

California Grand Jurors' Association Board of Directors Meeting

January 16, 2018

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:01 PM.

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Travis Gibbons, John Heckel, Larry Herbst, Jerry Kunkle, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer, Kathy Wylie; Training Committee Chair Marsha Caranci; Legal & Legislative Resources Committee Chair Karen Jahr

Absent: Rich Knowles (excused)

B. Agenda and Comments

B-1 Agenda Approval: Winters

Board members unanimously approved the agenda.

B-2 CGJA Member Comments

None

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 10/24/17: Ragan

C-2 Approve Regular Board Meeting Minutes, 11/28/17: Landi

C-3 Approve Special Board Minutes without a Meeting, 09/01 to 09/07/17: Ragan

C-4 Acknowledge Committee Minutes and other documents in 01/16/18 meeting packet: Winters

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 President's Report (Winters)

Winters summarized correspondence she had received from member Earl Heal of Solano County with respect to the status of the chapter in the county. She suggested that some of the topics he raised might be worth discussing at the upcoming board retreat. Some members asked to see a copy of the letter. Winters said that she will send a copy to board members and to Caranci and Jahr.

D-2 Officer Reports

Vice President Bell briefly discussed the year-end 2017 financials– discussion to be presented with respect to action item D-7, Finance Committee report.

Treasurer Bolin no additional report.

Secretary Ragan called attention to the board meeting action template submitted as item H-5 in the board meeting packet and said that he would soon distribute the updated Board Members' Handbook.

D-3 Legal and Legislative Resources Committee (LLRC)

Chair Jahr said that LLRC is working on responses to three new inquiries and on updating the FAQs on the website.

D-4 Public Relations Committee (PRC)

Chair Ragan asked webmaster Herbst to update the board about the new website. He said that recently the site has come under rogue attack, with people probably trying to use the login button to gain access to data. There has been no damage. He and Zurek took immediate action and have it under control. We are fully protected. With respect to training, Herbst said that he is working with Caranci and Jahr in updating all training information and materials.

Winters thanked Herbst for producing the Website Administrative Guide.

D-5 Membership Relations Committee (MRC)

MRC member Kunkle spoke on behalf of chair Knowles. He said that within the past six months, CGJA has lost six and gained five new members.

He said that MRC is working on the idea of distributing a membership card to validate membership and asked for member comments. Some support was expressed. Kunkle expressed the need for more people to make contact with current members with regard to renewals. Herbst said that board members had previously helped; maybe they could do it again.

With respect to grand juror recruitment, Wylie mentioned an effort by the Marin court to try to increase the number of applicants by giving jurors the option to work on only one investigating committee, thereby reducing the desired number of volunteer hours. Ragan asked for some information on this, which could become the subject of a Journal article. Wylie agreed to send the contact information. Ragan said that he would provide the information to Jahr (for contact with presiding judges) and Sommer.

D-6 Training Committee (TC)

Chair Caranci said that, after taking December off, the TC is now contacting counties with respect to the 2018 training schedule, working on the Train-the-Trainer workshop in April, updating the training curriculum, and developing how to make the new training videos available online to grand jurors. Jahr is working on her February presentation to the conference of presiding judges. She said that data show a 60-percent-open rate of training eBlasts to IMs.

D-7 Finance Committee (FC)

Chair Bell said that while the year-end financials show a loss of \$5,701, there is some good and bad news. The good is that the annual conference was a positive influence on the finances this year. The bad is that we had board-approved but unbudgeted costs involving the web redesign and training videos. The net result was a reduction in CGJA's financial balance sheet assets in the amount of \$6,561 from the prior year end. Herbst pointed out that the numbers would have been different if he had been able to give the board the budget for new website design as part of the approved 2017 budget. Another perspective, then, is that if you ignore the amount subsequently budgeted for website design (\$10,000), budgeted revenues actually exceeded

budgeted expenses in 2017. Bell responded that he understood, but the fact is that we spent more money in 2017 than we received.

D-8 Nominations-Elections Committee (NEC)

Winters reported that she will have an action item in February to ratify her appointments to the 2018 NEC. Panetta will chair.

D-9 Awards Committee (AC)

No report.

D-10 Annual Conference Committee (ACC)

Chair Bell said that the ACC has selected the menu and secured audio/visual pricing, which will allow us to focus on establishing the registration fee and begin work on the design of the registration form. ACC is targeting its February's meeting to begin work on this item. There is one speaker already committed, and the committee is working to identify the remaining portion of the program over the next few months.

D-11 Ad Hoc Bylaws & Policy Review Committee (BPRC)

Chair Jahr said that BPRC will next examine the procedures of the ACC and the MRC and the template for the chapter bylaws.

D-12 Finance Review Committee (FRC)

No report.

D-13 Public Education Committee (PEC)

Chair Wylie reported that six potential members of the PEC met for the first time. There was general consensus that PEC should focus on developing a grand-juror recruitment tool no longer than 20 minutes. Herbst said that, at the 2017 Annual Conference, Wylie had stressed PEC's intent to establish a relationship with educators as part of developing curriculum for student classes. Has that intent changed? Wylie responded that the "student-education" option wasn't very popular. Juror recruitment ranked much higher. The target audience should be college age and older.

Wylie said that that PEC will meet the second Tuesday of every month.

E. Action Agenda

E-1 Reduce the number of hard copy copies of the Grand Jurors' Journal to be printed and mailed to no more than 100 copies of each edition. [Motion made by Ragan, Landi]

Ragan said that the proposed 2018 CGJA Budget in half the printing and mailing budget for the print edition of the bimonthly Journal: from \$3,250 in 2017 to \$1,625 in 2018. The reason is that PRC proposes to significantly reduce the number of copies of the print edition. A bulk rate US Postal Service permit would no longer be necessary. The amounts budgeted for 2018 will permit us to continue printing and mailing print copies of the February and April editions. This will give PRC time to give proper notification to our members. Print copies would continue to be sent to the 58 grand juries, court personnel, and some others. PRC thinks that since we would no longer send print copies to members, the board should specifically approve this action.

PRC has been examining this potential action for some time. Many nonprofits publishing newsletters have eliminated hard-copy printing altogether. Cost is one reason. We think that the more compelling reason, however, is that most readers now receive and read such items on their electronic devices: desktop computers, laptops, tablets, and smart phones. This is increasingly true of our members.

Cost is also important to CGJA, especially since we don't have the funds to print the Journal at the print resolution desired and in color. So, the electronic version looks so much better. And the electronic version gives us the opportunity to provide live internet links to more or related information on a subject.

We would continue to print and mail copies to recipients who receive the copy by virtue of their position. These include the 58 grand juries (that generally do not have email addresses) and court personnel (whose email addresses are specific to the person and not to their position). This number is currently under 100.

Concerns were expressed about such a sudden switch and the "loss" of a member benefit (print edition). Positives included the linkage benefits of the electronic version.

The motion passed unanimously, 12-0-0, by voice vote.

E-2 Approve the attached proposed 2018 CGJA Budget. [Motion made by Bell, seconded by Panetta]

Bell said that the proposed budget represents the best efforts to assemble a reasonable estimate of income and expenses anticipated by CGJA. The Finance Committee revisited submissions from the PRC, Training Committee, and Annual Conference Committee. It has compiled a budget that anticipates a shortfall in funds of \$1,941, since the committee decided not to use carried-over funds from savings as income in order to balance the budget as has been done in the past. After hearing a suggestion that a "challenge" amount be added to the income side and that all directors commit to the challenge, Bell stated that it was important that the budget reflect an accurate portrayal of the standing committees' best estimates of their performance and that the Finance Committee was not comfortable overriding their estimates in order to obscure our true posture in order "to make us feel good."

Herbst, while congratulating FC for its work, said that we should always adopt a balanced budget. We should add \$1,900 to the income side to balance the budget. Bell responded that this would be artificial.

The motion passed, 11-1-0, by voice vote, Herbst voting no (recorded by asking).

Approved budget attached.

E-3 Ratify the appointments of Rich Knowles as chair of FRC, and Lou Panetta and Patrick Healy as committee members. [Motion made by Winters, seconded by Bell]

The motion passed, 11-0-1, by voice vote, Panetta abstaining.

F. Director Comments:

None.

G. Adjournment (8:27 PM).

Respectfully submitted, Jim Ragan, Secretary

California Grand Jurors' Association 2018 Approved Budget

Income

3000 Administration Income	
3001 Interest Earned	30
Total 3000 Administration Income	30
3200 Finance Committee Income	
3250 Financial Development	
3251 Donations - Unrestricted	500
3253 Donations - Restricted	
3254 End of Year Campaign	3,000
Total 3250 Financial Development	3,500
3297 Insurance Income	100
Total 3200 Finance Committee Income	3,600
3400 Membership Relations	
3401 Membership Dues	6,500
Total 3400 Membership Relations	6,500
3500 Other Work Groups Income	
3501 Sales of Compendium	720
Total 3500 Other Work Groups Income	720
3600 Annual Conference	
3601 Annual Conference Food	600
3602 Annual Conference Registration	6,750
3603 Conference Donation	1,500
Total 3600 Annual Conference	8,850
3700 Public Relations	
3701 Recruiting DVD Sales	45
3702 Grand Jury System Book	400
Total 3700 Public Relations	445
3800 Publications and Merchandise	
3851 Shipping and Handling	10
Total 3800 Publications and Merchandise	10
3900 Training	
3901 Regional Seminars	26,200
3902 Foreperson Workshop	4,200
3903 On-site Training	55,300
3904 Report Writing Workshop	20,000
3905 Training Donations	1,000
3906 Training Scholarship	1,400
3907 Legal Advisor Workshop	1,400
Total 3900 Training	109,500

Approved 02-27-18

Total Income	129,655
Gross Profit	129,655
Expenses	
4000 Administration	
4001 Elections	750
4002 Downtown Mail & Shipping	400
4003 Supplies & Postage, President	100
4004 Travel Costs- President	400
4005 Supplies & Postage, Secretary	300
4006 Supplies & Postage, Treasurer	400
4007 Teleconferencing (WebEx)	475
4010 Board Meeting/ Retreat	2,500
4013 Fax Service	100
4014 Database Management Software	
4020 D&O Insurance/Genl Liability	600
4091 Accounting Services	1,500
4094 Legal Counsel	
Total 4000 Administration	7,525
5000 Finance Committee Expenses	
5001 Credit Card Processing Charges	1,500
5002 Financial Software	480
5003 Sales Tax	200
5004 Supplies & Postage	250
5005 Franchise Tax	10
5006 Registration Renewal fee	70
5999 Bank Charges	25
Total 5000 Finance Committee Expenses	2,535
6000 Membership Committee Expenses	
6001 Printing & Postage	300
6496 Miscellaneous & Office Supplies	200
6497 Travel	300
Total 6000 Membership Committee Expenses	800
7000 Other Committee Expense	
7100 Legal & Legislative Resources Committee	
7102 LLRC License Fee	130
7103 Compendium Printing	1,100
Total 7100 Legal & Legislative Resources Committee	1,230
7200 Awards Committee	
7201 Postage and Supplies	50
7202 Awards	250
Total 7200 Awards Committee	300
Total 7000 Other Committee Expense	1,530
7500 Annual Conference Expenses	
7504 Liability Insurance	100

Approved 02-27-18

7505 Postage & Printing	250
7600 Hotel & Food	
7601 Meals	4,485
7602 Meeting and Comp Rooms	2,038
Total 7600 Hotel & Food	6,523
Total 7500 Annual Conference Expenses	6,873
7800 Publications and Merchandise Expense	
7830 Merchandise	
7832 Merchandise Sales	
Total 7830 Merchandise	
7851 Shipping and handling	30
Total 7800 Publications and Merchandise Expense	30
8000 Public Relations Committee	
8001 Tri fold Brochure CGJA	200
8003 Postage/Printing	
8005 Constant Contact Email Service	378
8100 Journal Expenses	
8101 Journal Mailing	425
8102 Journal Printing	1,200
Total 8100 Journal Expenses	1,625
8200 Web Site	
8201 Web Site Expenses	0
8299 Website-other	600
Total 8200 Web Site	600
Total 8000 Public Relations Committee	2,803
9000 Training Committee Expenses	
9100 Seminar Expenses	
9101 Meet Rooms, Food/Bev Regionals	11,000
9102 Trainers' rooms, travel Regionals	5,500
9103 Trainers' rooms, travel On-sites	37,000
9107 Training Volunteers' Expenses	1,000
Total 9100 Seminar Expenses	54,500
9200 Other Training	
9201 Foreperson Workshop	4,200
9203 Report Writing Workshop	18,000
9204 Training Manuals and Handouts	16,500
9205 Other printing, handouts	300
Total 9200 Other Training	39,000
9300 Committee Expenses	
9301 A/V Equipment	1,000
9302 Curriculum Development	0
9304 Liability Insurance	1,000
9305 Training Trainers	13,000
9306 Office Supplies and postage	500

Approved 02-27-18

9307 Training Scholarships	500
Total 9300 Committee Expenses	16,000
Total 9000 Training Committee Expenses	109,500
9997 New Trainer Orientation	
Total Expenses	131,596
Net Operating Income	-1,941
Net Income	-1,941