, could the Cleveland committee assist at that table? It is helpful to have someone there familiar with the city and the sites. Also, he requested Cleveland include information in the *Journal* about travel from the airport to the hotel.

Mr. Wilson advised there should be more time for the business meeting on Friday August 3rd. He would prefer not to see the social outings competing with educational sessions. The Business meeting will be held on Friday, August 3 from 12 - 2 PM.

Norb Jaworski commented as to what a great deal the attendees are getting for a \$135 registration fee. The NACM conference registration fees are \$500. We need to impress upon the FCCA members and attendees this information.

Mr. Hamrick advised the Board Ms. Smith and her committee has worked in a contingency of \$25,000. If the contingency is not spent on the conference, it will be distributed to FCCA and NCBC as per the Memorandum of Understanding, based on the conference attendance for each organization. Any deficit would be split this way also.

Lance Wilson inquired as to whether or not there was any way to add another education session on Wednesday, August 1st. Ms. Smith noted they have worked hard to get the people to the vendor show, so they would like to keep the schedule as is for now. Joe Haas noted that Spokane had a great turnout for their vendor fair. The doorprizes were very helpful in keeping the attendees there. By spreading out the drawings, they were able to keep the crowd together.

Geri Smith inquired as to what the policy has been at past conferences as far as inviting and including the judges to the conference. It was noted the Chief Judge is always invited and usually welcomes the attendees the first day of the conference. Judges have also been invited to the final banquet. Ms. Smith wants to be sure to include the judges at the conference, as much as possible, as they have been very supportive.

Norb Jaworski suggested the Board extend an invitation to the judges to the Rock and Roll Hall of Fame event and comp their tickets. Spouses would be invited, but not paid for by the organization.

Discussion held regarding securing Cleveland Indians baseball tickets for Wednesday, August 1st. Ms. Smith advised these tickets are going on sale soon. Purchasing these tickets could be accomplished by FCCA providing the funds to the Cleveland conference committee for registering FCCA members and reimbursing FCCA once the tickets are ordered. Mr. Hamrick advised the tickets could be available on a "first come, first serve" basis, and listed separately on the registration form. This money could be turned back to FCCA as the registration fees are received. Eileen Levine suggested that the Board canvas their circuits to get an idea as to the number of attendees for the game and forward this information to Geri Smith.

Vote taken regarding approval of budget with changes as follows: Board to extend invitation to pay for judges' attendance at the Rock & Roll Hall of Fame, spouses extra; no DJ on Tuesday evening, July 31st; Business meeting to be held on Friday, August 3rd, from 12 - 2 PM; requested Cleveland to purchase 100 tickets for baseball game on Wednesday evening, August 1st. Motion carried. Budget and Program for annual conference in Cleveland approved with additions as noted.

Insurance issues discussed. The Sheraton City Centre Hotel in Cleveland requires insurance to be purchased and a "Certificate of Insurance" to be issued. Mr. Hamrick suggested the premium monies be transferred to Cleveland, and they pay it on our behalf. The fee for the insurance from Diversified Insurance is \$820.10. Discussion held regarding the Board getting an insurance policy for this type of requirement. Mr.

Hamrick noted this seems to be a trend in the hotels – to transfer the liability from the hotel to the group. Linda Lee moved to pay the premium as suggested. Corrine Szalay seconded the motion. Motion carried.

President Hamrick expressed his thanks to the Board for their assistance in approving the budget and schedule. He expressed his appreciation, on behalf of the Board, to Geri Smith and the Cleveland conference committee. We are all looking forward to a great conference. Ms. Smith requested all present to please telephone her with any questions or concerns at: 216-522-7668.

Approval of Meeting Minutes:

Secretary Sheila Beauchene previously distributed the meeting minutes from November 3, 2000, and December 20, 2000, to all Board members. Linda Lee moved to approve the minutes as submitted. Raymond Waguespack seconded the motion. Motion carried. Minutes approved. Ms. Beauchene reminded the Board to review the website. The minutes and calendar information have been posted on the site shortly after each meeting, and it is a great resource for the members. Mr. Hamrick commented regarding the timely minutes prepared by Ms. Beauchene, and they will continue to distribute the information as timely as possible.

Historian:

Corrine Szalay presented a written report. She is still collecting letters from past presidents. Mr. Hamrick thanked for her hard work as FCCA's historian.

President Elect/Clerks' Council Report:

Joe Haas is representing Jim McCormack at the meeting and also reporting as the President-Elect. Mr. Hamrick thanked Joe Haas for serving as President-Elect and assisting him in many matters throughout the year.

Mr. Haas advised the major emphasis of the Clerks' Council this year has been dealing with the Work Measurement Study. This effort was fairly successful and budgets arrived just the other day. It should be a great year for the district courts. The AO has argued strongly on the Hill, and they want us to spend the money received for staff and to fill positions. There is some concern that we may give back money at the end of the year if this doesn't happen. It is interesting to note that we all received the letter from Phil McKinney from last April regarding the approval of funding staff to attend FCCA conferences, but now we have the Bob Lowney letter from the last DCAD mailing, and this letter is not as helpful for FCCA.

Mr. Haas discussed the development of our new email system, Lotus Notes. Also, he is bringing an issue to the District Court Advisory Group which will be of interest to FCCA and that is internet security. His court was one of the first ones to put their criminal dockets on the internet. They just took this down this week due to the potential discovery of having an Indictment on the computer, with an outstanding warrant, before the defendant was arrested, which could compromise the service by the Marshals. The question is, what is public and what is not? His first critical issue with this was that they were putting this information on the internet such as Rule 35 reduction motions, which indicates cooperation by a defendant and which could also be a security issue. In South Dakota they are putting the entire documents on the website. The question is whether it should be okay to give the public information when they come into the office, but not put that on the internet. He expects this issue to be a "hot" topic in the next year or two. It will be something that we will be faced with for ECF.

Mr. Hamrick noted having Mr. Haas as President-Elect and a member of the District Court Advisory Group committee is a very positive thing for our organization. He thanked him for all his efforts.

Deputy Clerks' Council:

Nadine Smith reported the DCC has focused most of its energy on the membership drive and the nomination process. The Blood Drive is continuing. The deadline for submitting nominations for the Ross Levy Award is May 15, 2001. Ms. Smith requested Board members to present any possible Chairs for the Deputy Clerks' Council to her, as this will be her last year as Chair. Ms. Smith commented regarding the "Race for the Cure" which is a project supported by the DCC. There was an article in the last *Journal* about this project. Ms. Szalay advised she has not heard from any courts yet. Eileen Levine advised the Board of an FCCA project she conducted in their court which was a "Secret Santa" project for homeless children. They collected Christmas toys for these children. Ms. Levine will write an article for the *Journal*. Also, Donna Craig advised of a project similar to the Race for the Cure they do in their court. She was requested to also write an article for the *Journal*. Ms. Smith noted with our decline in membership, anything that we can do in our districts which recognizes FCCA is important.

Jenine Wright inquired as to whether or not we would be dividing into tables or groups at the Deputy Clerks Council luncheon for the annual conference. She noted this is such a helpful way to interact and network with other conference attendees who have the same or similar positions in their courts. Ms. Smith said this is something they could work into the program as they have done at past conferences.

Joe Haas requested that if any FCCA member is selling some item in their court for a fundraiser or otherwise, with your court's logo, or with the FCCA logo, please let the other circuits know. This may be something other courts would be interested in purchasing as well. Eileen Levine noted that Maria Carpenter in the District of Connecticut presented lunch bags to the membership winners in her court with the FCCA logo.

Treasurer's Report:

Betty Jackson distributed the following Treasurer's reports: FY2000, 4th Quarter, 9/30/00; FY 2000, 4th Quarter, Statement of Receipts & Disbursements; FY 2001, 1st Quarter, Statement of Receipts & Disbursements; FY2001, 1st Quarter, 12/31/00. As of January 11, 2001, the balance in the checking account was: \$19,890. She noted memberships are slowly coming in to her office. Sam Hamrick noted the T-bill of \$25,000 principal hasn't transferred yet with the new Treasurer. We have never used the interest on this T-bill. Ms. Jackson intends to use the interest from the T-bill and deposit it in the FCCA accounts. Mr. Hamrick noted the \$25,000 has been a "back-up" for our organization, and now we are able to use the interest earned for operating expenses. Discussion held regarding reports.

President Hamrick noted the Treasurer's Reports will be filed for audit.

Discussion held regarding various budget items. The Finance committee is chaired by John Zingo, with committee members Donna Craig and Joe Haas. Mr. Hamrick advised any other Board members who would like to be involved in the development of the budget are welcome. John Zingo will be getting this together in the spring. In Cleveland the Board will review the proposed FY 2002 budget, and be requested to endorse the same. The budget will be presented to the membership with a request to approve the same.

We all need to review the expenses. Dues may need to be reviewed. The expenses for the Mid Year Board meeting may need to be reviewed. Nadine Smith noted that she has long been a supporter of the “in person” meetings, but, we have to look at ways we can justify to the membership the money spent on these conferences. Things change over the years, and this may be one thing we have to change. Michell Smith mentioned the option of having a video-conference for the Mid Year meeting. If anyone has any ideas for the budget, Mr. Zingo welcomes them.

Jeff Apperson reported they did well on advertising for the *Journal*, but they can do a better job in this area, and will strive to do so. He noted that generally, the advertising has been very good, and they have a much better handle on the process now. Corrine Szalay noted the first class mailing for all issues may need to be eliminated to save some costs. Nadine Smith noted that she would rather see the *Journal* stay as published and mailed and cutback in other areas.

Joe Haas noted our association looks at dues as the primary source of income, and we may need to think about the conference registration fees. This could be a fundraiser. Judy Shelton inquired as to whether or not this could be added on the next year’s annual conference, where perhaps \$25 could be allotted for the association. John Zingo said this was done for the Philadelphia conference in 1993. Joe Haas noted he Cleveland conference committee put the numbers together for registration for the conference with the thought of returning any profit to FCCA. Perhaps the next host clerk could be requested to consider this for the registration form. It was noted the 1998 Albuquerque conference gave their extra income to the FCCA Foundation; the 1999 Miami conference did not make a profit; and the 2000 Spokane conference returned their profit to FCCA. The DC conference in 1997 netted our organization \$22,000. The Memorandum of Understanding indicates any Cleveland refund will go to the FCCA and NCBC.

President Hamrick advised the Board we are not in an emergency situation, but we need to know and talk about these ideas. Mr. Zingo commented we are doing the best we can to cut expenses for the mid year board meeting. The Board used to provide per diem, but we limit the expenses to airfare and/or other transportation, and parking fees. He also noted we have always thought of the annual conferences as not a money making project, but we need to look at this further. David DiMarzio would like to see the host clerks build in some “wiggle” room financially for the conferences.

Audit:

John Zingo noted upon completion of the audit, the actual numbers don’t match the membership listed, but the funds are there. The listing indicated 1,334 members last year. He will get further information from Mr. Apperson regarding the membership and report his findings.

Journal:

Jeff Apperson reported last year was a great learning experience for he and Co-Editor Ralph Deloach. They worked well together with coordinating articles and information. They combined their resources for information to be placed in the *Journal*. He has a plan for next year’s issues to include more employee development and benefit issues. Things we need to identify more is interest on employee issues and support we can give as a group. He has a better feel of the conference timing, the membership, and the nomination process. It is one of the most professional organizations he has been involved in. This will help the members realize what FCCA does for them. Mr. Apperson would also like to be more pro-active than reactive in the *Journal*. The profiles have been well received by the AO. The *Journal* has been distributed nationally and internationally, and it has been well received.

Joe Haas inquired as to whether we have thought about electronic distribution of the Journal. Mr. Apperson will look into this format, and always welcomes our ideas and comments. Donna Craig advised the NCBC publication is distributed this way to its members.

Ian Keye mentioned having a regular Clerks' Council Advisory Group column in the Journal would be beneficial. Joe Haas noted a lot of this information is available but it depends on the court if it is disseminated to the deputies.

Mr. Keye requested courts to supply their local FCCA newsletters to the Board so this information could be shared with the members.

Discussion held regarding the 2000 winners of the FCCA Foundation award. Articles should be written on Ralph Vega and Mary Buford and published in the next *Journal*. This would serve as good timing for the next application process for this award. Eileen Levine and Michell Valentine Smith were asked to write these articles.

Membership:

Lance Wilson distributed a membership report. The membership committee held its drawing for membership prizes and presented five members with FCCA lunch bags. He distributed membership letters to INS staff, and the membership certificates and cards are on the website. Next year, Mr. Wilson thought these could be printed off the website by the district reps and distributed to the members. Mr. Wilson telephoned many clerks directly and inquired as to membership in their offices.

Raymond Waguespack noted he has a contact person now in each court in the 11th Circuit. He had people say that they have never heard of FCCA. He said receiving extra copies of the *Journal* during the membership drive is very helpful. Long term employees are joining, but not the new ones. We have a changing workforce. In the near future, 30 percent of our workforce will be retiring. We need to look at membership differently. June Phillips noted if deputies do not have the backing of their clerk, it is difficult to join and support FCCA.

Mr. Wilson noted many years ago the FCCA's emphasis wasn't on education. The emphasis has changed, but it is hard to change first impressions for some people. He feels we need to contact new clerks and get them interested in FCCA. Ian Keye noted perhaps all the clerks should receive a copy of the *Journal*, even if they aren't members.

Mr. Hamrick noted when we don't hold joint conferences, most of the sessions are not for bankruptcy staff. Mr. Wilson noted many of the educational sessions are generic, however.

David DiMarzio noted it seemed like a great idea to approach the Article II staff to join FCCA. But do we have some way of drawing them in? We have challenges with bankruptcy and appeals offices already. We need to give this relationship a little more time. He believes things are getting better and we are on the right track, but, it isn't going to change overnight. He is hoping that the steps taken thus far will go to going a long way to help in this relationship. The goal we should have is to bring everyone together--not just NCBC, but the circuits and other courts. We can make FCCA a much more comprehensive organization.

Joe Haas commented since he has been involved with FCCA, we seem to have this conversation every year for 20 years. He is not as frustrated with the membership situation as some other people may be. It is the quality not the quantity of members. He is proud to be part of an organization where the members feel that their work is more than just a job. They don't just ask "What's in it for me?" If you get involved in an association and put more into it then you get out of it, that is the key. He wants people to come to the meetings and the conferences that really want to be there. We need to get the word out about this great organization

Betsy Paret advised that besides encouraging membership from the U.S. District Court for DC, she also contacted a number of federal courts that are located in D.C. They are: U.S. Court of Appeals for the Federal Circuit, the U.S. Court of Federal Claims, the U.S. Court of Appeals for Veterans Claims, U.S. Tax Court, U.S. Supreme Court, U.S. Court of Appeals for the DC Circuit, U.S. Bankruptcy Court for DC, and the Multi-District Litigation Panel. She will be following-up with these courts when she returns to her office.

Jenine Wright inquired as to whether or not we could put a label on the next issue of the *Journal* that indicates to the members this is their last issue, unless they join FCCA for the 2001-02 year. Mr. Apperson will look into this suggestion.

Ian Keye requested Lance Wilson to provide the Board Reps information when membership information comes in. John Zingo reminded the Board we used to get a copy of the recap, but he wasn't sure if that was still being completed, and he agreed that we should start this procedure again.

Nominations:

Chair of the Nominations Committee, June Phillips, distributed a written report to the Board. She has received two nominations, one from the 7th and 9th circuits, and one nomination for President-Elect. The deadline for submitting nominations is January 20, 2001. Ms. Phillips advised the Board this would be her last year as Chair of this committee, and she thanked the Board and Officers for their support. Discussion held regarding the requirement of a circuit representative to have attended two annual conferences to be eligible to run for office. The Board felt the experience of attending two conferences is very helpful to a Board member and gives the member more familiarity with the organization. The President can appoint a member to the Board if no other eligible member runs for the representative position, and is interested in being on the Board.

Ms. Phillips presented the Nominations Committee's proposed amendments to the By-laws for the voting process. The intent of the committee was to make it easier for the membership to vote. Ian Keye requested the absentee ballot be put on the website. John Zingo moved to approve the proposed amendments, with the additional language regarding absentee ballots, "must be signed and returned to the Nominations Committee Chair." Betty Jackson seconded the motion. Discussion held. Motion carried.

Bylaws Amendments:

Sam Hamrick distributed the proposed amendments to the Bylaws on behalf of Chris Johnson, Bylaws Committee Chair. Discussion held regarding proposed amendment to Article II, Section 4, regarding the absentee voting procedure. John Zingo moved to approve the proposed amendment on this issue, with language added regarding absentee ballots, "must be signed and returned to the Nominations Committee Chair." Betty Jackson seconded the motion. Motion carried.

Discussion held regarding officer terms. The Board considered and did not endorse amendments to Articles VI and XIII. President Hamrick will refer these amendments back to the Bylaws Committee for further study.

Awards:

Michell Valentine Smith reported the deadline for submitting nominations for Special Service Awards is May 31, 2001. She will be getting an article in the next *Journal* regarding this award. Ms. Smith requested the Board to supply her with names of members who have been an FCCA member for 25 years, or who are FCCA members and have been employed with the courts for 25 years. This award had been expanded so as to raise more interest in FCCA. Joe Haas advised that we need to provide a special recognition to those FCCA members who have been members for 25 years and have been employed by the courts. It is important their support in FCCA is recognized.

Seniors:

Eileen Levine discussed senior membership with Committee Chair Rosalie Womack. Letters have not been sent out yet to the retirees. She also noted the Federal Retirees Association that had a booth at the vendor fair Spokane was going to write an article about our association in their publication. Ms. Levine will check into this further. She reminded all Board members to be sure FCCA information is distributed to any FCCA members in your court that may be retiring.

Professional Development:

Ian Keye presented the revised forms for the Carol Fitzgerald Scholarship application and guidelines to the Board. Discussion held. Suggestions were made to eliminate the need for a letter of recommendation, to clarify the scholarship the applicant was seeking, and some more specific guidelines. The committee previous noted its recommendation to have Board members and offices ineligible for the scholarships. Raymond Waguespack moved to endorse the changes proposed by the Professional Development committee and by the Board. Corrine Szalay seconded the motion. Motion carried. Mr. Keye to discuss these changes with Chair Cameron Burke and redraft the application forms. This information will be placed on the website.

FCCA Foundation:

Sam Hamrick noted Chris Dreps has resigned as Director of Development to the FCCA Foundation. Jim Davey has taken over those duties at the present time. The FCCA Foundation Public Service Award application deadline is February 28, 2001. Mr. Hamrick encouraged all Board members to nominate an FCCA member for this award.

NEW BUSINESS:

Discussion held regarding the financing and structuring for future annual conferences. Mr. Hamrick reported the FCCA Foundation has been assisting FCCA for several years, and it is a maturing relationship. The Foundation was created to seek financial support from sponsors for the annual conferences. FCCA Foundation Board members are: Bob Christ, President; Jim Davey, Treasurer; Members: Mike Whetstone, Buster Hale, and Marvin Helart. When the host conference committee gets a general idea of when the conference will be, the Foundation makes a commitment to raise a certain amount of money. They base this money on what they have done in the past. The Foundation has committed to raising \$66,000 for the Cleveland conference.

Some concerns: Do we need to set some guidelines with the Foundation regarding vendors and sponsors? Complimentary tickets? This can be a big issue when the cost for an event per person is high. Conference profits—who do they go to?

Joe Haas advised we may need to change the mechanism for sponsors and they need to buy a spot or ticket from the host court. The Foundation could determine what they need to give away and buys these events or things from the host.

Lance Wilson noted FCCA needs to review what the Foundation is giving to vendors and/or sponsors. The Foundation needs to set guidelines for how much is given to the vendors. Host clerks lose 55 percent of the control of the budget due to the money the Foundation raises.

Mr. Hamrick requested Lance Wilson, and Joe Haas to work with the Foundation regarding annual conference finance issues. He requested the Board get any comments to this committee. Based on the cost of the 1999 and 2000 conferences, we need to prepare ourselves for the fact the 2002 Portland conference could cost over \$100,000.

Discussion held regarding the length of the annual conferences.

Judy Shelton noted she has attended many conferences throughout the years where there was a lot of free time, not much education, and then the opposite occurred. She feels the attendees who are going to the conference are attending the sessions much more now, because there is some discretionary time built into the agenda.

Mr. DiMarzio would like to see a survey about a three-day conference versus a four-day conference. Possible information to request could include questions regarding how many conferences the members have attended. We could compare this with those who attend conferences regularly. Are people not attending because the conferences are too long? The Board agreed this survey should be distributed at the end of the Cleveland conference and published in the *Journal*. The survey should be distributed to all members.

Mr. Hamrick appointed a committee to prepare a survey regarding these conference issues. The survey will be distributed at the Cleveland conference and published in the *Journal*. Committee appointed: Norb Jaworski, David DiMarzio, Betsy Paret, Judy Shelton. It was requested that the committee distribute the proposed survey to the Board members for input.

Site Selection:

Linda Lee distributed her committee report to the Board. The committee received letters of interest from five courts for the 2003 conference. Two courts actually bid for the conference, the District of Massachusetts and the Middle District of Florida. The committee reviewed the bids, considered many factors, and recommended Orlando in the Middle District of Florida as the site for the 2003 conference. Discussion held. Linda Lee moved to accept the proposal submitted by the Orlando, Florida Court for the site of the 2003 annual conference. Norb Jaworski seconded the motion. Motion carried. Sam Hamrick thanked Ms. Lee and her committee for their work, and noted it is very positive for the organization to have so many courts interested in hosting a conference.

Lance Wilson advised the Board that the District of Nevada is interested in hosting the 2004 Annual Conference in Las Vegas, Nevada. He needs to start planning this soon, however. Mr. Wilson requested the Site Selection committee send out solicitation letters for the 2004 conference as soon as possible so his court can prepare a bid for the conference. Mr. Hamrick requested Ms. Lee to survey the western states for the 2004 conference and prepare an article in the *Journal*.

Since the 2003 annual conference will be held in Orlando, Florida, Ms. Lee was requested to research the option of having the 2002 Mid Year Board meeting in Orlando. Perhaps the hotel that is selected for the annual conference could be the location for the Mid Year as well. This would allow the Board to preview the hotel site and accommodations and report this information to the membership.

NEW BUSINESS:

Eileen Levine surveyed the members in her circuit and requested any comments for this meeting. The FCCA members commented they would like to see more information regarding recruiting and training court staff.

Next Board meeting set for Thursday, April 26, 2001, at 1 PM (EST), telephone conference call. The Board meeting set for the annual conference on Tuesday, July 31, 2001, at 1 PM (EST), in Cleveland, Ohio.

Meeting adjourned 4:45 PM.

Respectfully submitted,

Sheila Beauchene, FCCA Secretary

Documents distributed at meeting:

1. Cleveland Conference information, including registration form, budget proposals, educational information, city guides and maps of Cleveland,
2. Memorandum of Understanding with Host Clerks, FCCA Foundation, Presidents of NCBC and FCCA.
3. Minutes from November 3, 2000 and December 20, 2000.
4. Historian's Report
5. Treasurers Reports (4)
6. Membership information and recaps by circuit
7. Nominations Report
8. Bylaws (proposed amendments)
9. Professional Development (proposed revised Carol Fitzgerald Scholarship)
10. Site Selection Report