

California Grand Jurors' Association Board of Directors Meeting

May 22, 2018

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:02 PM.

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Travis Gibbons, John Heckel, Larry Herbst, Rich Knowles, Jerry Kunkle, Joann Landi, Jim Ragan, Barbara Sommer, Kathy Wylie; TC Chair Marsha Caranci

Absent: Lou Panetta (excused)

Quorum is present.

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, 04/24/18: Ragan

C-2 Acknowledge Committee Minutes and other documents in 05/22/18 meeting packet: Winters

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 **President's Report (Winters)**

Winters reported on two items. First, she mentioned her email address that someone had hacked to send scam messages to board members and others. Herbst said that he reported the instances to Google. He and Ron Zurek believe that the perpetrator opened a new email account and then accessed email address links that are open on our website, hoping to trick us into a scam. Herbst reported that he asked board members if they want their email addresses removed from the website. We do want to be accessible, although Herbst said that he will remove a board member's email address if requested to do so. Chapter president email addresses are also on the website and received the scam emails. None were taken in.

Second, following up on the legal action by the Napa County Auditor to obtain confidential grand jury records that LLRC chair Jahr reported on last month, Winters said that the court had granted the motion to obtain grand jury records. The Napa foreperson is keeping us informed. LLRC will

be coming back to the board with a recommendation as to what we can further do in light of the court’s decision.

D-2 Officer Reports

Vice President Bell – no report.

Treasurer Gibbons said that in May five members and two guests have registered for the annual conference. He has also recorded in May eleven annual membership renewals, eight multi-year renewals, and four registrations for the legal advisors’ workshops.

Secretary Ragan – no report.

D-3 Legal and Legislative Resources Committee (LLRC)

No report.

D-4 Public Relations Committee (PRC)

Chair Ragan said that PRC is now revisiting CGJA’s social media presence and, as a start, has removed our connection with LinkedIn. It is working on revising our Facebook and Twitter presence.

Webmaster Herbst said that all training materials have been uploaded. The next big uploading task will be with respect to the annual conference. He then reported on website analytics, May 1 -20 – compared with analytics for the previous two months.

Site Visits	March 1 – March 28	April 1 – April 22	May 1 – May 20
Visits / per day	702 / 25.1	466 / 21.2	401 / 20.0
Visits / visitor	1.42	1.43	1.70
Unique Visitors	494	325	236
Pages Viewed	top five	top five	top seven
	Training General Information	FAQs	Chapters/Associations
	FAQs	Chapters/Associations	Sample Documents
	Chapters/Associations	Sample Documents	FAQs
	Sample Documents	Grand Jury Resources	Join/Renew
	Grand Jury Resources	Training General Information	Regional Training Seminars
			Grand Jury resources
			Annual Conference
Downloads	top six	top six	top six
	Journal	Journal	Volunteer Form
	Volunteer Form	Volunteer Form	Report Response Template
	Jail Inspection Handbook	Joint Powers Authorities List	Legal Advisors’ Workshop
	Report Writing Template	Sonoma County Procedures Manual	JPA List
	Juror Recruitment	Jail Inspection Handbook	Training Seminar Schedule
	Membership	Juror Recruitment	Bylaws/Policy Manual

Herbst singled out the volunteer form for discussion: #1 or #2 in downloads for the past three months. He expressed hope that we are handling all the volunteer-form submittals. The analytics don’t tell us how many completed forms are being submitted. It’s just a flag for us to make sure

that we are following through on them. Herbst asked Gibbons to keep track of volunteer forms received.

Ragan said that there is now a way for people to receive emails when a news article is posted on our blog. He invited board members to contact him if they are so interested.

D-5 Membership Relations Committee (MRC)

Chair Knowles said that the response from chapter presidents to participate in a meeting via WebEx has been very positive. We are moving ahead on it.

Gibbons asked about the contact process for membership renewals. Knowles said that he sends two emails; if he doesn't get a response, he sends a letter via snail mail. Gibbons asked if there is still no response, does MRC follow up with a phone call. Knowles responded that while they have done that in the past, that step has not been effective. Gibbons then asked about a recent message he received expressing annoyance that he had received the second email and had already renewed. Maybe we should change letter

With respect to renewal and active member data, Gibbons said that there appear to be discrepancies between QuickBooks and MRC data. Gibbons and Knowles agreed to reconcile these potential discrepancies.

Knowles said that MRC is changing its meeting day and time to the second Tuesday at 4:00 PM.

Caranci asked whether MRC intends to send emails to IMs congratulating them on their service and inviting them to join CGJA. Knowles said that MRC hadn't yet done so this year. Sommer suggested an article for the Journal. Bolin said that the email is important to stress membership benefits. Knowles agreed to do so.

D-6 Training Committee (TC)

Chair Caranci said that since TC met on May 21, the meeting minutes will be included in the June board meeting packet.

With respect to the 2018 training season, she said that:

- San Benito and Sierra counties have agreed to fund grand-juror training this year.
- We are now finalizing training arrangements.
- Seven legal advisors have signed up thus far. The sign-up rate is about the same as in 2017. Legal advisors in Los Angeles and Riverside counties have inquired.
- The County Information Documents (CIDs) for 2017 are now uploaded to TC's DropBox to facilitate updating.

D-7 Finance Committee (FC)

Chair Bell said that April was a slow month, but the pace will pick up with training starting in June. The tax-filing reminder has been sent to chapter presidents. Only one response has been received thus far; FC forwarded it to MRC.

D-8 Nominations-Elections Committee (NEC)

Vice Chair Landi reported on progress with respect to confirmed candidates to date and agreement from members of the Santa Cruz chapter to serve as ballot tellers.

D-9 Awards Committee (AC)

Chair Landi reported that:

- AC developed Special Recognition Award to the 2016-17 Contra Costa County Grand Jury for the accusation against the county district attorney that resulted charges being filed against him and in his resignation. AC is now working with the Contra Costa chapter with respect to presentation.
- The June edition of the Journal will have an article about nominations for the Rolando award.
- There are three nominations thus far for the EIR awards (actually reported by Sommer).

D-10 Annual Conference Committee (ACC)

Chair Bell said that activities are as listed in the ACC meeting minutes. Highlights are a brief visit to the event site (“an excellent venue for our 2018 conference”); commitment of Paul Navarro, chief deputy state auditor, as our keynote speaker; our program is nearing completion with only one time slot remaining to be identified and filled; a flyer will be created and sent with training teams to encourage AC attendance by those receiving training. An updated schedule of events will be provided for inclusion in the next Journal.

D-11 Bylaws & Policy Review Committee (BPRC) – no report.

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

D-13 Public Education Committee (PEC)

Chair Wylie reported that the PowerPoint presentations about the grand jury are not ready yet.

D-14 Ad Hoc Fundraising Work Group (FWG)

Chair Herbst reported that FWG is now looking at two grant organization targets. He asked for board-member input on one. It will give funds to support administrative costs. There are two categories: standard education and civic ingenuity. There was consensus to pursue the standard-education category. It was also agreed that Herbst should proceed. No board action is required. Herbst said that the grant request will be for \$5,000. Heckel, Caranci, and Gibbons said that there are substantial costs associated with training to support the grant request that are not covered by specific county reimbursements.

E. Action Agenda

E-1 Approve the following amendments to sections 5.10, 6.30, 7.20, 7.30, 12.60, 13.20, 13.40, and 13.50 of the CGJA Policy Manual. [Motion made by Ragan, seconded by Kunkle]

Language deleted is shown in ~~strikeout red~~; language added is in **bold italics**.

1. Policy 5.10, Annual Membership Meeting, subsection A: Amend the third sentence. “The annual conference and/or the annual membership meeting will be held ~~during the three week period from the last week in October through the first two weeks of November~~ ***in the fall.***”
2. Policy 6.30, Chairperson Responsibilities: Add new subsection F. ***“The chair shall provide new committee members with a copy of the committee’s procedures.”***
3. Repeal subsection B of section 7.20, Committee Organization and Operations, regarding the appointment of an annual conference chairperson, and re-letter the succeeding subsections.

4. Policy 7.30, Budget and Finances, subsection H: Amend the third sentence and insert a new fourth sentence (the last sentence to remain unchanged). “Any profit from host fundraising *in excess of total conference expenses* will be distributed as the host and CGJA agree *in writing*. *Absent such written agreement, all such funds (other than donor-restricted funds) will be deposited in CGJA’s general fund.*”
5. Policy 12.60, Chapter Dissolution: Amend the first sentence of subsection C. “In the event the chapter dissolves, any remaining assets and monies shall be distributed *to CGJA or as required provided* in the chapter’s bylaws.”
6. Policy 13.20, Committee Membership: Amend the first and third sentences. “As stated in Article 5 of the bylaws, ~~the~~ *six or more* members of the Nominations-Elections Committee shall be appointed by the president as soon as possible after the annual CGJA election of directors, subject to ratification by the board of directors. . . . The committee shall ~~be comprised of~~ *include at least* one committee member per region from the directors and *at least* one committee member per region from the voting membership.”
7. Policy 13.40, Director Nominations and Elections: Amend the second sentence. “NEC is responsible for all aspects of the annual election of directors, including publicity, seeking out potential candidates, producing and mailing ballots with supporting materials to all eligible voters, observing the ~~independent~~ *vote tally process*, and safeguarding returned ballots.”
8. Policy 13.50, Tellers and Counting of the Votes. Amend both subsections. “A. As provided in Article 5, Section (d) of the CGJA Bylaws, the president will appoint three tellers (the “Tellers’ Committee”) who will count or ~~oversee~~ *observe* the counting of the votes, and, at the annual meeting, verify and report the results of the election. B. NEC shall recommend to the board whether to use an independent counter such as the League of Women Voters to count the ballots, with ~~oversight of~~ *observation by* the Tellers’ Committee, or have the Tellers’ Committee count the ballots.”

The motion passed, 11-0-0, by voice vote. Wylie left the meeting prior to the vote.

E-2 By a two-thirds vote of the directors holding office, amend Article 5(e) of the CGJA Bylaws as follows:

“The president will appoint three tellers who will count or ~~oversee~~ *observe* the counting of the votes and, at the annual meeting, verify and report the results of the election.”

Note: the word to be deleted is shown in strikethrough red; the word to be added is in bold italics.

[Motion made by Ragan, seconded by Kunkle]

The motion passed unanimously, 11-0-0, by voice vote.

F. Director Comments –none.

G. Adjournment (8:26 PM).

Respectfully submitted,

Jim Ragan, Secretary