



**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION  
MINUTES OF ANNUAL FJAA EXECUTIVE BOARD MEETING**

**Coronado Room – Loews Ventana Canyon Resort, Tucson, AZ**

**September 15, 2022**

**2:00 p.m. Mountain Standard Time**

**I. INTRODUCTION**

The Annual FJAA Executive Board Meeting was held on Thursday, September 15, 2022. The meeting was called to order at 2:05 p.m. Mountain Standard Time by President Judy Stoyko. Attendance was as follows:

Judith Stoyko – President  
Jenny Rudolph – Past President  
Tracy Young – President Elect  
Bernita Henley – Vice President  
Debby Sawyer – Secretary  
Yvette Garcia – Treasurer  
Melissa Hardin – Parliamentarian  
Iris Liriano – Third Circuit  
Lena Tapscott – Fourth Circuit  
Jennifer Hodge – Sixth Circuit  
Cathy Geier – Seventh Circuit  
Suzanne Lofton – Ninth Circuit  
Sandra de Varona – Eleventh Circuit  
Terri Quintos – DC/Federal Circuit

**II. MINUTES**

The minutes of the 2019 Annual Executive Board Meeting held on September 12, 2019 in Nashville, Tennessee were circulated to the board members via e-mail prior to today's meeting. The minutes are approved as distributed and corrected. Due to COVID restrictions, no annual executive board meetings were held in 2020 and 2021.

### **III. TREASURER'S REPORT**

Yvette submitted the Treasurer's Report via e-mail prior to the meeting and gave an oral report. The balance in the checking account is \$5,619.02. The balance in the savings account is \$5,619.13. The Treasurer's Report, attached as Exhibit A, will be filed for audit.

### **IV. MEMBERSHIP REPORT**

Bernita submitted a membership report via e-mail prior to the meeting and gave an oral report. The membership report is attached as Exhibit B.

### **V. 2022 ELECTION RESULTS**

Staci Momii provided a written report which is attached as Exhibit C.

### **VI. CONFERENCES**

2022 Tucson Conference: Tracy Young gave an oral report. There are 78 attendees in attendance, which includes 28 first time attendees and 4 retirees and a representative from each circuit. Tracy also provided an Annual Education Committee Report which is attached as Exhibit C.

2023 New Orleans Conference: Nothing new to report.

### **VII. COMMITTEE REPORTS**

Committee Reports were provided by the following and are attached as collective Exhibit D:

Ways & Means – Melissa Seay  
Public Relations/Newsletter Committee – Cathy Geier  
PDC Education Committee – Emily Smith  
Bylaws Committee – Julie Lemm  
Audit Committee – Lisa Wallace

### **VIII. OTHER BUSINESS**

JA Job Duties and Pay Scale: Judy announced that this matter is officially closed as to FJAA's further involvement.

**IX. NEW BUSINESS**

Discussion regarding locations for 2024 Conference.

Melissa Hardin will research a FJAA Facebook page and provide her results at the next FJAA meeting.

**XI. ANNOUNCEMENTS**

No Announcements

**VIII. NEXT MEETINGS**

The next annual board meeting will be held on Thursday, September 14, 2023 at the Loews New Orleans Hotel.

There being no further business to come before the Board, the meeting was adjourned at 3:33 p.m. Mountain Standard Time.

Respectfully submitted,

/s/Debby Sawyer  
FJAA Secretary

# EXHIBIT A

## FJAA TREASURER'S REPORT

August 18, 2022

CHECKING ACCOUNT			
Previous Balance 7/21/2022		\$	5,075.22
<b>Income</b>			
8/16/2022	2022 Membership Dues (PayPal)	\$	80.00
		\$	5,155.22
<b>Expenses</b>			
7/24/2022	Elizabeth Douglas 2022 Fall Scholarship	\$	(750.00)
8/4/2022	Amazaon Re: badge cardstock	\$	(15.20)
Current Balance (8/18/22)		\$	4,390.02
SAVINGS ACCOUNT			
Previous Balance 7/21/22		\$	5,619.09
7/29/2022	Interest Income	\$	0.04
Current Balance 8/18/2022		\$	5,619.13
<b>TOTAL ASSETS</b>			<b>\$10,009.15</b>



**FJAA MEMBERSHIP REPORT**  
**WEDNESDAY, August 17, 2022 at 3:00 PM CENTRAL TIME**  
**ZOOM MEETING ID: 843 5598 1131 - PASSCODE: 2022**

**A. Membership Total as of AUGUST 18, 2022 (See attached Report):**

<b>Circuit</b>	<b>2021 Total</b>	<b>2022 Total</b>
First	10	10
Second	11	16
Third	3	1
Fourth	15	9
Fifth	30	24
Sixth	35	37
Seventh	14	14
Eighth	14	14
Ninth	46	49
Tenth	14	9
Eleventh	6	5
Fed/ DC	1	7
<b>Total</b>	<b>199</b>	<b>195</b>

- We have **146** renewals.
- We have **32** new members.
- We have **4** former members.
- We have **13** lifetime retirees.

**B. Discussions:**

- **Newsletter:** Special Newsletter is complete and being distributed.
- **2022 Circuit Representatives** – 5<sup>th</sup> Circuit Representative – no one has agreed to take over these responsibilities.

**Overall, the Team is doing an EXCELLENT job**  
**PIVOTING FORWARD!!**

**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION**

**Annual Report of the Nominations and Elections Committee**

**By Staci Momii, Chairperson**

**September 15, 2022**

With the knowledge and guidance of Melissa Hardin, the 2022-23 elections were held by email. Ballots were prepared by Melissa and emailed to 165 members on July 26, 2022. Elections closed on August 9, 2022.

The Nominations and Elections Committee received 80 ballots. On August 12, 2022, a formal tally was submitted to Judy Stoyko. The final results were as follows:

<i>President:</i>	Tracy Young (Judge Parker, Detroit, MI)
<i>President-Elect:</i>	Bernita Henley (Judge Claxton, Memphis, TN)
<i>Vice President:</i>	Jennifer Hodge (Judge Breen, Jackson, TN)
<i>Secretary:</i>	Gabriela Ma (Judge Soto, Tucson, AZ)
<i>Treasurer:</i>	Melissa Hardin (Judge Conley, Madison, WI)
<i>First Circuit:</i>	Christie Clifford-Piche (Judge Levy, Portland, ME)
<i>Second Circuit:</i>	Samantha Gencarello (Judge Preska, New York, NY)
<i>Third Circuit:</i>	Iris Liriano (Judge Schwartz, Newark, NJ)
<i>Fourth Circuit:</i>	Lena Tapscott (Judge Gergel, Charleston, SC)
<i>Fifth Circuit:</i>	Pamela Angelette (Judge Zainey, New Orleans, LA)
<i>Sixth Circuit:</i>	Amy Duenes Torres (Judge Donald, Memphis, TN)
<i>Seventh Circuit:</i>	Cathy Geier (Judge Shadid, Peoria, IL)
<i>Eighth Circuit:</i>	Donna O’Kroy (Judge Doty, Minneapolis, MN)
<i>Ninth Circuit:</i>	Suzanne Lofton (Judge Watson, Honolulu, HI)
<i>Tenth Circuit:</i>	Ashley Kittrell (Judge Johnson, Albuquerque, NM)
<i>Eleventh Circuit:</i>	Sandra de Varona (Judge Hall, Miami, FL)
<i>Federal/DC Circuit:</i>	Elizabeth Douglas (Judge Bonilla, Washington, DC)

The FJAA could not continue its work on our behalf without the dedication of its Board Members and Circuit Representatives. Thank you to those who served in 2021-22. And congratulations to the incoming 2022-23 Board Members and Circuit Representatives!

**EXHIBIT D**

**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION**

**Annual Report of the Means & Way Committee  
By Melissa Seay, Chairman  
September 15, 2022**

This year, Debby Sawyer and I wanted a more diverse assortment of raffle items and hope to have at least one thing that everyone would like. We spent a lot of time shopping and discussing what would we thought would be great raffle items.

We also decided to do a pick-and-choose raffle, so people can choose which item(s) they would like their ticket(s) to go toward – if they want to put all their tickets toward just one item or spread them out over several. A box will be labeled and placed in front of each item and you can place your ticket(s) in the box of the item(s) you hope to win.

Below is the list and itemization of each raffle item.

<b>ITEM:</b>	<b>COST:</b>	<b>BALANCE:</b>
Deposit		<b>\$1,200.00</b>
<b>Leather Satchel</b>	<b>67.30</b>	<b>1132.70</b>
<b>Reverse Umbrella</b>	<b>24.02</b>	<b>1108.68</b>
<b>Reverse Umbrella</b>	<b>20.75</b>	<b>1087.93</b>
<b>MOVSSOU E7 Active Noise Cancelling Headphones – with insurance</b>	<b>46.95</b>	<b>1040.98</b>
<b>Ray-Ban Rb4140 Wayfarer Sunglasses – with insurance</b>	<b>107.95</b>	<b>933.03</b>
<b>BAGSMART Toiletry Bag Hanging Travel Makeup Organizer</b>	<b>31.56</b>	<b>901.47</b>
<b>Large Travel Backpack</b>	<b>51.56</b>	<b>849.91</b>
<b>Sony Portable Bluetooth Speaker</b>	<b>120.16</b>	<b>729.75</b>
<b>Sony Extra Bass Compact Portable Speaker</b>	<b>54.62</b>	<b>675.13</b>
<b>Yeti 36 oz Rambler with Sling</b>	<b>98.33</b>	<b>576.80</b>

<b>Conair Unbound Rechargeable Lighted Mirror</b>	<b>43.67</b>	<b>533.13</b>
<b>BSIMB Smart Wi-Fi Digital Picture Frame</b>	<b>83.57</b>	<b>449.56</b>
<b>Kindle Paperwhite (8GB) with 6.8" screen</b>	<b>152.94</b>	<b>296.62</b>
<b>Envelop with CASH (<i>\$3.38 donated by Debby Sawyer</i>)</b>	<b>300.00</b>	<b>0.00</b>
<b>Jewelry – 2 necklaces</b>	<b>donated</b>	<b>donated</b>

I hope everyone enjoys the different choices for prizes and the twist on being able to put your tickets toward what you want.

And a great thank you to Debby Sawyer for her tremendous help, especially as I was unable to attend the conference at the last minute.

Melissa Seay



**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION**

**Annual Report of the Public Relations/Newsletter Committee**

**By Cathy Geier, Chairman**

**September 15, 2022**

Since assuming the chair of the Public Relations/Newsletter Committee in March of this year, I have been working hard to fill Gabriela's shoes.

The pandemic has affected many aspects of our life and the newsletter was just another example of how our lives have changed. Circuit reps were struggling for content, especially since many courts were or are still partially or fully remote. We started revamping the *In Brief* in April when we ran an edition which included highlights of our Circuit Representatives home courthouses.

The July edition was the first to feature the new template. I have had good feedback so far and do think it takes the burden off of each Circuit Rep. to come up with quarterly content. What I have not figured out yet is the division of labor for the Newsletter Committee with the new format.

The committee currently consists of myself and four members:

Jonna Anderson  
Rachel Tutor  
Katherine Kassel  
Gabriela Ma

It is unknown yet if Jonna Anderson will continue as a member as her Judge, Michael Kanne, passed on June 16 and Jonna's future with the Judiciary is yet unknown.

I plan on highlighting the Educational Conference for the October edition and have already asked Circuit Reps. to make sure to send pictures and stories relating to the conference.

Respectfully submitted,

Cathy Geier, Chair  
Public Relations/Newsletter

**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION**

**Annual Report of the Professional Development and Continuing Education Committee  
By Emily Smith, Chairman  
September 15, 2022**

**Committee Members: Jennifer Hodge, Lisa Richberg**

While it is quite understandable that during the worst of the COVID pandemic, people were not pursuing continuing education, I am very excited to announce that we have a recipient for our Fall 2022 \$750 Scholarship!

Our recipient is Elizabeth Douglas of the U.S. Court of Federal Claims. Elizabeth is Judicial Assistant to Judge Armando O. Bonilla in Washington, DC. Prior to this position, Elizabeth's court experience included her position as Electronic Court Records Operator with the Court of Federal Claims, and before that, as Case Administrator for the District and Bankruptcy Courts for the District of Columbia. She has an undergraduate degree from the University of Washington in Politics, Philosophy and Economics and a Master's degree from Seattle University in Criminal Justice.

Elizabeth will use the scholarship to assist her in obtaining a Certificate in Paralegal Studies from Boston University. Following the completion of this program she will apply to take the Certified Paralegal Exam offered by the National Association of Legal Assistants, Inc.

Due to our excitement over having (at last!) an applicant, we awarded the scholarship a bit early so that Elizabeth could go ahead and begin her paralegal program, as it starts in September.

**FEDERAL JUDICIAL ASSISTANTS' ASSOCIATION**

**Annual Report of the Bylaws Committee**

**By Julie Lemm, Chairman**

**September 15, 2022**

There has been no activity in the Bylaws Committee for the years 2019 – 2022.

**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION**


**Annual Report of the Audit Committee  
By Lisa Wallace, Chair  
September 15, 2022**

The last audit was performed for a period ending December 31, 2020, a copy of which was presented at the 2021 Annual Executive Board Meeting.

No audit was conducted for the calendar year 2021.

According to Article XIII of the Constitution, an audit of the financial records shall occur every two years, or as needed. The Audit Committee recommends that the next audit cover the period January 1, 2021 through December 31, 2022.

**MEMBERS:**

  
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Lisa S. Wallace, *Chair*

Pamela Angelette

Yvette Garcia (*ex officio*)