

California Grand Jurors' Association Board of Directors Meeting
August 23, 2022
MINUTES

A. Call to Order and Roll Call

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

Directors present: Shirley Boracci, Marsha Caranci, Janet Clark, Bob Finlayson, Larry Herbst, Karen Jahr, Diane Lloyd, Lou Panetta, Henry Rible, Barbara Sommer.

Excused: Travis Gibbons.

Quorum is present.

Others present: Committee Chairs: Lloyd Bell, ACC; Juliana Jones, PRC; Joann Landi, AC; Richard Rogers, FC; and Jim Glover, Member.

B. Agenda and Comments

B-1 Agenda Approval: Board members unanimously approved the agenda.

B-2 CGJA Member Comments – none.

C. Consent Items

C-1 Approved Regular Board Meeting Minutes, 06/23/22: Panetta

C-2 Acknowledged Committee Minutes and other documents in 08/23/22 meeting packet: Panetta. Board unanimously approved the consent items and the minutes.

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

D-1 **President's Report** – Panetta has authorized Bell to sign the contract for the 2023 conference reservation at the Embassy Suites Hotel in Walnut Creek.

The October 25 regularly scheduled board meeting is cancelled, as the board will meet on October 23 at 9 a.m. in conjunction with the annual conference – to appoint directors and select new officers.

An action item will be needed in October to appoint Sommer as the 13th board member for a 1-year term so that she can continue as board secretary.

Panetta asked that if any of the panel participants for the annual conference have matters that need discussing, please contact him.

D-2 Officer Reports

Vice President (Herbst) – no report.

Treasurer (Gibbons) – no report.

Secretary (Sommer) – no report.

D-10 **Annual Conference Committee (ACC)** – Bell said that the committee is in the final stages of preparation for the 2022 conference. Speakers and panels are in place. At last count there

were 14 registrations for the conference and 26 sleeping room nights reserved out of our commitment of 53. Conference registrations are lagging.

Logistics:

The Board retreat will take place on October 23 from 9 a.m. – 12 p.m. in the Tiburon Room. Lunch menus will be provided at the start of the retreat, collected at 9:30 a.m., with lunches brought back to the retreat room at 11 a.m. in anticipation that a working lunch is needed to complete the retreat agenda. Lunch will be charged to your hotel room.

The Annual Conference begins Sunday October 23 at 1 p.m. and recesses at 5 p.m.

The dinner, with Angelo Rolando presentation, is at 6:30 p.m.

The conference resumes on Monday October 24 at 9 a.m. and adjourns at 12 p.m.

Bell will provide a step-by-step schedule of events to directors and conference leads so that everyone knows “who does what and when”.

They are a little short of silent auction donations. Proceeds are combined with registration income to reduce the subsequent registration fee. The target is \$2,000. Clark is in charge of the silent auction and will send out an eBlast soliciting contributions from the county chapters.

D-3 **Legal and Legislative Resources Committee (LLRC)** – no report. Jahr said the AB 1972 is gone for the year and unlikely to be revived.

D-4 **Public Relations Committee (PRC)** – Jones and Lloyd have been cleaning up the Constant Contact mailing lists. Please let Jones know if you use any of these lists so PRC knows who is responsible for each list. PRC's effort is to make sure lists are reviewed and kept up to date as we are charged for each name (but not for multiple occurrences of a name). There was some discussion about the various uses of the lists and who specifically was able to access them (Caranci, Lewi and Jones).

D-5 **Membership Relations Committee (MCRC)** – Lloyd said that the electoral process revealed a number of nonrenewals. We currently have 275 regular members, with 32 new members this year, to date. There are 484 Introductory Members (IMs).

Panetta pointed out that there are many people joining chapters, but not CGJA. Lloyd pointed out that the committee is stretched thin across having both chapter and membership responsibilities.

D-6 **Training Committee (TC)** – Caranci said their numbers are up. This has been a very successful summer with record high attendance at the foreperson and legal advisor workshops. Forty-seven legal advisers were trained this year.

There was a trainer debriefing meeting held yesterday with nearly all of the new trainers contributing.

D-7 **Finance Committee (FC)** – Rogers said that the committee work is going well. They are planning for their budget session. Committee chairs need to send their requests by early October so that they can be processed for board approval at the November meeting.

We now have about \$160,000 in our bank account, which is at a low interest rate. The committee proposes investing some of this money in CD, perhaps one for 6 months and

another for 12 months. This would generate considerable income. Jahr will research the requirements pertaining to a needed board action, hopefully enabling an email vote.

- D-8 **Nominations and Elections (NEC)** – Panetta said the election process is on autopilot. There have been no technical glitches thanks to the preparatory work done by Herbst and Lloyd. The results will go to the Tellers committee – Alameda. Clark will forward them to the Teller chair, Scott Law.
- D-10 **Awards Committee (AC)** – Landi said the Rolando Award deadline is Friday. The Excellence in Reporting (EIR) subcommittee will submit its award nomination(s) soon after August 31.
- D-11 **Bylaws & Policy Review Committee (BPRC)** – no report.
- D-13 **Technology Committee (Tech)** – Herbst reported that website visits were up in June from the prior year and July had an all-time high of 1,366 website visits. The previous high was 897 in August 2021. The visits were to “places new jurors go.”

He described the changes over the past years between Drupal and WordPress (Content Management Systems) with the latter becoming ascendant. We need changes to our website that are not possible with Drupal. This is a rational underlying the action item for this meeting.

- D-14 **Grand Jury Effectiveness Workgroup (GJE)** – Finlayson said the committee continues its quest in establishing an implementation database. He will be visiting the State Archivist. The penal code requires not only that grand jury reports be archived, but that the responses to the report be archived, as well. Records go back to 2003. He is going in person to Sacramento to see what the archives hold.

E. **Action Agenda**

E-1 **Approve CGJA 2023 Annual Conference Budget, Location and Dates**

[Motion made by Clark, seconded by Panetta]

Clark outlined the proposal and explained that the reason for CGJA’s using *Embassy Suites* so often was because they provide breakfast and that their price has been very competitive. In response to a question by Herbst, she said this year’s cost for hotel and conference is \$280 plus \$10 parking. Next year it will be \$317 + \$30 parking. Herbst expressed concern about our being able to meet the room reservation requirement and wondered about postponing the contract finalization. There was discussion with the general sense that in any case, we would be most likely to want to have an annual conference next year that that it was better to sign a contract now rather than wait and risk a cost increase.

The motion passed, 9-0-1 (abstention), by hand vote.

E-2 **Approve Website Software Conversion Expense**

[Motion made by Jahr, seconded by Panetta]

Herbst said there would be some changes. The membership user accounts (which are very rarely used) and website login would be eliminated. There will also be some changes in the store process. The blog will be integrated and there will be better automation of the membership process. The change from Drupal to WordPress (see earlier discussion under D-13) would be done with Elevation, our current provider, at a cost of \$20,855. The process will take 4-5 months.

The motion passed, 10-0-0, by hand vote.

F. Director Comments – Panetta said he would be delivering the president’s report at the conference and to please let him know of any items you would like him to include. He will cover training, the demise of AB 1972 and findings of the grand jury effectiveness workgroup.

G. Adjournment (4:32 p.m.)

Respectfully submitted,
Barbara Sommer, Secretary