

California Grand Jurors' Association
Board of Directors Regular Meeting – August 25, 2009
MINUTES

Call to Order & Roll Call:

The roll was taken at 7:03 P.M. and the meeting began at 7:04 P.M.

Present: Bardell, Caranci, Hern, D.Hoffman, R. Hoffman, W. Hofmann, Landi, Lazenby,
Lewi, McKown, Noce, Sitton
Absent: Chesny, Johnston, Masini, Wylie
Also: Linda Baker, Dan Mufson

Agenda and Comments:

B-1 Agenda Approval: Noce

A motion was made by Director W. Hofmann, seconded by Director D. Hoffman and passed by voice vote to approve the agenda. Director Bardell abstained because she had not reviewed the agenda.

B-2 Member Comment (maximum 10 minutes total)
None

Consent Item

- C-1 Approval of June 23, 2009 Board Meeting minutes: Landi
- C-2 Ratify Legislative Affairs Chair and Vice Chair: Noce
- C-3 Committee minutes and reports: Noce
- C-4 Acknowledge resignation of MRC/Database Manager: Noce
- C-5 Ratify CGJA Database Manager: Noce
- C-6 Ratify CGJA Membership Relations Committee Chair: Noce

A motion was made by Director Hern, seconded by Director W. Hofmann and passed by voice vote to approve the consent items. Director Bardell abstained.

Officer and Committee Chair Reports: Any minutes submitted by a committee were in the meeting packet.

D-1 Legislative Affairs Committee (LAC) (response to Locke-Lake City and response to Visalia Times reporter)-Lazenby: Director Lazenby suggested that this correspondence should have been in the "H" informational items section. The President referred to the content of consent item C-3—he believes that the Board should acknowledge during a meeting, any activity of the various committees. Director W. Hofmann asked if the LAC took any action relative to the Sacramento Chapter. Director Lazenby reported they the LAC cannot take any action but can make a recommendation to the Board. The Sacramento Chapter has proposed some procedures and policies indicating that they would be doing investigations and publishing reports. This was cause for concern by Sacramento County Counsel, the Foreperson and

CGJA. During a conversation with Court Liaison Becky Castaneda it was learned that the Chapter is rethinking those procedures and policies.

Dan Muford reported that Mendocino County attempted to cut down the number of jurors serving on that grand jury.

D-2 Public Relations Committee (response to Visalia Times reporter and USPSTO authorization)-Lewi: Thousand Oaks is now our primary post office for Journal mailing. The minutes of the July and August PR Committee meetings were recently emailed to the Board. Director Lewi reported that the PR Committee feels that the single most important thing we can do is to establish a stronger liaison with chapters in regard to Excellence in Reporting and Grand Jury Achievement.

The next Journal will feature a major story from the Training Committee and a final push for the Conference.

Keath North, Humboldt County, has advised that they have had to scale back their plans to produce a video and instead will create a 5-7 minute recruiting video. They will try to keep it generic enough so that it can be used by other counties.

D-3 Membership Relations Committee (letter from Riverside Grand Jury re chapter status)—Dan Mufson: No report this month. Director Lewi said he is very pleased with the work Dan and Bonnie Kenk have done in creating labels for mailing. Dan complimented Bonnie for her hard work.

D-4 Training Committee-Avera: Director Caranci reported that CGJA had an excellent training season. About 759 jurors representing 48 of the 58 counties were trained at 5 regional seminars and 10 on sites. Attendance was down by 23 jurors; not unexpected in these tough economical times. The new curriculum and trainers were well received. The President said he attended some of the seminars and was impressed.

Dan Mufson asked if we have telephone numbers or emails to contact the jurors to encourage them to join CGJA. Director Caranci said we have some; however, many were registered by their respective counties and some emails are incorrect. She suggested a membership solicitation go directly to the County. Director Chesny was requested to send Dan the 2008 and 2009 registrant information.

D-5 Nominations-Election Committee (Heal letter to membership)-Hern: Director Hern reported that the Committee has not discussed the Heal letter. The N-E Committee has completed its obligations relative to the Heal/CGJA litigation. Directors Hern and Landi met Mr. Heal on August 7th, affixed labels to 238 envelopes and mailed same. The ballots were mailed on August 10th to those same 238 eligible voters. The San Mateo League of Women Voters who will count the ballots, reports that ballots are arriving. The ballots are due September 29th and will be counted on October 2nd. The President reported that membership is down by about 20 members; not an extraordinary number given the economy.

D-6 2009 Annual Conference Ad Hoc Work Group (2009 Conference Program)-Lewi: We are one speaker and one panel short of a complete program. We are looking for someone at the State level for our dinner speaker. The Committee will meet via teleconference to work out the final details. Director Lewi advised the Board that Bonnie Kenk has added emails to the

database that are noted on the membership application. Director Lewi would like to send out a blast email about the conference in the near future, probably in September, and would like to use all the emails we are aware of. We have talked about communicating this way in the past. He has talked to Director Wylie and she doesn't think it should be a problem but that some servers may treat it as spam. Director Caranci suggested Director Lewi include sitting grand jurors in this blast email. Director Bardell said when she was chair in 2007 she was not able to get or use emails. She supports the use of emails for that purpose. Director W. Hofmann (for Meredith Avery) said that Meredith is listed as a member of the Committee but hasn't received any communications. She would like to be kept in the loop as much as possible since she will chair the 2010 Conference. She also has not received any information needed to complete the program booklet. Director Lewi said he has been sending her emails with everything but will follow-up with her.

D-7 Publications Work Group (July Sales Report and instructions for selling products at CGJA Seminars)-Sitton: Director Sitton said the sales went well with the exception of Sacramento. That may have been due to the location of the sales table. The Committee is considering selling other items like lapel pins, pens, etc. He would like feedback as to whether to sell the mugs in stock from the 2008 Conference or to give them away.

D-8 Review Committee-McKown: No report.

D-9 Angelo Rolando Ad Hoc Committee-Mason: The Committee will report the name of the recipient at the next meeting.

D-10 Daye Index Work Group (Daye Index)-Baker: Linda Baker has no report. Director Sitton said a tremendous amount of effort was put into this index and he thanked Linda for her work. Director Lewi said he has two inquiries from people who would like copies of the index. The Publications Committee will make their recommendation regarding method of distribution at the September meeting.

D-11 Archive Work Group-Noce: No report

D-12 Bylaws Review Ad Hoc Committee (8/10-11/09 minutes)-W. Hofmann: Director Hofmann reported that things are going well with the Committee. He is pleased with the experience of the committee members. The Committee is aware of its mandate to review, recommend and prioritize changes. They used various documents during their review. He thanked the Board for their patience and support. Special thanks goes to Audrey Lynberg for hosting the Committee during their two day work session.

D-13 Excellence in Reporting Work Group-Mufson: The Workgroup reviewed the submissions and has made a selection for a report and for the media. The announcement will be made at the Annual Conference. The Workgroup was concerned with the lack of submissions and think that it may be beneficial to move the deadline up 3-4 months. Director Bardell feels that the EIR award for a grand jury report, ideally should be submitted after some time has passed. Director Lazenby said that she never felt that the EIR had anything to do with the implementation but to recognize the quality and complexity of the report. Dan said that the Committee used the checklist of the criteria which was provided. Director Lewi said that the EIR and Grand Jury Achievement activities are complimentary and not in conflict. The Workgroup

will provide their recommendation to the Board for consideration/approval at the September meeting.

D-14 2010 Annual Conference-Avery: No report.

D-15 Central Information Ad Hoc Committee-Masini: Director Lewi reported that he has worked with Director Wylie and we now have a place on our website to store documents.

D-16 Litigation Committee-Hern: The 3 obligations relative to the litigation have been met. The Committee has met its obligations and can be disbanded once the ballots are counted.

D-17 Executive Committee-Noce: No report

D-18 Steering Committee-Noce: No report.

D-19 CGJA President (NAIC warrant for D&O Insurance and letter to Rosemary Perin)-Noce: No report.

D-20 CGJA Vice President-McKown: Thanked Dan for accepting Chairmanship of the MRC and for his work on the EIR Workgroup. She also congratulated Linda Baker for a fabulous job on the Daye Index.

D-21 CGJA Secretary-Landi: No report.

D-22 Treasurer-Lazenby (D&O Insurance quote, CPA June 2009 invoice, District Tax report and July, 2009 BOE tax filing): Reported that we have obtained D&O insurance at a premium rate of \$605 per year. The Board of Equalization 6/30 tax filing has been filed with the help of Bonnie Kenk. Unfortunately, the BofE still will not recognize that CGJA is on a calendar year.

We currently have \$32,754 in the checking account and \$11,141.65 in savings. The outstanding bills are:

Training Committee	\$15,000
AV equipment	620
Publications	810
MRC	320
Administration	820
2008 Conference	<u>2,400</u>
	\$19,970

In answer to questions regarding costs associated with the 2009 conference, that is expected to be a revenue neutral function. The Treasurer hopes to have a financial report out by the end of the month.

Action Agenda

E-1 Proposed CGJA award
Director Bardell

Recommended Action: The Board create such an award directly or appoint a committee to do so.

The motion was seconded by Director D. Hofmann. Director Bardell said this idea came about when someone in the San Francisco Chapter was going to propose a nominee for the Rolando Award. That person had done good work locally but was not a member of CGJA. Thinking that this may happen in other Chapters she thought that we could put something together to recognize that type of service. Director Lazenby appreciates the efforts and the comments. Director Bardell doesn't think this is an award that must be given each year. Director Hern said the proposal needs more detail and criteria. Director Lewi doesn't have a problem with the concept but the mechanics need more definition. He suggested that a small group work on the mechanics. Director W. Hofmann agrees that it is a good idea but it is a bit vague and unworkable. Director Sitton suggested we refer this item to a small group for fine tuning. A motion was made by Director Hern, seconded by Director W. Hofmann and passed by voice vote to table this item to the September meeting.

E-2 Ratify quorum for Annual Meeting

Director W. Hofmann

Recommended Action: Ratify the Bylaws Committee recommendation that a quorum of 15% of voting members be established for the annual meeting.

Director W. Hofmann withdrew his motion. He also urged all Directors to read the draft and refer comments to members of the Committee.

E-3 Approve Policy Manual Section 3.001 wording change

President Noce

Recommended Action: Approve replacing the word "must" with the word "may" in the sentence in the CGJA Policy Manual in section 3.001: "The members of a Standing Committee may form subcommittees whose members must be members of the parent committee" – to read – "The members of a Standing Committee may form subcommittees whose members may be members of the parent committee."

This motion will reverse action taken last November requiring that members of subcommittees must be members of the standing committee. The word "must" will be replaced the word "may." This requirement is burdensome and in some cases, being ignored. Director Sitton said this gives more people the opportunity to participate and that is a good thing. Director Lewi asked if the chair of a subcommittee must be a member of the standing committee. The President offered to amend his motion to state that the subcommittee chair must be a member of the standing committee. However, it was not felt necessary to make the amendment at this time. Approved as submitted by the following roll call vote:

Ayes: Bardell, Caranci, D. Hoffman, W. Hofmann, Landi, Lazenby, Lewi, McKown, Sitton

Noes: None

Abstained: Hern

Director Comments

- Director Lewi may recommend a special meeting to take care of some discussion items which needed action. Specifically the EIR recipient(s), the Daye Index and Rolando Award which all have annual conference implications.
- Director Lazenby appreciates everyone's attendance.

- Director W. Hofmann said he read with interest Information Item H-10. He called the author of the letter and offered some advice based upon his 50 years of experience.
- Director Caranci asked if there is any intention for the Board to hold a face-to-face meeting before or after the Conference. There is and the President will send a notice to the Board.
- Director Bardell would like to hear from anyone who would be interested in working up a proposal for the local award (D-1). She added that she was surprised to hear that a Board member personally responded to someone who wrote a letter to the Association.

Adjournment

A motion was made by Director Sitton seconded by Director W. Hofmann and passed to adjourn the meeting at 8:39 P.M. The next regular meeting is September 22, 2009.

Information Items Submitted Directly by Sponsor

- H-1 Committee List: MRC
- H-2 CGJA Critical Dates Reminder: Noce
- H-3 Letter from San Joaquin County Grand Jury dated 6/10/09: Noce
- H-4 Chapter request – informational item: Landi
- H-5 S1-100 Form filed June 20, 2009: Landi
- H-6 Sacramento County Grand Jury: Kelly
- H-7 Sacramento County Grand Jury Coordinator: Castaneda
- H-8 R. Ruth email: Ruth
- H-9 Informational Item: Landi
- H-10 Johnson letter: Noce
- H-11 El Dorado Grand Jurors Association email 8/13/09: Culy

Submitted by Joann Landi