

California Grand Jurors' Association
Board of Directors Regular Meeting – January 26, 2010
MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 7:06 P.M. The President thanked everyone for including him on emails thereby keeping him informed and in the loop.

Present: Caranci, Chesny, Haxton, Hern, W. Hofmann, Landi, Lewi, Noce, North, Wylie

Absent: D. Hoffman, Lazenby(ex)

Also: Meredith Avery, Linda Baker, Dan Mufson, Ed O'Neill, Sarah Simpson, John Sitton

Agenda and Comments:

B-1 Agenda Approval: Noce

A motion was made by Director W. Hofmann, seconded by Director Hern and passed by voice vote to approve the Agenda.

B-2 Member Comment (maximum 10 minutes total)

None

Consent Item

C-1 Approval of 12/15/09 Board Meeting Minutes: Landi

C-2 Acknowledge approved Committee Minutes and reports in meeting packet: Noce

C-3 Dissolve 2009 Annual Conference Ad Hoc Committee: Noce

C-4 Acknowledge Steering Committee Member: Noce

A motion was made by Director North, seconded by Director Wylie and passed by voice vote to approve the Consent Agenda.

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 (Recruitment video narrative script) – Lewi: The video is scheduled for shoot on January 30. Reminder - tomorrow is the Journal deadline. We have 6000 words of content. All inputs are welcomed. In the future Director Lewi is going to include most of the non-standing committees when he solicits input for the Journal. The Committee adopted goals for 2010; they are completing the video, improve the website to make it more user friendly, create a generic poster to assist grand juries in their recruitment efforts, and the concept of producing a book that will describe the California Grand Jury system to anyone who is interested. Director Lewi estimates that the book could be produced for under \$5.00 per copy. He added that the PR Committee is looking for new members since two have recently resigned.

D-3 Membership Relations Committee (12/16/09 & 1/13/10 minutes) – Mufson: Director Haxton has accepted the position of Vice Chair of the Committee. Melissa Jones, the Sonoma Chapter President has also agreed to join the MRC. The Committee has begun to deal with an “adopt a county” program. There will be someone responsible to be a liaison for each county. MRC has asked people in chapters to provide updates to them and they will be published in the Journal. Director Haxton said he noted that the Chapter Member Award Group had no Chair. He believes this is something that should belong to MRC. They will develop policies and present them to the Board at a future meeting.

D-4 Training Committee (11/16/09 & 12/21/09 minutes) – Caranci for Avera: They are continuing to set up the seminars for this summer. The schedule should be ready for approval by the Training Committee in February. They look forward to the Trainers Workshop in February. Director Caranci has found that dealing with the counties via email has been working well. So far they have been amenable to the locations and dates set for the seminars.

D-5 Finance Committee – Caranci: Going forward, it is her intention to see that the Board receives a monthly financial statement.

D-6 Nominations-Election Committee – D. Hoffman: No report.

D-7 2010 Annual Conference Ad Hoc Work Group – Avery: They are working their way through the process of selecting a hotel. She is working with Director Lazenby in regard to contracts, costs, etc. It is anticipated that a site will be chosen in the next 10 days. At their next meeting the Chapter will be setting up their committees and delegating duties.

D-8 Publications Work Group – Sitton: The Work Group is waiting for the updated Compendium so that it can be printed. They are also waiting for a final draft of the tri-fold brochure and looking at merchandise. However, they will wait for an approved budget before making any decisions.

D-9 Review Committee – McKown: No report.

D-10 Angelo Rolando Ad Hoc Committee – Mattea: Betty Mattea is working on staffing the Committee.

D-11 Daye Index Work Group – Baker: No report. The President said he will have some help for Linda.

D-12 Grant Work Group – Ed O’Neill: He has been working on a grant from the Fresno Regional Foundation. They are trying to promote recruitment of a diverse jury pool. For CGJA, the Work Group will develop a program/project to apply for a grant from the Irvine Foundation. Director Lewi suggested that they develop some criteria so that committees can determine if they have a project. Director North said he has shared information with Ed that resulted in Humboldt County securing some funding for their video.

D-13 Bylaws Review Ad Hoc Committee (1/6/10 minutes) – W. Hofmann: Their next meeting is February 3 @7 PM.

D-14 Excellence in Reporting Work Group – Simpson: It was reported that Catherine McKown, Betty Flick, Wendy Roberts and Dan Mufson are on the Committee. They have submitted an article for the Journal. The nomination form for an EIR is also on the website.

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

D-16 Executive Committee – Noce: No report.

D-17 Steering Committee – Noce: No report.

D-18 CGJA President – Noce: No report.

D-19 CGJA Vice President – North: He received the latest San Diego DVD and said it is a great product. The Humboldt video is a bit more dramatized but the intent is for it to be more generic.

D-20 CGJA Secretary – Landi: No report.

D-21 Treasurer – Lazenby: Director Landi mentioned that a change is needed to the Calendar of Critical Dates. The Board of Equalization filing is due July 31, not January 30. Director Lewi asked if we have an audit committee to audit the annual conference. Director Caranci said that she has been advised that this is a 3 member committee which is appointed by the President to audit the finances. We are really talking about a financial review not a formal audit which would be quite costly. The President will appoint members for this committee.

D-22 Database Manager (2010 Membership Renewal letter & 1/10 Membership by County) – Kenk: No report. The President said that Bonnie is doing a great job. Dan Mufson reported that renewal notices were sent and there were about 9-10 who did not respond. Director Haxton personally contacted them and they assured him that they would be renewing.

D-23 CGJA Chapter Member Award Workgroup – Vacant: No report.

D-24 CGJA History Ad Hoc Committee – Audrey Lynberg: The President reported that the committee is getting organized.

D-25 2009 Annual Conference Ad Hoc Work Group – Lewi: Deferred his comments to E-2.

Action Agenda

E-1 Training Committee Request

Lew Avera, Chair

Recommended Action: That CGJA establish a protected reserve fund with limited liquidity, and access only to the Training Committee, in the requested amount of \$25,000, to cover the initial operating costs of preparing for the annual training

programs both regional and on site. This protected reserve can be used for the Training Committee's initial operating expenses without further approval of the CGJA Board or the Executive Committee, unless the expenses should exceed the amount of the fund. This protected reserve fund is to be replenished by Training Committee income within the same fiscal year.

Director Caranci said that after input and further consideration the maker has amended the motion to read as follows: That CGJA establish a protected reserve fund in the requested amount of \$25,000 to cover the initial operating costs of preparing for the annual training programs both regional and on site.

Director Lewi asked how the Board could approve this request without having seen a balance sheet and cash flow analysis. Director Caranci said that approval of the protected fund would leave approximately \$8,000 for operating expenses. She added that as the onsite trainings are scheduled, the Counties are billed. The amended motion passed unanimously by voice vote.

E-2 2009 Annual Conference Committee Chair Request

Director Lewi, 2009 Conference Chair

Recommended Action: Use the 2009 Annual Conference surplus funds as budgeted income for the 2010 Annual Conference. The \$1,539 should be unconditional. The \$540 of donations should be considered a reserve, only to be used with Board approval.

Director Lewi said we try to keep costs to members as low as possible since they are paying their own way. In order to help defray costs for the 2010 conference, he recommends that the surplus be held as budgeted income for the 2010 Conference. Director W. Hofmann seconded the motion. Director Landi pointed out that the donation section of the conference registration form indicates that donations are to defray costs. Director Lewi amended his motion to declare the total of \$2,079 be declared budgeted income for the Conference. Director W. Hofmann seconded this amendment to the motion. Director Lewi said that how the funds are used should be up to the Conference Committee—whether it is to reduce the registration fee or meal costs. Director Caranci said that she believed we would have to make a transfer whether by a motion or simply a paper transfer by the Treasurer. Director Lewi suggested that this should be handled by the Finance Committee and Treasurer. The motion unanimously passed by voice vote.

E-3 Approve accounting action request

Director Caranci, Finance Committee Chair

Recommended Action: Approve accounting action to close the following restricted accounts and transfer the funds to our general fund: the Val Cavey Fund for \$1,207.13; and the Price Fund for \$376.17.

The Price donation goes back to 1998 and the Cavey donation dates back to 2001. Linda Baker said the Price money was intended for Compendiums and a grand jury manual. She also said there was documentation; however, the Secretary could find no written documentation from the donors stipulating the purpose of the donation(s). Director Chesny agreed with what the Secretary has found in minutes, the purposes for the funds were made by internal decision. Director Lewi suggested we contact Bob Headland to inquire as to what the purpose was for the Cavey fund. Director Caranci told the Board that the Cavey Fund was used for AV equipment for the Training Committee. She added that Bob Headland was a member of the committee involved in that decision. It is very

likely that additional AV equipment that has been purchased since July 2001 have far exceeded the Cavey Fund. The motion was approved unanimously by voice vote.

E-4 CGJA 2010 Budget

Director Caranci, Finance Committee Chair

Recommended Action: Approve proposed CGJA 2010 budget.

Director Caranci said that based on Board approval of Item E-2, she will amend the proposed budget to reflect additional income under account 3603 – Annual Conference Donations by \$2,079.00. We can now decrease the amount needed to balance the budget which means we will only need to transfer \$949.70 from surplus funds to balance the budget as presented. Director Lewi pointed out to the Board that account 3905 indicates donations of \$7,113.55; \$5,000.00 of which is the Jack Zepp bequest. He believes that the donation should be shown but that it should be a Board decision as to where it appears in the budget and the use of the bequest also be approved by the Board. He added that while it is not appropriate now, we may want to take action at a future meeting. Director W. Hofmann agreed. Director D. Hofmann thanked Director Caranci for her work in preparing the 2010 budget. He added that many Committees travel and it is noted that the MRC has funding for travel. The proposed budget as amended was passed unanimously by voice vote.

E-5 Letter to Sacramento Chapter

President Noce

Recommended Action: Approve letter to Sacramento Chapter.

Director Landi suggested we changed the response due date to February 24 so that we may distribute the response prior to our February 28th face-to-face meeting in Sacramento. Director Lewi said the letter should be sent to the attention of the Chapter President, Joe Maloney. The letter was unanimously approved as amended by voice vote.

E-6 Approve MRC request

Dan Mufson, MRC Chair

Recommended Action: Approve changes to “CGJA Chapter formation by a Grand Jurors’ Organization” document

It was recently discovered that the chapter formation template had some aspects that were not correct. Dan briefly mentioned the proposed changes. MRC is asking for approval of the modifications to the document. Director Lewi suggested that we not list the chapters since it would have to be updated as we add or lose a chapter. Dan offered an amendment to replace listing the chapters by simply stating that CGJA has Chapters operating in numerous counties. He made a second amendment to change the contact information from his name and email to replace with “information is available in the Journal and on the website.” Director Caranci suggested that this document is more procedure than policy. She added that in the future the MRC could recommend that this be a procedure not a policy.

Dan advised the Board that there are some Chapters who have less than 5 dual members. The language in a 12/18/07 policy change indicates that a chapter with less than 5 dual members will have its status as a chapter suspended and lose benefits. Director North thinks it is a good idea to maintain that minimum level. Director Haxton suggested that the Board give MRC time to work on the language regarding the fewer than 5 member policy. Directors Caranci and Chesny agreed that we make whatever minor modification the Committee needs now and then they can come back to the Board with a

revision. Dan made a third change and removed the language regarding chapters having fewer than 5 dual members. Director Chesny seconded the amended motion which was passed unanimously by voice vote.

Director Comments

- The President thanked everyone for the cooperative, respectful spirit exhibited tonight.
- Director Haxton said he received a copy of the San Diego video and would like to see all the counties receive a copy to see the facilities made available to the San Diego County Grand Jury.
- Director Hern said that her name and address are incorrect on the Committee Roster and that she is not listed on Committees to which she is a member. She will send corrections to the President and Database Manager.
- Director Lewi asked if someone can share their San Diego video with him. He also asked what portion of the February 28th face-to-face will be a Board meeting. He will be unable to attend and if the meeting is lengthy he would not be able to call in. The President said he anticipates the session to be from 9 AM to 1 PM and that the meeting portion would probably take about one hour.
- Director North said since we have recruitment videos, can we post them (with permission) on Youtube and link from our website? Director Wylie said yes we could, we have the capability. Director Lewi said that some of the videos are on the County websites

Adjournment

A motion was made by Director Hern, seconded and passed to adjourn the meeting at 8:50 P.M. The next regular meeting is February 28, 2010.

Information Items Submitted Directly by Sponsor

- H-1 Committee List: Kenk
- H-2 CGJA Critical Dates Reminder: Noce

Submitted by Joann Landi