

**2023 NATIONAL CONFERENCE OF APPELLATE COURT CLERKS
50TH ANNUAL MEETING
Detroit, Michigan**

**Sunday, July 30, 2023
through
Thursday, August 3, 2023**

Business Meeting I

Call to Order:

President Greg Hilton (MD) called the Fiftieth Annual Meeting of the National Conference of Appellate Court Clerks to order at 2:30 p.m. on Sunday, July 29, 2023. He welcomed everyone to the conference. All new NCACC members and first-time attendees were welcomed.

Roll Call of States:

On Sunday, July 29, 2023, Secretary Claudia Jenks (TX) called the roll of states, recognizing each person registered and present.

President's Report

President Hilton discussed all that was done during his presidency and expressed to the new members the importance of the NCACC. President Hilton called for a quorum. Steve Lancaster (IN) confirmed the quorum. President Hilton moved to present the Committee Reports.

Committee Reports

Awards, Resolutions and Memorials Committee:

Sherry Williamson (TX) thanked the committee members, Megan Rhodebeck (AL), Tristen Worthen (WA), and Jim Hivner (TN) for all their help throughout the year. The committee will present the J.O. Sentell Award and the Morgan Thomas Award on Thursday, August 3, 2023. There are five awards that will be presented to the retirees and a plaque in the shape of Michigan will be presented to the 2023 NCACC host, Larry Royster (MI). Resolutions were prepared and will be given out during the conference for the 31 vendors, the 20 speakers, the Convention Assistance Committee members, the Program Committee members, the Education Fund Auctioneer, the Host of the 2023 50th NCACC Anniversary Conference, and for the preparation of the 50th NCACC Anniversary Slide Show. Sherry recognized the members we lost this year. Those we lost were Charles R. "Chip" Hostutler who passed on December 8, 2022 who was the retired Chief Clerk of the Commonwealth Court of Pennsylvania where he served for over 20 years. Sherry also recognized Jon Scott Wheeler, Former First District Court of Appeal Clerk in

Tallahassee, Florida who passed away on May 17, 2023. Mr. Wheeler served for over 27 years. Colette Bruggman (CA) recognized the passing of Luella Dunn, Clerk of the North Dakota Supreme Court, who passed on March 9, 2023. Sherry asked for a moment of silence.

Bylaws Committee Report

Dan Shearouse (SC) presented the committee report. The Bylaws Committee looked at the bylaws regarding surviving spouses of members and suggested to the Executive Committee that the bylaws be updated to reduce surviving spouse fees to nothing. The Executive Committee introduced an alternative suggestion of increasing their knowledge of participation in the organization as a surviving spouse. Dan asked that the NCACC members spread the word to those surviving spouses of members about the continued participation in the organization since some may not know that there is still an opportunity for them to continue to participate. The second bylaw was discussed regarding the Secretariat contract with the National Center for State Courts (NCSC). The current bylaw states the NCACC negotiate an annual contract with NCSC, however the practice has been to enter into a contract covering three years. Upon request from President Hilton, the Bylaws Committee has considered an amendment to make the Bylaws allow for multiple years. Article IX also requires the contract to cover the distribution of publications. The Bylaw Committee proposed an amendment to Article IX, section 2 that will increase the negotiation from an annual contract to a “period of no more than five years.” The amendment also eliminates the language regarding distribution of publications since the NCACC now distribute all of its publications electronically. 75% vote required before members consider. Jenny Kitchings (SC) moved for an exception to the rule to consider the proposed amendment to Article IX, section 2 and vote at the next Business Meeting. Tom Hall seconded the motion. President Hilton asked if there was any further discussion. Having no further discussion, majority of members approved, and the motion carried. This amendment will be considered at the next Business Meeting. Dan thanked all the members of the committee for their assistance.

Communication Committee Report

Polly Brock spoke on behalf of the committee to thank all the members of the Communication Committee which included the Chair, Meredith Montgomery (AK), Kathy Mills (TX), Jakob Trierweiler (AZ), Greg Pachmayr (IN), Tricia Worthen (WA), Cheryl Stevens (CO), Mary Beth Kuenzel (FL) and Megan Scanlon (VA). President Hilton encouraged members to take a survey and learn about the many committees they can sign up.

Contracts Committee Report

Greg Pachmayr (IN) spoke on behalf of the committee. He stated that the Contracts Committee reviewed five contracts over the year. He thanked the members for their assistance including Larry Royster (MI), Dan Shearouse (SC), Sarah Pendleton (WA), Nathan Wilson (AL), and Amy Wood (AZ)

Convention Assistance Committee Report

Chair of the Committee, Theresa McCarthy (LA), reported that the Convention Assistance Committee assisted with registration. Theresa thanked all the committee members who helped with registration in her absence. The Committee is ready to assist with this years conference. Informed the members that Sherry Williamson (TX) will be handling auction items for the Education Fund.

Education Fund Report

Tracie Lindeman (AZ) had nothing to report for the Education Fund. She thanked her committee, Jim Hivner (TN) and Jenny Kitchings (SC)

Finance and Investment Committee Report

Jim Hivner (TN) thanked the Finance and Investment Committee members Ed Hosken (US COA Feds - Ret.), Mac Squires (US Army VA), Greg Pachmayr (IN) and Kate Morgan (KY) for all their help this year. Jim reported that the NCACC has \$180k in our investments account and \$110k in our bank account. Finances are stable in conservative accounts.

Pictorial Committee Report

Tim Gudas (NH) reported that the NCACC added 19 members this year. He asked attendees to recruit in their own states by spreading the word about our organization and making sure bios are updated. Tim thanked the committee who met electronically, Jim Hivner (TN), Laura Roy (MO), Sherry Williamson (TX), Tristen Worthen (WA), Kathy Mills (TX), and Lonn Weissblum (FL).

Nominating Committee Report

Meredith Montgomery (AK) thanked committee members Polly Brock (CO), Mary Beth Kuenzel (FL), and Deana Williamson (TX) who helped with the slate of nominations this year. Executive Committee Members: Brian Cotta (CA), Mike Cruz (TX), and Lisa Dolph (DE). Jim Hivner (TN) accepted role as Treasurer and committee nominated Scott Mitchell (AL) for incoming Vice President. Vote to confirm nominations will be done at the next Business Meeting.

Program Committee Report

Deana Williamson (TX) thanked committee for helping with the program for this year's conference. She thanked Polly Brock (CO), Colette Bruggman (CA), Larry Royster (MI), Gary Chambon (MI), Julie Clement (MI), Patricia Murray (MI), Tracie Lindeman (AZ), Nathan Wilson (AL), Tristen Worthen (WA), Casey Forbes (WV), Eydie Gaiser (WV), Jim Hivner

(TN), Meredith Montgomery (AK), Laura Roy (MO), Megan Scanlon (VA), Kelly Stephens (KY), and Sherry Williamson (TX). Education binder available electronically and will be updated throughout the conference. President Hilton thanked Deana for her hard work in preparing for the 2020 conference pre-COVID and expressed his gratitude for all she has done for this conference.

Scholarship Committee Report

Lilia Oquendo-Solis (PR) thanked committee members. She reported that all the scholarships that were submitted and approved by the Executive Committee.

Site Selection Committee Report

Colette Bruggman (CA) reported that the Site Selection Committee worked on the site for 2025 which will be Albuquerque, New Mexico. Colette Bruggman (CA) and Liz Garcia (NM) will host. Pending Executive Committee approval, 2026 conference will be in Austin, Texas with Deana Williamson (TX) hosting. Colette thanked the committee for their help. President Hilton thanked Colette Bruggman and Liz Garcia for their hard work in presenting Santa Fe, New Mexico as an option but we look forward to Albuquerque, New Mexico.

Strategic Planning Committee Report

Laura Roy (MO) thanked the committee members, Steve Lancaster (IN), Veronica Koclanes (LA), Kate Morgan (KY), and Jenny Kitchings (SC) for their help this year. Per President Hilton's request the committee was tasked with three items this year. First the committee reviewed bylaws and operational guidelines and made no recommendations for changes. The second was to explore how the NCACC can develop a strategic plan to increase membership. The Strategic Planning Committee reached out to the Membership Committee and proposed a drafted letter for the President of the NCACC to send to the Chief Judges to get their support for Clerks to join our organization and ultimately attend the conferences. The committee also reached out to the Membership Committee to help identify which states are lacking in attendance. The members plan to reach out to neighboring states to promote membership and future attendance. Lastly, the Strategic Planning Committee was asked to explore how the conference can incorporate DEI initiatives. The committee is open to any ideas and support from the members.

President Hilton will utilize the proposed letter and plans to reach out to the Chief Justice of Rhode Island and Oregon to get involved. Brian Cotta (CA) suggested that Chief Justices or Justices to advocate to other Chiefs/Justices to reach out and encourage their Clerks to join membership.

Technology Committee Report

Theresa McCarthy (LA) thanked all the committee members who assisted this year. The Technology Committee worked on reviewing the website and making updates with current information and publications. The committee participated in a two-hour content editor training session with Steve Circeo in order to have more than one content editor to keep the website updated. For those interested the training is recorded and Theresa can email it to members. The committee discussed and sent suggestions to the Communication Committee regarding updates to the NCACC brochure. One of the main recommendations was requiring a picture on the brochure and if the picture may be discriminating. Also discussed were pronouns. The committee discussed the ongoing lawsuits filed by Courthouse News Service against courts across the country. Tom Hall has been drafting an article for *The Docket* on the topic. Also discussed AI and will lead to article for *The Docket*. Finally, the committee reviewed the bylaws and operational guidelines and found no need to update. The committee asked that any feedback regarding the website.

President Hilton thanked the Officers and Executive Committee for their help this year.

Deana Williamson (TX) informed members of the presentation on the 50th anniversary slideshow and the Education Fund Auction. Tom Hall asked members to meet with Lisa Hall to create a commemorative 50th Anniversary video about experiences, what you've learned at the conferences and specifically asked for hosts, presidents, retirees, to be played next year.

Business Meeting I recessed at 3:30 p.m.

Business Meeting II resumed 11:25 a.m., August 3, 2023

President Hilton called Business Meeting to order. Asked Parliamentarian, Steven Lancaster (IN), to confirm a quorum before proceeding. Steve confirmed a quorum.

President Hilton asked for the approval of minutes from last year's conference and the approval of the Finance & Investments Committee's report on the financial status of the organization. John Tomasino (FL) made a motion to approve the minutes; Dan Shearouse (SC) seconded the motion. Having no further discussion, all approved. The motion carried.

President Hilton asked to entertain a motion to approve the Finance & Investments Committee's report. Lonn Weissblum (FL) made a motion to approve the F&I Committee report; Mike Cruz (TX) seconded the motion. Having no further discussion, all approved. The motion carried.

President Hilton asked to entertain a motion to approve the Bylaws amendment to Article IX, regarding the Secretariat for the NCACC and the number of years in which we contract them for and the elimination of the language regarding distribution of publications. Polly Brock (CO) made a motion to approve amendment, Debbie Autrey (TX) seconded the motion. Having no further discussion, all approved. The motion carried.

President Hilton moved to discuss the report from the Nominating Committee. He introduced the slate of nominees and asked them to introduce themselves. For Vice President, Scott Mitchell (AL), for Treasurer, Jim Hivner (TN), and for the Executive Committee: Brian Cotta (CA), Mike Cruz (TX), and Lisa Dolph (DE). President Hilton made a call for further nominations in opposition of proposed slate. No oppositions made. President Hilton asked to entertain the approval of the slate of nominations. Charles Johnson (CA) made a motion to accept the nominations; Tristen Worthen (WA) seconded the motion. Having no further discussion, all approved. The motion carried.

Tim Gudas (NH) presented information on the next conference to be held August 3-August 8, 2024 at Double Tree by Hilton in Burlington, Vermont.

Sherry Williamson (TX) presented an update on the Awards, Resolutions and Memorials Committee detailed list of all vendors and speakers presented with a resolution for the conference. Included were 20 resolutions for speakers; 31 resolutions for vendors; resolutions presented to Program Committee, chaired by Deana Williamson (TX), Conventions Assistance Committee, chaired by Theresa McCarthy (LA), the Education Auction Fund auctioneer, Jim Hivner (TN), the host of the 2023 Conference and 50th Anniversary, Larry Royster (MI), and the presentation of the 50th Anniversary slideshow, Deana Williamson (TX). Also added to the two memorials was Luella Dunn who passed March 9, 2023, retired as the Clerk of the North Dakota Supreme Court after 48 years. The members honored her in a moment of silence.

President Hilton asked to entertain a motion to approve the Awards, Resolutions, and Memorials for this year. Polly Brock (CO) made a motion to approve resolutions/awards/memorials, Steve Lancaster (IN) seconded the motion. Having no further discussion, all approved. The motion carried.

President Hilton thanked our host of the 50th Anniversary Conference, Larry Royster (MI) and Program Chair, Deana Williamson (TX). President Hilton presented Deana Williamson with a small token as program chair. He also thanked the Executive Committee members, Host and Past President, Larry Royster (MI), Jenny Kitchings (SC), Doug Shima (KS), Polly Brock (CO), Amy Wood (AZ), Tracie Lindeman (AZ), Mary Beth Kuenzel (FL), Jim Hivner (TN), Claudia Jenks (TX), Lonn Weissblum (FL), and Kevin Lane (CA).

President Hilton ended by thanking all the committee chairs for their hard work this year in making this conference a success.

Jenny Kitchings (SC) said a few words to thank President Greg Hilton for his leadership and navigation of our Executive Committee due to unforeseen circumstances moving up his presidency up. She presented him with a gift upon his exit as President.

Former President Hilton inducted and turned over the gavel to Jenny Kitchings as incoming 2023-24 President of the NCACC.

The Morgan Thomas Award was presented virtually. Tristen Worthen read the award language before the award was presented. Past President Hilton presented Sirena Kestner of the National Center for State Courts with the Morgan Thomas Award.

President Kitchings asked for a motion to adjourn the Business Meeting. Past President, Greg Hilton, made a motion to adjourn the meeting; Polly Brock seconded the motion. All approved and the motion carried.

Business Meeting II adjourned at 12:02 p.m.
