

**California Grand Jurors' Association**  
**Board of Directors Meeting – April 27, 2010**  
**MINUTES**

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**Call to Order & Roll Call:**

The roll was taken and the meeting began at 7:05 P.M. The President stated that after the Action Agenda items are complete we will go into Executive Session and only Directors may remain on the line. If any Action item discussion becomes lengthy, it will be moved to the end of the Agenda.

Present: Caranci, Haxton, Hern, W. Hofmann, Landi, Lazenby, Lewi, Noce, Wylie  
Absent: D. Hoffman, North(ex)  
Also: Meredith Avery, AC Chair; Dan Mufson, MRC Chair; Sarah Simpson, EIR Chair; John Sitton, Publications Chair; and Mac Small

**Agenda and Comments:**

B-1 Agenda Approval: Noce

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

B-2 Member Comment (maximum 10 minutes total)

None

**Consent Item**

C-1 Approval of 3/23/10 Board Meeting Minutes: Landi

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

A motion was made by Director Haxton, seconded by Director W. Hofmann and passed by voice vote to approve the Consent Agenda. Director W. Hofmann abstained since he left the March 23<sup>rd</sup> meeting early.

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

D-1 Legislative Affairs Committee (Response to Turben and von Frausing-Borch and 4/13/10 minutes) – Trautman: No report.

D-2 Public Relations Committee (CGJA GJ System cover page) – Lewi: The video has been previewed in a rough cut form by a few of the Committee members. The quality is better than the attempt several years ago. It is as good as any of the recruiting videos we have seen. The script explains what a grand jury is all about and the message of serving on your local grand jury came through. It will be a CGJA/Humboldt County product.

Director Lewi said that the full financial report was not published in the Journal. The report on the website will be corrected.

Director Lewi received a call from the Osher Chapter in Riverside. The Coordinator would like a six hour presentation in November at the Riverside and Rancho Mirage sites. Lew Avera will join Director Lewi to present the program.

We have not received new input for the Grand Jury Achievement Report. The PR Committee decided that they are going to be more open in accepting input. On a trial basis they may accept information about a report where it made an improvement in a government organization. There is some thought that the submission form may be intimidating. He asked the Board to accept the task to provide a grand jury report from their County that did some good. If we can do that we could update the report and have it reproduced in time for the training seminars.

We have a new set of posters; however, there is some concern about the cost to produce them.

D-3 Membership Relations Committee (4/10/10 Minutes)– Mufson: Director Haxton and Chair Mufson visited the new Sonoma Chapter and presented them with a certificate. Dan also attended a meeting in Shasta County and presented the newly formed Chapter with their certificate.

There has been some correspondence from Roger Loper expressing his appreciation at being made an honorary member.

Potential Chapters Contra Costa and Santa Barbara have been working on their bylaws and organization. In the next few months they should be ready to submit their request.

Individual membership remains stable. Director Haxton, Bonnie Kenk and others have been diligent in following up with members whose dues have lapsed.

D-4 Training Committee (3/15/10 minutes) – Avera: Director Caranci reported that they are progressing nicely with their planning for this summers training season. They have 5 regional seminars and 11 on site seminars scheduled where 15 counties will be trained. New counties this year are Del Norte, Mono and Inyo. They have decided to provide the training seminar packet material electronically this year. The results of doing it this way have been excellent. The courts and grand juries who have emailed are responding well to receiving the information electronically. The Committee hopes to train about 900 jurors this year.

D-5 Finance Committee (3/10 Balance Sheet and year-to-date P&L)– Caranci: The monthly report is in the meeting packet and should be self explanatory. In response to Director Lewi's question if it was possible to segregate the Zepp Fund from the general fund, he was advised that finances would probably allow that to be done in July or August. The Treasurer mentioned that she recently made a transfer from the Training Reserve to the checking account to cover expenses paid associated with training activities.

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

D-7 2010 Annual Conference Ad Hoc Work Group (registration form) – Avery: Chair Avery reported that a poll indicates there will be approximately 23 attendees from the San Diego Association. She is ready to make a revision to the Conference Agenda and will provide the information for publication on the website. The Mayor will open the session, there will be comments from the Presiding Judge and the keynote speaker will be Donna Harper of TV Speak.

The closing speaker will be Walter Eckert, the County Executive Officer. There are a couple panels still in the planning stages. Director Lewi suggested that she provide information as it becomes available so that the website can be kept current. Chair Avery said that if there is enough interest they may try to arrange a tour of the San Diego Grand Jury Suite after the close of the Conference. The Committee is in the process of selecting a Treasurer and the CGJA Treasurer was asked to provide a page summarizing the duties. Cat Forsberg is a potential candidate to fill that role. The Committee has planning meetings each month. They plan to invite the outgoing and incoming San Diego County Jury and will also contact surrounding counties. Director Caranci will provide addresses for all 58 County Grand Juries.

D-8 Publications Work Group – Sitton: They have had to produce more tri-fold flyers than they had planned for but were able to do so within budget. He is not certain if the LAC has completed its review of the Compendium but they have indicated that they would be responsible for printing. The LAC thinks they can solicit donations to cover the shortfall of printing 65 copies.

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: Defer to action item E-7.

D-14 Excellence in Reporting Work Group – Simpson: No report since there have been no submissions. The deadline is August 15<sup>th</sup>. They will be accepting reports for three years. Director Wylie suggested the Work Group read the blog. MRC Chair Mufson expressed his hope that we receive more submissions this year and that since there can only be one award winner, the other submissions could be included in the Grand Jury Achievement Book.

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

D-16 Executive Committee – Noce: No report.

D-17 Steering Committee – North: No report.

D-18 CGJA Chapter Member Award Work Group – Haxton: Defer to action item E-5.

D-19 Grant Writing Ad Hoc Committee – O’Neill: No report.

D-20 CGJA History Ad Hoc Committee (Committee Report) – Lynberg: Director W. Hofmann said that Audrey Lynberg is working with some long time members.

D-21 CGJA President (3/25/10 Loper letter, 3/24/10 Sacramento Chapter letter, 3/19/10 Chesny resignation, 3/24/10 letter to Shasta County Chapter and 3/25/10 letter to Sonoma Chapter) – Noce: No report.

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

D-23 CGJA Secretary – Landi: The Secretary asked for and received confirmation that this years' Board Retreat will be held on Friday, October 22<sup>nd</sup> following the adjournment of the Conference.

D-24 Treasurer (NIAC dividend) – Lazenby: Reported that we will be receiving a \$194.38 insurance credit. Since the report ending March 31<sup>st</sup>, we have paid the CPA \$1,430 for the 2009 tax preparation which is within the budgeted amount. All tax reports have been completed and reviewed. Our insurance premiums have been paid and the Treasurer is working on decreasing the value of the training equipment. Total insurance costs for everything is about \$1,800.00.

D-25 Database Manager – Kenk: No report.

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

D-27 2010 Grand Jury Survey Work Group – Sommer: No report.

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

### **Action Agenda**

E-1 Ratify F. McCauley (Mac) Small, Jr. as Northern Region Director  
*President Noce*

**Recommended Action:** Ratify F. McCauley (Mac) Small, Jr. as Northern Region Director, term of office 2009-2011.

The motion unanimously passed by voice vote.

E-2 Ratify Mac Small as Northern Region Director member of 2010 Nominations-Election Committee  
*President Noce*

**Recommended Action:** Ratify Mac Small as Northern Region Director member of 2010 Nominations-Election Committee

The motion unanimously passed by voice vote.

E-3 Request from Publications Work Group for expense reimbursement for resale items  
*John Sitton, Publications Work Group Chair*

**Recommended Action:** Request for expense reimbursement for resale items

Since there was a delay, the cost of the merchandise may have increased. However, the Work Group will try do the best they can within their budget. A motion was made by Director Wylie and seconded by Director W. Hofmann approving the expense reimbursement for resale items. Director Landi suggested that we may not want to count on Cookbook revenue since it is out dated. Chair Sitton said they sell well and shouldn't be considered out of date. The motion passed unanimously by voice vote.

E-4 MRC request – Promote membership and clarify contact information

*Dan Mufson, MRC Chair*

**Recommended Action:** (a) The Board should actively, if not aggressively, encourage all members to promote CGJA membership which will strengthen us organizationally and fiscally; (b) The Board should provide a unified platform for all CGJA membership and training applications to allow the collection and use of addresses, phone numbers and email address for any legitimate use by the organization. It is prudent that the current language of the membership applications and training registration documents be made the same: *CGJA will not share your name, address, telephone number or email address with others without your consent. It will be used solely to communicate with you on matters of CGJA interest.*

The Committee is asking the Board to actively encourage/promote CGJA membership. If we are training 900 jurors each year we should be able to recruit members. Director Lewi said one of the issues that the Training Committee and Trainers have struggled with is how aggressive they should be during the seminars. The opinions are mixed. There needs to be a little effort for the Training Committee and MRC to work together on this. Director Caranci discussed this with Chair Avera earlier today and their feeling is that the Training Committee and most of the Trainers feel very strongly about promoting CGJA and membership in CGJA and to that end, the Training Committee adopt as one of its five goals to cooperate with other Committees in promoting CGJA. She believes that what the Training Committee and some of the Trainers are opposed to is a hard sell of any particular item; for example, the cookbook. There has been an effort to hard sell the Cookbook over the last two years at training seminars and that has offended some of the attendees. Chair Sitton doesn't think that Cookbooks have been oversold at training. He has made efforts to boost Cookbook sales at the last two annual conferences. Director Haxton reminded the Board that the motion has nothing to do with the Cookbook, its thrust is very focused. We currently have three different disclaimers about how we will or will not use registration/membership information. What the Committee is trying to say is that we need one universal disclaimer. Director Lewi said that we should add the annual conference registration form to the list.

MRC Chair Mufson is pleased to hear that the Training Committee and MRC agree that we need to promote membership. Director Small said he supports what Chair Mufson is trying to do but wonders why more people don't join. We need to find a reason for people to want to join. Director Caranci supports the action but said that all of the training material has already gone out with the old disclaimer.

The recommended action as unanimously approved by voice vote.

E-5 Establish Awards Committee

Directors Caranci, Haxton, D. Hoffman & North

**Recommended Action:** It is moved that the Board of Directors establish a new Standing Committee called the Awards Committee, which shall be responsible for administering all awards and certificates of recognition approved by the Board of Directors previously and in the future. This action would cause two currently functioning committees and workgroups to be folded into the new committee effective January 1, 2011 – the Angelo Rolando Memorial Award Committee and the Excellence in Reporting Workgroup. The Awards Committee shall also administer such other awards that do not have currently functioning committees or workgroups, such as the Jack Zepp Lifetime Achievement Award, the newly

conceived Local Achievement Award, and Certificates of Recognition. This Committee is tasked with bringing revisions of current Policies in accordance with these purposes to the Board for approval prior to January 1, 2011.

Director Haxton said the recommended action is a compilation of the entire Committee. Director Lewi asked if it is the concept that each of the existing awards would be separate subcommittees of the standing committee. Director Haxton said that is yet to be decided but he envisions that there will be subcommittees because the workload would be too much for four people. Director Caranci agreed that they would break into subcommittees for each award with one committee chair reporting to the Board. Director Lewi amended the motion to state that there would be a subcommittee for each award. Director W. Hofmann seconded the amendment. Directors Haxton and Caranci were agreeable with the amendment. The amendment passed unanimously by voice vote. The amended motion also passed unanimously by voice vote.

E-6 Approve Book of California Grand Juries cost for publication and printing

*Director Lewi, PR Committee Chair*

**Recommended Action:** Approve the attached draft for publication and a printing cost of not to exceed \$1,000 to print 200 copies. The Treasurer is directed to create a budget line item of \$1,000 expense and \$1,000 of income. Any surplus shall be used to purchase additional copies and may also be used to provide complimentary copies via a procedure TBD.

This action seeks formal approval for the book provided to the Board last month. The cover has been revised using text provided by MRC Chair Mufson. There have been some minor additions/edits. Director Lewi said that the books will be sold for \$10.00 each which includes tax. He sees this as something that could be available at Osher programs. Director W. Hofmann supports this project but asked if reprinting is possible. Director Lewi said that if they are sold quickly there is a five day turn around time to produce additional copies. There was agreement that this would be an item placed within the Publications Work Group. The motion passed unanimously by voice vote.

E-7 Acknowledge Bylaws Review Ad Hoc Committee report

*Director Hern, ad Hoc Bylaws Review Committee Chair*

**Recommended Action:** Acknowledge Ad Hoc Bylaws Review Committee report.

Director Hern said that we are simply acknowledging receipt of the Ad Hoc Committee's report. The Board can review the recommendations at its leisure. She is currently planning to submit an action item for the May meeting. The report was accepted by unanimous voice vote. The President thanked the Committee for all their work.

### **Executive Session**

A motion was made by Director Wylie, seconded by Director Hern and passed unanimously to go into Executive Session at 8:30 P.M. A motion was made by Director Hern, seconded by Director Wylie and passed to end the Executive Session at 8:56 P.M. Action: The Secretary was authorized to seek an opinion from counsel regarding a member request.

### **Adjournment**

The meeting adjourned at 9:00 P.M. The next regular meeting is May 25, 2010

**Information Items Submitted Directly by Sponsor**

- H-1 Committee Roster: Kenk
- H-2 CGJA Critical Dates Reminder: Noce
- H-3 Sonoma Chapter Certificate: Noce
- H-4 Shasta Chapter Certificate: Noce
- H-5 4/10/10 email from Meg Whitman Policy Director and 4/14/10 response: Noce
- H-6 Compendium Cover: Noce

Submitted by Joann Landi