

California Grand Jurors' Association Board of Directors Meeting

March 27, 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), Medsie Bolin, Travis Gibbons, John Heckel, Larry Herbst, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer, Kathy Wylie; LLRC Chair Karen Jahr, TC Chair Marsha Caranci

Absent: Lloyd Bell

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, 03/27/18: Ragan

C-2 Acknowledge Committee Minutes and other documents in 04/24/18 meeting packet: Winters

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 President's Report (Winters)

Winters:

- Thanked Bolin for her service as treasurer and welcomed Gibbons as the new treasurer (see Action E-1 below).
- Thanked committees for completing and submitting their procedures. Those outstanding are for the president and for the secretary (both are in process) and for PEC (the committee is just under way).
- Said that current retreat agenda topics are an update on the Public Education Committee (PEC), the website-membership interlock, CGJA membership issues, an update on progress with respect to the CGJA information repository, and PRC's charge with respect to the documentation of effective grand jury reports.

D-2 Officer Reports

Vice President Bell – no report.

Treasurer Bolin thanked everyone for giving her the opportunity to serve as treasurer. She thanked Gibbons for his offer to serve, adding that she will be assistant treasurer to support him. She thanked Dianne Hoffman and Gibbons for helping to put together the treasurer's procedures. She also thanked BPRC for its help. She said she would answer questions about the financial statements presented in the meeting information packet.

Herbst said that he did not see the latest financial statements reflect a \$150 payment to Elevation that had been approved. Bolin responded that since she used a credit card to make the payment, the record will not show up until the next billing cycle. Herbst next asked Bolin about how much longer she would like to receive website-generated messages addressed to the CGJA treasurer (Gibbons now receives them as well). Bolin responded that she should probably receive them for at least another month since she will address them until the "treasurer handover" at the board retreat on April 15. She will inform Herbst when to remove here from this distribution.

Secretary Ragan again asked officers and committee chairs to send him notes on their monthly oral reports to the board so that he can use them in preparing meeting minutes.

D-3 **Legal and Legislative Resources Committee (LLRC)**

Chair Jahr said that LLRC has been working on a CGJA paper addressing an upcoming Attorney General Opinion with respect to the Penal Code's definition of "public prison." Board members have seen and commented the paper, and it is ready to go. It will also go to CGJA chapter presidents from MRC chair Knowles. We asked them not to respond on the issue to the attorney general until they receive our response. Winters commended LLRC on the CGJA response. She said that LLRC has completed the annual revision of the FAQs page under Jury Resources on our website.

Gibbons asked Jahr for an update on the request from Common Cause for comments on its potential legislation that would require or allow grand juries to be involved in some way in the selection, every 10 years, of independent local electoral redistricting commissioners. LLRC has reviewed this and has some concerns, which Jahr summarized. Some board members commented. Ragan said that he had been in contact with Common Cause on this and was the one to present the proposal to LLRC for comment. He asked that we add this item to the April 15 board retreat and defer further discussion until then. The expected outcome would be agreement on how to engage Common Cause on the issue. Members agreed to add this item to the April 15 board retreat agenda.

D-4 **Public Relations Committee (PRC)**

Chair Ragan first talked about developing a social media strategy. We have finally found someone to work on and hopefully implement a social media strategy, including a redo of our Facebook presence. He then asked Herbst, our webmaster, to update us on the website.

Herbst highlighted the new dramatic home page photo of Lake Tahoe before the training materials were created and the updates of the FAQs, the elections, the store, and the benefits-of-training page. He said that he will now regularly provide reports on website usage based on analytics collected by GoDaddy. In about the past four weeks, there have been 702 visits to the website from 494 unique visitors. Herbst then presented in order the top five website locations visited: training general information, the FAQs, chapters and associations, sample documents, and grand jury resources. He then reported on what visitors are downloading (in frequency

order): the Journal, the volunteer interest form, the Jail Inspection Handbook, the grand jury report template, juror recruitment, and the membership form.

D-5 Membership Relations Committee (MRC)

Chair Knowles said that MRC will now issue membership cards for all new members and renewals.

D-6 Training Committee (TC)

From a training standpoint, Chair Caranci expressed strong interest in monthly reports on website usage. She commended Herbst for so strongly supporting training through the website.

D-7 Finance Committee (FC)

On behalf of Chair Bell, Treasurer Bolin said that the annual tax return other forms have been completed. She referred us to FC minutes for more information.

D-8 Nominations-Elections Committee (NEC)

Chair Panetta reported on the first NEC meeting of 2018. He said that there will be a director nomination article in the April edition of the Journal and that a letter on the subject will go to all chapter presidents.

D-9 Awards Committee (AC) – no report.

D-10 Annual Conference Committee (ACC)

On behalf of Chair Bell, Vice Chair Bolin said that the ACC is still pursuing speakers for the conference and has identified a potential panel to follow up on the marijuana presentation by the Mendocino district attorney. The ACC decided wine and sparkling water would be placed on the dinner table at the annual conference, which increases the registration and guest-dinner pricing. Registration, which includes dinner, will be \$155. The guest dinner alone will be \$70.00. This will bring the conference registration with dinner and sleeping room costs up to equal that of the 2017 conference (\$284). Finally, working with Herbst and Ron Zurek, the annual conference registration document (featuring online registration, with a manual option for those who still wish to utilize snail mail) will be sent out with the electronic and print editions of the Journal and will also be placed on the AC webpage.

D-11 Bylaws & Policy Review Committee (BPRC)

Chair Jahr said that BPRC's review of committee procedures manuals is almost complete and that BPRC will then turn to addressing minor changes to the Policy Manual. She asked all board members to send to her any changes that might be necessary.

D-12 Finance Review Committee (FRC) – no report.

D-13 Public Education Committee (PEC)

Chair Wylie said that PEC is looking at information for a PowerPoint presentation and how to display it on the website. This will be an agenda item at the April 15 board retreat.

D-14 Ad Hoc Fundraising Work Group (FWG)

Chair Herbst said that FWG is focusing on the topic of educating the public about the grand jury and that he and Katherine Niederfrank are in the process of identifying a small number of potentially feasible grantors.

E. Action Agenda

- E-1 **Ratify the president's appointment of Travis Gibbons as treasurer.** [Motion made by Winters, seconded by Landi]

The need comes from the resignation of Medsie Bolin as treasurer.

The motion passed, 12-0-1, by voice vote. Gibbons abstained.

- E-2 **Ratify the president's appointment of Medsie Bolin as assistant treasurer, whose term shall be consistent with that of Treasurer Travis Gibbons (until the fall of 2018).** [Motion made by Winters, seconded by Sommer]

The motion passed unanimously, 13-0-0, by voice vote.

F. Director Comments:

Knowles said that the revised Chapter Bylaws template is now ready for posting, distribution, and use. He asked whether it first requires a vote of the board. Herbst said that the revised template is a major step forward: the document is ready for use. Winters said that a board note is not needed: go for it.

G. Adjournment (8:09 PM).

Respectfully submitted,
Jim Ragan, Secretary