

CGJA Board of Directors
MINUTES
Regular Meeting of November 28, 2017

A. Call to Order, Roll Call and Approval of Agenda: The meeting began at 7:03 P.M.

Present: Lloyd Bell, Medsie Bolin, Travis Gibbons, Larry Herbst, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer, Andi Winters, Kathy Wylie
Absent: John Heckel
Also: Marsha Caranci, Karen Jahr,

B. Agenda and Comments:

B-1 Approve Agenda: Winters
A motion was made by Bell, seconded by Sommer and unanimously passed by voice vote approving the agenda.
B-2 Member Comments: No members present.

C. Approve Consent Agenda:

C-1 Approve Regular Board Meeting Minutes – Not available
C-2 Receive Committee Minutes and Other Documents in 11/28/17 meeting packet (attached under Item D, Committee Reports; and Item H, Information Items submitted by sponsor)

D. Officer and Committee Chair Reports:

D-1 President – Winters: There was consensus that the December meeting be cancelled and that the January meeting be held on the 16th.

Andi mentioned that Dorothy Trautman has been making donations to CGJA; most recent was in memoriam for two of her former neighbors who perished in the Napa fire.

A Grant Writing/Fund Raising Workgroup has been established. Chair Larry Herbst and members are Andi Winters, Karin Hern, and Jim Ragan. The goal is to have a few meetings to come back to the Board with a recommendation. The possible recommendations for discussion will be: hands off grant writing, something in the middle or let's go all out. It is anticipated that the Workgroup will have something for the Board in March.

The April, 2018 Board Retreat is on the 15th. We have the room from 8 AM to 6 PM.

Andi expressed her thanks to the BPRC for the procedures that have been reviewed and found in compliance with all governing documents.

D-2 Vice President-Bell: No report.
Treasurer-Bolin: No report and no questions about the monthly financials.
Secretary-Ragan: *(Andi—Jim said something but it was unintelligible on my end.)*

D-3 Legal and Legislative Resources Committee (LLRC)-Chair Jahr: No report.

D-4 Public Relations Committee (PRC)-Landi: As indicated in the minutes the Committee approved its' 2018 Budget and continue to work of Committee Procedures.

With regard to the new website, Larry's comment was "It's done!" There are a few things that need to be tweaked, i.e. the scrolling blog. The source of the blog is still active and you can get to all the content by clicking on view all. There are some miscellaneous clean-up tasks to be accomplished. The other major effort is going to be finalizing the store. Dianne Hoffman has verified that transactions do go through. What is not occurring to Dianne's satisfaction is the notification back to the customer. Special

thanks to Medsie with regard to signing up with GoDaddy. Thanks to Rod Zurek who helped Larry with the updating to the new site. In fact, thanks to a lot of people who made this possible.

Andi expressed her appreciation to those who worked on the new website.

In response to a question about testing on smart phones and tablets, Larry said some pages do not display well on a phone. Lou mentioned that some links didn't work when he viewed them on an iPad. Larry said that some pages just don't scale well. Lou commented that the group did a wonderful job.

D-5 Membership Relations Committee (MRC)-Chair Knowles: Rich will be meeting with Calaveras County with regard to their interest in becoming a chapter. He will be talking to the current jury.

The Plumas County Chapter is dissolving. Rich has drafted a letter to Yuba County with regard to their non-compliance with the Bylaws. He is trying to figure out how to work with chapters. vs. simply dissolving them. Andi said that during our April retreat we might want to discuss relations with the courts since that seems to be a problem for some chapters. Jerry agreed that court cooperation would be helpful for chapters.

Rich and Karin Hern spoke earlier this month regarding the chapter formation template; Karin was to draft a new template. Rich believes her plan is to have the updated document reviewed by LLRC. Therefore, it won't be done for a few months as it works its way through the approval process. Kathy said that under current law, there is no membership driven chapter—just director driven. Rich commented that actually neither of the current templates comply with corporate law. Karen suggested that we might want to remove the templates and replace them with the provisions from the Policy Manual. It's not a template but it is the minimum language required. Jim said he will research to determine if it was a Board decision to put the templates on the website—in which case it would take Board action to remove. That could not be done tonight since it was not on the agenda. Kathy expressed her opinion that if we have incorrect information on the website, it should be removed. Karen said there is a provision in the Policies regarding adding an item to the agenda if it is an emergency or is something that needs action prior to the next meeting. This item would not qualify as an emergency. Rich commented that neither of the two templates is clear and accurate. Lloyd said that this should be placed on the January agenda and that Rich continue to operate as he has with guiding potential chapters.

D-6 Training Committee (TC)-Chair Caranci: Andi expressed her kudos to Karen upon being invited to be part of a panel discussion with a PJ and a CAO. Karen plans on attending the County Counsels' Association April meeting.

Marsha reported that we had a record number of attendees at the Report Writing Workshops. The evaluations are very good and the exit interview video was a hit. There could be as many as four new trainers for 2018. A former county counsel from Kern County is joining the team.

D-7 Finance Committee (FC)-Chair Bell: Lloyd reported that year-end donation solicitations were mailed on Monday. That will be followed up with an eblast to IMs and others on Thursday.

All committees have submitted their budget forecasts for 2018. There is currently a \$7,000 deficit.

D-8 Nominations & Elections Committee (NEC)-Chair Kunkle: No report.

D-9 Awards Committee (AC)-Chair Landi: Since there was no business to be conducted, there was no meeting in November.

D-10 Annual Conference Committee (ACC)-Chair Bell: The 2017 AC was a financial success; positive income of \$5,300. That includes a \$1,000 one-time donation from the publisher who was unable to fulfill the contract to supply the AC booklet and \$670 in raffle proceeds. We over-delivered on room nights avoiding penalties. The Committee contracted for 55 room nights but 91 were sold; the hotel didn't turn anyone away.

For the 2018 AC we have a hosting chapter, El Dorado County. South Lake Tahoe is a popular destination. The Committee is planning for 50 paid attendees and 75 room nights. The AC registration fee and hotel rates will be slightly less than this year.

Medsie had a question regarding the Grant Writing/Fund Raising Workgroup. Are there any projections for income or expenses? Larry said there are none since the Workgroup hasn't met yet.

Lloyd asked the Board to keep in mind how they expense their retreat participation. The options are to claim the expense, claim and donate back to CGJA or not to file anything at all. The problem with not filing the expense is that it skews the budget. He asked that those who do not seek reimbursement file an expense report and check the box indicating you want to donate. This enhances financial reporting.

D-11 Bylaws & Policy Review Committee (BPRC)-Chair Jahr: The Committee has reviewed procedures submitted by 5 committees and is waiting for 3 more. Those should be transmitted to the Board in 2-3 months.

D-12 Ad Hoc Financial Review Committee-Chair Knowles: No report.

D-13 Ad Hoc Public Education Committee-Chair Wylie: A teleconference is scheduled for January 9 @4 PM. Kathy is finishing up an article for the Journal seeking any presentations that could be helpful. There may be some expense involved for 2018 if the Committee needs to meet to go over curriculum. She would like some time scheduled during the April retreat to make a presentation about what the Committee has done so far.

E. Action Agenda

E-1 Ratify President's appointment of Larry Herbst to the Executive Committee-Winters: The motion was seconded by Lloyd and passed by voice vote; Larry abstained.

E-2 Ratify President's appointment of Travis Gibbons to the Finance Committee-Winters: The motion was seconded by Joann and approved by voice vote; Travis abstained.

E-3 2018 Annual Conference hotel budget, dates and authorization to sign contract-Chair Bell: The motion was seconded by Barbara and unanimously passed by voice vote.

F. Director Comments

Lou mentioned that the Board had previously discussed consolidating records into a storage area. Jim volunteered to look into this and Lou offered to help. Lou did some research and said it seems like it's better to sign up for a cloud based storage which would cost about \$100 per year. Jim said that will be taken out of the Secretary's budget.

Lloyd said the website is absolutely beautiful and everyone who worked on it should be very pleased.

G. Adjournment:

The meeting was adjourned at 8:15 PM. The next meeting will be January 16, 2018 @7 PM.

Submitted by
Joann Landi for
Jim Ragan