

California Grand Jurors' Association
Board of Directors Regular Meeting – November 24, 2009
MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 7:01 P.M.

Present: Caranci, D. Hoffman, W. Hofmann, Landi, Lazenby, Lewi, North, Noce, Wylie
Absent: Chesny(ex), Hern
Also: Linda Baker, Owen Haxton, Dan Mufson

Agenda and Comments:

B-1 Agenda Approval: Noce

Director Lazenby asked that Items C-3 and C-7 be pulled from the Consent Agenda. A motion was made by Director W. Hofmann, seconded by Director Landi and passed by voice vote to approve the Agenda as amended.

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

Consent Item

C-1 Approval of 9/22/09 Board Meeting Minutes: Landi
C-2 Approval of 10/31/09 Retreat Notes: Landi
C-4 2009 Conference Summary: Landi
C-5 Ratify Owen Haxton to fill vacant Central Region Directorship for 2009-10: Noce
C-6 Ratify Keath North as CGJA Vice President for 2009-2010: Noce

Director Lewi clarified that items C-2 and C-4 are to accept the Retreat Notes and Conference Summary; not to approve them. A motion was made by Director W. Hofmann, seconded by Director Lazenby and passed by voice vote to approve the Consent Agenda Items as amended.

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

D-1 Legislative Affairs Committee – Trautman: No report

D-2 Public Relations Committee (Landi press release & 2009 Report) – Lewi: The Journal deadline is tomorrow; there is significant content including photographs taken at the Conference. Director Hern will submit a report about the election results, the President will submit his report and the Secretary will submit a summary of Board action. Di Masini and Director Lewi will work on the Journal over the weekend. Director Lewi also referred to his recent email with attached shooting script for a recruitment video being prepared by Keath North and others in Humboldt County. There will be an acknowledgment of CGJA sponsorship (for lack of a better word) at the end of the video. Board comments should be sent to Director Lewi

in the next few weeks since the video is scheduled for production in January. It is hoped that this video can be expanded upon and used widely to educate and recruit.

D-3 Membership Relations Committee (October Monthly Report, 10/29/09 Chapter lunch meeting, EIR Grand Jury Award, EIR Media Award, 11/10/09 survey results, 11/11/09 minutes, CGJA thank you card) – Mufson: He has nothing to add to what was submitted. Director Lazenby said she has received reimbursement requests from Bonnie Kenk and John Sitton which appear to be for the same costs associated with membership cards. MRC Chair Mufson said that the printing that Bonnie is doing is for product to be used in the future. The President asked that the Treasurer be provided further information. There was also some discussion about who did and did not receive the thank you card.

D-4 Training Committee (8/17/09 and 9/21/09 Minutes) – Avera: The Roseville and San Diego report writing workshops went well.

D-5 Nominations-Election Committee – Hern: The President has asked Director Hern to submit a final report.

D-6 2009 Annual Conference Ad Hoc Work Group – Lewi: Director Lewi has drafted a report and said that once he has received feedback from the Conference Committee he will submit it to the Board. Financially speaking we broke even. The responses from attendees were positive. Director Lewi thinks it would be a good idea to post the Conference Summary on the website since it is as close to a transcript as we will get. He is confident that it has been thoroughly vetted.

D-7 Publications Work Group (2009 Annual Report) – Sitton: Director D. Hoffman said the Committee is still working on products to sell.

D-8 Review Committee (Letter of Interest reply) – McKown: No report.

D-9 Angelo Rolando Ad Hoc Committee – Mason: No report.

D-10 Daye Index Work Group – Baker: There has been no activity. The President is waiting to hear back from the San Francisco Chapter as to whether or not they are interested in forming a Workgroup. Director Lazenby expressed her opinion that the Board has not made a decision as to how this information will be presented...so why are we sending it to a Chapter? The President said the Board determined that the Index needed verification. Director Lazenby said she is concerned about giving a Chapter a project which may or may not become a reality. The President said the Index must be reviewed before any other action is taken.

D-11 Archive Work Group-Vacant: Director Lazenby said the responsibility to verify that reports have been submitted to the State is one of the purposes we have promised to do; it should be a priority; and should have Board oversight. A Chapter could assist the Board. The President said it is a priority and he is waiting to hear from the Sacramento Chapter about whether or not they will undertake this project. Director D. Hoffman said that we want to have Chapters do projects and once we know if Sacramento will accept this task, a Director could be assigned to oversee the work.

D-12 Bylaws Review Ad Hoc Committee – W. Hofmann: The Committee met in Sacramento. They will speak to Directors on an individual basis for their input. The Committee welcomes comments.

D-13 Excellence in Reporting Work Group – Simpson: No report.

D-14 2010 Annual Conference – Avery: Director W. Hofmann reported that the San Diego Association met and discussed the Conference at length. The Committee would like to know what date(s) we have in mind. They recommend October 21-22. Director Lewi said that last year he set a range of dates because the final date was dependent upon working favorably with a hotel. Policy sets the Conference for the last week of October or the first two weeks of November. The Conference Committee could request relief from that time frame and should submit a formal request for consideration at the December meeting.

D-15 Central Information Ad Hoc Committee – Masini: No report.

D-16 Litigation Committee – Hern: No report.

D-17 Executive Committee – Noce: No report.

D-18 Steering Committee – Noce: No report.

D-19 CGJA President – Noce: Nothing additional to report.

D-20 CGJA Vice President – North: No report.

D-21 CGJA Secretary (10/29/09 Board Roster, Chapter Formation Documents, Latest Policies, replacement page 16 of Policies) – Landi: At the Conference Boyd Horne (San Luis Obispo) and Emma Fravesi (Sacramento) requested a copy of the Conference Summary to assist in reporting to their Chapters regarding the Conference activities. Now that the Summary has been accepted, they will be provided a copy via email.

D-22 Treasurer (actual vs. 2009 Budget, subordinate 2009 tax filings, Policy Release Form) – Lazenby: The actual vs. budget report is old; there has been activity since then (3 Reporting Writing Workshops and the Annual Conference). She added that we do not prepare tax reports for Chapters but do keep an up-to-date listing of Chapters. In regard to the insurance policy release form, this is simply paperwork changing our policy term from a fiscal year to a calendar year as previously agreed upon.

D-23 Database Manager (10/31/09 report) – Ken: No report.

D-24 CGJA Chapter Member Award Workgroup: Vacant.

Action Agenda

E-1 Ratify reactivation of Finance Committee

President Noce

Recommended Action: Ratify CGJA President's recommendation to reactivate the previously dissolved Finance Committee as a CGJA Standing

Committee and to also ratify the President's recommendations for Chair and Committee Members as stated in the Subject Summary.

The President thinks reactivation of this Committee will be very helpful. Director Lewi suggested that Bonnie Kenk be a member of the Committee since she is involved in Quickbooks data entry. It was also suggested that Mary Johnston be considered for the Committee since she volunteered at the February, 2009 Retreat. The President will contact Bonnie and Mary since appointments need to be made by the President. Director Lewi said when he was the President there were members who had a financial background. He encouraged the President to seek out people with that kind of experience. Those skills are very helpful and that kind of talent would be valuable to the Committee and the Treasurer. He volunteered to check with Ira Grooms to see if he would be interested.

Director Caranci expressed her concern that a budget is usually considered at the December meeting and the Committee has just been reestablished. The President suggested that they do the best they can.

The motion passed unanimously by voice vote.

E-2 Ratify CGJA Board of Directors meeting schedule for 2009-2010

President Noce

Recommended Action: Ratify CGJA meeting schedule December 15, 2009 to November 23, 2010 as proposed in the Subject summary.

Director Lazenby wondered if the Board should have more information before voting re the February face-to-face. Director Wylie amended the motion to set a face-to-face meeting for February 28, 2010 in Sacramento. The amendment to the motion was seconded by D. Hoffman and passed by a voice vote; Director Lewi abstained. The original motion as amended passed unanimously by voice vote.

E-3 Dissolve Litigation Ad Hoc Committee

President Noce

Recommended Action: Ratify President's recommendation to dissolve the CGJA Litigation Ad Hoc Committee

The motion passed unanimously by voice vote.

E-4 Ratify President's appointments for 2009-2010

President Noce

Recommended Action: Confirm President's 2009-2010 appointments and recommendations:

Administration Committee Vice President, Keath North

Executive Committee Vice Chair, Keath North

Steering Committee Vice President, Keath North

Angelo Rolando Award Committee 2009-10 Chair, Betty Mattea

Grant Writing Ad Hoc Committee Chair, Ed O'Neill

Nominations-Election Committee Chair 2009-2010

Dianne Hoffman, Chair Southern Region

Sherry Chesny, Northern Region

Karin Hern, Central Region

Larry Walker, Southern Region

Dissolve 2008-09 Nominations-Election Committee

Dissolve 2009 Tellers Committee

Dissolve 2008-09 Angelo Rolando Award Committee

The President amended his motion to eliminate the first appointment – Administration Committee Vice President, Keath North; this is not a Committee but rather a listing of the officers on the Committee Roster spreadsheet. The motion as amended passed unanimously by voice vote.

E-5 Ratify President’s proposed History Ad Hoc Committee

President Noce

Recommended Action: Ratify President’s recommendation to create a History Ad Hoc Committee with CGJA member Audrey Lynberg to act as Chair of the committee.

The President said there are people ready and willing to work on this Committee. He believes it will be helpful for current and future Boards. Director Lazenby suggested that Bob Geiss be added to the Committee. He is being provided with all of Jack Zepp’s CGJA files. The motion passed unanimously by voice vote.

E-6 MRC proposal for additional class of membership

Dan Mufson, MRC Chair

Recommended Action: It is moved that the CGJA Board of Directors, in accordance with Article 4. (Members); Section 1. of the Bylaws, create an additional Class of Member titled “introductory” member. An introductory member is an individual who has been offered and accepted a complimentary membership valid during their term of Regular Grand Jury service, who has complied with the requirements for such complimentary membership as set forth by the Board of Directors and who is currently serving on an impaneled Regular Grand Jury for the first time in any of the 58 counties. Such a member has no vote in CGJA matters but does have voice at CGJA functions when recognized by the President or Chairperson.

This proposal was an outcome of the Chapter President luncheon held in Sacramento. There was discussion about how some of the Chapters offer Chapter membership to sitting grand jurors. It was suggested that CGJA do the same. The MRC had also discussed this topic. After some discussion, there was agreement that this action does not materially affect the rights of the members and therefore, does not require a vote by the full membership of CGJA. As stated in the proposal the introductory members will have NO vote. Director Wylie stated that she supports this motion; it is a way to help gain potential members with little or no action on our part other than establishing an email list. They could be emailed with a link for each Journal issue. Director Lazenby supports such a movement but referred to a past free membership for forepersons which proved unsuccessful. She is also concerned that this may be viewed as a Bylaw change. She also mentioned that many juries have had to seat their alternates. Director Lewi supports the proposal and said that we do mail a copy of the Journal to grand juries. Dan read portions of the proposed action for purposes of clarification for some Directors. Director Haxton said that the Bylaws delegate to the Board the ability to establish classes of membership. Director Lazenby agrees but because Article 4 is referred to, we would need language in the Bylaws. Director Caranci pointed out that the Bylaws don’t mention Associate Members, just voting members and non voting members. The motion passed by the following roll call vote:

Ayes: Caranci, Haxton, Lewi, North, Noce, Wylie
Noes: D. Hoffman, W. Hofmann, Lazenby
Abstained: Landi

Absent: Chesny, Hern

MRC will develop the procedures to implement the policy and will provide language for the Policies.

E-7 Ratify President posting Board agenda and packet on secure website
President Noce

Recommended Action: Ratify CGJA President posting Board of Directors meeting agendas and agenda packets on a secure website. Website and date of implementation of posting to be approved by the Board of Directors.

This topic was discussed at the retreat. This action simply asks for Board approval to take this first step. In response to a question, it was confirmed that the Agenda documents would be uploaded for access by the Board only. The President hopes that this process will eliminate the problem of some Directors not being able to open contents of the agenda packet. Director Wylie said she can upload the agenda materials. What is being proposed is to have a link where the Board could access the documents, perhaps in PDF, and could be password protected. After further discussion it was determined that the documents could be provided in Word and PDF, that we have the capability to set up server lists, that we already store information securely on our website and that once this concept is implemented we will run a parallel system for the first few months. Director Wylie said she doesn't think this needs to be an Agenda item and explained how the process would work. The President pulled this item.

E-8 Accept Sonoma County CGJA Chapter application (SCCGJA Bylaws 11/12/09, CGJA formational letter 9/28/09)

Dan Mufson, MRC Chair

Recommended Action: CGJA Board of Directors accept Sonoma County application request to become a CGJA Chapter.; documents included in meeting packet.

Their Bylaws were recently revised and provided to the Board. The motion was unanimously approved by voice vote. MRC Chair Mufson said that what was learned during this process is that the Bylaw template needs revision. MRC will submit a revised template at the next Board meeting.

C-3 Acknowledge Committee Minutes and reports in 11/24/09 packet: Noce

Director Lazenby said she had difficulty opening the Agenda packet and is concerned that there are minutes that have not yet been approved. In the past only approved minutes were provided and then the Chairs would make an oral report on items that had happened in the interim. She added that if the minutes we receive aren't approved, how will we know if they were ever approved by the Committee. The President believes that Directors need to know what is going on and therefore, need to receive up-to-date minutes. Director Lewi suggested we amend the motion to say "Acknowledge Approved Committee Minutes...." The President accepted the amendment to his motion. Director D. Hoffman said we simply need to acknowledge receipt of the minutes and reports. The amended motion was passed by a voice vote; Director D. Hoffman voted no.

C-7 Ratify President's letter to Governor: Noce

The President removed this item. The letter needs to be updated with correct dates in the header and it should be mentioned that the Governor approved this request in 2008 and 2009.

Director Comments

- Director Caranci said there was a lot of discussion at the Retreat about reviewing the policies. Director Landi said that the Committees should review their policies. Director D. Hoffmann said she is reviewing the numbering of the current policies and will circulate in the next week or so. The President will remind Committee Chairs to review their policies.
- Director Haxton urged the Board that in the interest of giving the 2010 Conference Committee as much latitude and encouragement as we can, that we tell the Committee that we would consider a Conference date outside the 3 week time frame. Director Lazenby pointed out that the election schedule is tied into when the Conference is held.
- Director W. Hofmann reported that Barry Newman had a severe stroke; we should send him our prayers.
- Director Landi expressed her support for the Conference Committee and would be amenable to a different time frame .
- The President wished everyone a happy Thanksgiving.

Adjournment

The President asked that we take a moment to remember former Director Sandra Parker who recently passed away.

A motion was made, seconded and passed to adjourn the meeting at 8:42 P.M. The next regular meeting is December 15, 2009.

Information Items Submitted Directly by Sponsor

- H-1 November 2009 Committee Roster: Kenk
- H-2 CGJA Critical Dates Reminder: Noce
- H-3 Grand Jury Flyer – Kern County Grand Jury: Noce
- H-4 Grand Jury Self Evaluation Form – Yolo Grand Jury: Sommer
- H-5 SF Chapter Officers update 9/24/09: Boultinghouse
- H-6 Santa Barbara County Chapter status: Snyder
- H-7 Sonoma County Chapter status (interest/invite, chapter request): Jones
- H-8 Request from Madera Superior Court: Pierini
- H-9 Mendocino County Grand Jury reply: Roberts
- H-10 Membership List request: Landi
- H-11 San Mateo Chapter news article: Landi
- H-12 Sandra Parker Memorial picture: Noce

Submitted by Joann Landi