



National Association for Court Management

Strengthening Court Professionals

Website Subcommittee Meeting

1st Wednesday of every month @ 2 – 3 p.m. EST

Wednesday, October 7, 2026

Minutes

Attendees: Erica Payne-Santiago (Chair), John Thomas (Website Vendor), Tee Ryan (Website Technical Support), Greg Lambard, Kelly Hutton, Erin Carr, Dawn Palermo, Creadell Webb, Roger Rand, Teshrie "Tess" Kalicharan, Norman Meyer, Stacey Fields, Tim Ezell, and Committee Representatives.

Main Topics and Outcomes

- The automated **membership data map** will provide a real-time view of membership numbers nationwide. The website vendor plans to launch a beta within weeks, requiring only internal review – Target October 2026.
- **New - Learning Management System (LMS)** content preparation is underway, with most courses, assessments, and certificate workflows ready.

To avoid data conflicts between related systems, the team will complete the membership map and begin the Absorb integration before verifying profiles. User-data syncing will precede SSO. Conference recordings will be stored as videos and paired with LMS assessments for credit, while the team explores roster-based automation for importing in-person attendance into Absorb. Full integration remains blocked by ACGI's API documentation and legal authorization. Tee Ryan will investigate roster imports for in-person and webinar attendees, with SSO planned for a later phase.

Action Item –

- a. ACGI's API documentation forwarded to the NACM President and obtain signature that required legal authorization. For Hawaii Unleashed (Nov. 4–5), the team will create course entries, add participants directly, and use LMS assessments for credit before the full member-data sync.

Testing of the LMS will continue and volunteers are invited to pilot LMS courses – contact Dawn Palermo (Dawn@nacmnet.org) if anyone is interested.

- **Publication Searchability:** The committee approved digitizing past Court Manager issues with OCR and adding consistent metadata and keywords to articles, Express content, and webinars to improve searchability.

Action Items

- a. Norman Meyer will begin the scanning project of historical publications.
- b. The Communications Committee will recruit volunteers for a workgroup to create a consistent publication tagging rubric to ensure user friendliness and identify a publication list.
- The **homepage redesign** project will begin immediately after the Fall NACM Board Meeting

Action Item – The Chair will recruit volunteers for a workgroup that meets every two weeks.