

California Grand Jurors' Association Board of Directors Meeting
January 28, 2020
MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 3:00 PM.

Present: Directors Larry Herbst, Lloyd Bell, Marsha Caranci, Janet Clark, Travis Gibbons, Tim Hafner, Jerry Kunkle, Joann Landi, Chuck MacLean, Lou Panetta, Barbara Sommer, Ron Zurek.

Absent: none.

Quorum is present.

B. Agenda and Comments

B-1 Agenda Approval: Herbst

Board members unanimously approved the agenda.

B-2 CGJA Member Comments - none

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 11/26/19: Sommer

C-2 Acknowledge Committee Minutes and other documents in 01/28/20 meeting packets: Herbst

Board unanimously approved the consent items.

D. Officer and Committee Chair Reports – see committee minutes in packet for details on current activities

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

Planning underway for board retreat in spring, Sunday April 5, following the Train the Trainer sessions in Sacramento. We will begin around 8:30 or 9:00 AM, depending on the agenda. Will be a half-day session, lasting no more than four hours. Send him any agenda items by Feb. 15.

Thanks to all for the successful end-of-year campaign. He mailed handwritten thank-you notes to all who contributed. The \$3,000 target was reached.

The budget ended up with over \$5,000 profit at the end of 2019. It was a good year financially. Eighty percent of the overall budget goes to training. Costs have been rising and exceeding the year's budget. However, the excess was covered by increased income. Administrative costs bring the total expenses up to 98 percent. Those costs were down. Kudos to the MRC in meeting membership goals.

Nominations and Elections Committee (NEC) for 2020 – not a full slate yet. He has lined up three directors: Hafner, Panetta and Landi. Still needs three members. He has a possibility from the south area, but needs members from central and north. Would appreciate suggestions within the next week. NEC procedures will be circulated to the board.

There was some discussion of Dropbox usage. Panetta will assist board members in accessing it.

D-2 **Officer Reports**

Vice President (Panetta) – no report.

Treasurer (Gibbons) - we received \$2,896 at the end of 2019, and another \$850 this month, giving a total of \$3,746.

Secretary (Sommer) – please send me any updates to your committee roster. Also, if you have made any password changes to technical files, please notify Travis or me.

D-3 **Legal and Legislative Resources Committee (LLRC)** –Caranci said the committee has a new member, Bill Harvey. The committee is working on a revision of the website FAQs.

D-4 **Public Relations Committee (PRC)** – see minutes. Herbst gave a brief description of website activity.

D-5 **Membership Relations Committee (MRC)** –Clark announced a regional meeting (bay area) to be held on January 31. Attendees are from San Francisco, Marin, Contra Costa and Alameda counties. There will be a luncheon and speaker; 36 have responded yes, over 20 have paid.

D-6 **Training Committee (TC)** – this is a very busy time of year. The committee is scheduling venues and has 13 new trainers. Working on orientation, the manual, and integrating new videos.

Hafner asked about trainer burnout. Caranci said it has not been bad but that with more venues to cover, it could be a problem. They are trying to reduce the six-week summer run in order to reduce trainer travel.

D-7 **Finance Committee (FC)** – the end-of-year campaign was successful. Details will be in the *Journal*. The training videos came in under budget by \$1,915.

D-8 **Nominations-Elections Committee (NEC)** – committee to be appointed.

D-9 **Awards Committee (AC)** – see minutes.

D-10 **Annual Conference Committee (ACC)** – 2020 Planning: Committee is busy and in the early stages of planning. Still looking for a theme and would welcome suggestions (direct to Lloyd, please). Targeted speakers can be found in our meeting minutes. The Marin Chapter has been contacted and appears interested in acting as the host committee. They will be considering it at their next chapter meeting in early February. Finally, the committee plans to use \$1,000 of anticipated donations to calculate registration fees for 2020. Past practice has been to cover all fixed costs across the planned 50 registrations and retain donations received at registration and silent auction proceeds to cover unanticipated expenses. This has provided a surplus over the past three years. We will reduce the registration fee by \$20 for each attendee and still retain the silent auction proceeds as a buffer to unanticipated expenses. Our committee has recommended the Embassy Suites in San Rafael as the location (see action item E-2 below).

D-11 **Bylaws & Policy Review Committee (BPRC)** – no report. Herbst pointed to the need for the committee to address consequences of today's action items.

D-13 **Technology Committee** - did not meet this month but reports that the new custom search engine implementation is complete. It urges everyone to run some searches and provide feedback, if any.

Regular support and maintenance of Dropbox was conducted with no issues to report.

E. Action Agenda

- E-1 **Formally approve moving the responsibility for the website from PRC to the Technology Committee.**

[Motion made by Herbst, seconded by Hafner]

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

- E-2 **Approve 2020 Annual Conference dates, budget and contract.**

[Motion made by Bell, seconded by Clark]

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

- E-3 **Retroactively approve the Committee expenses exceeding 2019 CGJA Budget as increased expenses were offset by additional income.**

[Motion made by Zurek, seconded by Hafner]

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

- E-4 **Change the name of the “Membership Relations Committee” to the “Membership and Chapter Relations Committee.”**

Discussion: Zurek pointed out that it is difficult to make precise expenses and income. Would be helpful to have some clarification regarding policy.

[Motion made by Herbst, seconded by Kunkle]

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

- F. Director Comments** – Bell and others provided a positive response to the new meeting time.

- G. Adjournment** (4:20 PM).

Respectfully submitted,
Barbara Sommer, Secretary