



MINNESOTA ASSOCIATION FOR COURT MANAGEMENT REFLECTIONS

Volume 1, Issue 2

July through September 2009

2009 MACM Summer Conference: Efficiency and Effectiveness in a Changing World

by Lynn Wagner, MACM Education Chair

Once again, MACM had a well attended successful Business Meeting/Education Day. The theme this year was “Efficiency and Effectiveness in a Changing World”. There were close to 150 attendees.



The conference was held in the metro area at the Fountains of Ramsey at the Tenth Judicial District Administration offices. This kept the cost down and MACM was able to offer registration of only \$25 for a full day of events.

The day started out with a welcome reception and then the

business meeting. Each committee gave their reports.

Janet Marshall’s legislative update was done via ITV the following week. Our members really missed having her presentation in person so we will be bringing her back by popular demand for next year!

tation in person so we will be bringing her back by popular demand for next year!



This year, MACM once again offered round table sessions with a multitude of topics relevant to our membership. We were able to tap into subject matter experts within the Judicial Branch and many were our own members. A lunch buffet was provided to compliment the awards portion of the program.

The Membership Services Committee did a hugely successful activity/contest that got the entire group engaged and involved!

Chuck Kjos closed the lunch portion with a presentation on “Judicial Council: Purpose & Future Plans”.



The afternoon program featured a presentation by Linda Draze from MAD (Minnesota Analysis & Development). She energized us with her wonderfully humorous and useful way of “Communicating with Employees in Challenging Times”.

Overall, the day was well received by all.

I want to extend a special thank you to the MACM Education Committee and the Membership Services Committee for their tireless efforts in putting on a wonderful conference.

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MACM Members Achieve Certification from the Institute for Court Management

By Susan Love, MACM President

On a crisp May 9th afternoon, with smiles overflowing, 48 MACM members from across the State of Minnesota, walked across a graduation platform at the Fountains of Ramsey to accept their Certificate in Court Management (CMP) from Dale Kasparick, Director of the National Center for State Court's Institute for Court Management's National Programs. The beautiful ceremony, decorations, luncheon, and pictures were planned by Judy Peterson, Jan Cossette and Mary Teschendorf.

The graduation ceremony marked the completion of a weeklong workshop where participants: Studied the roles and purposes of courts; the concepts of judicial independence and interdependence; became familiar with various leadership and management theories as they apply to courts; took time to recognize and appreciate their own conceptual and interpersonal skills, as well as those of others; developed new teambuilding techniques; and, through interactive group work, learned about the importance of good communication in higher levels of critical thinking.

The weeklong workshop was filled with challenging group exercises, thought-provoking discussions, and opportunities to share court leadership lessons learned from across the judicial districts.

Prior to participation in the weeklong CMP Concluding Seminar, every participant completed five core courses in court administration: Court Performance Standards, Fundamental Issues of Caseload Management, Managing Court Financial Resources, Managing Human Resources, and Managing Technology Projects and Technology Resources.

Over the past several years, the MACM Education Committee has been hosting these 3-day courses in many locations throughout the State of Minnesota; St. Cloud, Rochester, Mankato, Lake Elmo, Ramsey, and Duluth. MACM members have many fond memories of attending these courses where they had an opportunity to enhance their skills in the areas of leadership, strategic planning, finance, technology, human resources, and more, while developing and strengthening working relationships and friendships with other court leaders.

In light of the difficult fiscal challenges facing Minnesota's courts, several MACM members collaborated on a grant request to the State Justice Institute (SJI) to defray the costs of participant's registration fees. Members of this workgroup included: Christine Volkens, Brian Jones, Jeri Boetcher, Lynae Olson, Robyn Boche, Lynn Wagner, Joanne Kopet and Susan Love. With sup-

port from Sue Dosal, State Court Administrator, these members worked diligently to complete all of the necessary grant forms and requirements. In April 2009, MACM was notified that the \$20,000 grant would be received from SJI in time for the ICM weeklong concluding program.

The weeklong concluding course was held at the 10th Judicial District Court Administrative Office in Ramsey, MN. Mike Moriarty, 10th District Administrator, Lynn Wagner, MACM Education Chair/Human Resources Manager, along with all of the staff members at the Ramsey Office welcomed participants each day with a warm sense of hospitality, wonderful refreshments throughout the day, and a generous spirit of teamwork. Their contributions to this endeavor will never be forgotten.

As life-long learners, MACM members understand the importance of continuous personal and professional development to gain the skills and abilities needed to uphold and strengthen the justice system for future generations. The completion of the Certificate in Court Management by 48 MACM members from across the Minnesota court system is a testament to this unwavering commitment.

MACM Members Achieve Certification from the Institute for Court Management

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MACM Members Achieve Certification from the Institute for Court Management

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MACM Members Achieve Certification from the Institute for Court Management

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- First District:** Yvonne Black, Jeri Boetcher, Vicki Carlson, Brian Jones, Joanne Kopet, Heather Montpetit, Carolyn Renn
- Second District:** Cathy Clausen, Sue Halpern, David Marchetti, Therese Pederson
- Third District:** Kristine Bartness, Sally Cumiskey, Annette Hodge, Darlene Larson
- Fourth District:** Steven Bittick, Katie Brey, Gail Clapp, Lynn Fuchs, Michael Kelley, Laurie Kusek, Anna Lamb, Susan Love, Vicki Riven
- Fifth District:** Patty Amberg
- Seventh District:** Tammi Chapin, Kathy Ouren, Marcia Setrum
- Eight District:** Debra Mueske
- Ninth District:** Bonnie LeCocq, Kathy Narlock, Amy Turnquist, Nancy Winger
- Tenth District:** Lu Ann Blegen, Lisa Haas, Debra Jensen, Kathleen Karnowski, Lisa Logghe, Patty Mallum, Nancy McCabe, Wayne Minske, Rosemary Nelson, Jackie Ranney, Sharon Schubert, Jennifer Schlieper, Lynn Wagner
- SCAO:** Robyn Boche, Annette Fritz

MACM Day at the Capitol

by George Locke, Mille Lacs County Court Administrator



I could tell you that the State Capitol was opened in 1905 at a cost of \$4.5 million, and that it was the third building used as a State Capitol in Minnesota. I could also tell you that it was designed by Cass Gilbert, who also designed the Woolworth building in New York City. You might even be interested to know that the building is 229 feet high and the dome is 60 feet in diameter..... but you probably know all that from a school field trip.



I, on the other hand, notwithstanding regular commutes to the Judicial Center for MACM legislative Committees, had never really taken stock of the building that hosted all the legislative activity that generated our committee's discussion. I am reminded of my first MACM conference, not too long ago (when they lasted more than a day). There was an exercise which involved a video of a group playing catch and while I intently focused on counting how many times the ball was caught, as instructed, I was oblivious to someone dressed as

a gorilla walking straight through the group.

Of course I have seen the Capitol and know it's there, but I have never really paid attention to it and realized what an impressive building it is and what it represents. As I drove by with the Quadriga in my sights, conscious that it probably has one more horsepower than my Mini Cooper and more important, a reserved parking space, I began to feel a little intimidated.

Enter Sue Dosal and Janet Marshall, with words of wisdom. Exit intimidation. Thirteen of us gathered at 8:30 a.m. in the Judicial Building (others gathered later in the day or on other dates to accommodate legislators calendars). Sue and Janet briefed us on the key messages we needed to be delivering and provided expert advice on how to approach and deal with legislators. Suitably equipped and ready to discuss the ways of Judicial Administration, and what happens when there's no money to pay for it, I set off for my first appointment.

I had in fact set up meetings with both the legislators from my District. As it happened I only managed to really talk to one who felt she needed no educating, but I did so anyway, politely of course. The other was busy in last minute committee

meetings but I knew from my briefing that it would not be a problem to interrupt and meet quickly outside the committee room. However, when I got there her assistant advised me she was already out tending to the previous constituent who had got excited and rather inconveniently, for me, passed out. All this ad hoc administration of first aid meant she did not have much time to talk to me about my issues, but undeterred I left her my MACM brochure and set up a legislative ride-along with her assistant, (yet to materialize but I am still pushing).

I have to say it was an enlightening experience and one that I enjoyed more than I expected. The building itself was reminiscent of the court I had worked in back in England, although everyone here has an American accent. Reminiscing aside, I was impressed by how genuinely approachable these two individuals were and how interested they were in the issues resulting from an inadequately funded court system. Of course I know they are politicians and it's their job to make me feel that way, so it is hard to really tell what impact my meetings had. I know

MACM Day at the Capitol *(continued from page 2)*

by George Locke, Mille Lacs County Court Administrator

both indicated to me a strong commitment to minimizing any cut to our budget and both commented on the invaluable service provided by the courts to the citizens of Minnesota.

Whether my visit and follow up contacts were deciding factors in how they eventually voted is hard to tell. The votes look like they were cast very much on a partisan basis.

What I do know is that the legislator I talked with voted in favor

and the legislator I did not voted against – probably just a coincidence. But I do feel that the personal contact with these legislators was very important in personalizing the Judicial Branch and giving them a real face to picture when discussing the hard issues of who gets money and who does not. Letters, e-mails and phone calls do get our message across and should not be underestimated, but personal contact gives legislators a hook into our work, our courts and our lives, making it much easier

for them to conceptualize the impact their decisions are having on their constituents.

If you have ever thought about meeting your legislators face to face, whether during MACM’s annual Day at the Capitol event or at any other time, I encourage you to do so, your job may depend upon it and other jobs certainly will.

Carver County Court Addition

by Vicky Carlson, Carver County Court Administrator



High Density Courtroom

Carver County recently completed the addition of two courtrooms, a jury assembly room, interview rooms for screening public defender and order for protection applicants, and expanded Court Administration office space. The entire project lasted over a year and came with its share of dust, noise and debris (and a little water damage). However, now that it is completed, I can honestly say it was worth the pain (did I say

that?). One of the courtrooms is a high-volume courtroom meant to handle arraignments, criminal calendars and bail hearings. Instead of two conference rooms, there are three that overlook the courtroom. Attorneys can meet with their clients and can hear and see what’s going on in the courtroom. In addition, there are monitors in the courtroom that display the calendar for arraignments. The attorneys and participants can see the next several cases appearing on the calendar. This calendar continually updates. Feedback from attorneys and prosecutors has been positive. They like having the time to prepare for upcoming cases and don’t have to scramble to find the case file when a name is called.

The old days of wheeling in a TV and VCR cart are gone with the addition of the new Jury Assembly/Orientation Room. This room is equipped with large flat screen monitors where the jury orientation video is seen. In addition, jurors can watch CNN while waiting for their case to be called. The room is equipped with desks and Carver County offers free WiFi to the jurors and public.



Jury Orientation Room

Minnesota State Court News From The Land of 10,000 Lakes

First Judicial District

by Greg Ess, Scott County Court Administrator

Dakota County Court Administration in West St. Paul successfully implemented document imaging on September 28th.

The imaging system captures case-related documents and attaches them to an individual event record in MNCIS. Court Administration staff is scanning all documents associated with any given file into MNCIS through interactive scanning (one document at a time) and batch scanning (large numbers of documents). These documents can be viewed and printed

through MNCIS. West St. Paul is the first court location in the Minnesota Judicial Branch to image documents directly into MNCIS. Members of the implementation team included Tracey Anderson, Jean Baldwin, Angie Hutchins, Deb Nelson, Carol Renn and Becky Schneider.

The Governor's office has released the finalists to fill the judicial vacancy in the First Judicial District which was created by the retirement of Judge Leslie Metzen.

The finalists are Andrew M. Le-

Fevour, a senior assistant Hennepin County Attorney, Erica H. MacDonald, an assistant United States Attorney for District of Minnesota and Ann M. Offermann, an assistant Dakota County Attorney.



Second Judicial District

by Cathy Clausen, Ramsey County Court Operations Supervisor

Congratulations to Dean Maus and his probate staff for work on the *Conservatorship accounting program*.

Now dubbed "CAMPER" (Conservator Account Monitoring, Preparation, and Electronic Reporting), the computerized, web-based system for conservators' reports received an Honorable Mention for the Justice

Achievement Award, presented at the summer NACM conference; this award is given annually by NACM.

A "Pro se clinic" was launched in July thanks to the work of Michael Upton and the Conciliation/Housing court office staff. Working with the RC Law Library, the Minnesota Justice Foundation and the RC Bar

Association, the Second District Court now offers the services of law students paired with pro bono attorneys to help individuals with their Housing and Conciliation court cases.



Fourth Judicial District

by Kate Fogarty, Hennepin County Criminal Division Sr. Manager

The Fourth Judicial District Court was pleased to welcome four judges to our bench. Judges Jane Ranum, Karen Janisch, Thomas Sipkins and Joseph Klein joined the Hennepin County bench in 2009. All four of the judges filled judicial officer positions that were vacant.

Hennepin County spent much of the late summer and early fall planning for the possibility of an H1N1 flu virus outbreak. Justice partners convened to develop solutions for how we would function as a justice system should we have

a high staff absenteeism rate and/or a flu virus outbreak among inmates.

In September, District Court Administration rolled out a new program called PIE.



PIE stands for **Process, Improvement and Efficiency**

and is a renewed effort for everyone in the Fourth Judicial District to submit ideas that will help us plan for the future. The goal is to develop approaches to our business that will enable the court to operate leaner and more effectively.

PIE means thinking about processes, procedures, or structure that can be changed (or eliminated) to help the Court streamline to become smarter and more efficient. The PIE initiative is intended to:

- ◆ Prove projects;
- ◆ Align court goals with initiatives;
- ◆ Proactively manage the spend-down process ; and,
- ◆ Consider each suggestion and provide a response.

The Fourth Judicial District encompasses Hennepin County.

Fifth Judicial District

by Connie Belgard, Martin County Court Administrator

Chief Justice Magnuson visited five counties in the Fifth District on September 24th & 25th. He met with the Rock County Bar Association on September 24th and toured the courthouse and met with staff on the 25th. His next stop on the 25th was in Nobles County where he toured their facility, met with staff and had lunch with the local bar association. He then stopped in Jackson County and met with staff and toured their courthouse. He next stopped in Martin County where he toured their courthouse, met with staff, received an update

on the Faribault, Martin, Jackson multi-county drug court, had an interview with the local newspaper and then met with the local bar association. His last stop of the day, was to tour the Faribault County Courthouse.

The 5th District has also been very successful in applying for and receiving grants. Five grant applications written by the District have been awarded funding totaling \$1,707,000.

Most of the grants pertain to Drug and Family Dependency Treatment Courts. The Judi-

cial Council approved implementation for the Lincoln-Lyon-Redwood Adult Drug Court and the Faribault-Martin-Jackson Family Dependency Treatment Court which will be funded by the grants awarded.

The Fifth Judicial District encompasses Blue Earth, Brown, Cottonwood, Faribault, Jackson, Lincoln, Lyon, Martin, Murray, Nicollet, Nobles, Pipestone, Redwood, Rock, and Watonwan counties

Sixth Judicial District

by Judy Isaacson, Carlton County Court Administrator

Diane Herrick-Schmidt was appointed as the Acting Lake/Cook County Court Administrator effective October 5, 2009. This is a mobility assignment which ends September 26, 2010, subject to a renewal through June 30, 2011.

Following the retirement of Larry Saur in April, 2009, Marieta Johnson has been serving as the Interim Lake/Cook County Court Adminis-

trator. Diane previously served as the Court Operations Supervisor in Lake County and has been active in MAPR.

As one of the 7 largest counties, St. Louis will be an early adopter of Centralized Payables Case Initiation. Because auto assess is necessary for this, all three St. Louis County locations went live on Auto Assess on September 14. To fur-

ther assist with centralized payables, all three locations are now live with e-citations for all law enforcement agencies, other than State Patrol. It is anticipated that Carlton County will be live on e-citations in November, with Lake County following shortly after that.

The Sixth Judicial District encompasses Carlton, Cook, Lake, and St. Louis counties.

Seventh Judicial District

by Jan Cossette, Becker and Clay County Court Administrator

In the Seventh District we have been sharing resources after losing staff to retirements as well as moving towards the lowest norms in staffing levels. Examples include:

- ◆ Otter Tail staff initiating citations for Douglas County;
- ◆ Benton County initiating citations for Stearns; and,
- ◆ Staff members from Becker and Otter Tail traveling to spend days helping in Clay County and Stearns County successfully implementing auto assess.

Criminal in-court updating is up and running in Becker and Clay

Counties and Morrison County is performing in-court updating for all case types.

Strides are also being made towards e-citations. Currently in the Seventh District, Little Falls Police Department is using e-citations with Mille Lacs, Otter Tail, Clay and Wadena counties working towards implementation with their local law enforcement agencies.

Two other "noteworthy" events within the 7th District: On May 27, 2009 Kathy Ouren, Otter Tail County Court Administra-

tor, took over the Wadena Court Administrator duties.

Work on the Mille Lacs County Justice Center continues and the expected completion date is April 2010. The Justice Center will house offices for Court Administration, Probation and the County Attorney together with four courtrooms and chambers for four judges.

The Seventh Judicial District encompasses Becker, Benton, Clay, Douglas, Mille Lacs, Morrison, Otter Tail, Stearns, Todd, and Wadena counties.



Eighth Judicial District

by Susan Stahl, Renville County Court Administrator

Roger Strand, Court Administrator for Traverse and Big Stone counties, retired in April. Diane Fox was appointed Court Administrator for Traverse County. Diane is also the appointed Court Administrator for Wilkin and Grant counties. Sandee Tollefson was appointed Court Administrator for Big Stone County. Sandee is also the appointed Court Administrator for Stevens and Pope counties.

Becky Knudson was appointed as the Jury Manager for the entire 8th Judicial District, effective May, 2009, and provides implementation, development and preliminary jury services to all 13 counties.

Cheryl Eckhardt was appointed Court Administrator for Lac Qui Parle County. Cheryl is also the appointed Court Administrator for Chippewa and Yellow Medicine counties.

Many pilot projects are in progress in Kandiyohi County under the leadership of Teresa Fredrickson, Court Administrator for Kandiyohi, Meeker and Swift counties. Kandiyohi County officially began e-filing of criminal complaints in September 2009. Kandiyohi is serving as one of the state pilots for e-filing and has been preparing for and implementing this project for the last two years. In addition, Kandiyohi County is going live with IVR-IWR; pilot-

ing Centralized Payables with a Go Live date of October 19, and piloting the auto-assess project with an anticipated Go Live date of November 1.

The 8th Judicial District has been selected as the site for the Minnesota Courts Payment Center. The center will be located in Kandiyohi County.



The Eighth Judicial District encompasses Big Stone, Chippewa, Grant, Kandiyohi, LacQuiParle, Meeker, Pope, Renville, Stevens, Swift, Traverse, Wilkin, and Yellow Medicine counties.

Ninth Judicial District

by Amy Turnquist, Cass County Court Administrator

The Ninth Judicial has seen a changing of the guard over the past year. Court Administrator Jan Johnston retired last spring after 31 years of working in the Minnesota court system. Most recently Jan served as Court Administrator in both Marshall and Pennington County. She has served in various capacities in her tenure with the Ninth Judicial District including chair of the District's Court Administrators Group along with representing the Ninth on the MACM Executive Board from July 2006 – June 2008.

Two District Court Operation Supervisors have also retired over the last year; Barb Fladeland, from Pennington County, and Karen Guillemette, from Red Lake County, both retired last spring. Jan, Barb, and Karen will be missed throughout the District; they demonstrated great leadership, case processing expertise, and vast years of experience to the courts.

Teresa McDonnell, Court Administrator for Roseau and Kittson Counties, has been ap-

pointed the Court Administrator for Marshall County.

Kathy Narlock has been appointed the Court Administrator for Pennington County; Kathy now serves as the Court Administrator in three counties in the Ninth Judicial District: Polk, Red Lake, and Pennington.

The Ninth Judicial District encompasses Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake-Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau counties.

Tenth Judicial District

by Mike Moriarty, 10th Judicial District Court Administrator

The Tenth District has seen unprecedented turnover in their court administrator positions over the last several months.

First, they bid a happy retirement to Isanti Court Administrator **Sue LaBore**. Sue's career in the Minnesota court system reflects the transformation that Minnesota Courts have gone through the past 40 years. Consider that Sue began in *Municipal Court* in Mankato – Blue Earth County – in 1969. It became a pilot county for *County Court* in 1971 – and Sue worked in County Court for 9 years. She then relocated and worked in private industry before going to work at the Supreme Court to help implement *TCIS* as a coordinator.

Sue became Court Administrator in Kanabec County in 1986 – was there 2 ½ years and then took the Isanti County Court Administrator position in 1989. She then went through the transition to a unified District Court and also implemented the replacement of *TCIS*. It was 38 years – a full cycle -- with the court system in Minnesota. While a Court Administrator, in a 10-year span she served in every office in MACM. Sue is thoroughly enjoying her retirement.

Replacing Sue in Isanti County is **Monica Tschumper**. Monica has been in the court system for 15 years, the past 8 years as the

Court Operations Supervisor (Assistant Court Administrator) in Mille Lacs County. Previously she worked in Benton County.

Monica has a proven record of making changes that have improved overall operations and caseflow. She has been actively involved in several state and district committees, and has extensive training in MNCIS, technology, court operations, management and leadership. Her work philosophy resonated with the Selection Committee: "I believe in accentuating an organization's strengths, while working to reduce or eliminate the weaknesses that can drain resources and efficiencies." Monica is already making an impact as the new Court Administrator.

The Tenth then lost Washington County Court Administrator **Chris Volkens** when she was



recruited to become the Deputy Court Executive Officer in San Bernardino County, California. Chris worked for courts since 1988 and became the Washington County Court Administrator in 2000. Chris understood the importance of contributing to MACM and was an active Committee member and

Officer and was serving as the Immediate Past President when she departed. She was active in too many State and District Committees to mention. Her contributions earned her recognition as MACM's Distinguished Service Award this year.

The Tenth was fortunate to find a replacement as experienced as Chris when we appointed

Annette Fritz. Annette has been in the court system for 21 years, the first 19 years in the Olmsted County Courts where she was a Court Operations Supervisor for 15 years.

Most recently she has been a Manager of the Business Practices Unit of the Court Services Unit of the State Court Administrator's Office.

Annette has a degree in Organizational Management and Communication and is a Certified Court Manager of the Institute for Court Management, National Center for State Courts. Washington welcomed Annette in the midst of the final stages of a 16 courtroom \$60 million dollar renovation project. Talk about needing to hit the ground running! Annette and her unbelievable staff have not slowed down since as Washington recently piloted the DANCO Photo ID pro-



Tenth Judicial District

by Mike Moriarty, 10th Judicial District Court Administrator

ject and is also a centralized payables pilot.

The last to leave the fold was Wright County Court Administrator **LaVonn Nordeen**.

When she retired, 35 years of experience went out the door with her. LaVonn was so organized she had an uncanny ability to retrieve an old email or legal opinion from the depths of her file system no matter how old or what the topic was. She was an innovator who embraced technology and piloted in-court updating and worked hard on automating forms. As an administrator of one of the fastest growing counties in the country, she shepherded the meteoric growth of filings, staff, and judges with a calmness and flexibility the benefitted all.

To replace LaVonn, the Tenth reached out to Utah and hired

Peggy Gentles. Peggy has worked in the courts for 13 years. She served 6 years as the Trial Court Executive for the Third District Court in Salt Lake City, Utah (the largest general jurisdiction trial court in Utah). Previously, she was the Judicial Administrator in the Lancaster County Court (Lincoln, NB), and served as a staff attorney in the Utah Administrative Office of the Courts.

LaVonn is a 1992 Graduate of the University Of Utah College Of Law with coursework in Public Administration. She has attended many of the Institute of Court Management courses and the Western States Courts Leadership Conference. We hope that we will soon have a building project in Wright, and her substantial involvement in courthouse design (two new court buildings) made her very

attractive to the Selection Committee. Peggy is being sworn in October 20. She claims she knows what a Midwest winter is like, but it might be a good welcome if everyone sent her an email tip on surviving one in Minnesota.

So it has been a bittersweet time in the Tenth – it was sad to say good bye to three wonderful administrators who together had 94 years of accomplishments and service, but we are delighted that we were able to appoint such competent and able successors.

The Tenth Judicial District encompasses Anoka, Chisago, Isanti, Kanabec, Pine, Sherburne, Washington, and Wright counties.

MACM's MISSION:

MACM is an organization committed to the enrichment of its members through professional growth and development, opportunities, promoting advancements and innovations in court administration, and partnering with other professionals working to improve the justice system in Minnesota.

MACM *Reflections* Quarterly Newsletter Needs You

by Vicky Carlson

Do you like reading the interesting articles about your peers published in this newsletter?

Would you like to see the MACM Membership Services Committee continue to publish this newsletter? If so, **WE NEED YOU.**

A subcommittee has been formed to make sure we get this newsletter out quarterly. There are many roles to fill. You do not have to be a member of a MACM committee to

serve a role for the quarterly newsletter. Some of the roles available include:

Chair(s): Organize telephone meetings with subcommittee. Solicit articles. Make sure the committee stays on task. Report back to Membership Services Committee Quarterly. Send newsletter to Membership Services Committee Chair for posting to the MACM website. Send newsletter to State MACM group

Editor(s): Solicit and proof the articles.

Publisher: Gather the articles and put into a newsletter format.

If you are interested in serving one of these vital roles, please contact Vicky Carlson, Membership Services Committee Member.



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designed
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