

**NCBC Board Meeting Minutes**  
**July 25, 2008**

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The meeting was held via teleconference and was called to order by President Ken Gardner at 12:04 p.m. CST

Officers: Ken Gardner, President  
Mark Hatcher, President Elect  
John Ginocchetti, Treasurer  
Trisha Harrington, Secretary  
Barry Lander, Past President

Governors present: Jerry Truitt  
Linda Spaight  
Monica Menier  
Milton Aguila  
Kathy Grzybowski

Other Attendees: Celia Strickler, Business Manager  
Sandy Smith - IMPACT Editor  
Mary Lynn Wilson, Historian (**absent**)  
George Prentice (Clerk of Court Texas Western - San Antonio - Host Court 2008 NCBC Conference) (**absent**)  
Patty De La Garza (Host Court 2008 NCBC Conference)

**President Ken Gardner**

**\*\*A Motion is made by Kathy Grzybowski to approve the Treasurer's Report. Milton Aguila seconds.**

**The Motion is approved by the board with no objections.**

**\*\*A Motion is made by Linda Spaight to approve the minutes with changes as discussed from the June 26, 2008 board meeting. John Ginocchetti seconds.**

**The Motion is approved by the board with no objections**

**2008 Conference Update**

John indicated that the deposit to the hotel may have to come out of savings but that financially speaking things should still be in good shape. Patty asked what kind of deposit the hotel was looking for. Ken indicated that the hotel had not approved the credit application. Ken indicated that the hotel is looking for trade accounts and that maybe NCBC should consider establishing

some revolving credit so that we don't run into this again. The hotel will probably want \$25,000.00 - \$30,000.00 as a deposit. Patty indicated that Heloise hadn't been paid yet, her fee is \$5,000.00. Patty indicated that she'll probably need about \$9,000.00 to disburse in payments on the Monday before the conference starts. Ken indicated that Patty, John and Celia might need to get together next week to discuss the financial needs at the conference. John indicated that he wasn't sure what Celia had left to be paid. Patty indicated that the new estimate on the food cost was \$130,000.00. Patty mentioned that there will be a budget meeting on Monday. There have been some changes made to the President's Reception which will save about \$4.00 per person on food costs for that event. Celia indicated that there is enough money to pay the deposit for the hotel and to pay the \$9,000.00 Patty needs for presenters.

Patty indicated that registration is still at 565. There was a discussion with the hotel regarding electrical costs. The hotel strongly recommends that extra electrical be purchased for the tech trail and the plenary at a cost of \$1,200.00. Patty is working on rides for the board from the airport to the hotel. Patty thanked Monica for her help on this. The concierge level rooms are not completed so the board will be in king corner rooms, Ken will be in the president's suite.

Monica indicated that she was asked at the Operations Forum if vendors could be added to the vendors fair. Patty indicated that Monica should check with M & E. Barry indicated that he didn't feel it was too late. Barry will send the M & E information to Monica. Patty indicated that she has been unable to get a vendor to sponsor the break at the vendor fair so that will have to be cancelled. Kathy indicated that she and Ken spoke regarding availability of broadband cards for Tech Trail. Kathy indicated that there are probably enough broadband cards available now and that Monica will be bringing one as well. Kathy indicated that she will have someone check the signal. Ken asked if Kathy felt there would be enough internet access available for Tech Trail. Kathy feels like there will be enough access.

Patty asked Ken if he and Mark had discussed when the transfer of the presidency will take place. Ken indicated that he and Mark had discussed it and that the transfer will take place on Thursday night at the Fiesta. Barry indicated that he didn't feel that was the best venue due to being outside and people not all seated. Ken, Mark and Barry will discuss this after the call. Barry asked if board members will be introducing faculty members. Ken indicated that the board members will be introducing faculty members and that those announcements would be discussed at the board meeting held on Tuesday at the conference.

Patty indicated that the reader board at the airport will be running a Welcome NCBC Members message from Sunday to Wednesday free of charge.

### **Request for funds from Florida to set up a table promoting the 2009 Conference**

Ken indicated that the host court for the 2009 Conference has requested \$1,000.00 to set up a promotional table and to purchase pins, souvenirs, etc. to hand out at the 2008 Conference.

**\*\*A Motion is made by Mark Hatcher to allot \$1,000.00 to Florida Middle, host of the 2009 Conference in order to make purchases for a promotional table at the 2008 Conference. Milton Aguila seconds.**

**The Motion is approved by the board with no objections.**

**Travel Policy**

John submitted an NCBC Travel Policy to the board prior to the meeting for approval. John indicated that he had tried to cover all of the questions he has received in the past about travel. John indicated that he wanted to make it as specific as possible. Ken indicated that he felt the Travel Policy covered everything and that the board move for approval of the Policy. Kathy asked that a date be added to the document so that it is clear which Policy is the most current. John indicated that he would add the date.

**\*\*A Motion is made by Monica Menier to approve the Travel Policy as submitted by John Ginocchetti with the addition of a date as to when the Policy was updated. Kathy Grzybowski seconds.**

**The Motion is approved by the board with no objections.**

John will provide copies to all current and new board members in San Antonio.

**Election Results**

The election ended Friday July 18, 2008. Only one candidate received a majority of the votes. The other four candidates each received a share of the votes. The By-Laws include amended language in Section 8.1 that will remedy this type of situation in the future. However, the By-Laws haven't been approved by the membership yet. Barry indicated that according to Section 10.1 of the By-Laws the Board can approve a Section of the By-Laws without approval by the membership. Barry suggested that the Board approve Section 8.1 as amended in order to have a resolution to this year's election.

**\*\*A Motion is made by Jerry Truitt to approve Section 8.1 of the Amended By-Laws. Linda Spaight seconds.**

**The Motion is approved by the board with no objections.**

**Gallagher Update**

Ken indicated that he spoke with Bill McCool, the President of the FCCA. Bill will be attending the Board meeting at the conference on Tuesday, August 5<sup>th</sup>. Ken indicated that Bill informed him that FCCA is limited to the income that they can generate outside of collection of dues due to their

401(c)(3) status. Mark indicated that he met with John Evans and Dave Brown in Seattle on Thursday 7/24/08. Mark reported that Dave and John indicated that they'd like to see the membership continue to grow. Celia indicated that the relationship with Gallagher has been good and that we are now getting information from them in record time. Kathy asked why Gallagher wasn't sending out messages letting members know that they'll be at the Conference. Mark indicated that Gallagher would have a vendor booth set up at the Conference. Ken indicated that he'd like to have a transition meeting between himself, Mark, Dave and John. Kathy will also be meeting with Gallagher in San Antonio.

**Committee Reports**

**Awards** - Linda indicated that the awards certificates will be placed in a navy blue presentation folder instead of frames this year. This will make it easier for the recipients to transport their awards home from the Conference and will also save on costs. There will be between 225 - 240 awards. Linda indicated that she would need to set up a time to have Ken sign the certificates at the Conference. Ken indicated he would be available Monday afternoon.

**By-Laws** - Sandy indicated that she has not had any responses to her request for questions, changes or comments about the amended By-Laws that was sent out a few weeks ago.

**Benefits** - Kathy indicated that the life insurance plan was rolled out in July. There were five enrollments the first day. There will be additional emails going out throughout the enrollment period. Kathy indicated that the Aetna long-term disability experience reports are forthcoming.

**\*\*A Motion is made by Jerry Truitt to adjourn the meeting. Linda Spaight seconds.**

**The Motion is approved by the board with no objections.**

Meeting adjourned at 1:15 CST.

The next meeting will be held on Tuesday, August 5 at 2:00 CST at the Conference in San Antonio.

Respectfully Submitted,

Trisha A. Harrington, Secretary