

STRATEGIC PLANNING MEETING

March 19, 2008

10:30 a.m.

Attendees: Bill Martin, Holly Sparrow, Jan Kelley, Brett Muller

Jan Kelley asked everyone to look at the new strategic planning information she had received from an OPB Webcast on 3/14/08. The information was entitled "Results Accountability Decision-making and Budgeting". In this information the main definitions to be used in setting your strategic goals was RESULT or OUTCOME , INDICATOR OR BENCHMARK, PERFORMANCE MEASURE. The RESULT OR OUTCOME and the INDICATOR or BENCHMARK are the ENDS (consumer result) and the PERFORMANCE MEASURE is the means (service delivery).

The 7 important Performance Accountability Questions are as follows:

1. Who are our customers?
2. How can we measure if our customers are better off?
3. How can we measure if we are delivering services well?
4. How are we doing on the most important of these measures?
5. Who are the partners that have a role to play in doing better?
6. What works to do better, including no-cost and low-cost ideas?
7. What do we propose to do?

Discussion then ensued regarding the previous strategic plan and what was remaining to be done and what new items should be added to the new strategic plan focusing on doing a better/more efficient job of handling appeals cases and providing information to the public.

SPACE

1. **Judges need to be housed secure self-contained suites.** Three of the 12 judgeships are now in secure self-contained suites (20%) of the 100% target.
2. **All Court offices should be in one building.** Currently in three buildings. Formerly in four buildings.
3. **New Judicial Building configured for greatest efficiency, security and best utilization for judges and staff.**
 - A. Clerk's Office should be on Ground Floor readily accessible to public.
 - B. Courtroom should be accessible through keyed elevators which would only allow public access on court dates. Courtroom should be on 1st or 2nd Floor. A
 - C. Actual staff offices should not be accessible to public except through escort.
 - D. Administrative Offices should be located near each other.
 - E. Technical Services should be located nearby administrative offices and easily accessible to Staff and Courtroom.

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F. Space should anticipate future growth of the court.

G. Judges' chambers should be self contained - all staff of one office.

SECURITY

1. **Court Security Officer to provide security services for Court.** Adequate personnel, cameras and monitors.
2. Adequate perimeter security.
3. **Courtroom should be secure for judges.**
 - A. Kevlar Lining for Judges Bench, Clerk of the Court & Security Officer.
 - B. Safe and secure exit for judges from Courtroom.
 - C. Cardkey only access for Judges Robing Room
4. **General Emergency Plan & Security Plan** needs to be completed and staff trained. Annual Drill in Security Measures.
5. Judges need **Security Awareness Training.**

UNIFORM APPLICATION OF POLICIES

1. Develop **training videos for Judges, Staff Attorneys & A.A.s.**
2. **Lexis/Nexis & Westlaw Training** - All of new staff need to undergo orientation/training on both Lexis-Nexis & Westlaw Usage. Training should be performed by an experienced user (attorney). Periodic training on new features, etc. for all users.
3. Pay Scales new to be revamped for consistent hiring practices. Entry Level Pay should be indexed 4-4 ½% steps. Criteria for entry level hiring should be 1-5 years, 5-10 years, Greater than 10 years of outside experience (Level 1) or # yrs of appellate court experience Entry Pay Level 2. Suggest 8 steps in each Level with a couple of L-steps (2-year steps) prior to reaching top of scale. All staff must go down step in systematic experience level order, no exemptions.

INCREASE EFFICIENCY & EFFECTIVENESS OF CASE PROCESSING THROUGH USE OF TECHNOLOGY

1. **Improve check-in procedure for attorneys in Courtroom.** Computer in Courtroom to be used to check in attorneys (currently manual) Printer to be located in Robing Room or Technical Services Room off ~~by~~ way.
2. **Oral Argument Orientation Video** available to public via internet and through the Clerk's Office.
3. Continue with development of **E-filing & E-Filing Compatible Docket System.**
 - A. E-filing system should be able to accommodate transmissions bi-directional.
 - B. Able to receive records electronically from trial courts and to transfer to Supreme Court. (Access from lower courts to Upper Court)
 - C. Simultaneous access to appellate records through remote access for attorneys, parties, judges, and staff.
5. **Written instructions available to staff for tele-working access.**
6. Pro Se Litigation & Remote Access Video on How to Appeals a Case available via internet access and Clerk's Office.
7. **Remote Oral Arguments** through Video Conferencing. Attorneys could be located in various sites in the state without having to travel to Atlanta for oral argument.
8. **Disaster Recovery Plan** - Concise Written Disaster Recovery Plan detailing various disaster recovery scenarios and detailing everything from How/What/Where/When/How, Etc. work would be completed and cases accessed and processed in natural disaster, terrorism, etc.
 - A. Need to know who many employees could effectively tele-work from home.
 - B. How would cases be routed between panels (electronically)?
 - C. What supplies, equipment would be needed?
 - D. What offices must be housed together and what potential sites, space could be utilized temporarily?
 - E. How long to get a temporary site up and running.
 - F. How long could Court shut-down without affecting completion of cases by deadlines?

Develop COOP

IMPROVED ACCESS TO PUBLIC INFORMATION

1. **Court TV** - Courtroom schedule as well as video feed should be available through monitors in the Clerk's Office via remote earphones. Court schedule should be posted on video display in lobby area of 6th floor for Court Dates. *Court Kiosk*
7. **Internet - Court Web Page enhancements**
 - A. Include Court of Appeals Orders & Records Access
 - B. Synopses of non-confidential cases available to public.
8. **Public Information Officer.**
 - A. Officer would write synopses of cases for public and parties viewing.
 - B. Coordinate with newspapers.
 - C. Coordinate with District Administrator and other Courts.
 - D. Coordinate with Legislative Branch, and other inquiries.

IMPROVED OPINION WRITING

1. All cases must be processed within two terms. 100% compliance.
2. % of cases which should be completed prior to Artificial Distress Date (30 days prior to actual Distress)
3. Goal - to be a term ahead in cases.

Appellate courts throughout the nation are working toward this same goal. N.C. and Wyoming already have operating systems. Tennessee has recently issued a request for proposal. The Federal District Court in Georgia, the Northern District, has been accepting e-filings for several years. There are a number of superior courts in our state which have begun digitizing of the documents filed in their courts such as Cherokee, Clarke, Wilkinson, Clayton and Fulton Counties. Some are experimenting with e-filing.

Project purposes

Permit attorneys and eventually even pro se litigants to file appeals remotely.
Automatically update docket which is both a record of court proceedings and the court tracking tool with information from accepted filings
Permit court to send out orders and opinions electronically to parties
Permit the two appellate courts to transmit information more quickly to each other
Permit the court receive electronic records from trial courts
Permit the attorneys and parties to see the content of the filings without visiting the court.

More efficient

Federal Court have had long time
Attorneys and trial court clerks have been asking for this
Less travel for law firms and parties – Attorneys not have to employ courier service, avoid traffic problems, even playing field for attorneys and parties practicing in counties long distant from court
Several users of records simultaneously
Speed receipt of court orders and opinions by trial courts, parties and counsel; not have to wait for postal service to deliver
Multiple person access to records at same time; judge, staff attorney, and parties can see single record at same time to do their research
Save space for paper records
Save paper
Save postage
Less personnel in long range since e-filing system will update many of the docket data fields
Same software used by both appellate courts saves development costs

**COURT OF APPEALS OF GEORGIA
STRATEGIC PLAN LINK TO STATE PRIORITIES**

STATE STRATEGIC PRIORITIES							
STRATEGIC GOALS		INPUT/EFFORT		RESULT/OUTCOME			
GOAL	PROJECTED COMPLETION	PERFORMANCE MEASUREMENT	INDICATOR	SPECIFIC ACTIVITY	HOW MUCH DID WE DO? # (QUANTITY)	HOW WELL DID WE DO? % (QUALITY)	
1	IMPROVE EFFICACY OF INTERNAL COURT'S STRUCTURE						
A	ENHANCED SECURITY-JUDICIAL BLDG.						
1 a		Lower Risk Level of violence in Courtroom	Armed Security in Courtroom	Armed Security Officer on duty during Court proceedings			
b		Enhanced Courtroom Security	Safety Factor Increased for Judges & Staff in Case of Violence in Courtroom.	Security measures in Courtroom	Cardkey only access to Judges Robing Room. Secure exit for Judges. Kevlar Lining for Judges Bench, Clerk of Court & Security Officer.		
c		Reduce Risk of Non-Authorized Access to Courtroom	Types of Access to Courtroom	Limit Public Access to Courtroom	Public Access to Courtroom only accessible on Court Dates.		
2 a		Reduce Risk of Unauthorized Access to Offices	Offices with Secured Access		# of Offices with Secured Access	% of Offices with Non-Secured Access	
b		Enhanced Security for Staff in Judicial Bldg.	Full-time Security for Staff Offices & Courtroom.	Security Threat in Judicial Bldg.	Full-time security patrolling building	Armed Security Officer available within Judicial Bldg on Court Days.	Lower Risk of violence Judicial Building.
c		Increase awareness and response time to potential threats in building.	Monitored Security	Active Video Monitoring of Building	Monitored Cameras Installed near ingress/egress areas in Judicial Bldg.	Cameras in place-no live monitoring	
3		Judges & Staff trained in safety/security procedures	Outlined Security Procedures		Security Procedures in place for Judicial Building	% of staff who have undergone training	
B	IMPROVED EFFICIENCY OF SPACE						
1		Efficient Work Environment for Judges & Staff	Judges & Staff housed in secured self-contained suites.	Judges with immediate access to staff.		3 out of 12 Judgeships are now housed in secured self-contained suites.	25% of Judges & staff are in efficient workspace.
2 a		Efficiency of Work Environment Related to Transportation of Cases & Workload	All Court Offices housed in one building.	Minimum.# of buildings cases & personnel must access		Court Offices housed in 3 buildings.	25% improvement in consolidation of staff offices.
b		Administrative & Support Services located near staff.	Easy Access to Services & Support for Staff				
3 c		Clerk's Ofc-Better Access to Public	Accessibility of Clerk's Office to Public	Easy Access for Litigants, Public			Clerk's Ofc on 5th Floor S/B on Ground Level

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STRATEGIC PLAN LINK TO STATE PRIORITIES**

STATE STRATEGIC PRIORITIES							
STRATEGIC GOALS			INPUT/EFFORT		RESULT/OUTCOME		
d	SPACE SHOULD ANTICIPATE FUTURE NEEDS		Court space should anticipate growth.	Additional offices available for growth.		# of additional offices available for growth.	
C	UNIFORM APPLICATION OF POLICIES						
1 a	UNIFORM TELEWORKING PRACTICES		Develop Employee Manual for Teleworking	Written Instructions for Teleworking Access			
2	BETTER TRAINING FOR WORK PROCEDURES & POLICY PRACTICES		Develop Employee Training Videos & Refine Employee Manuals	Training via videos for Judges, Staff Attys, A.A.s			
3	MORE UNIFORM HIRING PRACTICES, BETTER SCALE FOR RETENTION OF EXPERIENCED STAFF		More detailed salary scale policy for Law Assts & A.A.s	More uniform hiring practices			
D	BUSINESS CONTINUITY PLAN						
1 a	DEVELOP & IMPLEMENT CONCISE BUSINESS CONTINUITY PLAN		Develop Written Plan				
b	DISASTER RECOVERY READINESS	<i>long term</i>	Implementation Training	Hold Mock Disaster Recovery Drill			

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STATE STRATEGIC PRIORITIES							
STRATEGIC GOALS			INPUT/EFFORT			RESULT/OUTCOME	
2	GOAL INCREASE EFFICIENCY & EFFECTIVENESS OF CASE PROCESSING THROUGH USE OF TECHNOLOGY						
A	MORE RELIANCE ON ONLINE LEGAL RESEARCH LIBRARIES	2	Mandatory orientation/training for new staff.	Orientation/training given to new staff on Lexis-Westlaw usage & policies.		Comm of SA's new staff ATND for PJS & CJ	
B	CHECK IN PROCEDURE FOR ATTORNEYS	2	Computerization of Check-In Procedure	More Efficient Check-In Procedure utilizing computer/printer in Courtroom			
C	DEVELOPMENT OF E-FILING & ELECTRONIC DOCUMENTS DATABASE	1	E-Filing System able to accommodate transmissions bi-directional.				
		2	E-filing System to receive records electronically from trial courts and to transfer to Supreme Court (access from lower courts to upper court)				
		3	Simultaneous access to appellate records through remote access for attorneys, parties, judges & staff.				
D	REMOTE ORAL ARGUMENTS THROUGH VIDEO CONFERENCING.	Long Term	Attorneys located in various sites in the state could participate in oral arguments without having to travel to Atlanta.				

audio streaming

Video conferencing

oral arguments

develop w/ Supreme Ct.

employee portal
for social networking site

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STATE STRATEGIC PRIORITIES							
STRATEGIC GOALS			INPUT/EFFORT			RESULT/OUTCOME	
3	GOAL IMPROVE ACCESS TO PUBLIC INFORMATION						
A	1	ENHANCEMENT OF PUBLIC INFORMATION VIA COURT WEB PORTAL	<i>Orders Records LT</i>	Appeals Orders & Records Access Available to Public via web			Easier access to record info.
	2	<i>Pre-oral A.</i>	<i>LT</i>	Synopses of non-confidential cases available to Public via web	Need Public Information Officer		Better informed public
B		PRO SE LITIGANT VIDEO		Develop Pro Se litigant video to view via web or in Clerk's Office			Better information available to litigants regarding how to appeal a case
C		ORAL ARGUMENT ORIENTATION VIDEO		Develop Oral Argument Orientation Video to view via web or in Clerk's Office			Better information available to litigants regarding how to appeal a case
D	1	COURT TV		Courtroom schedule as well as video feed available via monitors in Clerk's Ofc utilizing remote earphones.			Better access to courtroom proceedings
	2			Courtroom schedule available through TV monitor posted on video display in lobby area of 6th Floor			Better access to courtroom schedule

*Audio of
Rolling Room -
Security -*

Video

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STATE STRATEGIC PRIORITIES							
STRATEGIC GOALS		INPUT/EFFORT			RESULT/OUTCOME		
4	GOAL IMPROVED OPINION WRITING						
A	PROCESS AT LEAST 100 CASES PER JUDGESHIP PER YEAR					Almost 2.5 times the suggested caseload is processed per judgeship per year	
B	CASE DEADLINES-COMplete OPINIONS		All Cases must be processed within two terms.			100% compliance.	
C	CASE DEADLINE-DRAFTED OPINIONS		100% of cases should be drafted prior to Artificial Distress Date (30 days prior to actual Distress).			% of cases in compliance	
D	CASE DEADLINE-DRAFTED OPINIONS		50% of cases should be drafted one term ahead.			% of cases drafted one term ahead	
E	REDUCE CASELOADS FOR JUDGE/STAFF	DONE	Increase floating staff to assist judges' offices.	Increase floating staff attorney & floating admin. Asst. by one each			
		<i>KT</i>	Increase judgeships				

KT

for disaster recovery reasons

Review

COURT PLANNING SESSION

Thursday, May 8, 2008

4:00 p.m. Check-In

6:30 p.m. Private Dinner
Location: Cedar Knob (located beside the Dining Room)
* Dinner menu is attached for your review.

Friday, May 9, 2008

8:30 a.m. Breakfast
Location: Cedar Knob
* An assortment of breakfast breads, muffins, bagels and seasonal fruit.
Coffee, juices and specialty teas.

8:30 a.m. Court Planning Session
Location: Cedar Knob

12:30 p.m. Meeting Adjourns
Lunch (on your own)
* Judges can be reimbursed for this meal using the travel expense form.

DIRECTIONS

From Atlanta: Take I-75 North to Exit #268 onto I-575 North toward Canton.

I-575 North becomes Zell Miller Mountain Pkwy. (GA-515).

Follow GA-515 North until it becomes U.S. Highway 76 East.

Stay on U.S. Highway 76 East through Young Harris.

Follow the signs to Brasstown Valley which will be on your right.

Brasstown Valley Resort is one mile past Young Harris College.

What Does Your Room Include?

Unlimited local phone calls

Unlimited toll free calling

Access to our Fitness Center and steam/sauna features

Access to the over 9 miles of maintained hiking trails

Access and equipment usage for on site Bass fishing pond

Unlimited hours of lighted tennis court time with complimentary equipment usage

Daily Newspaper

In-room coffee

Wireless internet access

Business Center access

Appetizers

Fried Green Tomatoes 7

*Cornmeal Fried Green Tomatoes,
Vidalia Onion and Cucumber Slaw and Sun Dried Tomato Vinaigrette*

Crabcakes 9

*Lump Crabmeat, Peppers, Bacon,
Mango-Pineapple Relish, Brown Butter Hollandaise*

Shrimp Cocktail 10

Jumbo Gulf Shrimp Served with Traditional Cocktail Sauce

Crispy Vegetable Spring Rolls 8

Served with Jicama Slaw, Sweet and Sour Teriyaki Dipping Sauce

Brasstown Sampler

*Combination of our Favorites Served Family Style,
Fried Green Tomatoes, Crispy Spring Rolls, Crabcakes and Grilled Ahi Tuna*

Just For Two 18

Enough for Four 36

Soups and Salads

Wild Mushroom and Vidalia Onion Soup 6

*With Parmesan Crostini
"Our House Specialty"*

Soup Du Jour 4

Our Chef's Daily Creation

Tomato and Mozzarella Napoleon 8

*Beefsteak Tomatoes, Fresh Mozzarella, Shaved Red Onion,
Fresh Basil, and drizzled with Balsamic Glaze*

Pine Grove Caesar 8

Romaine, Parmesan, Toasted Pine Nuts and Classic Caesar Dressing

Crispy Iceberg Wedge 8

Bacon, Tomato, Sliced Onion, Crumbled Maytag Blue Cheese and Blue Cheese Dressing

Brasstown Spinach Salad 8

*Baby Spinach, Candied Pecans, Warm Goat Cheese,
Smoked Bacon, with Vidalia Onion Vinaigrette*

A customary 20% gratuity will be added to parties of 6 or more

Entrees

12oz. Char grilled Strip Steak 26

Hand-trimmed Choice steak, Country Mashed Potatoes and Fresh Vegetables

Tabago Ribeye Steak 22

*12oz. Ribeye Steak, Grilled to Perfection, with Tabago Onions,
Country Mashed Potatoes and Fresh Vegetables*

Maytag Blue Cheese Topped Filet of Beef 30

Choice 8oz. Cut, Topped with Maytag Blue Cheese, Demi-Glace, Country Mashed Potatoes

Roast Prime Rib of Beef

Slow Roasted Choice Beef, Country Baked Potato, Rosemary Au Jus

Our Generous 12oz. Cut 22

Our Hearty 16oz. Lumberjack's Cut 26

Veal Piccatta 24

*Tender Medallions of Veal Sautéed with White Wine,
Capers, Mushrooms, Angel Hair Pasta and Fresh Vegetables*

Sea Bass 25

*Pan Seared and resting on Sautéed Spinach, Kalamata Olives,
Roasted Cherry Tomatoes, Capers, a Hint of Garlic and Basmati Rice*

Grilled Salmon 22

Fresh North Atlantic Salmon, Brown Butter Hollandaise and Basmati Rice

Pecan Crusted Georgia Brook Trout 20

*Fresh Local Brook Trout dredged in Crushed Pecans,
Pan Seared and topped with Maple Butter, served with Basmati Rice*

Chicken Toscana 22

*Tender Chicken stuffed with Spinach, Prociutto,
Boursin Cheese, Parmesan Polenta and Pesto Cream Sauce*

Roasted Duck 24

*Semi- Boneless Crispy Roasted Half Duck,
Served with Wild Rice, Pomegranate and Passion Fruit Glaze*

Shrimp Scampi 24

*Jumbo Gulf Shrimp Sautéed with Fresh Garlic, White Wine,
tossed with Linguini and served with Fresh Vegetables*

House Specialty Dessert

Warm Apple Pie for Two 12

*Our Chef has created an Old Fashioned Favorite,
fresh baked in a Cast Iron Skillet and served with Cinnamon Ice Cream
A limited number is available daily, so please order with your meal.*

A customary 20% gratuity will be added to parties of 6 or more

Recreation at Brasstown Valley Resort

For more information, please call 706-379-9900, Ext. 4602, and speak to Terry Plott.

Golf:

\$79 before Noon

\$59 after Noon

Tee times can be arranged through our Pro-Shop / Dial Ext. 64.

Driving range and/or lessons are available with our Golf Professional.

Pool:

Heated indoor/outdoor pool and Jacuzzi. Open from 6:00am – 10:00pm.

Fitness Center:

Exercise equipment, Steam room, and Sauna are available. Open from 6:00am – 10:00pm.

Massages:

Available to our guests by appointment .

\$95 for 50 minutes

\$125 for 80 minutes.

Dial ext. 4700 for appointments.

Please allow 8 hours notice for appointments/4 hours for cancellation.

Fishing:

Stocked pond and stream on our property / Call Leisure Services at Ext. 4700 for directions. Complimentary equipment available in Pro-Shop / Fishing Licenses are required.

Guided Fishing Trips can be booked for groups or individuals. A 5-hour guided trip is \$250 per person. If you need help finding public water, call Terry at ext. 4602.

* Fishing on your own can be found the Chattahoochee River near Helen is 45 minutes away.

Hiking Trails:

Enjoy our 9.2 miles of wilderness trails / One hour guided hikes @ \$10 per person. Proper shoes, long pants, and bug spray recommended.

* If you would like to hike on your own, see Leisure Services for maps.

The Stables:

Enjoy Western Style horseback riding on our 4.5 miles of natural mountain trails. One (1) hour guided trail rides @ *\$35.00 per person & two (2) hour guided trail rides @ *\$60.00 per person. (*A 20% service charge and 7% sales tax will be added to each stable activity).

Call the Front Desk at Ext. 62 for times and availability.

Exclusive Trips:

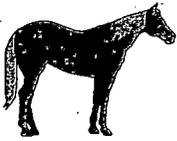
Trips to Brasstown Bald, Georgia's highest mountain, Antique Shopping Sprees, Crane Creek Vineyards*, and Whitewater Rafting can be arranged. See Terry Plott to arrange transportation.

* For the tour and transportation to and from Vineyard is \$25 per person. Information attached.

BRASSTOWN VALLEY RESORT ACTIVITY OPTIONS

Listed below are several activity options and costs.

Just let us know your choices; we'll make all the arrangements for you in advance!



Horseback Riding:

706-379-1649

\$35.00/hour

\$60.00/2 hour

(250 lb. Weight limit)

Closed on Mondays

*A 20% service charge, and 7% tax will be added to all rides.



Boating / Fishing* on Lake Chatuge:

Boundary Waters – 706.896.2530

bwater@alltel.net

(Approx. 10 minutes from Resort)

*You must bring or arrange rental of fishing equipment.

(Non-Guided Trip):

23' Pontoon Boat for 1/2 Day (4 hrs.)

\$140.00 + tax + fuel

(Boat will hold up to 10 people riding or 6 fishing)

Mountain Adventures – 706.896.4300

www.fieldstoneresort.com/adventures



Trout Fishing (pond)

Hickorynut Cove Campground and Trout Pond in Hiawassee, GA –

706.896.5341

\$3.55/lb. + 10% service fee for cleaning & packaging

*All equipment is provided.



Brasstown Valley Resort Trout Stream –

Pro Shop 706.379.4613

Free of Charge

*Must bring own equipment.

Fly Fishing

Unicoi Outfitters – 706.878.3083

Located in Helen, GA –

Gilligan Special: \$228.00/2 people

(Includes: 1 hr. lesson, 2-hrs. fly-fishing)

*All equipment is provided.

• All pricing includes our booking fee



Fishing License Information

Available at several local outlets or order on-line @ www.permit.com
1-888-748.6887

GA Resident License (one day) and Trout Stamp \$8.50

GA Resident License (annual) and Trout Stamp \$14.00

Non-Resident License (one day) and Trout Stamp \$16.50

Mountain Biking

Woody's Mountain Bikes

Alpine Helen, Georgia

706.878.3715



River Tubing:

Cool River Tubing – 800.896.4595

Located in Helen, GA –

(Approx. 30-40 min. from Resort)

\$8.40 (Adults)

\$6.00 (Children – 5 and under free)

Shopping (lots of choices)

Including Helen, GA –

Only 30-40 minutes from the Resort, Helen, GA is an Alpine Village with numerous shops and outlets.



And even more activities...

Contact our Concierge at 706.379.9900, Ext. 60

Hiking Trails

Fitness Center

Massages

Bird Watching

Tennis

Championship Golf Course

Golf & Tennis Pro Shop

Whitewater Rafting on the

Nantahala River

Indoor/Outdoor Pool

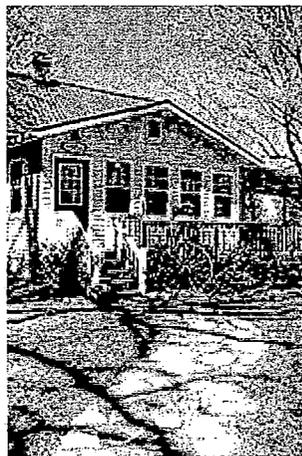
Sand Volleyball & Horseshoes

Mountaineers Kids Club

Casual and Formal Dining

Plenty of Rest & Relaxation

For more information on Brasstown Valley Resort, check out our web-site at www.brasstownvalley.com



TASTING ROOM

Making your way to the tasting room on a field stone path, the sense of history can be felt before you reach the door. Housed in the old Bryson farmhouse, the tasting room at Crane Creek Vineyards is intimate and charming. There is something to please every one of your senses here!

Sample our wines while browsing through our many gourmet food items. Pick up some crackers and dip and enjoy it with a bottle of your favorite Crane Creek wine on the tasting room decks. Chat with our knowledgeable staff about the romantic world of wine making.

Shopping for your favorite wine lover? We carry many gift items including books, wine carriers, picnic backpacks, and wine savers. We can also create custom gift baskets featuring Crane Creek wine.

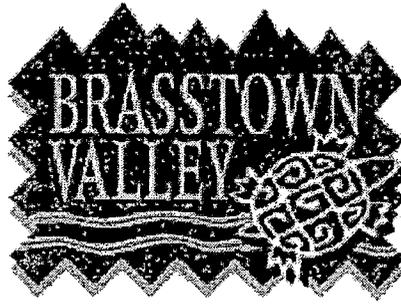
Visit our [Calendar of Events](#) page to see what's going on this week in the tasting room.

Tasting Room Hours

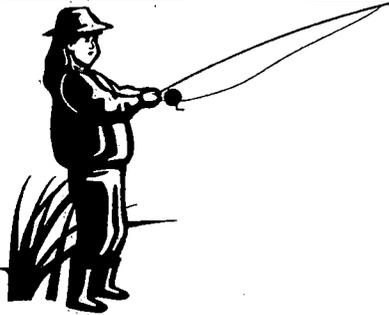
January through March
Tuesday-Saturday from 11:00 am to 5:00 pm

April through December
Tuesday-Saturday from 11:00 am to 6:00 pm

Sample the fruits of our labor! Wine tastings available for \$3.00.



GUIDED FISHING TRIPS AT BRASSTOWN



VALLEY RESORT

Let us make Brasstown Valley Resort your fishing destination. We offer guided fishing trips for trout, bass, panfish, and striped bass. The clean mountain lakes and streams provide beautiful, plentiful, and enjoyable fishing that will make your memories last for a lifetime.

We work with a number of guide services that can work with anyone from beginners to experts. Prices can be quoted for any size corporate group, couples, or individuals. Trophy trout streams include the Hiwassee River and the Toccoa River. Bass and Striper fishing on Lake Nottely, Lake Chatuge, and Lake Blue Ridge are also available. Most Northeast Georgia streams, rivers, and lakes can be accommodated.

Transportation to all sites can be arranged along with lunches, snacks and beverages.

Full day trips and/or half day trips that fit your needs for any daylight hours can be arranged.

For information on our guided fishing please call Brasstown Valley Resort-Recreation at 706 379-9900 ext. 4602 .

From: Crystal Willis
To: Bill Martin; Holly Sparrow; Jan Kelley; John Ruggeri
Date: 3/27/2008 12:23 PM
Subject: Court Planning Session

To help you prepare the Agenda please note the following times:

Check-in is at 4 p.m.
Private dinner begins at 6:30 - 8:30 p.m.
Breakfast on your Own 7 - 8:30 a.m.
Meeting begins at 8:30 a.m. - 12:30 p.m.

John Ruggeri had mentioned carrying a projector for presentations.
If you need any other presentation tools such as flipcharts, please let me know so I can arrange to have them.

Thanks.

Crystal Y. Willis
Court of Appeals of Georgia
47 Trinity Avenue, Suite 501
Atlanta, Georgia 30334
(404) 463-9786
willisc@gaappeals.us

Bill Martin - Questions/Issues for Brasstown Valley - Strategic Planning Session

From: Jan Kelley
To: Bill Martin
Date: 4/15/2008 2:10 PM
Subject: Questions/Issues for Brasstown Valley - Strategic Planning Session

BILLING:

Masterbill for Dinner Separate
Any alcoholic beverages need to be billed separately and not with dinner bill.
Master bill for rooms only for staff.
Breakfast should be paid by individuals and reimbursed by court in travel report.

DINNER MEETING:

Do we need any powerpoint or charts for the dinner? Is there connectivity in the room if we did need these things?
How will the room be arranged?
When can we get into the room for any necessary setup purposes?

STRATEGIC PLANNING MEETING:

We will need connectivity for the computer and possibly a small table to put the projector on. We may need a long extension cord to for power to the computer which will be at the front of the room.

We will need a podium in the front of the room where we can put a laptop and speak from.

How will the room be arranged. The best arrangement is probably long tables in a U-Shape for everyone to be able to see and still have room to open up their notebooks.

We will also need an easel for a flipchart. Are we going to take one of the court or can they provide one?

Are we going to have morning snacks in the room (coffee, fruit, pastries, etc)?

What time can we get into the room in order to set up for the meeting?

Bill Martin - Questions/Issues for Brasstown Valley - Strategic Planning Session (Revised)

From: Jan Kelley
To: Bill Martin
Date: 4/15/2008 2:34 PM
Subject: Questions/Issues for Brasstown Valley - Strategic Planning Session (Revised)

I just spoke with John Ruggeri - He mentioned that he would bring our portable projector, laptop and portable screen.
He did ask if they had wireless connectivity for the meeting rooms?

BILLING:

Masterbill for Dinner Separate
 Any alcoholic beverages need to be billed separately and not with dinner bill.
 Master bill for rooms only for staff.
 Breakfast should be paid by individuals and reimbursed by court in travel report.

DINNER MEETING:

Do we need any powerpoint or charts for the dinner? Is there connectivity in the room if we did need these things?
 How will the room be arranged?
 When can we get into the room for any necessary setup purposes?

STRATEGIC PLANNING MEETING:

We will need connectivity for the computer and possibly a small table to put the projector on. We may need a long extension cord to for power to the computer which will be at the front of the room. *ok*

We will need a podium in the front of the room where we can put a laptop and speak from.

How will the room be arranged. The best arrangement is probably long tables in a U-Shape for everyone to be able to see and still have room to open up their notebooks.

We will also need an easel for a flipchart. Are we going to take one of the court or can they provide one?

Are we going to have morning snacks in the room (coffee, fruit, pastries, etc)?

What time can we get into the room in order to set up for the meeting?

*Coffee
 tea
 with
 sodas*

From: Crystal Willis
To: nancy lowe
Date: 4/21/2008 8:25 AM
Subject: Court Planning Session

CC: Bill Martin
Nancy,

Bill Martin and I visited Brasstown last Thursday.

I'm so glad we did because after viewing the conference rooms that were assigned for the planning session, we found it was not enough space.

Here are our changes:

On May 8, the dinner will be in the Cedar Knob room with an u-shape set-up. Having the meeting and the dinner in the same room will allow the Court to leave their materials in the room for the next morning.

Another change, we would like to have dinner served through the dining room using the dinner menu instead of a catered dinner. Jessica explained this would be easy to do since the dining room is beside the Cedar Knob room. Also, it will be better as far as billing goes since there will be two spouses that will need to be billed separately and not on the master account.

The Management Staff will provide a "wine tasting" at 6:30 so if you will note that we need a table set up just for the wine. I have a wine list, and Jessica said I need to order the various wines from you. Also, this will need to be billed to Bill Martin and not on the master account.

On May 9, the meeting will be in the Cedar Knob room. Instead of the Anytime Break, I would like to have the Georgia Morning for 15.

Please make these changes to the contract. Let me know if I need to provide you with further information.

Thank you.

STRATEGIC PLANNING RECAP MEETING
ATTENDEES: BILL MARTIN & JAN KELLEY
DATE: TUESDAY, MAY 13, 2008
PLACE: BILL'S OFFICE

RECAP:

IMPROVE EFFICACY OF COURT'S INTERNAL STRUCTURE:

ENHANCE COURTROOM SECURITY -

- Fiscal Office will request an estimate on improving shutting device on doors leading to bench & kevlar lining for judges bench, clerk & security areas.
- Fiscal Office will prepare and circulate a requisition for cardkey only access to Judges Kitchen Area.

ENHANCE SECURITY FOR STAFF IN JUDICIAL BLDG -

- Fiscal Office is in the process of requesting CCTV monitor and two additional security cameras for building. CCTV monitor will be place in room 615A for security officer to use on court days.
- Fiscal Office is currently working with CWC for Receptionist Workstation for Front Lobby Area on 4th floor.
- Fiscal Office will request an estimate for securing the 4th floor with glass enclosure and cardkey only access.

SAFETY/EMERGENCY PREPAREDNESS -

- Continue working emergency planning manual and start training for emergency preparedness with staff.

IMPROVED EFFICIENCY OF SPACE

- Jan will call Steve Stancil at State Properties and see what the latest status is regarding the Judicial Building.

UNIFORM APPLICATION OF POLICIES:

UNIFORM TELEWORKING PRACTICES-

- John Ruggeri should develop manual for teleworking.

UNIFORM PRACTICES FOR HIRING & RETENTION OF EXPERIENCED STAFF-

- Committee should be assigned to discuss hiring practices and recommend changes to promote experienced appellate attorneys and administrative assistants over non-relevant experience.

Suggested Committee Members: Judge Phipps
 Judge Smith, Chair
 Judge Ellington
 Chief Judge Barnes, ex officio

Staff to Committee: Jan Kelley
 Bill Martin

BETTER TRAINING FOR WORK PROCEDURES & POLICY PRACTICES-

TRAINING MANUALS-

- Chief Judge Barnes should send memo to Judges to request current job descriptions for their staff.

POLICIES -

- Committee should be assigned to update or create policies for the Court on Sexual Harassment, Race, Age, ADA Discrimination. Such policies should not only address what is considered sexual Harassment or race, etc. discrimination but should also address the procedure in dealing with the situation. Grievance Committee? How to bring about a claim, what are the punishments, suspension, termination, etc. Court should include training in these areas inhouse CLE. Training in these areas should be ongoing.

Suggested Committee Members: Judge Adams
 Judge Bernes
 Judge Miller, Chair
 Chief Judge Barnes, ex officio

Staff to Committee: Holly Sparrow
 Bill Martin
 Jan Kelley

LEGAL ONLINE RESEARCH & TRAINING PROGRAM -

- Committee should be assigned to develop policy on usage for online legal research and to appoint an attorney committee who will develop & train staff regarding mandatory online legal research.

Suggested Committee Members: Judge Johnson, Chair
Judge Mikell
Judge Bernes
Chief Judge Barnes, ex officio

Staff to Committee:
John Ruggeri
Holly Sparrow
Jan Kelley

BUSINESS CONTINUITY-

- Committee should be assigned to develop Business Continuity Plan for Court. The committee members should always be the judges who occupy the position of CJ and PJs.

Suggested Committee Members: Chief Judge
4 Presiding Judges (Executive Council)
Bill Martin

Staff to Committee: Holly Sparrow
John Ruggeri
Jan Kelley

- Assigned Committee should receive training regarding business continuity plans.

INCREASE EFFICIENCY & EFFECTIVENESS OF CASE PROGRESSING THROUGH USE OF TECHNOLOGY

BETTER EFFICIENCY & MORE COST-EFFECTIVE USE OF LEGAL RESEARCH LIBRARIES

- Mandatory online legal research for all staff attorneys regarding most cost-effective use of online legal research libraries. Training should be cohesive with new hire training.
-
- John Ruggeri should request Westlaw Representative to meet with Westlaw Committee to further discuss contract rate and coverage and seek resolution of overage charges.

MORE EFFICIENT ATTORNEY CHECK-IN PROCEDURE-

- Computer & Printer & software need to be installed by Information Technology to accomplish this.

EFILING/DOCKET UPGRADE-

- Continuation of this ongoing project.
- Considering hiring consultant to help court address Change Management Issues & Implementation. (added to Strategic Plan after the Court Planning Session)
- Identify Trainers for Staff regarding Work Flow

ENHANCE ACCESS TO ORAL ARGUMENTS-

- Information Technology will coordinate audio streaming & teleconferencing oral arguments projects.
- Information Technology will coordinate the development of employee portal/social networking site with input from various court divisions. (4 yr)

IMPROVE ACCESS TO PUBLIC INFORMATION:

INCREASE FILING FEES-

- Court will draft a suggested bill for increasing filing fees to \$300. Chief Judge Barnes should send to Chuck Martin.

ENHANCED PRO SE LITIGANT INFORMATION-

- Development of informative video is planned (3 yr)

ENHANCEMENT OF PUBLIC INFORMATION VIA COURT WEB PORTAL- (LT)

- Court should seek new public information officer position when economy improves.

COURT TV-

- Information Technology should order two plasma televisions one for Clerk's Office and one for 6th floor Lobby area in which to show courtroom schedule, etc.

IMPROVED OPINION WRITING:

CASE DEADLINES-

- Case Deadline for Drafted Opinions to be the Artificial Distress Day (30 days prior to actual Address) This was voted as our #1 priority.
- New Drafting Goal to Enhance Case Processing Efficiency - 50% of offices working on current term cases. This goal will enhance the court's ability to meet deadlines should we suffer interruption in court due to natural disaster, threat, etc.

REDUCE CASELOADS FOR JUDGES/STAFF-

- Request new floating staff to assist judges offices as caseload warrants.
- Consider increase of one panel (15 Judgeships) by year 2015.



Court of Appeals

Memorandum

To: Chief Judge Anne Elizabeth Barnes
From: William L. Martin, III
Subject: Court Planning Session
Date: March 12, 2008

Thank you for your annotations to my March 4th memo regarding the Court Planning Session. In answer to your questions, the contract does not include a breakfast. If you will recall, when we were at Chateau Elan, some judges ate breakfast and some did not. I did not want to incur the expense of a planned breakfast when some people would not be eating breakfast. Obviously, the judges can have breakfast and be reimbursed for that meal.

The contract provides for an “anytime break” in the meeting room which will include beverages: soft drinks, coffee and water.

I am sure we can extend the stay for an additional day, I will need to know how many persons and what types of rooms they wish. This probably needs to be done as soon as possible since May is busy time for Brasstown Valley and we did not reserve rooms beyond our initial date. Please let me know your thoughts in this regard.

Thank you.

/ld



Court of Appeals

Memorandum

To: Chief Judge Anne Elizabeth Barnes

From: 
William L. Martin, III

Subject: Court Planning Session

Date: March 4, 2008

As you will recall from my memorandum of February 5, 2008, a copy of which is attached, Brasstown Valley, at the request of Crystal Willis, extended the deadline for acceptance to March 31, 2008. I have spoken with Jan Kelley and since the restoration of most of our funds which were cut from last year, we have sufficient funds to go ahead with our Court Planning Session offsite.

As you recall, the Budget Accountability of Planning Act of 1993 mandates that state agencies develop strategic plans.

I have signed the contract on behalf of the Court. Also, I have gotten Jan Kelley to fill out the portion of the contract dealing with billing information and the like.

After you review the final contract if you are still in agreement, please return it to me and I shall send our acceptance to Brasstown Valley.

Thank you.

/ld

cc: Jan Kelley

BRASSTOWN VALLEY RESORT GROUP SALES AGREEMENT

The following represents an agreement ("Agreement") between Brasstown Valley Resort ("Hotel") and Court of Appeals of Georgia ("Organization") entered into as of January 28, 2008 ("Effective Date") and outlines specific conditions and services to be provided.

1. Description of Group and Event

Organization: Court of Appeals of Georgia

Contact: Crystal Willis
47 Trinity Ave.
#501
Atlanta, GA 30334
Phone: 404-463-9786
Fax: 404-651-6187
Email: willisc@gaapeals.us

Name of Event: Court of Appeals of Georgia

Official Event Dates: May 8, 2008 - May 9, 2008

Anticipated Attendance: 14

2. Guestroom Commitment

The Hotel will provide and Organization agrees that it will be responsible for utilizing 14 "Total Room Nights" as follows:

	Run of House	Total Rooms
05-08-08	14 Lodge Rooms @ \$124	14

Room Block Changes / Additions

Guestrooms will be committed on a definite basis upon receipt of the executed contract. Any additions or changes to the above room block must be in writing and executed by both parties. No changes will be accepted or recognized until such document is executed.

Guestroom Type

Any specific room types requested are noted, however guestrooms are based upon availability and can only be assigned at check-in. Specific room type requests will be noted as the reservation is entered. The Hotel will attempt to honor specific room type requests, but cannot guarantee this for every reservation.

Guestroom Rates

The rates quoted above are per guestroom per night and do not include applicable state and local taxes (currently 12%) in effect at the time of check-in. Hotel guestroom rates are also subject to adjustment by the Hotel as further described in this Agreement in the event Organization's total program requirements are modified by the Organization.

Resort Service Fee

In addition to the rates set forth above, there will be a daily resort fee of ten (10) dollars per room, per night. The Resort Service Fee includes:

- Unlimited local phone calls
- Unlimited 800 number phone access
- Daily Fitness Center access including steam and sauna
- In-room coffee
- Unlimited Tennis Court time including use of equipment
- Access to 9.2 miles of maintained walking / hiking trails
- Complimentary Self-parking
- Access to on-site fishing pond including use of equipment * Guests over 16 years of age require fishing license
- Wireless internet access
- Access to business center

Please check the appropriate box to indicate resort service fee charges to be posted to Master or Individual Room Account. Should you choose individual, this charge will automatically be posted to each individual's room folio.

Master Account

Individual Account

Upgraded Room Types and Rates

Resort lodge or cottage guestrooms include up to four (4) occupants at the group rate. Balcony or fireplace accommodations are offered at an additional charge of thirty (30) dollars per room per night, based upon availability. Cottage parlors and Suites are available at an additional charge, based upon availability. Please call the Hotel Reservations Department for rates and availability.

Commission

The guestroom rates listed above are net non-commissionable. The Hotel is not responsible for the payment of commission(s) to any entity or individual unless specifically agreed to in this Agreement. Organizations will advise its designated agency or agencies of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

3. Reservation Method

Reservations for the Event will be made by a rooming list in a format provided by the Hotel. Organization will forward its rooming list to the Hotel no less than 30 days prior to arrival, or **April 8, 2008**.

Guaranteed Reservations

All reservations must be accompanied by a first night room deposit of \$250.00 or guaranteed with a major credit card or by Organization. Hotel will not hold any reservation unless secured by one of the aforementioned methods. Individual room reservation cancellations will be accepted by the hotel from the Cut-off date until 7 days prior to arrival without penalty. Individual room reservation cancellations received 6 days or less prior to the arrival date will result in a charge of one night's room and tax. Please inform your attendees to record and keep their individual cancellation number as "No-Show" reservations will be charged at 100% of the daily rate of the reservation for the entire reserved stay.

4. Reservations Cut-off Date

Reservations for attendees must be received on or before **April 8, 2008 (Cut-off Date)**. At the Cut-off Date, Hotel will review the reservation pick-up for the Event and release the unreserved rooms for general sale. The Hotel will determine whether it can accept reservations from attendees after the Cut-off Date based upon room and rate availability basis.

The release of rooms for general sale following the Cut-off date shall not alter, release, or negate Organization's obligations regarding attrition and / or cancellation under this Agreement and any such released room shall be considered an "unused" room for such purposes.

Organization may request that rooms be held after the Cut-off Date by providing Hotel a written guarantee for such rooms by 6:00pm on the Cut-off Date for the length of stay designated in the schedule of Total Room Nights listed above.

5. Master Account

Hotel must be notified in writing at least twenty-one (21) days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees permitted under this Agreement will be billed to the Master Account.

6. Method of Payment

PAYMENT BY CREDIT CARD:

Payment of the Master Account may be made by a credit card subject to approval by the Hotel's Accounting Department. Please complete and submit the enclosed authorization forms, upon signing of this Agreement.

MASTER ACCOUNT CHARGES/DIRECT BILLING:

Organization will make an application for direct billing. Hotel will provide an application to Organization that must be completed and returned to the Hotel by **February 11, 2008**. Hotel's credit manager will contact Organization if direct billing is approved or an alternative means of payment must be arranged.

MASTER ACCOUNT CHARGES/ ROOM AND TAX ONLY:

Organization will be responsible for the room and tax charges incurred by its attendees. Individual attendees will be responsible for their incidental charges upon check out. Organization will be responsible for all other charges incurred pursuant to this Agreement.

7. Golf Tee Times

Golf tee times reserved by Organization that aren't needed can be cancelled without damages if released at least three (3) days prior to the arranged date of each tee time. If less than three (3) days notice is provided to the Hotel, Organization therefore agrees to pay Hotel as liquidated damages and not as a penalty, the greens fee + cart fee costs for each lost tee time.

8. Function Information Agenda

Listed below is an agenda of your meeting, function space and planned meal functions as we understand it to be.

Date	Time	Event	Function Space	Att.
05-08-08	04:00 PM-11:00 PM	Check -In	Front Desk	14
	06:30 PM-08:30 PM	Catered Dinner	Chimney Top	14
05-09-08	07:00 AM-08:30 AM	Breakfast on Own	Dining Room	14
	07:00 AM-12:00 PM	Check -Out	Front Desk	14
	08:30 AM-12:30 PM	Anytime Morning Break	Johnson Branch	14
	08:30 AM-12:30 PM	Meeting	Johnson Branch	14
	12:30 PM-02:00 PM	Lunch on Own	Dining Room	14

Function rooms are assigned according to the number of persons expected to attend, and may be changed by the resort if attendance or other circumstances change. In such event, the resort will provide alternate suitable arrangements to meet the requirements of your group as outlined in the Agreement. Please do not publish meeting room names prior to written approval from your Convention Services Manager.

9. Food and Beverage Minimum Requirements

The Hotel is relying upon food and beverage functions outlined on the Function Agenda.

Organization agrees to be responsible for payment of the following minimum food, beverage, meeting room rental, audiovisual and setup charge revenue from catered functions (excluding service fees, gratuities and taxes): \$200.00

This is the minimum amount Court of Appeals of Georgia will be responsible to pay regardless of any drop in attendance or cancellation of functions. Average cost pricing is used to determine minimum revenue requirements. Client agrees minimum revenue requirement is not a final cost, but a minimum obligation to the Hotel. All food, beverage, audiovisual, room rental and setup charges are subject to prevailing gratuities / service fees and taxes.

10. Food and Beverage Policy

The private meals / breaks in the Function Agenda are considered a part of this agreement, and the corresponding cost incurred will be determined at the time Organization's menu selections are made. A final guarantee of Organization's private banquet attendance is required three (3) business days prior to the date of each function. If fewer persons are served than what is designated in the guarantee, Organization will be charged based on the number of persons designated in the guarantee. A twenty (20) percent service charge plus applicable taxes (currently 7%) will be applied to all private banquet functions.

All food and beverage service within the Hotel must be provided by the Hotel and serviced by Hotel personnel. Food and beverage items may not be brought in from outside the Hotel.

Organization understands that, if alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license), the Hotel's alcoholic beverage license requires such beverages be dispensed only by its employees and bartenders. The Hotel's alcoholic beverage license requires the Hotel to (a) request proper identification of any person of questionable age and refuse alcoholic beverage service of the person if either underage or proper identification cannot be produced, and (b) refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated. The Hotel encourages the adoption by banquet groups of a designated driver program, whereby one or more persons accept the responsibility of not consuming alcoholic beverages and providing transportation of others in the party. The Hotel will be happy to assist anyone upon request in making alternative transportation arrangements and / or overnight accommodations during the course of Organization's function.

11. Rooms Attrition

Organization understands that the Hotel is relying upon Organization's use of the Total Room Nights (14 rooms). Organization acknowledges and agrees that a loss will be incurred by Hotel in the event there is a reduction in Total Room Nights greater than ten (10) percent of the total room night's actually used.

If the room nights actually used by the Organization is less than ninety (90) percent of the Total Room Nights, Organization agrees to pay the Hotel as liquidated damages and not as a penalty the

difference between ninety (90) percent of the Total Room Nights and Organization's actual usage of rooms, multiplied by the average group room rate

12. Cancellation

Organization agrees to provide Hotel with written notice of any decision to cancel or otherwise abandon its use of the Total Room Nights (a "Cancellation") within five (5) days of such decision. If Organization cancels the Event or moves the Event to another city or facility, such decision shall constitute a breach of its obligation to the Hotel and the Hotel will be harmed. If a Cancellation occurs, the parties agree that: (i) it would be difficult to determine the actual harm suffered by the Hotel; (ii) due to the short period of time between the execution of this Agreement and the Event dates, and / or the projected non-capacity occupancy of the Hotel over the Event dates, Hotel is unlikely to be able to resell rooms or function space on a "last-sale" basis in the event of a Cancellation; and (iii) the amount set forth below reasonably estimates Hotel's harm for a Cancellation.

Organization therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, \$1,936.00. Provided that Organization timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Organization relating to the Cancellation.

13. Impossibility

The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either the Hotel or Organization to the other within ten (10) days of learning of the basis for termination. Neither a change of ownership or management of the Hotel, nor a change in management of Organization shall relieve either party of the responsibilities and obligations of this Agreement.

14. Compliance with Law

This Agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Hotel and Organization agree to cooperate with each other to ensure compliance with such laws.

15. Changes, Additions and Other Modifications

Any changes, additions, addendum, stipulations or deletions including corrective lining out by either Hotel or Organization will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

16. Litigation Expenses

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

17. Acceptance

Prior to execution by both parties, this Agreement represents an offer by the Hotel. Unless the Hotel otherwise notifies Organization at any time prior to Hotel's receipt of the Agreement executed by Organization, the outlined format and dates will be held by Hotel on a first option basis until **February 11, 2008 ("Acceptance Date")**. Upon receipt by Hotel of this Agreement signed by Organization, this Agreement will be placed on a definite basis and will be binding upon Hotel and Organization.

If a signed Agreement is not received by Hotel from Organization by the Acceptance Date, at Hotel's option, the arrangements described herein shall be null and void and neither party will have any obligations under the Agreement. In any event, this Agreement shall not be binding on the parties until signed by both parties, including any changes, additions, or deletions.

Hotel and Organization have agreed to and have executed this Agreement by their authorized representatives as of the Effective Date.

William L. Martin, III
Signature

Signature

William L. Martin, III
Name

Nancy J Lowe
Name

Clerk/Court Administrator
Title

Regional Sales Manager
Title

Court of Appeals of Georgia
Company

Brasstown Valley Resort
Company

3-4-08
Date

Date

Brasstown Valley Resort - - - Rooming List Form

Date	
Group Name	
Group Code	
Conference Dates	
CSM	NJL
SM	NJL
Name of Distributor	NJL

- 1) Indicate the number of people (including attendee listed) staying in each room in 2nd column.
- 2) If guest is sharing, indicate whom they are sharing with by noting in the "OTHER" column.
- 3) If attendee is responsible for their own charges, please provide card type, c/c# and exp. date in "Other" column; or send deposit.

NAME	# of people in room	Arrival Date	Departure Date	BILLING A=all charges to Master Account RT=room & tax only to Master Account I=individual pays own charges	VIP	OTHER
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

Brasstown Valley Resort • 6321 US Hwy 76 • Young Harris, GA • 706-379-9900 • Fax 706-379-9999

CREDIT APPLICATION/DIRECT BILLING APPLICATION

To expedite processing of your application, please make certain all information is complete or attach your business credit application.

Company name: Court of Appeals of Georgia
Nature of business: Appellate Court
D & B #: 826188807
Function date:
Sales/Conf. Ser. Mgr.
Catering Mgr.

BILLING INFORMATION

COMPANY BILLING ADDRESS: Court of Appeals of Georgia, 47 Trinity Avenue, Suite 501, Atlanta, GA 30334
ATTN: Jan Kelley
Telephone: 404-657-8365
AUTHORIZED SIGNATURES: Jan R. Kelley
Fax: 404-651-8497

BANK REFERENCE

Name: SunTrust
Address: 25 Park Place, Atlanta, GA 30302
Acct #: 88000007240 Phone #: 404-588-8319
Contact: Dan Farrar, Jr.

HOTEL REFERENCES (used in the past 18 months)

Name: CEHR, LLC (Chateau Elan) City/State: Atlanta, GA 30368-2358
Phone #: 678-425-0900 Date: July 21-22, 2005

Signature of Client Representative: Jan R. Kelley
Title: Director of Fiscal Services
Date: 3/5/08

PAYMENT TERMS:

PAYMENT MUST BE MADE IMMEDIATELY UPON RECEIPT OF STATEMENT. PLEASE RETURN THIS APPLICATION TO THE SALES MANAGER AT THE ABOVE ADDRESS. ALL APPLICATIONS MUST BE RECEIVED AND APPROVED 30 DAYS PRIOR TO YOUR ORGANIZATIONS ARRIVAL IN THE HOTEL.

FOR HOTEL USE ONLY

Estimated Sales Master Account #
Charge to the Master
Room/Tax Audio/Visual Incidentals Hospitality Room Rental Banquets
Other



Bill Martin

Court of Appeals

Memorandum

To: Chief Judge Anne Barnes
From: Jan R. Kelley,  Director of Fiscal Services
Subject: Strategic Plan Update
Date: November 16, 2007

The following information is provided regarding the requirement for strategic planning and performance measures. The information quoted is from the FY06 Strategic and Business Planning Guidelines:

"The Budget Accountability and Planning Act of 1993 mandates that state agencies develop strategic plans. Agencies' strategic plans, encompassing a four-year time frame, provide the agency and state decision makers with a thoughtful, organized approach for addressing state priorities.

State law also mandates that each agency develop an annual workforce plan and information technology plan. Workforce planning is a systematic process for identifying the workforce needs, characteristics and competencies required to meet the agency's strategic goals and for developing the strategies to meet those goals. Information technology planning requires that agencies align their information technology projects to support the achievement of the agency's strategic goals.

Workforce planning links strategic planning, program management, human resources, and budgeting decisions. It identifies the characteristics and competencies needed of people to achieve desired outcomes, and it facilitates those competencies being present in the workforce when and where they are needed. The outputs of workforce planning support strategic objectives, core businesses, technology initiatives, human resources strategies, and budget requests.

Information technology planning links the strategic plan and business needs with technology decisions and expenditures. Annual IT plans allow agencies to realize efficiencies by ensuring that business needs drive technology decisions and by identifying opportunities for sharing IT functionality within the organization.”

Georgia began managing its resources through a Prioritized Program Budget process beginning with the FY 2005 Budget. **Instead of focusing on how agencies are organized and how much money is needed to maintain continuation budgets, budgets now identify program and priorities that support agency business plans.**

Program budgeting incorporates strategic planning and performance measures in the annual budget development cycle. Budget requests now must supported by performance measures that indicate how efficiently a program is operated, how well customers are served, and whether the program achieved its intended outcomes.

Governor Perdue has charged state decision makers with developing a rational, integrated, data-driven planning and budgeting system in which policy determines budget priorities instead of one in which budget constraints determine state policy. The Planning and Budgeting Results model

establishes a framework for Georgia government that builds on traditional strategic planning, and then moves agencies into an annual business planning cycle, including requirements for workforce and information technology planning.

Agencies are required to submit a Four-year Strategic Plan and an Annual Business Plan with Associated Performance Measures along with their budget submissions. Our last plan was submitted in FY 2006 . A new four-year strategic plan will need to be submitted with our FY 2010 budget submission which will be due September 1, 2008.

The business plan is organized by program and provides the basis for the agency's budget request. Agencies use the business plan to report data on results and to measure performance and to rank programs and sub-programs. **Since we have only one program, our business plan is incorporated into our overall Strategic Plan.**

Attached you will find a copy of our FY 2006 Strategic Plan and Business Plan. As you can see, a significant portion of our Strategic Goals have been accomplished and need to be replaced by other goals which will become the driving force for our FY 2010-2014 budget submissions.

NOTE: Relevant legislation regarding statutory requirements - Ga. Code Ann. §45-12-175 & §45-12-177.

cc: Judge M. Yvette Miller
Bill Martin, Clerk of Court

Attachments

Strategic Planning (143)

Date: 01/09/2006

Agency Name: Court of Appeals
Budget Year: FY 2007

Time: 2:43 PM

Vision:

Timely justice to parties and clear and sound guidance to Georgia trial bench and practicing attorneys.

Mission:

To review decisions of trial courts and correct errors of law which have been properly brought before this Court.
To assist litigants to achieve final and just resolutions of their disputes and contribute to the orderly development of Georgia law through orders and opinions based on logic, reason, persuasion and precedent.

Core Businesses:

1) Process and decide cases filed in court by parties (attorneys and pro se litigants).

CORE VALUES: * Impartiality of Decision Making
* Accessibility of Judicial Process
* Well Reasoned and Articulated Decisions

Strategic Goal:

Improve efficacy of internal court's structure.

Governor's Strategic Initiative:

The best managed state in the nation.

Strategic Outcome:

Enhance security through assessment, improved controlled access, and emergency procedures. Improved security and safety of court personnel and visitors.

Strategic Objectives:

- 1) Identify deficiencies in court security. Initiate correction actions. (1-2 yr plan)
- 2) On-going correction of security weaknesses and continued training of court personnel regarding safety/emergency procedures. (4 yr plan)

Strategic Outcome:

Improved Facilities: Consolidation of judges and staff.
Consolidate judges into one building (Judicial Building) (1-2 yr plan)
Networking/Communication improved for dialogue/conference of cases. Greater security for judges and staff.

Strategic Objectives:

- 1) Improved security for judges by being in one building. Facilitate work within panels by being more proximate to each other.

Strategic Outcome:

Improved Facilities: All Judges' Offices Self-Contained Suites. (LT plan)
More efficient use of resources when judges and staff are proximate to each other. Better collaboration on cases and coordination of caseload.

Strategic Objectives:

- 1) Renovation and redesign all judges offices into self-contained suites (LT)

Relieve cramped working conditions for judges and staff. Consolidate judges and staff.

Strategic Outcome:

Improved Facilities: Consolidation of administrative services (1-2 yr plan)
Improved access for public to Clerk's Office. Consolidation of Central Staff for better coordination of work and sharing of printed research materials.
Improved coordination and cooperation of all administrative services.

Strategic Objectives:

- 1) Relieve cramped working conditions for Clerk's Office and Central Staff.
- 2) Consolidate administrative services in a single building/location.
- 3) Redesign administrative offices for better workflow and function.

Strategic Outcome:

Improved Facilities: Enlargement/improvement of the Media Center (1-2 yr plan)
Use of enhanced media center will enable better access to online self-study training. Video training should enhance employee job performance and may reduce health and workers' compensation claims through proactive awareness and efforts.

Strategic Objectives:

- 1) Improve the Media Center to permit staff attorneys and other employees to receive job-related training as well as information regarding public safety and employee health on their own schedules.

Strategic Outcome:

Improved Facilities: Creation of Court of Appeals Conference Room. (1-2 yr plan)
Enable Court to meet together more often to discuss issues and projects on a collaborative basis. More synergy, spirit of cooperation.

Strategic Objectives:

- 1) Conference room will allow the Court to hold internal meetings with staff as well as with external parties. It will also provide an additional training area as needed.

Strategic Planning (143)

Date: 01/09/2006

Agency Name: Court of Appeals

Time: 2:43 PM

Budget Year: FY 2007

Strategic Outcome:

Uniform application of internal and state policies and procedures. (1-2 yr plan)
Greater uniformity in the application of policies.
Improved employee access to internal (Court) and external (State) policies and procedures.

Strategic Objectives:

- 1) Development of new orientation manuals specific to each class of employees.
Facilitate training of new staff relative to court rules and procedures.
- 2) Development of employee intranet for access to personnel and internal policies and procedures (4 yr plan)

Strategic Outcome:

Development and implementation of Business Continuity Plan (4 yr plan)
Ability to readily transition court work to remote or alternative locations with minimal disruption of services.

Strategic Objectives:

- 1) Identify and plan for business continuity in event of security/emergency conditions which would require work to be performed from remote or alternative locations. Gather information needed to develop a Business Continuity Plan (1-2 yr plan)
- 2) Develop and implement a Business Continuity Plan (4 yr plan).

Success Inhibitors:

- 1) Time and funding for renovation of space.

Critical Success Factors:

- 1) Promised availability of space in Health Building.
- 2) Current Media Center utilization.
- 3) Current tele-working activity and remote access.

Strategic Planning (143)

Date: 01/09/2006

Agency Name: Court of Appeals

Time: 2:43 PM

Budget Year: FY 2007

Strategic Goal:

Increase the efficiency and effectiveness of case processing by automation through use of technology.

Governor's Strategic Initiative:

The best managed state in the nation.

Strategic Outcome:

Enhanced access to legal resources. Continued reduction of print resources and better utilization of space. Potential reduction in research costs.

Strategic Objectives:

- 1) Increased use of legal online services for research.

Strategic Outcome:

Enhancement of Court Web Portal.

Greater flexibility for processing cases both in-house and remotely through tele-working (virtual office).

Strategic Objectives:

- 1) Enhancement of Court Web Portal for both in-house and remote access to legal research materials, draft memorandums and opinions. (4 yr plan)

Strategic Outcome:

E-filing and Electronic Documents Database.

Speed transmission of documents to/from Court. Potential long-term reduction of filing space for court records. Enhanced access to public information by unlimited and equal simultaneous access to court records. Potentially e-filing will expedite case processing in the Court.

Strategic Objectives:

- 1) Develop and test the appellate procedures segment of the Court of Appeals E-Filing System (1-2 yr plan)
- 2) On-going development and implementation of document e-filing, e-notification and creation of electronic documents database. (4 yr plan)
Receive case filings and pleadings from parties electronically, Send out notices, orders and opinions from Court to parties electronically.
- 3) Receive electronic records and transcripts from trial courts. (LT plan)

Success Inhibitors:

- 1) Limit of technical staff hours.
- 2) Cooperative efforts of trial courts to obtain electronic records.
- 3) Time and money required.

Critical Success Factors:

- 1) Current Court Web Page.

Strategic Planning (143)

Date: 01/09/2006

Agency Name: Court of Appeals
Budget Year: FY 2007

Time: 2:43 PM

Strategic Goal:

Improve access to public information.

Governor's Strategic Initiative:

An educated Georgia.

Strategic Outcome:

Educate of the public on the history and purpose of the Court of Appeals
Enhanced understanding of intent and purpose of Court.

Strategic Objectives:

- 1) Prepare a video on the history and the purpose of the Court of Appeals and distribute to schools and other interested parties. (1-2 yr plan)

Strategic Outcome:

Provide more information to the parties, general public and media through web access.
Enhanced access to public records.

Strategic Objectives:

- 1) Expansion of the court's web page to enable access not only to the court's docket, but copies of court orders and court records.

Strategic Outcome:

Educate public on how to appeal a case in Georgia.
Enhanced understanding of public on appellate case procedures. Greater access to public for information on how to appeal cases. Reduction of mistakes by pro se litigants.

Strategic Objectives:

- 1) Prepare an instructional video for pro se litigants on how to correctly appeals their cases.

Success Inhibitors:

- 1) Limit of technical staff hours.
- 2) Time and funding.

Critical Success Factors:

- 1) Available historical information on Court of Appeals.
- 2) Current Court Web Page.

Strategic Planning (143)

Date: 01/09/2006

Agency Name: Court of Appeals

Time: 2:43 PM

Budget Year: FY 2007

Strategic Goal:

Improved Opinion Writing.

Governor's Strategic Initiative:

A safe Georgia.

Strategic Outcome:

Development of staff through in-house training.

Enable staff to receive CLE training in more efficient (time) and cost-effective manner. Training better related to actual duties performed.

Strategic Objectives:

- 1) Continue in-house training in cooperation with Atlanta Bar Association to provide more effective training relating to opinion writing.

Strategic Outcome:

Reduce caseloads for judges/staff.

Reduction in cases handled per individual would allow greater emphasis to be on the quality of work more than the quantity.

Strategic Objectives:

- 1) Reduce caseload either through additional judgeships or additional staff attorneys. (LT plan)

Success Inhibitors:

- 1) Continued growth of workload.

- 2) Availability of trained staff attorneys relative to opinion writing.

- 3) Staff time demands.

Critical Success Factors:

- 1) Current Media Center utilization.

- 2) Current Court efforts toward in-house mandatory continuing legal education for staff.

O.C.G.A. § 45-12-175

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*** Current through the 2007 Regular Session ***

TITLE 45. PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 12. GOVERNOR
ARTICLE 4. OFFICE OF PLANNING AND BUDGET
PART 4. STATE PLANNING AND DEVELOPMENT

O.C.G.A. § 45-12-175 (2007)

§ 45-12-175. Preparation of long-range development plans by office; designation of planning officer or representative by departments, agencies, or institutions

(a) The Governor, through the Office of Planning and Budget, shall have in continuous process and revision a strategic plan for the state as a whole. This plan shall be updated at least on an annual basis and shall cover a minimum period of time as determined by the Office of Planning and Budget, but not less than five years. It shall have as its primary goal the improved fiscal responsibility and responsiveness of state government and the effective and efficient delivery of services throughout the geographic area of the state with an emphasis on decentralizing state government. The goals and strategies contained in this state strategic plan shall be reflected by the various departments, boards, bureaus, commissions, institutions, authorities, and other agencies of state government, as respectively applies, in the development of their own strategic plans which specifically deal with their respective future directions and organizational missions. Each strategic plan developed by each department, board, bureau, commission, institution, authority, and other agency of state government shall contain a description of its future direction; a statement of its organizational mission; a description of the current and anticipated future needs being addressed by its preferred future direction and organizational mission; a description of planned actions designed to address these needs; a description of the goals for the program or services to be improved; a course of action for achieving the planned improvements, including an implementation timetable; a description of the evaluation system to be used to determine if the goals are being attained; an estimated annual cost for each planned improvement of a program or service; all efforts to decentralize its administrative and operational functions; and all other items as the Office of Planning and Budget may deem necessary. Each department, board, bureau, commission, institution, authority, and other agency of state government shall submit its own strategic plan to the Office of Planning and Budget as supporting information for the budget estimates required under Code Section 45-12-78.

(b) The Office of Planning and Budget shall cause to be prepared and coordinate the development of strategic plans by departments, boards, bureaus, commissions, institutions, authorities, and other agencies to ensure that the state-wide directions are met. The Office of Planning and Budget shall:

(1) Ensure that the focus of the various plans do not conflict with the general state goals;

(2) Offer assistance to the various departments, boards, bureaus, commissions, institutions, authorities, and other agencies of state government in the design and execution of their programs and be the coordinating agency for the separate department or agency proposals;

(3) Phase in implementation by the various departments, boards, bureaus, commissions, institutions, authorities, and other agencies of state government. By September 1 of 1993 and each year thereafter until

all departments, boards, bureaus, commissions, institutions, authorities, and other agencies have initiated strategic planning, the Office of Planning and Budget shall notify the Budgetary Responsibility Oversight Committee as to which departments, boards, bureaus, commissions, institutions, authorities, and other agencies will initiate strategic planning in the coming year; and

(4) Present such strategic plans, in cooperation with the affected department, board, bureau, commission, institution, authority, or other agency, to the Budgetary Responsibility Oversight Committee.

(c) To assist in the development of plans and programs of state government, the Governor, through the Office of Planning and Budget, may request, as appropriate, that each department, agency, and institution of state government designate, from among its employees and officers, a planning officer or representative who shall be responsible for the planning and coordination of the activities and responsibilities of the department, agency, or institution. Such planning officer or representative shall coordinate program plans prepared for each area of program responsibility within his or her agency of the state government.

HISTORY: Ga. L. 1967, p. 252, § 3; Ga. L. 1993, p. 1914, § 14; Ga. L. 1994, p. 1865, § 6.

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O.C.G.A. § 45-12-177

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*** Current through the 2007 Regular Session ***

TITLE 45. PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 12. GOVERNOR
ARTICLE 4. OFFICE OF PLANNING AND BUDGET
PART 4. STATE PLANNING AND DEVELOPMENT

O.C.G.A. § 45-12-177 (2007)

§ 45-12-177. Office to review and establish state goals and policies; Governor to prepare annual policy document reflecting state strategic plan

(a) The Office of Planning and Budget shall have the power and duty to review and consider immediate and long-range state agency proposals, goals, and directions and to establish state-wide goals and policies.

(b) The Governor, through the Office of Planning and Budget, shall prepare an annual policy document to reflect the state strategic plan and address state-wide goals, objectives, and opportunities. A program budget report shall satisfy this requirement. Such policy document shall be transmitted to the General Assembly at the beginning of each legislative session beginning with the 2006 session.

HISTORY: Ga. L. 1970, p. 321, § 4; Ga. L. 1993, p. 1914, § 15; Ga. L. 2005, p. 976, § 7/HB 509.

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**Court of Appeals Strategic Plan
November 2007**

1-2 Year Plan

1. Consolidation of Judges into One Building
This was accomplished in January 2007.
2. Consolidation of Administrative Support Services in a Single Building; Redesign of Offices
This was accomplished in October 2006.
3. Enlargement/Improvement of Media Center
This was accomplished in October 2006.
4. Creation of Court Conference Room
This was accomplished in October 2006.
5. Development of New Orientation Manuals for Employees
Some work has been done on improving materials for Administrative Assistants.
6. Educate Public Through Video on Court Function and History
The Court History Video was completed in fall 2006. Copies are available from the Clerk's Office.
7. Institutionalize In-House Mandatory Continuing Legal Education for Staff Attorneys
Court has held In-House CLE of 6 hours for the last several years which has been more focused on the staff attorney's jobs and less expensive for the Court compared to outside CLE.
8. Identify and Address Critical Security Deficiencies
U. S. Marshal's Office completed security assessment of Judicial Building. Security has been enhanced through use of video cameras. A FY2009 requested will be made for a security officer position.
9. Gather information for Business Continuity Plan
IT staff has begun to collect information on possible continuity options available to the court. [with the assistance of Novell Consulting and will be exploring locations with Sun Guard for an off-site emergency data center.] last phrase added after distribution to judges and discussion with J. Ruggeri 6/20/2006 Need to ask John R. ?????
10. Development of E-Filing and Electronic Documents Database
Ongoing development with Trivir.

4 Year Plan

1. Enhance Security and Train Personnel on Emergency Procedures

Ongoing effort to enhance security of building. Some personnel given Red Cross Training in First Aid, CPR, and AED. Emergency Procedures Training Program. Now that facilities renovations have been completed. Updated training and update of emergency contacts need to be completed.

2. Implement E-Filing and Document Database--Continue Expanding Ability of Filers to Electronically File and the Scanning of Paper Documents into an Electronic Document Database
3. Enhancement of Web Portal for Both In-house and Remote Access.
I believe this has been completed, but we need to ask John R. ?????
4. Development of Employee Intranet for Access to Personnel and Internal Policies and Procedures

The Internal Operations Manual is now on the S: drive available to every employee of the Court.

5. Development and Implementation of Business Continuity Plan
Ask John R. ?????
6. Increased use of Online Research Libraries
The Court has reduced the number of print copies of legal research sources because of increased use of the online research subscriptions.
7. Enhancement of Court Web Page to Include COA Orders and Records
8. Educate Public by Preparation of an Instructional Video on How to Correctly Appeal a Case

Long Term Plan

1. Design and Renovation of Judges' Offices into Self-contained Suites
Renovations in 2007 of the Third Floor of the Judicial Building permitted three judges offices to have self-contained suites which freed up some spaces for better organized offices for other judges. There are still a number of judicial offices which do not encompass all of the judge's personal staff.
2. Receive Electronic Records and Transcripts from Trial Courts

3. Reduce Caseloads for Judge/staff

Court Planning Session

The Budget Accountability and Planning Act of 1993 mandates that state agencies develop strategic plans. An agency's strategic plan, encompassing a four-year time frame, provides the agency and state decision makers with a thoughtful and organized approach for addressing state priorities. State law also mandates that each agency develop an annual workforce plan and information technology plan.

You will recall that we finalized our Vision Statement, Mission Statement and Strategic Plan at a Court Planning Session held in June of 2005 at Chateau Elan. Enclosed in your materials you will find the results of that meeting and

what we have accomplished in our one to two-year plan, two to four-year plan and our long term plan. The shaded portion has been completed, the balance is to be completed.

We need to schedule another Court Planning Session to update our strategic plan and to comply with the Budgeting Act. No longer is the state using a continuation budget process, but our chief judge and fiscal officer must justify each year during the budgetary process our request for funding.

Chief Judge Barnes also suggest that we might like to meet with F.H. (Frank) Buckley who has presented many programs for judges. Mr. Buckley suggests a seven and a half hour course spread over two days with possible

topics to include: Mill on Liberty; The Founders, Science and the Law, Family Law, The Role of Religion in Society or other topics that may be of particular interest to the Court. He prefers to have a group of 16-20 judges so we may wish to invite the Supreme Court to participate.

Mr. Buckley's presents many programs a year and in fact, the following dates he has already committed to other courts: January 12-16, April 4-6, April 11-17, April 20-26, May 4-7, May 15-18, June 6-12, June 13-19, July 6-9, July 10-13, September 18-21, October 16-19, October 23-26, November 14-20 and December 4-10.

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From: "F.H Buckley" <frankbuckley@aol.com>
To: "Yvette Miller" <millery@appeals.courts.state.ga.us>
Date: 11/1/2007 4:37 PM
Subject: Re: Good afternoon Mr. Buckley, .

CC: "Liudmyla Morozova" <lmorozov@gmu.edu>

Dear Yvette,

Anne has been to a number of our programs but you haven't. We have one coming up in Captiva FL on Nov 30 to Dec 6. Might this interest you? The subject is Science in the Courts. Its not tendentious, interesting and a lot of fun.

#3
Last e-mail
from Mr. Buck
to Judge Miller

Best,

Frank Buckley

-----Original Message-----

To: Yvette Miller
Cc: Hon. Anne Barnes
Sent: Oct 30, 2007 5:54 PM
Subject: Re: Good afternoon Mr. Buckley,

Dear Judge Miller,

I was delighted to talk to you today. We'd be honored to participate in one of your programs. If we'd foot the bill we'd expect the judges to do 200 odd pp of readings for a 7.5 hour cours spread over two days and three nights. Possible topics include Mill on Liberty, the Founders, Science and the Law, Family Law, the role of religion in society, and any of the other things we cover.

My cell, btw, is 7036257176.

Frank Buckley

PS Here's our 2008 line-up so far:

January 12-16, The Breakers, Northeastern Judges.

Easter March 23

April 4-6 Ojai III

Civil Society Inst. - April 11-17- La Jolla

Passover April 20-26

Fifth Circuit May 4-7, 2008 at the Marriott Grand Resort on Mobile Bay, which is in Point Clear, Alabama.

Thucydides Coll.- May 15-18- New Haven, Kagan

PPE I Arlington, June 6-12

PPE II Arlington, Monday, June 13-19 (tentative)

Lincoln Coll.- July 6-9- Sedona
Guelzo and Neeley

#2
Mr. Buckley's
response to
Judge Miller's
e-mail.

Culture and Markets Coll.- July 10-13- Sedona, Cowen

Happiness Coll. - September 18-21- La Jolla, Annas and Frey

Sept 30 Rosh Hashanah

Oct 9 Yom Kippur

Oct 14 Simcha Torah

Mill On Liberty - October 16-19- La Jolla

Federalist Papers, Oct 23-26, La Jolla.

Economic Analysis of Law- November 14-20- Captiva

Thanksgiving Nov 27

Science in the Courts - December 4-10- Captiva

-----Original Message-----

From: Yvette Miller

To: Frank Buckley

Sent: Oct 30, 2007 3:51 PM

Subject: Good afternoon Mr. Buckley,

*#1
* Initial e-mail from
Judge Miller*

Good afternoon Mr. Buckley,

I enjoyed speaking with you regarding putting on an educational conference for the Appellate Court judges here in Georgia.

I look forward to hearing from you in this regard.

Best Wishes,

-M. Yvette Miller

Associate Dean & Executive Director
George Mason Law & Economics Center
3301 Fairfax Drive
Arlington, VA 22201

Sent via BlackBerry - a service from AT&T Wireless.



Court of Appeals

Memorandum

To: Chief Judge Anne Barnes

From: Jan R. Kelley, ^{JK} Director of Fiscal Services

Subject: Strategic Plan

Date: November 8, 2007

Our Strategic Plan was last revised in FY 2006. The Strategic Plan and Agency Business Plan are supposed to be the driving force of the budget. We need to revise and update our plan prior to the FY 2010 budget submission (September 1, 2008). An agency's strategic plan is supposed to cover a 4 year span. Also, many of our goals (such as space) have already been accomplished so these items need to be removed and replaced with new goals for the agency.

Are there any plans for a Court Planning Session this year?

cc: PJ Gary Andrews

~~Bill Martin, Clerk of Court~~ ✓



Court of Appeals

Memorandum

To: Chief Judge Barnes

From: Judge Miller *mjm*

Subject: Court Planning Session Agenda

Date: November 20, 2007

Pursuant to your request, I have researched programs sponsored by George Mason University School of Law that could be offered as you suggested during the Court planning session/retreat. In speaking with Frank Buckley, the Associate Dean of the GMU School of Law, it became clear to me that a program sponsored by GMU does not meet the primary needs of our planning session as I understand them.

While a program sponsored by GMU (or a comparable program sponsored by a similar group) obviously has much to offer, I believe that the Court's top priority in conducting the proposed planning session is to come together to develop a strategic plan for the Court—to maximize our ability to serve justice over the next four to five years. As Jan Kelley, our fiscal officer, has informed us, **a new four-year strategic plan must be submitted with our FY 2010 budget submission, which will be due on September 1, 2008.** Once such a strategic

plan is finalized, I believe that we could consider whether it is the will of the Court to commit to a program such as that offered by GMU.

Given that all of the Judges (as well as Bill and Jan) will be asked to attend and participate in the planning session, I would like to raise this issue at our next banc meeting. My recommendation is to allow the Court Futures Committee to develop an agenda for our planning session, based on the advice and suggestions we receive from you and the other Judges. I believe that such a program would provide us with an opportunity to develop a strategic plan for the Court that would cover our anticipated needs for the next several years and that would drive our budgetary requests as we move forward. Such a program would also provide us with an opportunity to strengthen our relationships as Judicial brethren (and sistren!) in order to enhance our ability to conduct the business of the Court with efficiency, integrity, and dedication to serving justice. If you concur, please include a discussion of the proposed planning session on the agenda for our next banc meeting.

cc: Presiding Judge Gary B. Andrews (Continuing Judicial Education Committee)
Judge John J. Ellington (Court Futures Committee)
Judge Herbert Phipps (Court Futures Committee)
Bill Martin Clerk of Court
Jan Kelley, Director of Fiscal Services



Court of Appeals

Memorandum

To: William L. Martin, III
From: Crystal Willis
Subject: Brasstown Information
Date: January 31, 2008

I spoke with Brasstown Valley Resort regarding their cancellation policy. They require a five day written notice of any decision to cancel. Upon receiving a written notice, they can release the rooms to be resold.

In the event the Court did cancel the reservation, the Court would still be required to pay as damages the amount of \$1,936.00.



Court of Appeals

Memorandum

To: William L. Martin, III
From: Crystal Willis
Subject: Estimated Costs for Court Planning Session
Date: January 30, 2008

Attached please find an estimate of the costs the Court will incur to hold the Court Planning Session at Brasstown Valley Resort.

This estimate does not include state or local taxes. Also, it does not include any beverage costs for the evening of May 8.

I spoke with John Ruggeri and he informed me he would provide the audio visual equipment so that freed the Court from that cost.

Please let me know if I can provide you with further information.

Attachments

BRASSTOWN VALLEY RESORT - EXPENSES	
14 Lodge Rooms @ \$124	\$1,736.00
14 Resort Service Fee @ \$10	\$ 140.00
14 Catered Dinners @ \$40 (plus 20% Service Fee)	\$ 672.00
14 Breakfasts @ \$12	\$ 168.00
14 Morning Breaks @ \$7	\$ 98.00
Mileage for 14 Judges (round-trip)	\$1,186.40
* All Items are Tax Exempt	
TOTAL	\$4,000.40

JUDGE	MILES TO RESORT	TIME TO RESORT	@ .485 PER MILE
C. J. BARNES	126.14	2 HRS, 19 MINS	\$61.18
P. J. ANDREWS	122.01	2 HRS, 44 MINS	\$59.17
P. J. JOHNSON	126.14	2 HRS, 19 MINS	\$61.18
J. RUFFIN	126.14	2 HRS, 19 MINS	\$61.18
J. MILLER	119.17	2 HRS, 12 MINS	\$57.80
J. ELLINGTON	126.14	2 HRS, 19 MINS	\$61.18
J. PHIPPS	126.14	2 HRS, 19 MINS	\$61.18
J. MIKELL	126.14	2 HRS, 19 MINS	\$61.18
J. ADAMS	109.44	2 HRS, 6 MINS	\$53.08
J. BERNES	115.60	2 HRS, 13 MINS	\$56.07
TOTAL			\$593.20



Court of Appeals

Memorandum

To: All Judges
From: Chief Judge Barnes *ASMS*
Subject: Court Planning Session
Date: January 16, 2008

Attached please find a memo from Presiding Judge Andrews for the Court Planning Session for the first half of May. I recommend that we adopt the Committee's recommendation having the Court Planning Session beginning on Thursday, May 1, 2008 at Brasstown Valley Lodge in Young Harris. The Fourth Division has oral argument on May 1st so the Court Planning Session will have to begin sometime after 3:00 p.m. since check-in at the Lodge is that time.

If you would like to adopt Presiding Judge Andrews' recommendation, please vote "yes" below and return this to me ASAP.

Thank you.

_____ Yes
_____ No
_____ Abstain

JUDGE

bc: William L. Martin, III



Court of Appeals

Memorandum

To: Chief Judge Barnes

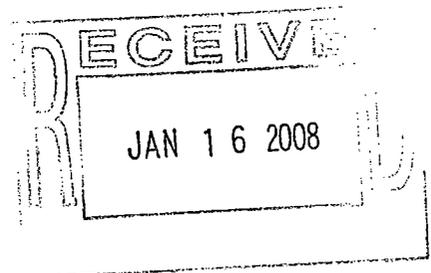
From: Court Planning Session Committee (Andrews, Ellington, Miller)

Subject: COURT PLANNING SESSION

Date: January 16, 2008

After reviewing the study of possible sites compiled by Bill Martin, it is the Committee's recommendation that we have the Planning Session at Brasstown Valley Lodge in Young Harris during the first half of May. A Thursday-Friday session would be the best option.

GBA/at





Court of Appeals

Memorandum

To: Presiding Judge Gary Andrews
Presiding Judge Ed Johnson
Judge John H. Ruffin, Jr.
Judge M. Yvette Miller
Judge John Ellington
Judge Herbert Phipps
Judge Charles Mikell
Judge Harris Adams
Judge Debra Bernes

From: Chief Judge Barnes *AKB*

Subject: Court Planning Session May 8, 2008

Date: January 22, 2008

Please check your calendar and see if the dates of May 8-9, 2008 are available for the Court Planning Session at Brasstown Valley Lodge in Young Harris. Please vote below and return this to me ASAP.

Thank you.

_____ Yes
_____ No
_____ Abstain

Judge

bc: William L. Martin, III

From: Crystal Willis
To: nancy.lowe@brasstownvalley.com
Date: 1/31/2008 2:55:38 PM
Subject: Contract

Nancy,

The Court of Appeals of Georgia is in the middle of budget hearings. At this point, I can tell you the Court of Appeals will have their Court Planning Session at Brasstown Valley. But by the end of the Legislative Session, our budget might not be able to afford a Planning Session at all.

If we accept your proposal and sign the contract by February 11, 2008, our budget could change by the end of March leaving the Court to pay what we consider to be a large penalty of \$1,936.00.

The only two options I know are:

- (1) Lower the penalty amount; and/or
- (2) Extend the acceptance date.

I have not presented the proposal to the Planning Session Committee. I have presented it to William L. Martin, III, the Court Administrator. After reviewing the proposal with him, we agree that the Committee will not sign off on it as it is written.

Please let me know if you can make changes to the current proposal.

Thank you.

Crystal Y. Willis
Court of Appeals of Georgia
47 Trinity Avenue, Suite 501
Atlanta, Georgia 30334
(404) 463-9786
willisc@gaappeals.us

From: "Nancy Lowe" <nlowe@coralhospitality.com>
To: "Crystal Willis" <WILLISC@appeals.courts.state.ga.us>
Date: 2/5/2008 12:20:41 PM
Subject: RE: Contract

Crystal:

This will confirm our earlier conversation regarding the Annual Court Planning Session tentatively scheduled at Brasstown-Valley Resort for May 8 - May 9, 2008. ~~We are happy to extend the Acceptance Date from February 11, 2008, to March 31, 2008.~~

You can simply line through the February 11, 2008, Acceptance Date in the Sales Agreement and write in March 31, 2008, and initial by the mark through. Once I receive the signed Agreement I will then initial by the change before sending the executed Agreement back to you.

Don't hesitate to let me know if you have any other questions. Thanks so much!

-----Original Message-----

From: Crystal Willis [mailto:WILLISC@appeals.courts.state.ga.us]
Sent: Thursday, January 31, 2008 2:56 PM
To: nancy.lowe@brasstownvalley.com
Subject: Contract

Nancy,

The Court of Appeals of Georgia is in the middle of budget hearings. At this point, I can tell you the Court of Appeals will have their Court Planning Session at Brasstown Valley. But by the end of the Legislative Session, our budget might not be able to afford a Planning Session at all. If we accept your proposal and sign the contract by February 11, 2008, our ~~budget could change by the end of March leaving the Court to pay what we consider to be a large penalty of \$1,936,000.~~

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Thank you.

Crystal Y. Willis
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Atlanta, Georgia 30334
(404) 463-9786
willisc@gaappeals.us

COPY

**BRASSTOWN VALLEY RESORT
GROUP SALES AGREEMENT**

The following represents an agreement ("Agreement") between Brasstown Valley Resort ("Hotel") and Court of Appeals of Georgia ("Organization") entered into as of March 27, 2008 ("Effective Date") and outlines specific conditions and services to be provided.

1. Description of Group and Event

Organization: **Court of Appeals of Georgia**

Contact: Crystal Willis
47 Trinity Ave.
#501
Atlanta, GA 30334
Phone: 404-463-9786
Fax: 404-651-6187
Email: willisc@gaapeals.us

Name of Event: Court of Appeals of Georgia

Official Event Dates: May 8, 2008 - May 9, 2008

Anticipated Attendance: 15

2. Guestroom Commitment

The Hotel will provide and Organization agrees that it will be responsible for utilizing 15 "Total Room Nights" as follows:

	Run of House	Total Rooms
05-08-08	15 Lodge Rooms @ \$124	15

Room Block Changes / Additions

Guestrooms will be committed on a definite basis upon receipt of the executed contract. Any additions or changes to the above room block must be in writing and executed by both parties. No changes will be accepted or recognized until such document is executed.

Guestroom Type

Any specific room types requested are noted, however guestrooms are based upon availability and can only be assigned at check-in. Specific room type requests will be noted as the reservation is entered. The Hotel will attempt to honor specific room type requests, but cannot guarantee this for every reservation.

Guestroom Rates

The rates quoted above are per guestroom per night and do not include applicable state and local taxes (currently 12%) in effect at the time of check-in. Hotel guestroom rates are also subject to adjustment by the Hotel as further described in this Agreement in the event Organization's total program requirements are modified by the Organization.

Resort Service Fee

In addition to the rates set forth above, there will be a daily resort fee of ten (10) dollars per room, per night. The Resort Service Fee includes:

- Unlimited local phone calls
- Unlimited 800 number phone access
- Daily Fitness Center access including steam and sauna
- In-room coffee
- Unlimited Tennis Court time including use of equipment
- Access to 9.2 miles of maintained walking / hiking trails
- Complimentary Self-parking
- Access to on-site fishing pond including use of equipment * Guests over 16 years of age require fishing license
- Wireless internet access
- Access to business center

Please check the appropriate box to indicate resort service fee charges to be posted to Master or Individual Room Account. Should you choose Individual, this charge will automatically be posted to each individual's room folio.

Master Account

Individual Account

Upgraded Room Types and Rates

Resort lodge or cottage guestrooms include up to four (4) occupants at the group rate. Balcony or fireplace accommodations are offered at an additional charge of thirty (30) dollars per room per night, based upon availability. Cottage parlors and Suites are available at an additional charge, based upon availability. Please call the Hotel Reservations Department for rates and availability.

Commission

The guestroom rates listed above are net non-commissionable. The Hotel is not responsible for the payment of commission(s) to any entity or individual unless specifically agreed to in this Agreement. Organizations will advise its designated agency or agencies of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

3. Reservation Method

Reservations for the Event will be made by a rooming list in a format provided by the Hotel. Organization will forward its rooming list to the Hotel no less than 30 days prior to arrival, or **April 8, 2008**.

Guaranteed Reservations

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by Organization. Hotel will not hold any reservation unless secured by one of the aforementioned methods. Individual room reservation cancellations will be accepted by the hotel from the Cut-off date until 7 days prior to arrival without penalty. Individual room reservation cancellations received 6 days or less prior to the arrival date will result in a charge of one night's room and tax. Please inform your attendees to record and keep their individual cancellation number as "No-Show" reservations will be charged at 100% of the daily rate of the reservation for the entire reserved stay.

4. Reservations Cut-off Date

Reservations for attendees must be received on or before **April 8, 2008 ("Cut-off Date")**. At the Cut-off Date, Hotel will review the reservation pick-up for the Event and release the unreserved rooms for general sale. The Hotel will determine whether it can accept reservations from attendees after the Cut-off Date based upon room and rate availability basis.

The release of rooms for general sale following the Cut-off date shall not alter, release, or negate Organization's obligations regarding attrition and / or cancellation under this Agreement and any such released room shall be considered an "unused" room for such purposes.

Organization may request that rooms be held after the Cut-off Date by providing Hotel a written guarantee for such rooms by 6:00pm on the Cut-off Date for the length of stay designated in the schedule of Total Room Nights listed above.

5. Master Account

Hotel must be notified in writing at least twenty-one (21) days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees permitted under this Agreement will be billed to the Master Account.

6. Method of Payment

PAYMENT BY CREDIT CARD:

Payment of the Master Account may be made by a credit card subject to approval by the Hotel's Accounting Department. Please complete and submit the enclosed authorization forms, upon signing of this Agreement.

MASTER ACCOUNT CHARGES/DIRECT BILLING:

Organization will make an application for direct billing. Hotel will provide an application to Organization that must be completed and returned to the Hotel by **April 8, 2008**. Hotel's credit manager will contact Organization if direct billing is approved or an alternative means of payment must be arranged.

MASTER ACCOUNT CHARGES/ ROOM AND TAX ONLY:

Organization will be responsible for the room and tax charges incurred by its attendees. Individual attendees will be responsible for their incidental charges upon check out. Organization will be responsible for all other charges incurred pursuant to this Agreement.

7. Golf Tee Times

Golf tee times reserved by Organization that aren't needed can be cancelled without damages if released at least three (3) days prior to the arranged date of each tee time. If less than three (3) days notice is provided to the Hotel, Organization therefore agrees to pay Hotel as liquidated damages and not as a penalty, the greens fee + cart fee costs for each lost tee time.

8. Function Information Agenda

Listed below is an agenda of your meeting, function space and planned meal functions as we understand it to be.

Date	Time	Event	Function Space	Att.
05-08-08	04:00 PM-11:00 PM	Check -In	Front Desk	15
	06:30 PM-08:30 PM	Catered Dinner	Chimney Top	15
05-09-08	07:00 AM-08:30 AM	Breakfast on Own	Dining Room	15
	07:00 AM-12:00 PM	Check -Out	Front Desk	15
	08:30 AM-12:30 PM	Anytime Morning Break	Johnson Branch	15
	08:30 AM-12:30 PM	Meeting	Johnson Branch	15
	12:30 PM-02:00 PM	Lunch on Own	Dining Room	15

Function rooms are assigned according to the number of persons expected to attend, and may be changed by the resort if attendance or other circumstances change. In such event, the resort will provide alternate suitable arrangements to meet the requirements of your group as outlined in the Agreement. Please do not publish meeting room names prior to written approval from your Convention Services Manager.

9. Food and Beverage Minimum Requirements

The Hotel is relying upon food and beverage functions outlined on the Function Agenda.

Organization agrees to be responsible for payment of the following minimum food, beverage, meeting room rental, audiovisual and setup charge revenue from catered functions (excluding service fees, gratuities and taxes): **\$200.00**

This is the minimum amount Court of Appeals of Georgia will be responsible to pay regardless of any drop in attendance or cancellation of functions. Average cost pricing is used to determine minimum revenue requirements. Client agrees minimum revenue requirement is not a final cost, but a minimum obligation to the Hotel. All food, beverage, audiovisual, room rental and setup charges are subject to prevailing gratuities / service fees and taxes.

10. Food and Beverage Policy

The private meals / breaks in the Function Agenda are considered a part of this agreement, and the corresponding cost incurred will be determined at the time Organization's menu selections are made. A final guarantee of Organization's private banquet attendance is required three (3) business days prior to the date of each function. If fewer persons are served than what is designated in the guarantee, Organization will be charged based on the number of persons designated in the guarantee. A twenty (20) percent service charge plus applicable taxes (currently 7%) will be applied to all private banquet functions.

All food and beverage service within the Hotel must be provided by the Hotel and serviced by Hotel personnel. Food and beverage items may not be brought in from outside the Hotel.

Organization understands that, if alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license), the Hotel's alcoholic beverage license requires such beverages be dispensed only by its employees and bartenders. The Hotel's alcoholic beverage license requires the Hotel to (a) request proper identification of any person of questionable age and refuse alcoholic beverage service of the person if either underage or proper identification cannot be produced, and (b) refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated. The Hotel encourages the adoption by banquet groups of a designated driver program, whereby one or more persons accept the responsibility of not consuming alcoholic beverages and providing transportation of others in the party. The Hotel will be happy to assist anyone upon request in making alternative transportation arrangements and / or overnight accommodations during the course of Organization's function.

11. Rooms Attrition

Organization understands that the Hotel is relying upon Organization's use of the Total Room Nights (15 rooms). Organization acknowledges and agrees that a loss will be incurred by Hotel in the event there is a reduction in Total Room Nights greater than ten (10) percent of the total room night's actually used.

If the room nights actually used by the Organization is less than ninety (90) percent of the Total Room Nights, Organization agrees to pay the Hotel as liquidated damages and not as a penalty the

difference between ninety (90) percent of the Total Room Nights and Organization's actual usage of rooms, multiplied by the average group room rate.

12. Cancellation

Organization agrees to provide Hotel with written notice of any decision to cancel or otherwise abandon its use of the Total Room Nights (a "Cancellation") within five (5) days of such decision. If Organization cancels the Event or moves the Event to another city or facility, such decision shall constitute a breach of its obligation to the Hotel and the Hotel will be harmed. If a Cancellation occurs, the parties agree that: (i) it would be difficult to determine the actual harm suffered by the Hotel; (ii) due to the short period of time between the execution of this Agreement and the Event dates, and / or the projected non-capacity occupancy of the Hotel over the Event dates, Hotel is unlikely to be able to resell rooms or function space on a "last-sale" basis in the event of a Cancellation; and (iii) the amount set forth below reasonably estimates Hotel's harm for a Cancellation

Organization therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, **\$2,060.00**. Provided that Organization timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Organization relating to the Cancellation.

13. Impossibility

The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either the Hotel or Organization to the other within ten (10) days of learning of the basis for termination. Neither a change of ownership or management of the Hotel, nor a change in management of Organization shall relieve either party of the responsibilities and obligations of this Agreement.

14. Compliance with Law

This Agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Hotel and Organization agree to cooperate with each other to ensure compliance with such laws.

15. Changes, Additions and Other Modifications

Any changes, additions, addendum, stipulations or deletions including corrective lining out by either Hotel or Organization will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

16. Litigation Expenses

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

17. Acceptance

Prior to execution by both parties, this Agreement represents an offer by the Hotel. Unless the Hotel otherwise notifies Organization at any time prior to Hotel's receipt of the Agreement executed by Organization, the outlined format and dates will be held by Hotel on a first option basis until **March 31, 2008 ("Acceptance Date")**. Upon receipt by Hotel of this Agreement signed by Organization, this Agreement will be placed on a definite basis and will be binding upon Hotel and Organization.

If a signed Agreement is not received by Hotel from Organization by the Acceptance Date, at Hotel's option, the arrangements described herein shall be null and void and neither party will have any obligations under the Agreement. In any event, this Agreement shall not be binding on the parties until signed by both parties, including any changes, additions, or deletions.

Hotel and Organization have agreed to and have executed this Agreement by their authorized representatives as of the Effective Date.

William L. Martin, III _____
Signature Signature

William L. Martin, III
Name

Nancy J Lowe
Name

Clerk/Court Administrator
Title

Regional Sales Manager
Title

Court of Appeals of Georgia
Company

Brasstown Valley Resort
Company

Date

Date

Court of Appeals of Georgia
Strategic Planning Meeting
7:00 p.m. July 21, 2005
Draft Agenda
20 Minutes

- I. Welcome and Introduction
Chief Judge John H. Ruffin 3 Min.

- II. Purpose of the Current Planning Meeting
Jan Kelley 4 Min.

- Why Are We Doing This?
 - 1. Cooperation with Governor & Legislature - Process for Other State Agencies
 - 2. Continued Good Public Relations with Media
 - 3. Need for Long Range Plan to Address Expected Changes in Facilities and Technology

- III. Previous Planning Session of Court 2000
Bill Martin 3 Min.
 - 1. What Did We Accomplish? Handout - List of Priorities
 - 2. What Was Not Accomplished?

- IV. What Do We Need to Do Now?
Bill Martin and John Ruggeri 6 Min.
 - Refine and Update Goals and Objectives for next Few Years in Light of Current Trends and Changes in Environment Handout - Detailed Information

- V. Outline of Presentation for Friday, July 22, 2005
Jan Kelley 3 Min.
 - 1. Determination of Goals and Objectives with Expected Outcomes.
 - 2. Adoption, Modification, or Rejection. Handout - Table with Goals/Objectives Categorized by Governor's State Goals
 - 3. Identification of Time Frames for Accomplishing Objectives

- VII. Announcement of Time and Location of Friday Meeting
Chief Judge John H. Ruffin, Jr 1 Min.

- Adjournment

B. Enhance Pro Se Litigant Information

- **Develop informative video on procedure to file an appeal (3 yr)**
 - **Recommend State increase filing fees to \$300 which would enhance the state revenue approximately \$440,000 for Court of Appeals filings.**

Costs: Startup – \$30,000

Type of Funds – State Funds-Enhancement (one-time funds)

Key Partners – Legislature/COA-IT Staff, Clerk of Court

Objective – Better information available to pro se litigants regarding how to appeals a case

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier

C. More Efficient Oral Argument

- **Develop Oral Argument video to view via web or in Clerk's Office (3 yr)**

Costs: Startup – \$4,000

Type of Funds – State Funds-Enhancement (one-time funds)

Key Partners – Legislature/COA-IT Staff, Clerk of Court

Objective – Better information available to pro se litigants regarding how to appeals a case

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier

D. Enhance Public Information via Court Web Portal

- **Appeals Orders accessible through Court Website.**
- **Trial Court Records accessible through Court Website.**

Costs: Startup – Unknown

Type of Funds – State Funds-Enhancement (one-time & ongoing)

Key Partners – Legislature/COA-Clerk of Court, IT Staff

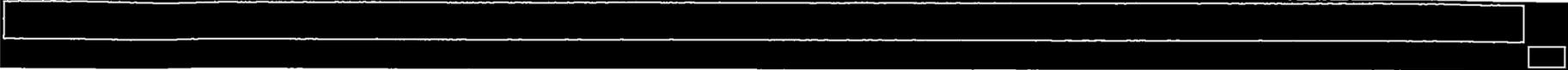
Objective – Better information available to public attorneys and parties.

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier

D. Enhance Public Information via Court Web Portal

- **Synopses of Pre-Oral Argument Facts & Issues available to Public.**
- **Synopses of Court's Resolution of Opinion on non-confidential cases available to Public via web.**
 - Costs:** Startup – \$7,400 equip, \$138,118 salary & benefits
 - Type of Funds** – State Funds-Enhancement (one-time & ongoing funds)
 - Staffing Impact** – One position-Public Information Officer
 - Space Impact** – Utilization of Vacant Office
 - Key Partners** – Legislature/COA-Clerk of Court, IT Staff
 - Objective** – Better information available to public attorneys and parties.
 - State Strategic Link/Anticipated Impact** -
Deliver State Services Faster, Friendlier & Easier



C. Case Deadline – Drafted Opinions

- **Cases drafted 30 days prior to Distress.**
 - **100% compliance that all cases be drafted prior to Artificial Distress Date (30 days prior to Actual Distress)**

Key Partners – COA-Judges & Staff

Objective – Fewer cases to be newly circulated just prior to Distress

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier

D. New Drafting Policy to Enhance Case Processing Efficiency

- **Implement new drafting deadline policy.**
 - **50% of offices working on current term**

Key Partners – COA-Judges & Staff

Objective – Assists in meeting deadlines should there be a court shutdown due to disaster, threat, etc.

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier



E. Reduce Caseloads for Judge/Staff

- **Increase floating staff to assist Judges offices.**
- **Increase # of Judgeships**

Costs: Startup – Atty-\$10,000 / Judgeship-\$50,000

Ongoing - Atty-\$152,000 / Judgeship-\$1M

Type of Funds - State Funds-Enhancement (One-time & Ongoing)

Key Partners – COA Judges & Legislature

Objective – Emphasis on Quality versus Quantity.

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier



A. Enhance Security-Judicial Bldg

□ Enhance Courtroom Security

- **Armed Security Officer on duty during Court proceedings (1 yr)**

Costs: Startup - Overtime Funds-Public Safety

Ongoing - Public Safety

Type of Funds - State Funds (Capitol Police)

Key Partners - Capitol Police/Public Safety

Staffing Implications – Capitol Police

Objective – Safe & Secure Courtroom-Lower Risk of Violence in Courtroom

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

□ Enhance Courtroom Security

■ Safety Features installed in Courtroom (2 yr)

- Cardkey only access to Judges Robing Room
- Upgrade shutting device on Judges automatic doors for entrance/exit from Robing Room
- Kevlar Lining for Judges Bench, Clerk & Security Officer

Costs: Startup - \$2,500 Cardkey Access, Other Cost Unknown

Type of Funds - State Funds-Enhancement (One-time funds)

Key Partners – GBA/Legislature

Staffing Implications – Capitol Police

Objective – Safe & Secure Courtroom-Lower Risk of Potential Violence in Courtroom

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

- **Enhance Courtroom Security**
 - **Limit Public Access to Courtroom to court dates unless arranged through Court (3 yr)**

Costs: Startup - Unknown Cost

Type of Funds - State Funds-Enhancement (One-time funds)

Key Partners – GBA/Legislature

Objective – Safe & Secure Courtroom-Lower Risk of Potential Violence in Courtroom

State Strategic Link/Anticipated Impact – Better Security

Provide an Attractive Place to Work & Build a Career in State Government



A. Enhance Security-Judicial Bldg

- **Increase Safety/Emergency Preparedness (3 yr)**
 - **Train staff regarding safety/security procedures**

Key Partners – COA Employees

Objective – Staff ready to handle emergency situation – 100% trained

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State
Government

C. Uniform Application of Policies

- **Uniform Practices for Hiring & Retention of Experienced Staff. Revised Salary Scale & Policy to Promote Retention & Reward Long-Term Court Employees**
 - **New Salary Scale & Policy for new hires which promotes prior appellate experience. (2 yr)**
 - New hires without prior appellate experience can only be hired at beginning entry and must work way up scale**

Key Partners – COA Judges

Objective – Better use of monies for personal services. Scale & hiring practices promote retention of long-term employees.

State Strategic Link/Anticipated Impact

Provide an attractive place to work & build a career in state government.

Employ an enterprise approach and best practices in Georgia's financial management.



D. Enhance Access to Oral Arguments

- **Audio Streaming Oral Arguments (3 yr)**
 - **Oral Arguments able to be audio streamed to Public**
- **Teleconferencing Oral Arguments (LT)**
 - **Ability to hold Remote Oral Arguments from remote sites.**

Costs: Startup – Unknown

Type of Funds - State Funds-Enhancement

Key Partners –COA-IT Staff, Judges

Objective – Enhanced Access to Oral Arguments

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier



D. Develop Employee Portal

- **Develop and implement employee portal for sharing of information and teleworking purposes (3 yr)**
- **Oral Arguments from remote sites.**

Costs: Startup – Unknown

Type of Funds - State Funds-Enhancement

Key Partners –COA-IT & Staff

Objective – Enhanced Access to Oral Arguments

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier