

California Grand Jurors' Association
Board of Directors Meeting – February 28, 2010
MINUTES
held at Residence Inn, Sacramento

Call to Order & Roll Call:

The roll was taken and the meeting began at 9:04 A.M.

Present: Caranci, Chesny, Haxton, Hern, D. Hoffman, Landi, Lazenby, Lewi (via phone), Noce, North
Absent: W. Hofmann(ex), K. Wylie(ex)
Also: Lew Avera, Dan Mufson, Barbara Sommer, Ed O'Neill via phone

Attendees introduced themselves and made a brief statement regarding their CGJA service.

Agenda and Comments:

B-1 Agenda Approval: Noce

A motion was made by Director Hern and seconded by Director D. Hoffman to approve the Agenda. Director Lazenby asked that C-4 and C-9 be moved to the Action Agenda. Director Hern asked that C-3 also be moved to the Action agenda. The modified Agenda was approved.

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

Consent Item

C-1 Approval of 1/26/10 Board Meeting Minutes: Landi
C-2 Acknowledge approved Committee Minutes and reports in meeting packet: Noce
C-5 Confirm Nominations-Election and Angelo Rolando Ad Hoc Committee Members: Noce
C-6 Confirm Chapter Member Award Work Group Committee 2010 member: Noce
C-7 Approve addition to CGJA Critical Calendar: Noce
C-8 Confirm Central Information Ad Hoc Committee Chair: Noce

A motion was made, seconded and passed by voice vote to approve the items remaining on the Consent Agenda.

Since the teleconference connection was so poor, Action Item E-2 was taken out of Agenda order so that Director Lewi who was participating by telephone could participate in the discussion and then leave the meeting.

E-2 Approve funding request
Director Lewi

Recommended Action: Establish a separate, restricted fund for the Zepp Bequest of \$5,000. Restriction is only that the use of the funds must be approved by the Board of Directors for a specific project or use.

Director Lewi said this action is consistent with previous discussions and is self explanatory. Director/Treasurer Lazenby asked that we table this item until we have an improved cash flow. We currently have \$8,572.00 in unrestricted funds so moving \$5,000 to a restricted fund would leave us short. Director Lewi was amenable to that suggestion and tabled his motion. Tabling the motion was seconded by Director Hern and passed unanimously by voice vote. *(Director Lewi left the meeting.)*

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

D-1 Legislative Affairs Committee (Lekash response)– Trautman: There was no report from the Committee. Director Caranci mentioned that we had previously discussed that letters would be sent to both LAC and the Training Committee. The President said that he has been sending inquiries to Chair Trautman assuming that he forwards them to the LAC Chair. Director Hern informed the Board that it has been agreed upon that Chair Trautman will consult with Training Chair Avera as necessary to prepare responses.

D-2 Public Relations Committee (2/16/10 minutes) – Lewi: Director North reported that editing the generic DVD has begun. They are through about 25% of the piece. He is enjoying the process and is encouraged by what he has seen so far. The Committee has assimilated some ideas for a recruiting poster; one is being used for the cover of the informational booklet. These posters will be available to counties who don't have public awareness materials of their own. It is hoped that the posters are ready for distribution in May. Samples were circulated.

D-3 Membership Relations Committee – Mufson: Chair Mufson reported that Melissa Jones, Chapter President in Sonoma, has joined the MRC. She has produced a document on how to become a chapter which takes you through all the steps. He also said that information on the adopt a county program has been distributed. It is intended that Directors will adopt a county. He has found that making personal contact goes a long way in getting people involved.

D-4 Training Committee (2010 Regional Training Seminar schedules; Forepersons Workshop schedules; 1/18/10 minutes) – Avera: The Committee just completed a two day training session. They reviewed curriculum material, introduced new trainers and used the sessions to upgrade skills. He said that during some of the regional trainings there are speakers from outside entities such as CSDA, LAFCo, etc. Going forward he asked the question, how can we use the web for some online training? There are a lot of details to be worked out and also careful consideration of topic material. These webcasts are not meant to replace training. He would like to see the Committee be able to get one item on line by the end of the year.

It was reported that there will be an onsite training in Humboldt. Director Caranci said that the location of some of the regional seminars have been changed this year and that there are counties expressing interest for the first time.

D-5 Finance Committee (2010 final Budget; 2009 Balance Sheet and P&L Statement)—Caranci: Thanks to the Treasurer, a final end of year Balance Sheet and P&L statement was compiled and distributed. Going forward these documents will be issued monthly with year-to-date stats. The Treasurer reported that the 2009 yearend reports need Board approval and then will be printed in the April Journal. Director D. Hoffman made a motion that we approve the 2009 Balance Sheet and P&L as submitted. The motion was seconded by Director Chesny and passed by voice vote.

D-6 Nominations-Election Committee – D. Hoffman: Director D. Hoffman will begin the process.

D-7 2010 Annual Conference Ad Hoc Work Group – Avery: We haven't settled on a hotel yet. The recommended site from the Committee is financially not feasible. We have also provided the names of other hotels to the committee to be checked out. The Bahia proposal has \$11,000.00 for food and beverage. The President plans on contacting the Committee to encourage them to find a financially acceptable site so an announcement can be made in the April Journal.

D-8 Publications Work Group – Sitton: The President, Director Haxton and Betty Mattea attended a conference of retired teachers in San Jose. It had been proposed by the San Francisco Chapter as a good venue to distribute information about the grand jury. About 10-12 people seemed interested in grand jury service and an equal number were interested but didn't have the time right now.

D-9 Review Committee – McKown: No report.

D-10 Angelo Rolando Ad Hoc Committee – Mattea: No report.

D-11 Daye Index Work Group – Baker: No report.

D-12 Archive Work Group – vacant: No report.

D-13 Bylaws Review Ad Hoc Committee – Hern: The Committee will be meeting next week. They feel that they are nearing a final document with recommendations for changes.

D-14 Excellence in Reporting Work Group – Simpson: No report.

D-15 Central Information Ad Hoc Committee – North: Director North asked for volunteers; Director Hern volunteered. Director Lazenby asked if the Committee is still operating as it was set up—to maintain documents. The idea was to have a central spot, hopefully on the website in a secure file, where we can keep our originating documents, etc. Director Lazenby acknowledged that this will be a massive amount of work. Director Landi and Di Masini are also on the Committee.

D-16 Executive Committee – Noce: No report.

D-17 Steering Committee – Noce: No report.

D-18 CGJA Chapter Member Award Work Group – Haxton: Director Haxton has submitted a proposal to the MRC for their consideration. He anticipates it will be ready for the Board’s review at the March meeting. The basis for this Committee is the action brought to the Board by Serena Bardell and Director D. Hoffman; approved 9/22/07 with an 8 point rating/criteria system.

D-19 Grant Writing Ad Hoc Committee – O’Neill: He would like to start writing a grant but needs a project. Director Caranci suggested he speak to the PR Committee because they have a couple projects in the works, one of which is an educational booklet. During the Train-the-Trainers sessions it was suggested that it could be sold to jurors for \$10. However, if it was done with a grant, perhaps it could be free. Director Hern said she would propose that the Board discuss this during today’s retreat session.

D-20 CGJA History Ad Hoc Committee – Lynberg: The President reported that work has begun.

D-21 CGJA President – Noce: No report.

D-22 CGJA Vice President – North: No report.

D-23 CGJA Secretary – Landi: No report.

D-24 Treasurer – Lazenby: No report.

D-25 Database Manager – Kenk: The President has asked Bonnie to track membership renewals. In January-February we had 100% renewal plus 5 new members. Director Chesny said that in prior years a 5 minute presentation was made at the training seminars encouraging membership in CGJA explaining that membership supports the Organization and the training program. Lew Avera said we need to be sensitive about how this type of presentation is viewed by the trainees. Director Lazenby pointed out that the introductory membership form will be in the front of the training booklet this year. Lew said that he does open the session explaining a little about CGJA, that the trainers are all volunteers, that we are a non-profit, etc. Director Caranci said that we also need to encourage a softer approach in selling publications at the seminars.

D-26 Finance Review Committee – Johnston: No report.

D-27 2010 Grand Jury Survey Work Group – Sommer: Barbara Sommer said her background is in psychology so has a lot of experience working with surveys, data, etc. She has been provided with past surveys. She is offering her skills and is asking for some direction about the kind of information the Board is looking for. If we know what we want in the end, she can help us get the information we need. Director Chesny’s idea was to create a series of questionnaires with topics that are not mandated in the penal code. They would not be yes and no questions.

5 minute break

D-28 2010 Teller Committee – Kenk: No report.

Action Agenda

E-1 Approve addition to Revised Policies

Director/Secretary Landi

Recommended Action: Approve addition of Financial Review Committee to revised policies

Director Landi mentioned that this was just an error of omission in bringing policies over from the red book. The motion was approved by voice vote.

E-3 Approve CGJA Survey Ad Hoc Committee and Chair

President Noce

Recommended Action: Approve CGJA Survey Ad Hoc Committee and Chair Barbara Sommer, Yolo County member. Committee should include representatives from the Publications Committee, Chapter members, Training Committee and the Public Relations Committee. The purpose of the Committee is to explore the feasibility and methodology of conducting a series of short surveys with each on a different GJ aspect such as: Advertising, Juror Screening and Selection Process; Organizing the new grand jury; How to Get Started and Topic Selection, etc. on through the typical grand jury year.

It is not mandated that the committees listed above must have a representative. The President amended the motion to “may include representatives...” rather than “should include representatives...”. The amended motion passed unanimously by voice vote. Barbara said she has one volunteer.

E-4 Activate Finance Review Committee and confirm member Mary Johnston

President Noce

Recommended Action: Activate the Finance Review Committee and confirm Mary Johnston, a former CGJA Director and current Kings County Chapter member, as a member of the Finance Review Committee.

Mary Johnston has volunteered to be a member on the committee. Director Caranci said this Committee is charged with reviewing the income and expenses of the Annual Conference and the Training Seminar Program with assistance from the Finance Committee and Treasurer. The motion passed by voice vote. The President advised the Board that Mary Johnston will not be able to start the review until after April 15th.

E-5 Acknowledge Committee transfer of old CGJA A/V equipment

President Noce

Recommended Action: Acknowledge Committee transfer of old A-V equipment.

This is equipment that has been stored by Director Chesny. Making this transfer will avoid having the Training Committee needing to transfer the equipment to the Conference committee. This is not a complete system and includes the following: 2 large speakers, 2 Radio Shack 2-way speakers, overhead projector, mixer/amplifier with 8 channels, and a Yamaha mixer. There are no mikes or cables. Director Chesny said we may even want to consider disposing of this equipment. There is also a box of old grand jury reports. The Training Committee would like to look through them to see if there are any that can be used as examples for the Report Writing Workshops. The motion passed unanimously by voice vote.

C-3 Confirm Bylaw Review Ad Hoc Committee Chair/Member Changes - Noce: Director Hern asked that this item be moved to the Action Agenda since the intent was for her to replace Director W. Hofmann as Chair but instead it released her from the Committee. By voice vote the following action was approved: that Director W. Hofmann is released as Chair but will remain on the Committee and that Director Hern be confirmed as Chair of the Committee.

C-4 Approve Angelo Rolando Committee CGJA Policy request - Haxton: Director Haxton said that in accordance with recommended procedure, Director Lazenby has discussed suggested changes to his proposal with him. He has accepted the changes and his recommended action will be as follows:

It is moved that the Board of Directors approve establishing the Angelo Rolando Memorial Award Committee by adding Section 6.006 to the CGJA Policy Manual dated 8/25/09.

6.006 The Ad Hoc Angelo Rolando Memorial Committee is reformed annually and is charged in that year to select from among nominated candidates the one candidate considered most deserving of this prestigious award and at the annual conference of CGJA members in that year, to formally announce the recipient and present the recipient with the Angelo Rolando Memorial Award.

The Committee shall be composed of five members, inclusive of a least one from each region, a previous award recipient and a Chairperson. The Chairperson and members are appointed by the President and ratified by the Board of Directors.

A single recipient will be selected each year from among nominations received.

Nominations of candidates for this prestigious award should be solicited from among the Membership, members of the BOD, Chapters of CGJA in good standing, Independent Grand Jurors' Associations in those counties without CGJA Chapters and from the Committee members themselves.

Nominated candidates must be voting members of CGJA in good standing

The then currently serving CGJA President is not eligible to receive this award in that year in order to prevent the awards from being automatic.

The motion was unanimously passed by voice vote.

C-9 Confirm Teller Committee Chair and Member - Noce: Director Lazenby said that we do not convene a membership meeting because we cannot assemble a quorum. Since we have not set a quorum it defaults to the CCC which is $\frac{1}{3}$ of the membership. Our ballots are counted by the League of Women Voters. We would only need a Teller Committee in the case of some irregularity(ies). She suggested that the Bylaw Review Committee look at the language regarding the Teller Committee. The motion passed unanimously by voice vote. The President said he has had difficulty in finding a Teller from the Northern Region and asked for suggestions.

Adjournment

A motion was made by Director Hern, seconded by Director D. Hoffman and passed to adjourn the meeting at 10:57 A.M. The next regular meeting is March 23, 2010

Information Items Submitted Directly by Sponsor

- H-1 February 2010 CGJA Committee Roster: Kenk
- H-2 CGJA Critical Dates Reminder: Noce
- H-3 Yolo County recruiting newspaper article: Noce
- H-4 Governor's Observance Letter: Noce

Submitted by Joann Landi