

The K.A.C.M. Docket

Volume 67

April, 2012

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THE PRESIDENT'S CORNER

By Barbara Inselman



Kudos to Denise Kilwein and Lana Walsh for putting together a really awesome OJA spring conference. We appreciate their expertise in shaping an agenda that has relevant speakers as well as sprinkling in some fun with the training!

There were about 30 new court clerks for the Thursday orientation program with an excellent turnout for the Friday conference. Dr. Gordon Zimmerman from Reno, Nevada, was the first presenter of the morning with his session on *Effective Communication for Court Clerks*. He shared the importance of court clerks being effective listeners and being aware of nonverbal perceptions when responding to defendants and other court public. He touched on the court community increasing its use of electronic written communication and how perception conflicts can arise from the use of nonspoken communication. Dr. Kathie Nichols followed with her presentation on *Dealing with Personality Disorders and Dysfunctional Emotions: Who Are These People And Why Won't They Behave?* Dr. Nichols offered some helpful hints on dealing with defendants whose behavior is often a result of the stress of their daily life challenges such as being homeless or unemployed.

After lunch, the afternoon kicked off with Judicial Jeopardy hosted by Lisa Wilson, OJA's District Court Clerk Specialist. Lisa used OJA's nifty responder devices so that attendees could give their responses to the jeopardy questions. The game was a fun format to get discussion started on some of her topics. Karen Wittman, the Kansas Traffic Safety Resource Prosecutor, reviewed some of the DUI legislative changes from last July and what is currently being discussed. While legislative changes aren't always an exciting subject, Karen has a knack for presenting the information with humor!

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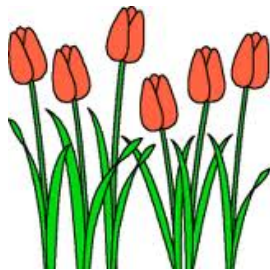
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(president's corner, continued)

As always, the DMV was our last last conference session with Marcy Ralston and Deb Wiley, the DMV Central Office Manager. Marcy reported that as of March 30, the DMV is caught up with driver's license reinstatements and DUI convictions. She indicated that more information will be placed on the DMV public access website such as hours of operation, fees, etc. with staff taking calls on problem-related issues. There will not be direct phone numbers available for DMV personnel but a queue system will be put into operation that will place court calls ahead of those from the public. The current scheduled go-live date for the change in electronic convictions is now August 2012.

Marcy informed attendees that the counter at the DMV would be closed from May 1 through May 7 and they would not be assisting any walk-in public during those dates. She asked that we share this information with the public and not send them to Topeka during this time.

Spring is back! This is my favorite time of year with flowers blooming, the grass turning green and the sky a bright blue again. The weekends have been beautiful with lots of outdoor activities to refresh us for the next week. Be sure to get September 27 & 28 on your calendar for the upcoming fall conference in Salina - more information to follow!



Courtesy Committee

Barb Schattak will serve as the Courtesy Chairperson through September. If we have any cards or flowers to be sent over the next few months, please contact her at: barbschattak@mchsi.com with 'KACM courtesy committee' in the subject line.

If you know of a clerk that could use a special congratulations or encouragement, please contact Barb. Thanks!

Membership Committee Update

Nioma Cook, chair (Andover) ncook@andoverks.com
 Hilary Pappan (Winfield) hpappan@winfieldks.org
 Sandi Reitcheck (Hoxie) hoxietreas@ruraltel.net

Membership Committee would like everyone to welcome our new members.

Jayme Reedy, City of Cherryvale

Patty Hamm, Oskaloosa

(cityclerk@embargmail.com)

Patty Hagg, Tonganoxie

(planner@tongie.org)

Mary Conway, Tonganoxie

(court@tongie.org)

Angela Clark, City of Bentley

(arcbentley@gmail.com)

Melinda Copeland, Edwardsville

([mcpeland@edwardsvilleks.org](mailto:mcopeland@edwardsvilleks.org))

Tiffany Neel, Meade

(tiffany_neel@sbcgobal.net)

Melissa Kochanowski

(melissa.kochanowski@salina.org)

Chasity Hanson (treasurer@sciabecom.com)

Jean Barrios (jean.barrios@opkansas.org)

Jessica Lemons (jlemons@ottaks.gov)

Teresa Fultz (tfultz@osagecity.com)

Susan Evenson (sevenson@eldoks.com)

Kris Bevan

(cityoffice@cityofburrton.kscoxmail.com)

Keri Riener (atwoodclerk@sbcglobal.net)

Suzanne Shippy (atticaclerk@sutv.com)

Elizabeth Spiker (municourt@sbcglobal.net)

Brandee Hahn

(municipalcourtclker@wbsnet.org)

Samantha Green (citytres@inmanks.net)

Michele Zimmer (Michele.zimmer@jcks.com)

Kim Steininger (ksteininger@merriam.org)

Richard Sims (courtclerk@nickersonks.org)

Sharon Pence (cityofogden@hotmail.com)

Belen Carrette (bcarrete@olatheks.org)

If I have missed any new clerks, please let me know.

KBI Report

Last fall the KBI invited several representatives from municipal courts to participate in meetings to identify the requirements and issues to address the DUI tracking project that came out of legislation from last year's session. We would like to update you on the progress of the DUI tracking project, now called RAPID. RAPID stands for Record and Police Impaired Drivers. We have completed the feasibility study and are ready to begin the next phase of the project. ("Project Progress and Status" report submitted to the legislature on page 5)

DMV News

At the conference Marcy Ralston and Deb Wiley provided an update to the clerks. Here are some highlights:

After receiving approval to hire temp workers and to pay overtime, they are completely caught up with DL suspensions/reinstatements and are set to be caught up with all conviction entry by May 1st! They had a backlog of 4,500 convictions, and now have only 2,000.

The newly formed Central Office Operations will combine Driver Control and Driver Review with Title/Registration into one unit. This will consolidate their database system and enable data tracking not previously available. There will be 27 phone associates that cover Central Office Operations and Field Office Operations, which handles licensing.

The conversion process to the modernized system will begin April 30th. Please note that NO submissions will be processed from May 1-7 during this data conversion time. All

submissions during that time will be accepted, but placed in queue to begin processing May 8th.



Education Option for Court Professionals

KACM recently received information from the Michigan State University (MSU) School of Criminal Justice about several educational opportunities they offer in the area of judicial administration. Their programs are designed for individuals currently working in the court who want to add to their basic knowledge and skills, individuals working in the court who aspire to move into a court management position, or professionals coming to the court from a different vocation who want to learn the foundations of judicial administration.

MSU's School of Criminal Justice offers three judicial administration education programs which include a Noncredit Certificate Program, a Credit-bearing Graduate Certificate Program, and a Master of Science in Criminal Justice Program.



The objective of the Nonbearing Certificate Program is to build a solid foundation of basic knowledge and skills in judicial administration that can be applied in the court environment. The other two programs build on that basic foundation by broadening knowledge with theories and practices so that participants can ultimately obtain a bachelor's or master's degree.

If you are interested in learning more about MSU's judicial administration education programs, information can be found at judicialadministration.msu.edu or contact Cathy White, Course Administrator, at 517-432-1716.

MJ Bust: Jason Bacon, 41, was arrested in Eureka, Calif., in March after responding to a classified ad for a used motorcycle by offering to trade about \$8,000 worth of his home-grown marijuana for it. According to an officer on the scene, Bacon told a deputy, "I know you can't sell it, but I thought it was OK to trade it." (source: newsoftheweird.com)



DUI Update:

Karen Wittman, Assistant Attorney General, gave a wonderful presentation at the conference about the changing DUI laws. Nothing is certain for this legislative season. Recall that the DUI commission recommended sweeping changes last year, but the bill adopting most of those changes was largely gutted. Many of those changes are still candidates for the future and some are being considered right now. Among the changes is possibly criminalizing test refusal.



OPINION: You might consider contacting your state Senator about one item that will effect our revenue. Last year the legislature increased the minimum DUI fines by \$250 – in district courts this extra is sent to community corrections to fund their supervision workload. This year the legislature is considering requiring Municipal Courts to send their extra \$250 to community corrections as well. It is the opinion of the editor that municipal fines should stay in the municipal budget and fund municipal supervision of municipal DUI cases. Community Corrections ONLY supervises district court cases – there is no logical reason for us to fund their workload unless they plan to give us some service in exchange for our funding (which seems unlikely).

Conference Poetry

Thank you, Tiffany for the poetry on the conference.

KACM

Kansas Association for Court Management
Spring 2012 Topeka Conference
Sittin' with four other girlies,
Kim, Kand, Kim and Hilary.

Learning about communication,
These tips should help our public relations.
Still workin' on the court lingo,
Looking forward to the helpful info.
we'll be getting' a DUI update,
As well as some news from the State.
Our day adjourns at 4:00 pm,
Can't wait to see everyone again.

Tiffany Schoonover
Fredonia, Kansas (Member since 2007)



Injustice:

Kathleen Mathews was outraged that the local community could turn on her 26-year-old son, Jesse, who had been charged with capital murder for killing a Chattanooga, Tenn., police officer. She told the judge in a letter that Jesse is a "good man," and lamented, "You do one little thing that pisses people off, and they want to hold it against you forever."

(source: newsoftheweird.com)

Spotlight on Legal Terminology



De Novo \di-nō-vō\

Anew. afresh. Considering the matter anew, the same as if it had not been heard before and as if no decision previously had been rendered.

(Source: <http://www.lectlaw.com/def/d010.htm>)

2012 FALL CONFERENCE

Courtyard by Marriott

Salina Kansas

September 27 and 28



Plan to network with other clerks and enjoy small breakout sessions covering diverse topics!

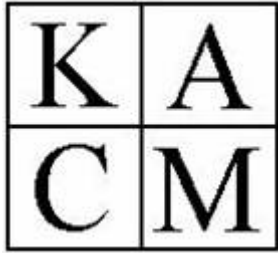
Hope to see you there!



American Clerk Idol errr... uhhh...

New clerk orientation has definitely gone downhill!! ☺
Instructors Bettina Jamerson, Jane Garman, and Rod Edmondson pose as Idol Judges. Can you tell who is who?

Bonus points for that hairdo and lipstick!!



**Kansas Association for Court Management
 Declaration of Candidacy for
 2012-2013 Board of Directors**

Name: _____ Phone: _____

Title: _____ Fax: _____

Court: _____

Address: _____

City: _____ Zip: _____

I have been a member of K.A.C.M. since _____

I am declaring my candidacy for the following position:

- _____ **President**
- _____ **Vice President**
- _____ **Secretary**
- _____ **Treasurer**
- _____ **Sgt. at Arms**
- _____ **Trustee**
- _____ **I would be willing to serve in any director's position.**

Yes	No	
___	___	Do you plan to attend the Fall Conference in Wichita?
___	___	Will you be able to attend K.A.C.M. board meetings?
___	___	Will you be willing to serve on or chair committees when asked?

State your reasons for wanting to serve on the K.A.C.M. Board of Directors
 (Attach a separate sheet if necessary)

Responsibilities of a board member: A member of the K.A.C.M. Board of Directors is expected to attend four board meetings throughout the year, two of which are held in the spring and fall conferences. The other two are usually held in January and July.

Signature: _____ Date: _____

Mail completed form by May 31, 2012 to: Jeannine Hoheisel, PO Box 100, Hesston Kansas 67062



**RAPID (Record and Police Impaired Drivers)
Project Progress and Status – As of 12/2011**

The KBI is pleased to provide the attached Project Update with regard to significant activities since 7/1/2011. Focusing on the overarching public safety issues from the DUI Commission’s report, the RAPID Project Team has made significant progress in crafting a “technology blueprint” that will serve those with an interest in tracking, monitoring and prosecuting impaired offenders.

“The Commission. . . emphasize[s] the importance of establishing a central repository as the place where every law enforcement agency, every prosecutor and every court (whether municipal or district) reports and receives information expeditiously to ascertain the number of DUIs an offender has on his or her record and act accordingly.”
- Report of the Kansas DUI Commission to the 2011 Kansas Legislature

PHASE 1 – PLANNING AND SCOPING

Start date:	August 2011	Estimated end:	January 2012
Major Accomplishments:	<ul style="list-style-type: none"> • Finalized funding and administration MOU between KBI and KDOT. • Received approval from Kansas Information Technology Office (KITO) to initiate project planning. • Selected an industry partner to complete Scoping, Planning and High Level Project Plan. • Met with stakeholder groups to identify detailed needs and existing work processes. Stakeholder groups included state, county and municipal courts, prosecutors, probation/parole, corrections, law enforcement and also KDOR/DMV. • Developed Requirements Definition, clearly identifying the goals of the project from a user’s perspective. • Developed a high level design to clarify the components of the system, touchpoints and identify areas to leverage existing state investments. • Developed KITO-required Feasibility Study Report (FSR) and High Level Project Plan. 		
Comments:	<ul style="list-style-type: none"> • Superb conversations with stakeholder groups (business and technical) clarified the targets for the project, and identified additional efficiencies to consider as part of the project. • FSR identifies cost savings. In addition to significantly improving the prosecution and sentencing of DUIs in the State, the proposed solution will pay for itself in the first 5 years by reducing the time and effort to manually report, process, and research DUI events. Thereafter it will generate a savings of over \$750,000 a year. • It is conservatively estimated that 48 FTEs are required annually to report, process, and research DUI events in the state, at a cost of \$2.3 million. 		
Work Remain	Finalize FSR and submit to KITO for approval to proceed.		

INTERPHASE ACTIVITIES

Start date:	January 2012	Estimated End:	April 2012
Work Planned:	<ul style="list-style-type: none"> • Complete other KITO required documentation and submit full package to KITO. (Minimum 20 business day turnaround.) • Develop statement of work. • Select industry partner, develop contract. • Develop Detailed Project plan and associated KITO requirements. Submit to KITO. (Minimum 20 business day turnaround.) • Launch Phase 2 – Construction 		
Major Accomplishments:	<ul style="list-style-type: none"> • Preliminary High Level Project Plan and approach has been discussed with KITO. 		
Comments	<ul style="list-style-type: none"> • For expediency a competitive process will not be practical. A sole source contract will be critical to completing the work by the statutorily defined time frames. 		

PHASE 2 - CONSTRUCTION

Estimated Start:	April 2012	Estimated End:	May 2014
Work Planned:	<ul style="list-style-type: none"> • Electronic filing and disposition reporting to central criminal history repository – estimated completion March 2013. • Searching, reporting, data quality tools – estimated completion February 2014 <ul style="list-style-type: none"> ○ The individual data elements – filings, convictions, DMV history - will be available in various places prior to this time. But in this phase they will be pulled together in the convenient, “one-stop shop” fashion. ○ Data quality tools will assist in identifying agencies that are not submitting arrest, filings, or dispositions on a timely basis and in adding/correcting missing or erroneous information. • Subscription/notification – estimated completion March, 2014 <ul style="list-style-type: none"> ○ To identify new arrest, filings, or dispositions for targeted offenders • Message switch integration – estimated completion May, 2014 		
Comments	<ul style="list-style-type: none"> • Will utilize another significant component of the KCJIS system to identify <i>any law enforcement</i> contact for targeted offenders. Very useful to probation/parole. 		

Legislative Update

Gail Garrett, Chair

Gail Garrett has been monitoring the start of the legislative season, checking house and senate journals on a daily basis. It is still too early in the legislative season for many bills to reach the floor for a final vote. As bills are passed she will prepare a report for publication in the next edition of the newsletter - keep posted!



“If confusion is the first step to knowledge, I must be a genius.” --Larry Leissner

Ambassadors

We currently have an opening for an Ambassador in Region 1. This region includes the following counties: Cheyenne, Rawlins, Decatur, Norton, Phillips, Logan, Gove, Trego, Sherman, Thomas, Sheridan, Graham, Rooks, Wallace, and Ellis.

Please let me know if you are interested in serving as an Ambassador for Region 1. The responsibilities for an Ambassador are listed below:

The Ambassadors are listed below for all the Regions in the State of Kansas:

Responsibilities of the KACM Ambassador Committee:

- *Contact the new members listed from the Membership Committee
- *Assist clerks in their region with programs – 2 experienced clerks from each region.
- *Provide information where Clerks can get training – tell them about the Spring Court Clerk training offered by the Office of Judicial Administration and the Fall Conference
- *Assist the Ambassador Chairperson with a mixer at the Fall Conference

Vacant			1		
Engel	Linda	Oakley	1	785-671-3611	oakleyap@st-tel.net
Eilers	Jane	Salina	2	785-826-7230	jane.eilers@salina.org
Lovett-Sperling	Jerry	Lindsborg	2	785-227-3355	jls@lindsborgcity.org
Inselman	Barbara	Lenexa	3	913-477-7600	binselman@ci.lenexa.ks.us
Rawles	Janeice	Edgerton	3	913-893-6231	edgertonkcourt@yahoo.com
Durler	Theresa	Dodge City	4	620-225-8107	theresad@dodgecity.org
Kohn	Doris	Dodge City	4	620-225-8107	dorisk@dodgecity.org
Johnson	Jo	Clearwater	5	620-584-2317	johnsonj@clearwaterpd.org
Plew	Debbie	Mulvane	5	316-777-9515	dplew@mulvanekansas.com
Clay	Diane	Ft. Scott	6	620-223-0550	dclay@fscity.org
Adams	Sherri	Pittsburg	6	620-231-9880	SherriA@Pittks.org

K.A.C.M. Blackboard

Thanks for all the cards and prayers during the recent loss of my Mother-in-law. What a great association to belong to!

Thanks!
Diane Clay (Fort Scott)

We lost one of our court clerks, **Rochell Banning**, to cancer March 3rd. We are all very sad. She was only 38 and so full of life and will miss her laughter and friendship. The service was at Burkhart Funeral Chapel



Theresa Durler (Dodge City)

I just wanted to let you all know that I have resigned my position as Court Clerk for the City of Ottawa. My official last day will be 3/21/2012.

The last two years have been very challenging and stressful. I have enjoyed my time working with all of you and have appreciated all the support that you have given to me during my time with KACM.

You are a wonderful group of people and I hope that I will be able to see you again sometime in the future.

Thanks for the memories!

Barb Nelson
Ottawa

My sister passed away. Her name is Kathy Blake. She had a very short (5 month) battle with pancreatic cancer and she passed away on March 27th at the age of 56. Kathy & I were only one year apart in age, so needless to say, we were very close. We grew up in a family of 14 siblings, but she & I always seemed to end up playing AND working together. I was so blessed to be able to spend the last month of her life with her, caring for her. My co-workers were wonderful in taking care of my responsibilities in the office (they're the best). And our city prosecutor assisted with the court issues. One of the perks of living in a small community...people really step up when needed. Kathy & her husband are from Haysville.

Margie Mickelson (Ellis)

Salina Municipal Court has hired two (2) new Clerk I clerks: **Melissa Kochanowski** and **Shelly Slack**. Both were able to attend the clerk orientation in Topeka on March 29.

Angela Carranza has been promoted to a Clerk II position.

Personal News? Please let us know if you, or a clerk from your city has news to share with the rest of us – we want to know! The can be news of retirement, new babies, marriage, medical concerns, or anything. Send an email to Barb Nelson at bnelson@ottawapd.org.



K.A.C.M Blackboard

Thanks for the pretty flowers that was sent to me when my Mother passed away. It was greatly appreciated. Also thanks for the thoughts and prayers. - **Brenda Hipps** (Valley Center)

I have proudly hung the plaque you gave me at your 25th Anniversary Conference. Thank you so much. I was so honored to receive the recognition.

KACM is a top-notch organization and I enjoy working with you all. I look forward to working with you for years to come!

Thanks again,
Denise Kilwein
Office of Judicial Administration

New Grandson! I would like the world to know that I have a grandson!!! On the 12th of February we got to have Brayden Michael at our house for the first time. We have been so excited to finally have time with him at our house, it has just been wonderful. - **Janeice Rawles** (Edgerton)

Thoughts and prayers are needed again for **Diane Clay**, City Clerk/Court Clerk of Fort Scott, and her family. Her mother-in-law passed away in February. She just lost her mother the month before and her father a few months before that. We are thinking of you and your family Diane.

If there is a need to send flowers or cards to a KACM member I can be emailed at barbschattak@mchsi.com and to place in the subject line "Courtesy Committee".



**Kansas Association of Court Management Board of Directors Meeting
March 29, 2012**

CALL TO ORDER AND ROLL CALL

The KACM Board of Directors Meeting was held on Thursday, March 29, 2012 at 5:00 p.m. at the Topeka Ramada Inn Hotel and Convention Center, Topeka, KS. The meeting was called to order by President Barb Inselman.

Voting members present: Barb Inselman, Lenexa; Kristi Orbin, Olathe; Diane Clay, Fort Scott; Jeannine Hoheisel, Hesston; Linda Engel, Oakley; Adela Diaz, Prairie Village; Amy Spitler, Hutchinson;

Others present: Sandi Reitcheck, Hoxie; Jane Eilers, Salina; Barb Schattak, Lyndon; Nioma Cook, Andover; Kellie Barker, Bel Aire.

Absent: Rick Voisin, Towanda, Shellina Adams, Derby; Kim Clinkingbeard, Liberal; Candy Westhoff, Girard; Janet Reimer, Newton; Greg Nickel, Newton; Gail Garrett, Lansing.

There were no additions to proposed agenda.

MINUTES

Correction to minutes from January 27, 2012 meeting. Correction to all spellings of Niomi to Nioma Cook; correction on dates for fall conference to read 27th and 28th of September; correction on membership committee report that Jeannine Hoheisel not Jane Eilers will contact AMS regarding lanyards.

Linda Engel made a motion to accept the amended minutes from the KACM Board of Director's meeting. Jeannine Hoheisel seconded the motion. Motion passed.

TREASURER'S REPORT

Kristi Orbin reported that the KACM checking account has a balance of \$16,217.69. She also reported that the scholarship fund balance is \$1,387.33. Kristi stated that memberships have been coming in great, noting that having Nioma mail out the registrations has helped tremendously.

Kristi reported that the correct section the organization should file under is the 501c6 status. She has the application to reinstate the organizations EIN number and will complete the required forms. Kristi reported that she will forward Greg Nickel a 1099 for the \$1,200.00 he is paid for the newsletter. Filling out the application is quite lengthy and could require help from other members. Barb Inselman questioned if we needed to file an extension if this wasn't going to be completed by April 15. Kristy will get the 1099 to Greg before the filing deadline.

Diane Clay made a motion to accept the treasurer's report. Adela Diaz seconded the motion. Motion passed.

CORRESPONDENCE

Thank you card was received from Denise Kilwein for the plaque she was presented at the KACM 25th anniversary event.

COMMITTEE REPORTS

Ambassador: No Report

Courtesy: Barb Schattak asked for specific instructions on when to send flowers and cards. It was decided that flowers are to be sent when members meet the following criteria: babies; retirement;

surgery; death in immediate family. Cards would be appropriate for all other situations. Barb requested courtesy information to be sent to her at barbschattak@mchsi.com, and to put "Courtesy Committee" in the subject line. This information will be forwarded to Greg to put in the newsletter.

Education: Kellie Barker reported that the fall conference will be held at the Courtyard by Marriott in Salina, KS on the 27 and 28th of September, 2012. Results from the evaluation forms from the 2011 fall conference in Wichita were passed out for the board to see the breakdown. Kellie reported that Shellina requested if anyone has topics for the fall conference to have them to her by April 4, 2012.

Historian: No Report.

Hospitality: The theme for the hospitality room is "Spring Fling"; everyone is encouraged to attend to network with other clerks.

Legislative: No Report

Manual: Jane Eilers reported that the committee had made changes but OJA did not make the changes to the manual that is currently on the website. There was discussion about a breakdown in communication between the committee and OJA regarding the importance of getting the most current information out on the website for clerks to reference. Jane will research this with Denise to come up with a possible solution.

Membership: Nioma Cook reported as of March 28, 2012 there are 241 registered paid members, including 24 new members. She is out of the KACM notebooks for new members and will be ordering new folders to send out new clerk information. These will better accommodate the information in addition to being more cost effective. Nioma suggested we have a contest for the cover sheet on the new folders, discussion about putting the contest information out in the newsletter and on the website. Entries need to be submitted to Nioma by June 30th and the board would vote on the winning design. The winner could possibly win a "waived registration to the fall conference". Nioma will provide forms at the registration table for members to make corrections to any errors in the membership roster. She also requested to remove the title column from the roster. Nioma is still looking into the "lifetime" member pin and will report at the next meeting. The board agreed to offer a free fall conference registration fee to the winner of the contest of the cover sheet design for the new member folder.

Newsletter: No Report.

Past President: No Report.

Promotion: Amy reports that she will do a zebra theme for the fall conference. She also asked if the association had a "motto". The board was asked to think about this and discuss at next meeting.

Scholarship: No Report.

OLD BUSINESS

To inform members about the membership year by-law change, the board will have an information letter in the newsletter and also place it in the fall registration packets before the annual meeting. Barb Inselman reported she sent a letter to Marcy Ralston regarding the issues court clerks are having getting in touch with the DMV. It was decided to see what solutions Marcy and the new manager, Deb Willey, would discuss when they updated us at their conference session on March 30th.

NEW BUSINESS

Possible "motto" for the association to be put on agenda for next meeting.

ADJOURNEMENT

There is no further business to come before the Board. Linda Engel made a motion to adjourn. Jeanine Hoheisel seconded and the motion carried. Meeting adjourned. The next board meeting will be held on Friday, July 13, 2012 at 12:00 p.m. (noon) at the Courtyard by Marriott, Salina, KS.

Respectfully submitted,
Amy Spitler- Secretary pro tem

Kansas Association of Court Management Board of Directors Meeting
January 27, 2012

CALL TO ORDER AND ROLL CALL

The KACM Board of Directors Meeting was held on Friday, January 27, 2012 at 12:00 p.m. at the Bel Aire Municipal Court, Bel Aire, KS. The meeting was called to order by President Barb Inselman.

Voting members present: Barb Inselman, Lenexa; Kim Clinkingbeard, Liberal; Kristi Orbin, Olathe; Diane Clay, Fort Scott; Jeannine Hoheisel, Hesston; Linda Engel, Oakley; Candy Westhoff, Girard.

Others present: Sandi Reitcheck, Hoxie; Jane Eilers, Salina; Barb Nelson, Ottawa; Nioma Cook, Andover; Kellie Barker, Bel Aire. Greg Nickel, Newton.

Absent: Rick Voisin, Towanda, Amy Spitler, Hutchinson; Adela Diaz, Prairie Village; Shelli Adams, Derby; Janet Reimer, Newton, Gail Garrett, Lansing.

There were no additions to proposed agenda. Linda Engel made a motion to accept the agenda. Candy Westhoff seconded the motion. Motion passed.

MINUTES

Jeannine Hoheisel made a motion to accept the minutes from the KACM Board of Director's meeting. Linda Engel seconded the motion. Motion passed. Jeannine Hoheisel made a motion to accept the minutes from the Annual Meeting on September 30, 2011. Linda Engel seconded the motion. Motion passed.

TREASURER'S REPORT

Kristi Orbin reported that the KACM checking account has a balance of \$5,481.69. She also reported that the scholarship fund balance is \$1387.33.

Kristi reported that she will complete the \$100.00 Application for Recognition of Exemption under section 501 (a). She will also ask about the 1099 form and what is the reportable income for someone receiving compensation from KACM. Linda Engel made a motion to accept the Treasurer's report as presented. Kim Clinkingbeard seconded the motion. Motion carried.

CORRESPONDENCE

Thank you cards were received by Tina Postier, McPherson for her retirement flowers and Diane Clay, Fort Scott, for flowers she received for the death of her mother.

COMMITTEE REPORTS

Ambassador: Diane Clay reports that Region I has an opening for an ambassador. Region one consists of fifteen counties.

Courtesy: Barb Nelson reported that several cards and flowers were sent for illness, babies, deaths, and retirement to include: Diane Clay, mother's death; Tina Postier, retirement; Carol Scott, retirement; Jane Eilers, mother's death; Ellen Harper, brother's death. She also reported that she will be resigning effective immediately as the Courtesy chairperson due to health reasons.

Education: Kellie Barker reported that the fall conference will be held in Salina, KS on the 26, 27 & 28th of September.

Historian: Candy Westhoff reported that she has several KACM 25th Anniversary books. She also reported the conference books will be online. Barb Inselman will contact Denise Kilwein about placing the extra booklets on the registration table at the spring conference.

Hospitality: Barb Inselman reported that she will get in touch with Janet Reimer about the hospitality room for the spring conference. The amount that will be spent will be around \$300.00 to \$350.00.

Legislative: No report

Manual: Jane Eilers reported that the manual has been updated and ready for the spring conference. She also reported that the manual is available online.

Membership: Nioma Cook reported that she will be mailing the membership renewals. The certificates are to be picked up by members after the conference; Nioma will mail those that do not get picked up. Nioma mentioned that the association needs new lanyards and there aren't enough for persons attending the next conference. Jane Eilers will contact AMS about providing lanyards for the fall conference. Barb Nelson mentioned that Connie Sams hadn't received anything about her lifetime membership. Nioma indicated nothing is sent. It was suggested that the association get pin with "lifetime" on them to send to members receiving lifetime membership. Nioma orders the regular KACM pins and will look into a lifetime membership pin.

Newsletter: Greg Nickel reported that the January newsletter will be distributed on January 30, 2012. If anyone has anything they would like to submit to be included in the newsletter, please let him know.

Past President: No report

Promotion: No report

Scholarship: No report

OLD BUSINESS

Jeanine Hoheisel and Candy Westhoff presented their proposal for changing the by-laws for the membership year to coincide with the calendar year of January 1 through December 31. The membership will have to vote on the by-law proposal at the 2012 fall conference prior to any changes being made. Members will pay dues of \$50.00 for the July 2012 through June 2013 membership year. If the by-law proposal is approved, members will be billed \$25.00 to extend membership from July 2013 through December 2013. In late 2013, members will receive invoice renewals for the membership year of January 1, 2014 through December 31, 2014.

If the membership year is changed, the board discussed having the KACM membership renewals placed in the registration packets at the fall conference. The membership renewal will also be available in the summer newsletter.

The Board agrees that information on the proposed changes to the by-laws be placed in this summer's newsletter for notice to members. Jeanine Hoheisel will be the Board's resource person for anyone having questions about the renewal dates. Candy Westhoff made a motion to have the by-law proposal for the membership year to be changed to

January through December presented at the fall conference for vote by membership. Jeanine Hoheisel seconded the motion. Motion carried.

NEW BUSINESS

Tina Postier from McPherson retired in December 2011; she will be added to the Annual Business Meeting Agenda for lifetime membership.

ADJOURNEMENT

There is no further business to come before the Board. Linda Engel made a motion to adjourn. Kim Clinkingbeard seconded and the motion carried. Meeting adjourned at 2:00 p.m. The next board meeting will be held on Thursday, March 29, 2012 at 5:00 p.m. at the Ramada Inn, Topeka, KS.

Respectfully submitted, Kim Clinkingbeard-Secretary

Our Goals

Find out more about KACM on our website at www.ksmunicipalcourts.com, which includes a listing of our goals as follows:

- Continuing education for Court Managers, Clerks, Administrators, and Assistants
- Interaction between members with problem-solving ideas
- Organization input into Legislation that will affect Municipal Courts
- An organized voice to State agencies
- Consistency within the Municipal Courts
- Promoting public trust and confidence

Your Board Members



Board Members & Trustees



**Barb Insleman
President**



**Shellina Adams
Vice President**



**Kristi Orbin
Treasurer**



**Kim Clinkingbeard
Secretary**



**Rick Voisin
Sgt at Arms**

KANSAS ASSOCIATION FOR COURT MANAGEMENT

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Visit our website at:

www.ksmunicipalcourts.com

Upcoming Dates:



Fall Conference

Salina Marriott
Sept 27 & 28, 2012
(Hospitality room open 26th pm)

Spring Conference

Salina, Ramada Inn
March 22, 2013