District and Municipal Court Management Association
2026 Annual Business Meeting Agenda

Thursday, April 16th, 2026 10 am – 12 pm

Tukwila Justice Center
Tukwila, Washington

AGENDA

Item	Agenda Item	
1.	**Call to Order**	Mary Beth Phillips, President
2.	**Pledge of Allegiance**	Mary Beth Phillips, President
3.	**Welcome and Introductions**	Mary Beth Phillips, President
4.	**Adoption of Agenda**	Mary Beth Phillips, President
5.	**Approval of Annual Business Meeting Minutes**	Kari Dorman, Secretary
6.	**Approval of Treasurer’s Report**	Juanita Sifuentes, Treasurer
7.	**Standing Committee Reports**	Mary Beth Phillips, President
8.	**Special Acknowledgments**	Mary Beth Phillps, President
9.	**Awards**	Melissa Patrick, Awards Brian Gleason, Awards Mary Beth Phillips, President
10.	**Certification of Regional Directors**	Mary Beth Phillips, President
11.	**Election and Installation of Officers**	Mary Beth Phillips, President Judge
12.	**New President**	Mary Beth Phillips, President Judge Claire Sussman Misty Robison, President-Elect
13.	**New Business** **Old Business**	Mary Beth Phillips, Past President
14.	**Adjourn**	Mary Beth Phillips, Past President

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

May 20th, 2025
Annual Business Meeting Minutes

Officers Present:

1. Frankie Peters, President
2. Mary Beth Phillips, President Elect
3. LaTricia Kinlow, Past President
4. Juanita Sifuentes, Treasurer
5. Candace Enders, Secretary
6. Vacant, Vice President

Call to Order: 12:09 p.m. the meeting was called to order by President Frankie Peters.

Welcome and Introductions: President Frankie Peters welcomes all members present and special guests. Frankie recognizes past presidents: Trish Kinlow, Margaret Yetter; Suzanne Elsner; Kris Thompson, Ellen Attebery and Telma Hauth.

Approval of the Agenda: After no changes, agenda approved as written.

Approval of 2024 Minutes: After no changes, 2024 Annual Business meeting minutes approved as written.

Treasurer Report: Treasurer's report submitted by Juanita Sifuentes. Patsy Robinson moves to approve the treasurer report; Margaret Yetter seconds the motion. Treasurer report is approved.

Standing Committees

Standing Committee reports were submitted in the conference packet.

Frankie Peters provided a copy of the bylaws. Amy Knutsen makes a motion to approve the new drafted bylaws; Suzanne Elsner seconds the motion. Bylaws approved.

Special Acknowledgments: Frankie thanks all standing committee chairs and co-chairs and regional directors.

Frankie thanks Executive Officers: Past President – Trish Kinlow; Treasurer – Juanita Sifuentes; Secretary – Candace Enders; President Elect – May Beth Phillips.

DMCJA President, Judge Karl Williams, gives speech.

MPA President, Omar Gamez, gives speech.

Melissa Patrick and Brian Gleason present the awards for members by their peers:

Most Valuable Court Contributor – Lorena Delviento
Coach/Mentor of the Year – Mary Beth Phillips
Early Career Excellence – Kristina Howard
Lifetime Achievement – Paulette Revoir, Margaret Yetter and Patsy Robinson

President's Award: Frankie recognizes Trish Kinlow, Mary Beth Phillips and Suzanne Elsner as the recipients of the President's Award.

Election of Officers: Frankie announces candidates for each position and requests nominations from the floor. No contested elections this year, based on bylaws, will call for unanimous vote.

Secretary: Kati Dorman from Airway Heights Municipal Court nominated. After hearing no further nominations from the floor, Candace Enders makes a motion to close, and a unanimous vote be cast for Kati Dorman for Secretary. Sherri Hansen seconded motion. The motion is carried.

Treasurer: Juanita Sifuentes from Yakima County District Court nominated. After hearing no further nominations from the floor, Andy McSeveney makes a motion to close, and a unanimous vote be cast for Juanita Sifuentes for Treasurer. Ellen Attebery seconded motion. The motion is carried.

Vice President: Melissa Patrick from Des Moines Municipal Court nominated. After hearing no further nominations from the floor Trish Kinlow makes a motion to close, and a unanimous vote be cast for Melissa Patrick for Vice President. Suzanne Elsner seconded motion. The motion is carried.

President Elect: Misty Robison from Pierce County District Court nominated. After hearing no further nominations from the floor, Bryan Farrell makes a motion to close, and a unanimous vote be cast for Misty Robison for President Elect. Kris Thompson seconded motion. The motion is carried.

President: Mary Beth Phillips from East Wenatchee Municipal Court who served as President Elect this year will automatically advance to the office of President for the 2025-2026 term.

Installation of the Officers: Judge Crowell administers the Oath of Office to newly elected officers and regional directors present.

Outgoing President Presentation: Trish Kinlow presents Frankie Peters with an award for his dedicated service as the president of DMCMA.

Introduction of New President: Frankie recognizes the accomplishments of 2024-2025 and the challenges to come. Frankie passes the gavel to incoming President, Mary Beth Phillips.

Judge Crowell introduces, makes special remarks, and congratulates President Mary Beth Phillips.

Mary Beth accepts her position as DMCMA President, addresses members and gives her remarks.

New/Old Business:

None to report.

Frankie Petters adjourns the meeting – 1:15 p.m.

Respectfully Submitted,
Candace Enders
2024-2025 DMCMA Secretary

Company name: District and Municipal Court Management Association

Budget name: Budget_FY27

Budget type: Profit and loss

Period: FY 2027 (Jul 2026 - Jun 2027)

Consolidated

Accounts	Budget totals
Membership Dues	$65000.00
Total Uncategorized Income	**$0.00**
Total Income	**$65000.00**
Travel Expenses	$2000.00
CTC/eCourt	$3200.00
NACM Annual	$5800.00
NACM Mid-Year	$3600.00
Total Conference	**$12600.00**
Education - Annual Conference	$1500.00
Education - DEI Training	$2000.00
Education - Retreat	$500.00
Education - Staff Conference	$20000.00
Total Education	**$24000.00**
Board Meeting	$1400.00
Awards	$1100.00
Flowers & Cards	$600.00
President	$500.00
Scholarships	$5000.00
Technology	$5000.00
Total General Expenses	**$13600.00**
CLJ Summit	$1500.00
Courts Helping Courts	$4000.00
Highways to Hedges	$700.00
Total Outreach	**$6200.00**
Treasurer	$6100.00
Total Treasurer	**$6100.00**
Total Expense	**$64500.00**
Miscellaneous	$500.00
Total Other Expense	**$500.00**
Total Net Income	**$0.00**

Thursday, March 12, 2026 at 11:21 AM PDT

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the District and Municipal Court Management Association. This is a non-profit organization.

ARTICLE II

PURPOSE

The purpose of this Association shall be to:

- Increase court management proficiency and improve court services.
- Encourage the exchange of practical knowledge and information relating to judicial administration.
- Promote and build a quality education and training system with an equitable and inclusive lens.
- Strive for standardization of procedures.
- Coordinate efforts with various Associations to enact or improve laws affecting courts.

ARTICLE III

MEMBERS AND MEETINGS OF MEMBERS

MEMBERSHIP

Each court location should have at least one member of the DMCMA. The membership classes of the Association shall be as follows:

MEMBER

Any person employed by a court of limited jurisdiction in any management position is eligible for membership upon the payment of dues in accordance with the provisions of Article III, Section 3. Voting is according to Article VIII.

HONORARY MEMBER

Any person in the field of court administration whom the organization wishes to recognize for outstanding achievements may become a member of this class of membership. A person becomes an honorary member after nomination by a member and a majority vote approval of the Executive Board. All past Presidents who have retired or left DMCMA are honorary members of this association. Honorary members shall not hold office and shall not vote, but they may serve on committees. They shall not pay dues.

APPLICATION FOR MEMBERSHIP

Applications for membership shall be submitted to and approved by the Executive Board in accordance with the classifications and requirements set forth in Section 1. The Executive Board may delegate such approval to the Membership chair.

SUBSTITUTION OF MEMBERSHIP

When public funds have been expended for payment of dues for an individual and such individual leaves his or her position; another manager within the same court may become a member upon approval of the Membership chair as directed by the Executive Board. Said member shall be credited with any prorated unused portion of dues paid. Said membership shall be subject to the provisions of Section 1 herein.

TERMINATION OF MEMBERSHIP

The Executive Board, by affirmative vote of two thirds of its members, may suspend or expel any member for cause after an appropriate hearing.

REINSTATEMENT AFTER TERMINATION

Upon written request signed by a member terminated pursuant to Article III, Section 4, and filed with the Secretary, the Executive Board may, by the affirmative vote of two-thirds of the members of the Executive Board, reinstate such terminated member to membership upon such terms as the Executive Board may deem appropriate.

DUES

Each court may enroll as many members as it deems appropriate, subject to the provision of Article III, Section 1. Dues are to be established annually by the Executive Board. The dues for the following year shall be published on the DMCMA website. Membership expires on December 31 of each year. If dues are not received by March 1, the member shall be removed from the membership role.

BUSINESS MEETINGS

The business meeting for the general membership shall be held annually before July 1st.

EXECUTIVE BOARD MEETINGS

Executive Board meetings shall be called by the President at such times and places, virtual and/or in-person, as the President shall determine. Board members shall be notified by email through the DMCMA listserv at least fourteen (14) before the meeting.

SPECIAL MEETINGS

The President may call a special meeting of the officers to act on behalf of the Association in an emergency; PROVIDED THAT all officers are duly notified of the date, time, and place of said meeting. Said meeting may be by telephonic or virtual conference, or e-mail provided that a written record of the meeting is kept for publication or inspection by the general membership.

ARTICLE IV

EXECUTIVE BOARD

The President of the Association shall be the chair of the Executive Board. A majority of the Board membership shall be necessary to constitute a quorum for the transaction of official business. Executive Board Members are required to attend all board meetings and long-range planning meetings. Absences must be reported before the meeting to the President of the Association. The Executive Board shall exercise only such power and control as are necessary and consistent with these bylaws.

The Executive Board shall consist of:

- Officers of the Association
- Regional Directors
- Chairperson(s) of the standing committees

ARTICLE V

OFFICERS

NUMBER

The officers of this Association shall be: President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. These officers must be Members in good standing.

ELECTION, TERM OF OFFICE, AND QUALIFICATIONS

The terms of office shall be one year. All officers, except for the President and Immediate Past President, shall be elected by ballot at the annual meeting. The office of President will not be voted upon by the membership unless the President-Elect is unable to serve.

Any member in good standing is eligible to be nominated for office. Any member may submit nominees for office to the Nominations Committee for consideration. All elected or appointed members must remain in good standing through their term of office.

The Term of office shall commence 30 days following each election.

VACANCIES

Should a vacancy occur in any office except that of President, the Executive Board, by majority vote, shall appoint a member to complete the unexpired term. Should a vacancy occur in the office of President, the President-Elect shall succeed to the presidency, complete the unexpired term, and have the option to serve his or her own term as President.

PRESIDENT

The President shall have active executive management of the operation of the Association, subject to the control of the Executive Board. The President shall preside at all meetings of the members and at all meetings of the Executive Board. The President shall discharge all the duties incumbent upon the presiding officer and perform such other duties as these bylaws provide or the Executive Board may prescribe. The President shall be the Ex-Officio member of all standing committees and shall report to the Executive Board, advising them on all Association business transacted. The President shall provide for an audit annually and the examination of the Association records and accounts.

PRESIDENT-ELECT AND VICE-PRESIDENT

In the absence of the President, the President-Elect and Vice-President in order of rank, shall assume the duties of the President. They shall also assume such other duties as are assigned by the President or the Executive Board. The Vice-President will work with the Treasurer in overseeing the association’s finances.

SECRETARY

The Secretary shall keep the minutes of all meetings of the Association and of the Executive Board. Following the annual meeting, the Secretary shall deliver all Association property and records for the previous year to the incoming Secretary.

TREASURER

The Treasurer shall collect, receive, and have custody of all funds of the Association general budget, and shall deposit such funds in a bank approved by the Executive Board. The Treasurer will submit a monthly bank reconciliation and financial report to the Vice-President for review and approval. The monthly report shall include:

- A copy of the monthly bank statement
- Expenditures (including receipts and processed reimbursements)
- An updated budget report including revenues and expenditures in detail.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve as a member of the Executive Board so that the Association may continue to benefit from the experience and knowledge gained during his or her term as President.

ARTICLE VI

REGIONAL DIRECTORS

Regional Directors shall be members in good standing and appointed by the President-Elect annually from regions designated by the Executive Board. The names of those appointed shall be submitted to the membership at the annual meeting for certification. Their term of office shall be one year, commencing 30 days after the meeting at which they are certified. The Regional Directors shall be responsible for planning and implementing, in conjunction with the Education Committee, the regional education programs in each region. Regional Directors shall be a resource and liaison to their region, providing regular outreach, mentorship coordination, information, and support to those courts within their region. Regional Directors shall report to the Executive Board.

ARTICLE VII

STANDING COMMITTEES

COMMITTEES

The President-Elect, as hereinafter provided, shall appoint the chair of the standing committees and all other committees as necessary. All committee chairs must be members in good standing. The chair of the following standing committees shall be appointed at or immediately after each Annual Meeting to serve commencing July 1st. Standing committees shall be composed of members of the Association in good standing, appointed by the chair of each of the respective committees. The chairs have the authority to create sub-committees as needed. Each chair shall report to the Executive Board. The Association shall have the following standing committees:

- Bylaws/Policy
- Courts Helping Courts
- Diversity, Equity, & Inclusion
- Education/Conference
- Legislative
- Long Range Planning
- Membership
- Rules
- Technology

BYLAWS/POLICY The Chair and the committee shall review the bylaws of this Association as to their practicality and application. The committee shall also review the needs of the Association for amending or adding to the bylaws and policies.

COURTS HELPING COURTS

The Committee shall coordinate and facilitate assistance requested by another court, supporting collaboration and the effective exchange of resources and expertise. The Committee shall also oversee and manage the Association's mentorship program, including recruiting qualified mentors and connecting them with courts seeking guidance and support.

DIVERSITY, EQUITY & INCLUSION

The Committee shall promote and advance the values of diversity, equity and inclusion by periodically reviewing the Association's By-laws, Policies and Procedure Manual and recommend updates to the Long Range Planning Committee. The Committee shall also assist the Education/Conference Committee with training or other initiatives to ensure continued alignment with inclusive best practices statewide.

EDUCATION & CONFERENCE

The Committee shall promote and develop high-quality educational and professional training opportunities for the Association's membership and court staff. The Committee is responsible for the comprehensive planning, coordination and execution of all aspects of the DMCMA conferences and training.

The Committee shall also oversee the *Scholarship Subcommittee* to ensure effective management and timely administration of scholarship opportunities.

LEGISLATIVE

The committee shall work with the Judges and Court Associations to monitor legislation as directed by the Executive Board. The co-chairs shall be responsible for keeping the Executive Board advised of pending legislation.

LONG RANGE PLANNING (LRP)

The LRP Committee is responsible for identifying and evaluating current and future strategic initiatives and developing a work plan that supports the long-term vision and strategic plan to enhance operations and services.

MEMBERSHIP

The Committee shall be responsible for recruiting and onboarding new members, maintaining accurate and up-to-date membership records, and implementing decisions of the Executive Board regarding eligibility for membership in the Association. The chairs shall ensure that all individuals voting at the annual meeting are qualified to do so in accordance with these Bylaws.

The Committee shall also oversee the *Award Subcommittee* to ensure that award nominations and voting are conducted in a timely manner and that awards are properly presented at the annual board meeting.

RULES

The committee shall monitor proposed court rule changes affecting courts of limited jurisdiction as directed by the Executive Officers. The Vice President shall serve as Chair. The committee shall review proposed rule amendments referred to the Association, develop draft comments for Executive Officer's review and approval prior to submission on behalf of the Association, and may develop proposed court rules or amendments as needed to advance the interests of the Association and courts of limited jurisdiction.

TECHNOLOGY

The Committee shall oversee the publication and distribution of Association communication, including news updates through the *DMCMA Connection* and committee reports. The Committee shall also be responsible for the development, maintenance and continuous improvement of the DMCMA website and associated JotForms, ensuring, functionality, accessibility, and overall effectiveness. Additionally, the Committee shall manage and administer Executive Board TEAMS accounts and Technology-related systems and email accounts.

ARTICLE VIII

VOTING

In any vote to be taken at the annual meeting, only one (1) vote per court location or division will be counted. The single vote for each court location or division must be cast by a member in good standing, currently employed by that court location or division. A court location or division must have at least one (1) member to be eligible to cast a vote. The election of officers of the Association shall be by ballot at the annual meeting if there is a contested election. If the election is uncontested, a call for unanimous vote may be made by any member in good standing. Proxy or absentee ballots will be provided upon request. All votes shall be decided by a simple majority unless otherwise provided in these bylaws. Any member in good standing may move for a roll call vote on any issue, except the election of officers, whereupon the Secretary shall call the roll alphabetically by court and shall thereafter tally and record the result.

ARTICLE IX

ORDER OF BUSINESS

The rules contained in the current edition of "Robert's Rules of Order" shall govern all meetings of the Association consistent with these bylaws.

ARTICLE X

AMENDMENTS

The Bylaws may be amended at the annual meeting of the Association by a majority vote of the members present, provided that copies of the proposed amendments are given in writing to all members before such meeting.

REVISIONS

(Revised June, 1996), (Revised March 1999), (Revised March 2001), (Revised May 8, 2001), (Revised May 19, 2004), (Revised May 19, 2005), (Revised March 8, 2006), (Revised June 4, 2007), (Revised October 28, 2008), (Revised May 18, 2009), (Revised May 22, 2012), (Emergency Revision January 15, 2013), (Revised May 21, 2013), (Revised May 18, 2022), (Revised May 9, 2023), (Revised May 22, 2024), (Revised May 2025), (Revised April 16, 2026)