

**NCBJ Conference News Committee
2024 Annual Meeting Report**

Mission

The mission of the Conference News Committee is to publish “NCBJ *Conference News*”, the official newsletter of the NCBJ, four times per year. The Committee—appointed by the NCBJ President—is comprised of an editor-in-chief (“EIC”), a managing editor, up to eight issue editors and two photographers. The committee members write, compile, and edit articles of interest to the members of the NCBJ, including the president's message, news from the annual and mid-year meetings, retirement benefits, ethics, committee membership and activities, activities of members, retirements, new judges’ biographies, and memorials.

Members and Positions

NAME	TELEPHONE	EMAIL	Appt	CIR.
Lori Vaughan (Outgoing Editor-in-Chief)	(407) 237-8073	Lori_Vaughan@flmb.uscourts.gov	2020- 2025	11th
Bonnie L. Clair (Incoming Editor-in-Chief)	(314) 244-4510	Bonnie_Clair@moeb.uscourts.gov	2020- 2026	8th
Elizabeth L. Gunn (Managing Editor)	(202) 354-3030	Elizabeth_Gunn@dcb.uscourts.gov	2021-2026	4th
M. Ruthie Hagan	(901) 328-3513	MRuthie_Hagan@tnwb.uscourts.gov	2020-2025	6th
Mina Nami Khorrami	(614) 469-6638	mina_namikhorrani@ohsb.uscourts.gov	2022- 2025	6th
Denise Barnett	(901) 328-3520	Denise_Barnett@tnwb.uscourts.gov	2023-2025	6th
Paul E. Singleton	(574) 968-2286	Paul_Singleton@innb.uscourts.gov	___ - 2025	7th
William J. Fisher	(651) 848-1060	William_Fisher@mnb.uscourts.gov	____ - 2025	8th
Tiffany Geyer	(407) 237-8071	tiffany_geyer@flmb.uscourts.gov	2023-2025	11th
Mary Jo Heston (Photographer)	(253) 882-3950	Mary_Jo_Heston@wawb.uscourts.gov	No Term	9th
Robert H. Jacobvitz (Photographer)	(505) 600-4650	Robert_Jacobvitz@nmb.uscourts.gov	No Term	10th
Glen Vey (Layout Editor)	N/A	GVey2@comcast.net	No Term	

Conference News Committee Current Activities, Assignment and Deadlines

The Conference News Committee operates according to a schedule designed to produce four (4) issues of the NCBJ *Conference News* each year. Attached is the NCBJ Conference News Deadlines Calendar for 2023-2024; deadlines for 2024-2025 are still being developed. The Committee utilizes the Style Guide and Submission Protocols available on the NCBJ website.

Conference News Protocols

The Conference News Committee meets yearly, in person, during the Annual Meeting to transition to new leadership, assign issue editors, finalize schedule deadlines, and discuss other changes for the upcoming year. After the transition at the Annual Meeting, the new EIC's first published issue is the Winter Issue, which features a recap of the Annual Meeting with lots of photos. The EIC's last issue is the Fall Issue which is usually published about one (1) month prior to the Annual Meeting and features information about that upcoming Meeting. The EIC works closely with the NCBJ President on content for the NCBJ Conference News and considers the President's preferences.

During the year, the EIC meets with the two issue editors for each issue to discuss plans and content for the upcoming issue. The issue editors then reach out to committee chairs and regular column authors to solicit articles for the upcoming issue and to remind authors of the submission deadline and Style Guide. Issue editors then edit each article as it is received, compile photos and submit the final product to our layout editor. The layout editor then compiles the issue layout using an established template and design, as well as input from the issue editors and EIC. After the initial draft is compiled and laid out, the EIC prepares a column and further edits the content and layout of the issue. The EIC then solicits "celebrity editors" from the Committee to perform a final review before publication. This final review is designed to catch any mistakes that may have been overlooked by the issue editors and EIC. The EIC then emails the final issue to ADG for publication along with a short message from the EIC to accompany the email. After publication, ADG sends hard copies of the issue to family members of judges included in the memorial column.

Committee Initiatives for 2024-2025

The Conference News Committee is always adjusting the NCBJ *Conference News* to reflect the priorities and desires of the President and membership. In the four years I have been on the Committee, many changes have been implemented. We will continue those efforts during this year. In particular, the Committee will (1) update our Style Guide (this is complete), (2) update our Submission Guidelines, (3) create a manual for future EICs, and (4) update and refine a spreadsheet of content traditionally included in each of our four issues.

NOTHING FURTHER TO REPORT

Conference News Deadline Calendar 2023–2024

(Calendar should be sent to the President, President-elect, Executive Director, all *Conference News* committee members, and the chairs of other NCBJ committees.)

Issue	Assigned Issue Editor	Editor Call	Article Deadline for Authors	Issue Editor Deadline	Layout Editor Deadline	Publication	Service Copies / Memorials
	Issue Editors will be assigned at Newsletter Meeting at NCBJ Conference	Issue Editors touch base with EIC to discuss contents	Authors send articles to Issue Editors	Issue Editors send edited articles in Word format with pictures and graphics in jpeg to Layout Editor and EIC	Layout Editor sends to EIC, Issue Editors	EIC gives final approval and sends final PDF to Kathy Van De Loo, for blast email with cover note with copies for website, Biddell archives	ADG sends a printed copy to families of judges featured in <i>In Memoriam</i>
Winter 23	Heston Gunn	10/28	11/14	11/28	12/5	12/19	12/28
Spring 24	Singleton Fisher	1/11	2/1	2/15	2/22	3/7	3/15
Summer 24	Clair Barnett	4/4	4/25	5/9	5/16	5/30	6/7
Fall 24*	Khorrami Hagan	7/8	7/18	8/1	8/8	8/22	8/30
Winter 24	Gunn Geyer	9/26	10/17	10/31	11/7	11/21	12/5

* Fall Issue deadlines are keyed off the Annual Conference. Publication should be approximately a month before meeting. The 2024 Annual Conference is scheduled to begin in Seattle, WA on September 17, 2024. Deadlines for the remaining issues are adjusted depending upon the scheduling of the Annual Conference each year.