

**Communicating Court  
Leadership Skills**

**31ST ANNUAL  
EDUCATION  
CONFERENCE**



**Texas Association for Court  
Administration**

*October 9 - 12, 2007*

*San Antonio, Texas*

Dear Conference Participant:



On behalf of the Board of Directors and the Texas Association for Court Administration, it is my honor to welcome you to the 31<sup>st</sup> Annual Education Conference. We find ourselves in the heart of San Antonio – Home to the Alamo, Riverwalk and the World Champion San Antonio Spurs! What other city captures the essence and spirit of Texas!

We have a quality program planned for this week and I hope that this year's conference meets your expectations. We are honored to have many of our Judicial Advisory Board members speaking and attending the conference. Please help me in making them feel that their time and efforts are appreciated by attending our reception, in their honor, this evening.

Our week is full of dynamic speakers from across the state – many are Judges who realize the importance of building our relationship with the judiciary. They are committed to this task and have demonstrated their loyalty by offering to lend their knowledge and expertise to our membership over the course of the week. We are appreciative and excited about their commitment to our organization.

I would like to thank all of those responsible for helping to create a conference that we will be proud of. Special thanks go to Cynthia DeJean, and Sharon Jaquess, our Conference Co Chairs, who have put in countless hours to bring us this quality program. Accolades go out to Cathy Burnett, our vendor coordinator, for her relentless pursuit of vendors and physical perseverance over the past year. Vanessa Farmer, our Secretariat, is my lifeline she works miracles for our organization and we are proud to have her as part of our team.








I would like the opportunity to commend Bob Wessels, Ed Wells, Linda Kellum, Gracie Herrera, Brandi Loya and Randy Walker, Aurora Zamora, Jerome Coleman, Christie Loveless who honor each of us when they serve. Be sure to take the time to thank each of them for their time and dedication to our organization. Finally, I thank the membership for the opportunity to serve each of you over the past year, as Chair.

A handwritten signature in cursive script that reads "Kristy Smith". The ink is dark and the signature is fluid and elegant.

**Kristy Smith, Chair**

Texas Association for Court Administration

# Board of Directors

<p><b>KRISTY L. SMITH - CHAIR</b>          Court Coordinator          County Criminal Court #10          401 W. Belknap          Fort Worth, TX 76196          office: 817 884 3423          e mail: <a href="mailto:klsmith@tarrantcounty.com">klsmith@tarrantcounty.com</a></p>	
<p><b>GRACIE HERRERA</b>          Court Coordinator          384<sup>th</sup> Impact Court          500 E. San Antonio, Rm. 1003          El Paso, TX 79901          office: 915 546 8192          e mail: <a href="mailto:gherrera@epcounty.com">gherrera@epcounty.com</a></p>	
<p><b>LINDA KELLUM</b>          Court Coordinator          88<sup>th</sup> District Court          PO Box 607          Kountze, TX 77625          office: 409 246 5151          e mail: <a href="mailto:lindakellum@88dc.net">lindakellum@88dc.net</a></p>	
<p><b>BRANDI LOYA</b>          Court Coordinator          County Court at Law #3          P.O. Box 10536          Lubbock, TX 79408          office: 806 775 1309          e mail: <a href="mailto:bloya@co.lubbock.tx.us">bloya@co.lubbock.tx.us</a></p>	
<p><b>RANDY WALKER</b>          County Criminal Court #8          401 West Belknap          Fort Worth, TX 76196          office: 817 884 3403          e mail: <a href="mailto:rwalker@tarrantcounty.com">rwalker@tarrantcounty.com</a></p>	
<p><b>ED WELLS (Ex-Officio) - TREASURER</b>          Clerk          14<sup>th</sup> Court of Appeals          1307 San Jacinto, 11<sup>th</sup> Floor          Houston, TX 77002          office: 713 655 2840          e mail: <a href="mailto:ed.wells@14thcoa.courts.state.tx.us">ed.wells@14thcoa.courts.state.tx.us</a></p>	
<p><b>BOB WESSELS (Ex-Officio) - PDP</b>          Court Manager          Harris County Criminal Courts at Law          1201 Franklin, 7<sup>th</sup> Floor          Houston, TX 77002          office: 713 755 5394          e mail: <a href="mailto:bob.wessels@hctx.net">bob.wessels@hctx.net</a></p>	

# Agenda

## Tuesday, October 9, 2007

11:30 a.m – 1:30 p.m	Registration		
1:30 – 1:45 p.m	Welcome		
1:45 – 3:30 p.m	PLENARY: Working Smarter, Not Harder	Nancy Baird	Grand Ballroom ABCD
3:30 – 3:45 p.m	Break		
3:45 – 5:00 p.m	PLENARY: Court Administration & Education	TACA Judicial Advisory Board	Grand Ballroom ABCD
5:30 – 6:15 p.m	New Members/First Time Attendees Reception		Colonnade
6:15 – 7:30 p.m	Reception (open to all members) <b>Reception Honoring TACA's Judicial Advisory Board</b>	Sponsors: MAXIMUS and SmartStart	

## Wednesday, October 10, 2007

8:30 – 10:00 a.m	PLENARY: Engaged Leadership	Clint Swindall	Grand Ballroom ABCD
10:00 – 10:15 a.m	Break		
10:15 – 11:45 a.m	PLENARY: Engaged Leadership (Cont'd)	Clint Swindall	Grand Ballroom ABCD
11:45 a.m – 1:30 p.m	<i>Luncheon</i> <i>Presentation of PDP Certificates</i> <i>Introduction of Candidates</i>		Grand Ballroom EFG
1:30 – 2:45 p.m	PLENARY: Security	Matt Bingham, D.A.	Grand Ballroom ABCD
2:45 – 3:00 p.m	Break		
3:00 – 4:00 p.m	PLENARY: Handling the Media	Hon. Steve Smith	Grand Ballroom ABCD

### Buses to Riverwalk!

## Thursday, October 11, 2007











8:30 – 10:00 a.m	PLENARY: Court Community Communications	Tom Hodson	Grand Ballroom ABCD
10:00 – 10:15 a.m	Break		
10:15 – 11:45 a.m	<u>Workshops Round I</u> Civil Criminal Juvenile Family	Hon. Peter Sakai Hon. Mark Atkinson Hon. Laura Weiser Hon. Michael Sinha Christie Loveless	Grand Ballroom C Grand Ballroom D Grand Ballroom A Grand Ballroom B
11:45 a.m – 1:00 p.m	<i>Awards Luncheon</i> <i>Introduction of Board</i> <i>Committee Awards</i>		Grand Ballroom EFG
1:00 – 2:30 p.m	<u>Workshops Round II</u> DWI Courts Faculty Development Training ( <i>By Invitation Only</i> ) Rapport with Clerk General Jurisdiction/Rural	Hon. David Hodges Bob Wessels John Warren Hon. Laura Weiser	Grand Ballroom C Grand Ballroom B Grand Ballroom A Grand Ballroom D
2:30 – 2:45 p.m	Break		
2:45 – 4:15 p.m	<u>Workshops Round III</u> Excel Intermediate Focus on TACA's Future Rapport with Clerk (repeated) General Jurisdiction/Rural (repeated)	Jeannette McGowen Ed Wells John Warren Hon. Laura Weiser	Grand Ballroom C Grand Ballroom B Grand Ballroom A Grand Ballroom D
4:15 – 5:30 p.m	TACA Business Meeting		Colonnade

### Night on Your Own!

## Friday, October 12, 2007

8:30 – 9:15 a.m	PLENARY: Legislative Updates Highlights – OCA Court Services Program	Carl Reynolds Eva Walla	Grand Ballroom ABCD
9:15 – 10:30 a.m	PLENARY: Professional Life Management: It's Not Just For Work Anymore	Dave Murray	Grand Ballroom ABCD
10:30 – 11:15 a.m	PLENARY: Disaster Recovery	Greg Cowan	Grand Ballroom ABCD
11:15 – 11:30 a.m	Closing Remarks		

# Judicial Advisory Board

<p><b>Hon. Stephen Ables</b>          Presiding Judge, 6th Administrative Region          216th District Court          Kerr County Courthouse          Kerrville, Texas 78028 5386</p>	
<p><b>Hon. Mark Atkinson</b>          Judge, County Criminal Court at Law #13          Harris County Criminal Justice Center          1201 Franklin, 7th Floor          Houston, Texas 77002</p>	
<p><b>Hon. Cathy Cochran</b>          Judge, Court of Criminal Appeals          P.O. Box 12308          Austin, Texas 78711</p>	
<p><b>Justice Molly Francis</b>          Chair, Advisory Board          5th Court of Appeals          600 Commerce          Dallas, Texas 75202 4658</p>	
<p><b>Hon. Lamar McCorkle</b>          Judge, 133rd District Court          201 Caroline, 11th Floor          Houston, Texas 77002</p>	
<p><b>Chief Justice Brian Quinn</b>          7th Court of Appeals          501 S. Fillmore, Ste. 2 A          Amarillo, Texas 79101</p>	
<p><b>Hon. Dean Rucker</b>          Presiding Judge, 7th Administrative Region          318th District Court          200 West Wall, Suite 200          Midland, Texas 79701 4557</p>	
<p><b>Hon. Barbara Walther</b>          Judge, 51st District Court          112 West Beauregard          San Angelo, Texas 76903</p>	
<p><b>Hon. Laura Weiser</b>          County Court at Law #1          115 N. Bridges, Room #203          Victoria, Texas 77901</p>	
<p><b>Justice Don Willett</b>          Supreme Court of Texas          P.O. Box 12248          Austin, Texas 78711 2248</p>	

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Start**

**MAXIMUS**

**Tarrant  
County Bar  
Association**

**Thomson  
West**

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<b>American Bio Medica Corporation</b> 122 Smith Road Kinderhook, NY 12106 (800) 227 1243 <a href="http://www.americanbiomedica.com">www.americanbiomedica.com</a>	<b>BIS Digital, Inc.</b> 1350 N.E. 56TH Street, Suite 300 Fort Lauderdale, FL 33334 6142 (800) 834 7674 <a href="http://www.bisdigital.com">www.bisdigital.com</a>	<b>CourtCall</b> 6383 Arizona Circle Los Angeles, CA 90045 (888) 882 6878 <a href="http://www.courtcall.com">www.courtcall.com</a>
<b>CourtSmart Digital Systems, Inc.</b> 51 Middlesex Street, Suite 128 North Chelmsford, MA 1863 (978) 251 3300 <a href="http://www.courtsmart.com">www.courtsmart.com</a>	<b>D-MED Corporation</b> 5151 Belt Line Road, Suite 1125 Dallas, TX 75254 (972) 733 6900 <a href="http://www.d medcorp.com">www.d medcorp.com</a>	<b>IPPC, Inc.</b> P.O. Box 60144 King of Prussia, PA 19406 (888) 932 4772 <a href="http://www.InetPPC.com">www.InetPPC.com</a>
<b>IRON Data</b> 3033 Maple Drive Atlanta, GA 30305 (404) 817 0033 <a href="http://www.irondata.com">www.irondata.com</a>	<b>MAXIMUS, Inc.</b> 5399 Lauby Road North Canton, OH 44720 (330) 497 0033 <a href="http://www.maximus.com">www.maximus.com</a>	<b>National Safety Council</b> 200 Salina Meadows Parkway Syracuse, NY 13212 (315) 453 7462 <a href="http://www.nsc.org">www.nsc.org</a>
<b>NETData Corporation</b> 1110 Enterprise Drive Sulphur Springs, TX 75482 (903) 885 0818 <a href="http://www.netdatacorp.net">www.netdatacorp.net</a>	<b>New Dawn Technologies</b> 843 South 100 W Logan, UT 84319 (877) 587 8927 <a href="http://justware.com">justware.com</a>	<b>Smart Start</b> 4850 Plaza Drive Irving, TX 75063 (800) 880 3394 <a href="http://www.smartstartinc.com">www.smartstartinc.com</a>
<b>Tarrant County Bar Association</b> 1315 Calhoun Street Fort Worth, TX 76102 (817) 338 4092 <a href="http://www.tarrantbar.org">www.tarrantbar.org</a>	<b>Thomson - West</b> 610 Opperman Drive Eagan, MN 55123 (651) 687 7749 <a href="http://west.thomson.com">west.thomson.com</a>	<b>Tyler Technologies</b> 5808 4th Street Lubbock, TX 79416 (800) 646 2633 <a href="http://www.tylerworks.com">www.tylerworks.com</a>
<b>Texas Court Reporters Association</b> P.O. Box 2379 Athens, TX 75751 (903) 675 1806 <a href="http://www.tcra online.com">www.tcra online.com</a>		

TACA would like to sincerely thank the  
 Judicial Advisory Board, speakers,  
 exhibitors and sponsors for making the 31<sup>st</sup>  
 Annual Education Conference a success!

## Judge Mark Atkinson



Judge Atkinson graduated with a Bachelor of Arts Degree in History from the University of Texas at Austin, and he earned his Juris Doctorate at South Texas College of Law.

Judge Mark Atkinson was elected as presiding judge for Harris County Criminal Court at Law Number 13 in November, 1986. Prior to this election, Judge Atkinson practiced law from 1980 through 1986, handling trials of Family, Civil and Criminal Law cases, as well as Criminal Appeals.

Judge Atkinson currently presides over one of fifteen county criminal courts at law with countywide jurisdiction over serious misdemeanor cases such as driving while intoxicated, domestic violence, illegal possession of drugs, criminal pollution, and theft.

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## Nancy Baird



Nancy H. Baird, a native Houstonian, is the president of Training Strategies, Inc., a consulting company that specializes in management training and organizational development. Prior to this, she was the president of a management consulting company for ten years and a Harris County Juvenile Probation Officer for thirteen years. Ms. Baird, a licensed chemical dependency counselor, attended the University of New Mexico and received her undergraduate degree in Anthropology and a Master of Education Degree in Educational Psychology from the University of Houston.

Ms. Baird specializes in change management, technical writing management training and strategic planning. She is an expert in designing creative training programs that change the way people think and in guiding companies and agencies to develop empowered managers and vital, realistic strategic plans. Her humor and energy invite participants to learn and work in a relaxed, positive atmosphere. People do not forget Nancy Baird and her unique training and facilitating abilities.

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## Matt Bingham



Matt Bingham has served as the elected Criminal District Attorney of Smith County, Texas since 2004. He came to Smith County in 1995 as an Assistant District Attorney under then Criminal District Attorney Jack Skeen, Jr. Since that time he has prosecuted all types of criminal cases, but currently he focuses on crimes against children, murder and capital murder cases. Originally from Austin, he is married to Anne Bingham and has one daughter, Haylie.



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## **Judge Cathy Cochran**



Cathy Cochran was appointed to the Court of Criminal Appeals in 2001.

Judge Cochran served in the Policy Office of Governor George W. Bush as Director of Criminal Justice, advising the Governor on criminal justice issues and appointments. She formed a Governor's Ad Hoc Advisory Committee to Revise Code of Criminal Procedure and oversaw a total rewrite of the Code.

Prior her appointment to the bench, Judge Cochran was of counsel to Rusty Hardin & Associates of Houston, where she defended the criminally accused and practiced general civil litigation and appellate law. As an Assistant District Attorney in Harris and Fort Bend counties, she tried 45 felony and misdemeanor cases and authored over 200 felony appellate briefs. As an Adjunct Professor in Evidence, Criminal Law, and Criminal Procedure at the University of Houston Law Center, she was three times voted "Professor of the Year," once by the Student Bar Association and twice by the Order of the Barons.

A Texan by choice since 1976, she earned a Bachelor of Arts Degree in English with distinction in 1966 from Stanford University. In 1984, she earned a Juris Doctorate summa cum laude at the University of Houston Law Center where she served as Editor in Chief of the Houston Law Review. Cochran was also elected to the Order of the Coif and the Order of the Barons and was awarded the Distinguished Service Award.

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## **Gregory J. Cowan**



Gregory J. Cowan currently serves as the Assistant Courts Director with the Leon County Clerk of the Circuit Court. Mr. Cowan has over 15 years experience in the Florida courts system. Among other duties during this 15 year period, Mr. Cowan served as primary staff to the Florida Supreme Court Workgroup on Emergency Preparedness, the Branch wide Alternate Emergency Coordinating Officer, and is a member of the Branch wide Court Emergency Management Group. He holds a Master of Arts Degree from the University of South Carolina and a Bachelor of Arts Degree from the University of West Florida.

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## **Justice Molly Francis**



Justice Molly Francis has served as a judge for the State of Texas for the past seventeen years, having presided over both misdemeanor and felony courts. She now sits on the Fifth District Court of Appeals in Dallas. Justice Francis was Chair of the Texas Center for the Judiciary and Judicial Section of the State Bar of Texas for 2003 2004. She has been a decade long member of the community service restitution committee of the Volunteer Center of North Texas and was on the Board of Directors of that organization for six years. Justice Francis was on the Dallas Bar Association Board of Directors and is the past Chair of the Criminal Justice Council of the State Bar of Texas. Justice Francis is an adjunct professor of appellate writing at Texas Wesleyan School of Law.

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## **Judge David Hodges**



Judge Hodges obtained his Bachelor's Degree from the Baylor University College of Business and his Juris Doctorate from Baylor Law School.

Until 1977, Judge Hodges served as Assistant District Attorney. He was then elected as Judge of the County Court at Law in McLennan County. After his first election, he was elected without an opponent and served as a Judge of that court for 20 years until 2002, when he took retired Judge status.

Two years ago, Judge Hodges was selected to serve on the staff of the Texas Center for the Judiciary as Judicial Outreach Liaison assisting with judicial education and curriculum development.

Judge Hodges is also former Chair of the Judicial Section, former President of the Texas Association of County Court at Law Judges, and a former member of the Judicial Advisory Board to TACA.

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## **Tomas Hodson**



Thomas Hodson currently serves as Director of the E.W. Scripps School of Journalism. Mr. Hodson is also an Associate Professor at The Ohio State University and has worked at the University since June, 1973.

Prior to employment at the University, Mr. Hodson served as visiting trial judge for The Supreme Court of Ohio, a Judicial Fellow for The Supreme Court of the United State, Judge of the Court of Common Pleas of Athens County in Ohio, Judge of Athens County Municipal Court in Athens, Ohio, and a Trial Lawyer for several years.

Mr. Hodson earned his Bachelor of Science in Journalism with Honors in General Studies at Ohio University

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## **Christie Loveless**



Christie Loveless was appointed Court Coordinator to the 360th District Court by the Honorable Debra Lehrmann in February 2005. She is a certified mediator who has received her specialization in family law mediation and is also a private process server certified by the Supreme Court of Texas. Ms. Loveless has been the owner of Divorce Resource and Kersten Process since 1997. She worked as a paralegal from 1989 to 1997 and also served as legislative aide to Senator Chris Harris from 1991 to 1994. She is a member of the Tarrant County Family

Law Bar Association and Chairman of the Texas Association of Court Administrators (TACA) Publications Committee. She is one of the newest members of the faculty for the Professional Development Program (PDP) for Court Coordinators, Managers and Administrators. Ms. Loveless is the 2007 recipient of the Good Will Scholarship. She holds a Bachelors Degree from Texas Tech University and resides in Weatherford with her husband, David and their children, Christina, Gray and Kolby.

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## **Judge Lamar McCorkle**



Lamar McCorkle was elected in 1986 as the Judge of the 133rd Judicial District of Texas. Judge McCorkle has been active in numerous continuing legal education programs as an author, presenter, or course director, including those for the Texas Center for the Judiciary, State Bar of Texas, National Judicial College, National Institute for Trial Advocacy, Houston Bar, and law schools in Texas. Judge McCorkle has been recognized for court management programs and results by the Texas Research League and was the recipient of the Texas Association for Court Administration's Justice Charles W. Barrow Award in 1996.

Judge McCorkle is actively involved in judicial and legal activities, he currently serves as the Dean of the Texas College for Judicial Studies; on the Board of Trustees of the Texas Center for Legal Ethics and Professionalism; on the Judicial Committee on Information Technology for the Supreme Court of Texas; as Managing Editor for the Texas Code of Judicial Conduct Annotated; the Harris County Bench Book; and as an advisory member of the Task Force on Code of Judicial Conduct Committee for the Supreme Court. His past service has included being Chair of both the Judicial Section of the State Bar of Texas and the Texas Center for the Judiciary; on the Advisory Committee on Professionalism for the Supreme Court of Texas; and as Chair of the State Bar Professionalism Committee.

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## **Jeanette McGowan**



Jeanette McGowan has been employed with the Office of Court Administration (OCA) for nine years. She has 15 years of state service and is currently the OCA Help Desk Supervisor. Ms. McGowan has more than 10 years of experience working with Microsoft Office and extensive knowledge of desktop applications.

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## **Dave Murray**

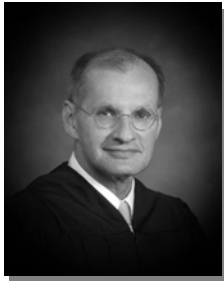


Dave Murray has been employed as a Juvenile Probation Officer for Williamson County Juvenile Services in Texas since 1988. He currently holds the title of Training Director, Residential Accreditation Manager, and Policy & Procedure Manager for the juvenile probation department. Mr. Murray is also recognized by the nationally acclaimed WhyTry program as one of their "go to" trainers within Texas and other states as needed.

Mr. Murray obtained a Bachelor of Arts Degree in Psychology in 1984 from the University of Wisconsin. He serves as a Resource Training Officer for the Texas Juvenile Probation Commission in Austin, Texas and Sam Houston State University in Huntsville, Texas. He was the recipient of the "Outstanding Juvenile Resource Training Officer of 2003" award from Sam Houston State University.

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## Chief Justice Brian Quinn



Chief Justice Brian Quinn has served on the Seventh Court of Appeals in Amarillo for over ten years and was appointed Chief Justice in 2005. Prior to taking the bench, he was a partner with McWhorter, Cobb, and Johnson L.L.P. in Lubbock for nearly 10 years.

Chief Justice Quinn is a member of the Texas Bar Association, Amarillo Bar Association, and the Panhandle Family Law Association. He has served on the Board of Directors for the Judicial Section, State Bar of Texas, the Texas Supreme Court Advisory Committee on the Code of Judicial Conduct, and the State Bar Rules Committee.

Chief Justice Quinn is a frequent speaker for local and state continuing judicial education programs. He holds an undergraduate degree from the University of Texas at El Paso and a Juris Doctorate from Texas Tech University School of Law.

In addition to leading the Judicial Section, Judge Walther and Chief Justice Quinn were also elected to head the Texas Center for the Judiciary, an Austin based non profit judicial education organization. Chief Justice Quinn will succeed Judge Walther as Chair of the Judicial Section and Texas Center during the 2007 – 2008 term.

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## Carl Reynolds



Carl Reynolds was previously general counsel for the Texas Department of Criminal Justice and the governing Board of Criminal Justice, executive director of the Texas Punishment Standards Commission, general counsel to the Texas Senate Committee on Criminal Justice, and a briefing attorney for the Texas Court of Criminal Appeals.

Mr. Reynolds is a graduate of the University of Texas School of Law and the Lyndon B. Johnson School of Public Affairs and earned his Bachelor's Degree with high honors in Public Policy at the University of Cincinnati. He is a member of Phi Beta Kappa.

The Texas Supreme Court selected Carl Reynolds as the administrative director of the Texas Office of Court Administration and executive director of the Texas Judicial Council, effective April 25, 2005.

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## Judge Dean Rucker



Judge Dean Rucker presides over the 318th Family District Court of Midland County. He also serves as the Presiding Judge of the Seventh Administrative Judicial Region of Texas.

Judge Rucker is board certified in family law by the Texas Board of Legal Specialization. In 2006, he was awarded the Chair's Award of Excellence by the Texas Center for the Judiciary. Judge Rucker was honored as the 2005 Jurist of the Year by the Texas Chapter of the American Academy of Matrimonial Lawyers. In 1997, Texas CASA recognized Judge Rucker as the Clayton E. Evans Judge of the Year. Judge Rucker is Past Chair of the Judicial Section, State Bar of Texas and the Texas Center for the Judiciary. He is a member of the Family Law Section, serving as the Judicial Advisor to the Family Law Council. He is a member of the Texas Academy of Family Law Specialists and the Midland

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County Bar Association. He earned a Bachelor of Science Degree in Business Administration from Trinity University and a JD. from St. Mary's University School of Law.

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**Judge Peter Sakai**



On November 7, 2006, Judge Peter Sakai was elected with nearly 60% of the entire Bexar County vote to the 225th District Court bench, succeeding his friend and mentor, Senior Judge John J. Specia. Judge Sakai was the highest vote getter among the contested judicial races.

On January 1, 1995, Associate Judge Peter Sakai was appointed to the Children's Court bench by the unanimous vote of the Bexar County Civil District Court Judges. He was assigned to hear cases that involve child abuse and neglect cases and the adoption cases that involve foster children.

Judge Sakai is widely recognized in the community as being a leader who works hard to bring new ideas and solutions to help resolve issues of child abuse and neglect and family violence and to constantly challenge all involved in the child welfare system to more effectively serve the families that come into his courtroom and prevent child abuse and neglect.

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**Judge Michael Sinha**

Judge Sinha currently serves as Associate Court Judge in the 360th District Court, where he was elected in 2000. Judge Sinha was previously Associate Court Judge at IV D from 1991 to 2000. Before becoming Judge of IV D, Sinha practiced as an Attorney at Butcher, Moore and Sinha from 1982-1990.

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**Judge Steve Smith**



Judge Steve Smith presently serves as Judge of the 361st District Court in Bryan. From 1995-1998, he presided over County Court at Law Number 1. His undergraduate degree is from Abilene Christian University, and he earned his Juris Doctorate from the University of Texas School of Law in 1977. Judge Smith engaged in private practice in Brazos County, Texas from 1977-1994 and was an Associate and Presiding Municipal Judge for the City of College Station, Texas from 1988-1994.

Board certified in Civil Trial Law, he is a member of the American Bar Association, American Judges Association, State Bar of Texas and is a Texas Bar Foundation Life Fellow and a Fellow of the American Bar Foundation. Judge Smith is a Past Chair of the ABA Judicial Division's National Conference of Specialized Court Judges and is the Judicial Division Liaison to ABA's Tort Trial and Insurance Practice Section. Judge Smith is a member of the faculty of the National Judicial College, the Texas Center for the Judiciary and the Texas Justice Courts Training Center.

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## Clint Swindall



Clint Swindall is the president and CEO of Verbalocity. He began his career at SBC Communications Inc. (now AT&T) upon his graduation from Texas State University. As a participant in the company's Leadership Development Program, he quickly gained hands on experience in sales, marketing customer service, finance and technology.

Although successful in the corporate environment, Mr. Swindall chose to use the skills he developed in this advanced leadership program, as well as the experiences gained as the vice president of communications for TSC Communications, Inc., to change lives and help organizations enhance their personal and professional leadership skills.

Mr. Swindall now travels around the country delivering high content speeches and training in an entertaining and inspirational style. In 2005, he received the prestigious Certified Speaking Professional designation. Less than 10% of speakers worldwide who belong to the National Speakers Association and the International Federation for Professional Speakers hold this designation.

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## Eva Walla



Eva Walla, Court Services Consultant with the Office of Court Administration, has more than 10 years of court administration experience. Ms. Walla is the former District Court Administrator of the 33rd and 424th District Courts and is also certified in Trial Court Coordination, Trial Court Management, and Trial Court Administration by the Texas Center for the Judiciary. Ms. Walla is the Co Founder and former Vice President of the Texas Rural Association for Court Administration. She has more than 20 years of legal experience working with various state

agencies and private law firms.

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## John Warren



John Warren is the newly elected County Clerk for Dallas County. Before being elected, he was employed with Dallas County since August 1993, and was a Civil District Court Administrator for eight years, as well as Systems Administrator for the thirteen civil district courts. He serves on the Dallas County Civil Automation Committee. He was the Court Manager for four county courts at law, under Judge David Evans from 1996 to 1998. Mr. Warren is Past Chair of the Texas Association for Court Administration and member of the National Association for Court Management. Prior to working for Dallas County, he was a paralegal specialist with the U.S. Department of Justice, Criminal Division, Fraud Section. Mr. Warren received a Bachelor of Arts

Degree in Political Science in 1984.

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**Judge Laura Weiser**

Judge Laura Weiser has been at County Court at Law Number 1 since June 1st, 1990. Judge Weiser is the immediate Past Chair of the Judicial Section of the State Bar of Texas and the Texas Center for the Judiciary. She is also a member of the Juvenile Justice Committee for the Judicial Section of the State Bar of Texas, the Peer Review and Curriculum Committees for the Texas Center for the Judiciary, the Judicial Advisory Board for the Texas Association for Court Administration, the Advisory Board of the Police Academy at Victoria College and the Criminal Justice Program for University of Houston Victoria.

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**Ed Wells**

Ed Wells was appointed as Clerk for the Fourteenth Court of Appeals in 2000. Prior to accepting this position, he was employed by Galveston County as Director of the Office of Justice Administration for six years and initially as Court MIS Director for two years. He has a Bachelor's of Business Administration from the University of Houston - Clear Lake. In May 2006, Ed completed the National Center for State Courts' Court Executive Development Program and is now a Fellow of the Institute for Court Management. Mr. Wells serves on the Texas Center for the Judiciary's Professional Development Program faculty and currently serves as the Treasurer for

the Texas Association for Court Administration.

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**Bob Wessels**

Bob Wessels received a Bachelor's of Business Administration from Sam Houston State University and a Master of Arts Degree from the University of Houston - Clear Lake. He is a Fellow of the Institute for Court Management. He has taught court management, judicial administration, and management information systems as an adjunct professor at the University of Houston - Clear Lake, Sam Houston State University, and the Institute for Court Management. He is a founding member of the Texas Association for Court Administration (TACA) and has chaired TACA's Professional Development Committee since 1984. He is also a past member of the TACA Board of Directors. In addition, Mr. Wessels is a past president of the National Association for Court Management and served on the Board of Directors of the National Center for State Courts (1996 - 2002) and the Justice Management Institute (1994 - 2002). He serves on the Institute for Court Management Advisory Council, the COSCA/NACM Technology Committee (co chair), and the NACM Professional Development Advisory Committee. He was the first recipient of the Justice Charles W. Barrow Award.

# **Business Meeting Agenda**

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## **31<sup>st</sup> Annual Education Conference Business Meeting October 10, 2007**

- I. CALL TO ORDER – Kristy Smith, Chair
  
- II. NOMINATIONS COMMITTEE REPORT – Aurora Zamora, Nominations Chair
  - A. Presentation of Candidates for Board
  - B. Presentation & Swearing in of New Board Members
  - C. Election of Chair
  
- III. ANNUAL REPORTS
  - A. Membership – Linda Kellum
  - B. Publications – Randy Walker
  - C. Scholarship – Grace Herrera
  - D. Treasurer – Ed Wells, Secretary/Treasurer
  
- IV. UNFINISHED BUSINESS
  
- V. NEW BUSINESS
  - A. Proposed By Law Changes
  
- VI. MEETING ADJOURNED



## **Luncheon & Meeting Minutes**

**October 26, 2007**

**Corpus Christi, Texas**

John Warren called the meeting to order.

Gracie Herrera (El Paso County) and Brandi Loya (Lubbock County) were submitted by the Nominations Committee. Christie Kersten (Tarrant County) nominated Randy Walker (Tarrant County) from the floor. Trisey Eubanks (Collin County) nominated Sharon Jaquess (Hood County) from the floor. Both nominees produced letters of consent from their Judge. Voting commenced.

The results of the Board of Director's election were announced: Gracie Herrera, Brandi Loya and Randy Walker. Motion to accept the results of election was made by Linda Kellum and a 2<sup>nd</sup> was made by Ed Wells. Motion passed.

Election of Chair was ordered by John Warren. Those eligible were Grace Herrera (declined), Linda Kellum (accepted) and Kristy Smith (accepted). Kristy Smith received the position of Chair.

Committee Reports were made.

Linda Kellum, Membership Committee Board Liaison, and Jerome Coleman, Membership Committee Chair, stated that there were 488 members – 54 of them were new members.

Scholarship Committee Board Liaison, Grace Herrera, introduced Valerie Olivas, Chair, and presented her with a gift. Thanked the membership for their contributions to the raffle.

Publication Committee Board Liaison, Kristy Smith, introduced Shannon McFarland, Publication Committee Chair, and presented her with a gift.

Ed Wells referenced the minutes from the 2005 Annual Education Conference and presented the Annual Financial Report. TACA's account balance was \$31,165.55 as of September 20, 2006. The Scholarship Account via Gracie Herrera & her committee's efforts had a balance of \$4,568.15.

New Business began.

Next year's conference will be held October 9<sup>th</sup> – 12<sup>th</sup>, 2007, in San Antonio.

Motion to adjourn was made and seconded. Meeting was adjourned.

# Education Committee Report

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Work, work, work and some more work! Yes that is what we all left behind at our offices and we can rest assured that is what will be waiting for us when we return. This week; however, our focus can be on relaxing, networking and learning in a comfortable environment and simply enjoying being in the company of other professionals who go through the same day to day hustle that you go through. That's right you are home for the week. You have your extended family here and ready to help in any way that we can.

With this being my first term on the board, I was really surprised at just how much work goes on behind the scenes in order to get a conference like this up and running. Let me be the first to assure you that your evaluation forms are not only appreciated, but are used a lot during the preparation phase. All suggestions and comments, both the good and the bad, are discussed in detail and are used as a tool in order to help us plan a better conference for the upcoming year. I can guarantee you that there was a tremendous amount of time and consideration spent in almost every aspect of planning this year's conference. We listened to the membership when they voiced their opinion about needing speakers that not only bring them the information they need, but do it in a way as to help keep you engaged and able to understand. All speakers were researched and hand picked as being the speakers we thought would give you what you were looking for. The theme for this year's conference is Communicating Court Leadership Skills. Communication is such an important part of almost every job, but in ours specifically. We have to be able to communicate effectively and efficiently. Plus we have to be able to communicate with so many different departments all at the same time. We truly hope you are able to walk away from this year's conference with a new confidence and a complete understanding of how to improve your court leadership skills.

I know that everyone takes time to thank the people working on their committee, but I have to say after seeing first hand how much is involved with being on this committee, I truly commend them for the time and effort that they have given to this association. There are so many things that have to be taken care of. For example: the hotel, rooms, food, speakers, travel plans, agenda prepared, conference materials put together the list just goes on and on. There is no way that we could put on a conference like this without the dedication of members like Cynthia DeJean and Sharon Jaquess, Co Chairs for the Education Committee. They worked together as a team along with our other devoted members: Nora Anderson, Sylvia Buitron, Aleida Castillo, Jerome Coleman, Dana Cotherman, Mary DeGues, Socorro Herrera, Juanita Malanders Aguilar, Melinda Mata, Shannon McFarland, Sylvia Noriega, Monica Nunez, Gloria Puente, Karma Roberts Ragster, Susie Saenz, Jackie Struss and Karen Warr. Thank you! We appreciate all the hard work you all have put forth and we look forward to enjoying this week and seeing your hard work pay off! Have a fabulous week!

**Brandi Loya, Board Liaison for the Education Committee**

# Membership Committee Report

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Hello Fellow Members,

Bienvenidos a San Antonio for the 2007 TACA Annual Education Conference. The Education Committee and the TACA Board has put together an exceptional conference for us to enjoy.

As Membership Chair, I have worked with Linda Kellum (Board Liaison), Vanessa Farmer (SHSU) and the Membership Committee. We continue to discuss ways to increase our membership, getting more judges involved with the Association, dues and ways of rewarding our members. Our ultimate goal remains to have every Court Coordinator and Court Administrator in the state of Texas as members. So please encourage your fellow Administrators and Coordinators and their Judges to join our Association.

We currently have 451 members, of which 82 are new members. Our numbers are still slightly down and I believe this is due to the large turnover we had during the last election. A lot of our former members lost their positions.

Please don't forget that your input and suggestions are needed to help our Association continue to improve.

I would like to thank my committee members, Bruno Acevedo, Nora Anderson, Sherry Brown, Aleida Castillo, Cynthia DeJean, Gloria Ellis, Margaret Flores, Iltze Garcia, Melinda Manta, Shannon McFarland, Bobbie Moore, Sylvia Noriega, Gloria Puente and Nelly Sanchez for a job well done. If we can help you in any way during or after the Conference, please don't hesitate to ask.

Last but certainly not least remember that membership dues are due each January and are good for that calendar year only. However, should you vote to change the by laws, membership will be due on your anniversary date, meaning you will pay for a **full calendar year** no matter when you join!

On a more personal note, I would like to thank each and every one of you for the prayers, cards, flowers, e mails and phone calls during the lost of my Mom. They were deeply appreciated.

Have an exciting stay in San Antonio, and remember: TACA is your Association. **"Together we can make it work."**

**Jerome Coleman, TACA Membership Committee Chair**

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# Nominations Committee Report

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On behalf of the Nominations Committee, welcome to the 31st Annual TACA Education Conference! We have all heard the phrase "history tends to repeat itself", but, it's not often that we're around to see it happen. Those members who have served TACA for more than two decades will attest to this year's historical repeat when it comes to the election of TACA Board of Directors.

In spite of diligent recruiting efforts, the Committee had only one candidate declare candidacy and now that candidate has withdrawn her declaration. Therefore, candidates for the two vacancies on the Board will have to come from floor nominations.

This occurred once before, in the 1980's. And, prior to the creation of the Nominations Committee, this was the procedure in place for all elections to the Board of Directors. So, here we are repeating history and blazing new trails. You can be part of this repetitive historical event.

Some points to remember as you think of accepting a nomination or consider nominating someone from the floor:

- Candidates must be TACA members, and in good standing;
- Candidates must submit written approval from their judge, prior to 5:00 p.m. the day of the nomination, [Wednesday, October 10, 2007];
- Candidates should consider the time which is required serving on the Board of Directors;
- Candidates nominated from the floor, who have previously served on the Board, are eligible for election as TACA Chair.

Candidates presently eligible for Position of TACA Chair are:

***Grace Herrera, Brandi Loya and Randy Walker.***

Nominations Committee members Cathy Carson, Ozona; Jerome Coleman, Denton; Sharon Jacques, Granbury; Aleida Castillo, Eagle Pass; and, Cathy Burnett, Dumas, will be on hand to help us all as we navigate through this exciting and wonderful opportunity to express our desire to serve TACA and identify new leaders. I encourage all of you to be present, be concerned and become involved.

**Aurora I. Zamora, Nominations Committee Chair**

# Publications Committee Report

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“First things first” – we would first like to extend to each attendee a heartfelt “*Bienvenido*”, *Wilkommen*”, “*Tsilugi*” and “*Welcome*”, to the 31<sup>st</sup> Annual TACA Education Conference, here in beautiful San Antonio. The Board and Education Committee have done their best to organize this year’s conference around the requests and suggestions of you, the membership.

I am exceedingly proud, as the Board Liaison for Publications, to report that our quarterly publication, the “*Journal*”, has continued to be a great success. The advertising policy incorporated last year, under the guidance of our TACA Chair, Kristi Smith, has continued to bear fruit for the Association. This has attracted vendors from across the country wanting to advertise in the “*Journal*”, which in turn produces more revenue for the Association. (¡Bueno!)

The success of the “*Journal*” is in no small part due to the untiring efforts of the Publications Committee Chair, Christie Loveless, a great lady and tireless worker. I would be remiss if I did not mention the welcome knowledge and guidance of our TACA Chair, Kristi Smith, and our *Secret Weapon* in Huntsville, Vanessa Farmer. Furthermore, a great deal of credit is due the members who take the time to find and submit articles for publication. It is only through membership participation that TACA continues to thrive.

We hope this year’s conference will be productive for each of you.

Thank you all, for making my job easier.

**Randy Walker, Board Liaison for the Publications Committee**



# Scholarship Committee Report

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The recipients of this year's scholarships are:

- Christie Loveless from Fort Worth – Goodwill
- Barbara Conley from Houston – Founder's
- Denise Cope from Wichita Falls – Paul Ferguson
- Cynthia DeJean – from Houston Lexis Nexis
- Aurora Zamora from Uvalde– Founder's

Congratulations !

I'm told we have a record amount of participants this year. Everyone please come by the scholarship table and help make this a success. ONLY YOU CAN MAKE THIS HAPPEN.

Thanks for your support. It has been an honor to serve you.

**Gracie Herrera, Board Liaison for the Scholarship Committee**

# Proposed By-Law Changes

## ARTICLE I. Name of Association

### Section 1.

The name of the association shall be Texas Association for Court Administration, Inc. (TACA).

## ARTICLE II. Purpose

### Section 1.

The primary purpose for which the corporation is organized is to encourage and promote continuing education and maintenance of professional standards for Court Administration in the State of Texas, and to aid in identifying the individual needs of Texas Courts and their administrative personnel in improving the administration of justice.

### Section 2.

The specific purposes are as follows:

- A. The rendering of special and general services which individual court administrative court personnel have neither time nor expertise to do alone.
- B. The holding and fostering of schools, conferences and meetings of Court Administrators, and other administrative staff employed by the Court System of the State of Texas, for the practical study of matters pertaining to Court The maintenance of a central bureau of information to provide, through research and analysis, informative data on which Judges, Court Administrators and administrative court personnel throughout the State of Texas may base future action.
- C. To provide the judiciary with a plan for the professional education and development of persons employed courts within the State of Texas as coordinators, and administrators in Texas trial courts. These programs shall provide for the certification of such persons upon the successful completion of a prescribed curriculum.
- D. To promote the profession of court administration among State governmental agencies and officials to secure the administration of justice by providing efficient management and coordination in the trial courts of the State of Texas.
- E. The publication and circulation of an official magazine and other publications, special reports, brochures and newsletters of interest Texas Courts and their administrative personnel.

## ARTICLE III. Membership

### Section 1.

The association shall offer six categories of membership: regular member, associate member, honorary member, sustaining member, retired member and judicial associate member.

#### A. Regular Member

Any person whose primary duty is to work in the administration of the Courts and is a direct employee of the judiciary of the State of Texas shall be entitled to regular membership. Regular members in good standing shall be entitled to vote, hold office and serve on committees. Membership is conferred upon submission of an application and payment of annual dues.

Any individual seeking regular membership should strive to meet the following qualifications:

1. A Bachelors Degree (preferably in Administration, Management or Criminal Justice), conferred by an accredited college or university; or
2. Sixty (60) hours of higher education from an accredited college or university, and three (3) years experience in full time working of the court, management or administration.

All regular members should strive to complete the appropriate course work prescribed by a professional development program, as approved for their court jurisdiction.

All regular members should strive to complete the required 16 hours of continuing annual education, as prescribed by Local Government Code §74.106(a), for court coordinators employed by trial courts in the State of Texas. Programs of qualified education may be (Institute of Court Management, Texas Association for Court Administration, National Association for Court Management, or other court related educational programs).

The following experience can be substituted for a person in a court coordinator position:

- A. Must have five (5) years experience as a full time employee in any one or combination of the following
  - 1). Deputy Court Coordinator

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- 2). Court Clerk or Deputy Court Clerk
  - 3). Manager, Assistant Manager, Administrator or Assistant Administrator of an organization.

**B. Judicial Associate Member**

A Judge who is interested in furthering the purposes of this organization is eligible to become a judicial associate. A judicial associate member may not vote, Chair a committee, nor be elected to serve on the Board of Directors.

**C. Retired Member**

A regular member in good standing who has retired from the judicial system is eligible to retain membership as a retired member. Retired members may vote and serve on committees, but they shall not hold office.

**D. Associate Member**

A person engaged in a related field may become an associate member. An associate member may participate fully in the association including serving as a member of a committee. However, an associate member may not vote, chair a committee, nor be elected to serve on the Board of Directors.

**E. Honorary Member**

A person who has made a significant contribution to the science of Court Administration or rendered distinguished service in related fields may be elected to honorary membership in the Association by a majority vote of the membership in attendance at an annual meeting. An honorary member may serve on committees, but may not vote, chair a committee, nor be elected to serve on the Board of Directors. Honorary members shall not be required to pay dues.

**F. Sustaining Member**

A person, persons, firm or corporation interested in furthering the purposes of this organization. A Sustaining member may serve on committees, but may not vote, chair a committee, nor be elected to serve on the Board of Directors.

**Section 2.**

The membership year shall be ~~January 1 through December 31~~ **based on the member's anniversary date.**

**Section 3.**

Substitution of membership: When public funds have been expended for payment of dues for an individual and such individual leaves their position, another person within the same position may transfer their membership, at no additional cost for the remainder of the year. Notice of the transfer shall be in writing and mailed to the Secretary of the Association.

**ARTICLE IV. Officers**

**Section 1.** The Board of Directors of the Association shall consist of five (5) Members. The term of office shall be for two (2) years with two (2) Members being elected on ~~even~~ **odd** number years and three (3) Members elected on ~~odd~~ **even** number years. Persons elected to the Board of Directors shall not serve more than two (2) consecutive terms. A Director appointed to the Board shall not serve more than five (5) consecutive years. The makeup of the Board of Directors shall be reflective of the membership, according to jurisdiction and size of county.

**Section 2.**

The Chairperson of the Board of Directors shall be elected by the membership each year at the Annual meeting from the elected Board of Directors.

**A:** A person who wishes to run for Chair must have served a minimum of one year on the Board of Directors.

**Section 3.**

The Treasurer shall be appointed by the Board of Directors; and, shall be a regular member in good standing. The Treasurer shall serve as an ex officio Board Member. The Treasurer shall collect, receive and have custody of all funds of the Association; shall deposit such funds in a bank approved by the Board of Directors and shall advise on and provide for the expenditure of such funds. The Treasurer shall make a financial report to the Board of Directors at each meeting and shall make a report to the Association at the Annual Business Meeting. The Treasurer shall serve on any committee responsible for the securing or expending of funds.

**Section 4.**

The immediate Past Chair for the association shall serve as an ex officio Board member and serve as a consultant to the Board. The Immediate Past Chair shall serve as Secretary of the association and shall keep the minutes of all meetings of the association and the Board of Directors. The Secretary shall preserve and retain all correspondence of the Association, and shall maintain a current roster of members. In the event the Past Chair is unable to serve the Board of Directors, the Board shall appoint a member in good standing to fulfill this position.

**Section 5.**



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All Directors of the Association shall have full authority to perform such duties necessary to manage the Association, and in that capacity shall prepare an action plan for the ensuing year.

Section 6.

A Director may resign at any time by giving notice to the other members of the Board of Directors. Such resignation shall become effective at the time specified by the Director.

Section 7.

Vacancy because of death, resignation, or any other cause shall be filled for the un expired term by a majority vote of the remaining Board of Directors.

Section 8.

A position for Board of Directors may be declared vacant if the board member is unable to participate in three (3) or more Board meetings, without good cause.

Section 9.

No more than two officers on the Elected Board of Directors can come from the same jurisdiction, court or city.

ARTICLE V. Elections and Voting

Section 1.

Nominations for Directors shall be made by a Nominating Committee. Nominations for Directors are open to the floor and require written consent by the candidate's supervising judge. To be eligible for nomination and election to the Board of Directors, a candidate must:

- A. Be a regular member in good standing of the Association.
- B. Be employed by a Trial Court, Appellate Court, Federal Court, or a Presiding Judge of an Administrative Judicial Region for the State of Texas.
- C. Have written consent by their supervising judge at the time candidacy is declared or is nominated from the floor.

Section 2. The Nominating Committee

The Nominations Committee is responsible for the continuous fostering of interest in a leadership role among the membership. The Immediate Past Chair serves as the committee chairperson. The Committee shall consist of five (5) members in good standing which have been regular members for 3 years or more. The committee should be comprised of members who represent the interests of the following court types:

- a representative of an urban court;
- a representative of a multi county court;
- a representative of a county court at law;
- a representative of a rural court,
- a representative of a court of general jurisdiction.

Section 3.

Voting shall be by a majority vote of the membership in attendance at the annual meeting.

Section 4.

Proxy votes will be accepted by the association and must be submitted to the Secretary of TACA in writing for a specific purpose of the election of officers. A proxy vote must be addressed to the Secretary of TACA and signed by a regular member in good standing. Proxy votes must be date stamped 10 days prior to the TACA Annual Business meeting.

Section 5.

Robert's Rules of Order, revised, shall govern the conduct of all business meetings except as may be otherwise provided in the Articles of Incorporation or the Bylaws.

Section 6.

Newly elected members of the Board of Directors shall take their seat, the first day of the month following the annual meeting. The ongoing Chair of the Association shall invite the newly elected members of the Board to attend any interim Board of Directors meeting as non voting participants.

ARTICLE VI. Judicial Advisory Board

Section 1. The Judicial Advisory Board shall constitute a committee of Judges that further the goals and efforts of Court

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## Administration

### Section 2.

The Board of Directors, after the general election of new Board members, will meet and discuss the make up of the Judicial Advisory Board and designate a chairperson of the Judicial Advisory Board. Careful consideration shall be given to select Judges representing a cross section of this state who have furthered the efforts of the organization and profession. The Board of Directors, by majority vote, will decide the make up of this advisory board.

### Section 3.

The Judicial Advisory Board shall meet at such times as the Board members feel is necessary for the conducting of business for the good of the Association.

## ARTICLE VII. Meetings

### Section 1.

The Board of Directors shall meet at such time as the Board members feel is necessary for the conducting of business for the good of the Association.

### Section 2.

The Texas Association for Court Administration shall hold an annual meeting for the purpose of electing new members to the Board of Directors, conducting business for the general exchange of ideas and goodwill of its membership.

### Section 3.

A majority of the Board of Directors shall constitute a quorum. Action without a meeting may be taken by the signed consent of all Directors. Directors may participate in a meeting by means of a conference telephone call, **or via email** and such participation shall constitute presence in person at such meeting. The results of such telephone **and email** conferences shall be recorded and placed in the minutes of the Association.

## ARTICLE VIII. Committees

In addition to the Nominating Committee, the Board shall establish those committees necessary to achieve the organization's strategic vision. Three functional areas have been identified for the organization: Budget, Finance & Operations; Outreach & Communication, and, Professional Development. These committees shall operate until their duties are fulfilled or as otherwise determined by the Board of Directors. They shall be reviewed annually by the Board.

### Section 1. Budget, Finance & Operations

Budget and Finance shall be coordinated on behalf of the Board of Directors through the duties of the Secretary and Treasurer. Based on historical data, the Treasurer will present to the Board a draft budget for the coming fiscal year. The draft should include costs for basic maintenance and administration, the annual education conference and publication of the TACA Journal. The Board, in consultation with the Treasurer, shall adopt a budget and set financial goals for the organization not later than January 31 of each year.

### Section 2. Outreach & Communication

Outreach and Communication are the activities engaged in by the organization to educate the membership, the judiciary and the public about the vision and purposes of court administration and the programs undertaken by TACA.

### Section 3. Professional Development

Coordinates the programs and activities of the Association to provide continuing education opportunities for the membership including the Annual Education Conference, the Scholarship Program, assisting with the Professional Development Program of the Texas Center for the Judiciary, implementing programs based on the National Association for Court Management Core Competency Curriculum Guides and provides coordination on behalf of the membership with the Institute for Court Management, the Justice Management Institute and other state and national providers of court management related education.

## ARTICLE IX Financial Matters

### Section 1. Fiscal Year

The fiscal year of the Association shall be ~~January 1 through December 31~~ **December 1<sup>st</sup> through November 30<sup>th</sup>.**

### Section 2. Payment of Dues

Annual dues shall be payable on or before ~~January 31~~ **the member's anniversary date**. Any active member, who has not paid current annual dues ~~by May 1~~ **within 90 days after their anniversary date**, shall lose the privilege of membership until dues are paid. ~~Dues paid in connection with a conference or other activity shall be applied to the membership year in which the Conference or other activity occurs.~~

### Section 3. Dues

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Dues for all categories of membership shall be established by a majority vote of the members in attendance at the Annual Business Meeting

Section 4. Refunds

No dues shall be refunded to any member whose membership terminates for any reason.

Section 5. Other Fees

The Board of Directors may establish registration fees or other charges for annual meetings, special meetings, conferences, workshops and other Association activities. The Board also may enter into contractual relations in the name of the Association in support of Association business and activities.

ARTICLE X Amendments

Section 1.

- A. These By Laws may be amended at any Annual Business Meeting by a majority vote of the eligible members in good standing. Any member in good standing may make a recommendation to the Board of Directors. All proposed amendments shall be referred to the Board of Directors for study and recommendation. The Board of Directors shall report and make a recommendation to the membership, at the next called business meeting.
- B. Amendments offered from the floor require a 2/3rd vote of the regular members in good standing in attendance.

Notice of proposed amendments shall be given to the membership at least 30 days prior to the next business meeting.

## Financial Report

August 18, 2006 – August 17, 2007

### *TACA Checking Account*

Beginning Balance	\$31,165.55
Total Deposits/Interest	\$89,067.57
Total Checks, ATM, Fees	< \$97,170.99 >
<b>Ending Balance</b>	<b>\$11,433.53</b>

### *TACA Savings Account*

Beginning Balance	\$ 0.00
<b>Ending Balance</b>	<b>\$35,500.85</b>

### *TACA Scholarship Account*

Beginning Balance	\$ 4,568.15
Total Deposits/Interest	\$ 2,274.35
<b>Ending Balance</b>	<b>\$ 6,842.50</b>

<b>TACA Total Balance</b>	<b>\$53,776.88</b>
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