

**California Grand Jurors' Association**  
**Board of Directors Meeting – May 25, 2010**  
**MINUTES**

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**Call to Order & Roll Call:**

The roll was taken and the meeting began at 7:05 P.M.

Present: Caranci, Hern, D. Hoffman, W. Hofmann, Landi, Lazenby, Lewi, North, Noce, Wylie

Absent: Haxton, Small(ex)

Also: Meredith Avery, Dan Mufson, Ed O'Neill, John Sitton

**Agenda and Comments:**

B-1 Agenda Approval: Noce

A motion was made by Director W. Hoffman, seconded by Director Hern 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 4/27/10 Board Meeting Minutes: Landi

C-2 Approval of 5/2/10 Executive Session Minutes: Landi

C-3 Acknowledge approved Committee Minutes and reports in meeting packet: Noce

A motion was made by Director Hern, seconded by Director W. Hoffman 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 (5/15/10 mail, letter to Honorable Paul Cook & response to Stanislaus Co. Grand Jury Foreperson) – Trautman: No report. Director Hern said that the Compendium review and update is complete. It will be sent to Kathy and Bill for their proof reading and then it can go to the printers.

D-2 Public Relations Committee (3/16 & 4/20/10 minutes) – Lewi: •Tomorrow is the Journal deadline; however, there is enough content to complete this edition. To date, there is no report regarding nominations, the EIR or the Rolando Award. Director Lewi will work with the Ad Hoc Chairpersons. There is input from Committee Chairs and Chapters. •The Grand Jury Book is at the printers and will be ready any day. Copies will be available for the training seminars. An ad for the Book will be in the June Journal. The Book will not be sold on line. •The video is coming along and the goal is to have a screening before the end of the grand jury term. •The Committee has decided to take another approach to stimulate input for the Grand Jury Achievement Report;

trying a simpler, abbreviated format to submit a report. About 4-5 reports have been submitted by Directors; thank you. •The Committee is looking at restructuring the website to make it more user friendly. •The next PR meeting has been rescheduled to June 10<sup>th</sup>.

D-3 Membership Relations Committee (letter to Chapters, email to Chapters re IRS filing information)– Mufson: Chair Mufson said he tries to keep in touch with chapters frequently and this month his message was regarding the filing of the Chapter 990 return, due May 17<sup>th</sup>. Thirteen chapters have been filing the form regularly. He said that going forward he may contact the chapter treasurers to ensure the form is filed. Director Lazenby pointed out that filing the return is the chapters responsibility; we cannot do it for them. If a chapter has failed to file for three years, CGJA will receive notice from the IRS stating that the chapter is no longer under the CGJA non-profit status.

D-4 Training Committee (4/19/10 minutes) – Avera: Director Caranci said that the majority of the registration materials have been sent electronically and there has been a great response. Only 8-10 packets had to be sent via USPS. There are sixteen seminars this year so the preparation, planning and logistics workload has increased. There are also forepersons workshops and report writing workshops. John Sitton asked about attendance numbers. Director Caranci said that registrations are not submitted until the new jury is impaneled but she anticipates approximately 900 trainees. Director Lewi said that Director Caranci is to be commended for all the time she has put forth into this effort.

D-5 Finance Committee (4/10 Balance Sheet and year-to-date P&L)– Caranci: The monthly reports are self explanatory. Director W. Hofmann asked what category would cover legal fees. Treasurer Lazenby said that there is no designated line item amount this year but it would be under administration. She also mentioned that donations have been made to help defray the costs.

D-6 Nominations-Election Committee – D. Hoffman: Director D. Hoffman said that so far Walter Hofmann, Meredith Avery and Jerry Lewi have indicated they will stand for election in the Southern Region. Dan Mufson and Joann Landi will run in the Central Region.

D-7 2010 Annual Conference AdHoc Work Group (registration form) – Avery: The Chair emailed a tentative schedule and the summary of the activity to date. There was agreement that the announcement of the Angelo Rolando Memorial Award will be made at the evening banquet and then reported the next morning during the opening of the second day of the Conference. The schedule will be amended. Director Caranci asked if the outgoing jurors will receive notice about the Conference. The intent was to only contact new jurors. Director Caranci said that this could be a dual effort between MRC and the 2010 AC. Those Chairpersons will discuss this further off line. Director Caranci reported that many juries are impaneling their jurors at the end of June due to the 4<sup>th</sup> of July holiday so notices should go out before that time.

D-8 Publications Work Group (5/23/10 email report) – Sitton: Three items have been purchased for sale—tote bags, baseball caps and pens. These items went over budget since a deadline for special pricing was missed. However, a member donated the funds to cover the

shortfall. The trifold budget was to print 1000 copies; 1400 were printed but stayed within budget.

D-9 Review Committee – McKown: No report.

D-10 Angelo Rolando Ad Hoc Committee (letter to Chapter and Association Presidents)– 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: Director Hern will be submitting a request for review and approval for the June meeting along with a detailed explanation of the suggested and needed changes.

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

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: No report.

D-19 Grant Writing Ad Hoc Committee – O’Neill: He is starting to work on a grant application for the Fresno Chapter. The grant is targeted at the Fresno Regional Foundation. This has potentially opened a door for CGJA with the Irvine Foundation (Dan DeSantis). Chair O’Neill may seek a grant for the video and/or book from the Irvine Foundation which is interested in good government and transparency in government.

D-20 CGJA History Ad Hoc Committee (Committee Report) – Lynberg: No report.

D-21 CGJA President (teleconference re State Grand Jury 5/14/10) – Noce: Mentioned the teleconference meeting with Meg Whitman and staff and 3 CGJA members regarding a state grand jury. Director Lewi asked if there was any discussion about the Little Hoover Commission being able to investigate; yes they are aware of that. Director Wylie asked if impaneling at state grand jury would require legislation. Meg Whitman believes that a governor could do whatever necessary to make it happen.

D-22 CGJA Vice President – North: VP North expressed his satisfaction with his fellow Directors and the hard working Training Committee. He has secured the pro version of DimDim for a trial run and suggested it be used for the June meeting. You do not have to sign in on your computer to participate; however, the documents will be available to follow along on line. VP North will investigate the capability of the moderator of the meeting to be able to know who is present. It

was decided to use DimDim for the June meeting with our normal conference line as a fall back in case there are any problems.

D-23 CGJA Secretary – Landi: The Secretary asked for a volunteer to take the June 22<sup>nd</sup> minutes during her absence. She will provide a template to the volunteer. Director D. Hoffman mentioned that the meeting would have to be taped. Directors North and W. Hofmann will investigate to see if DimDim has a recording function. Director Lewi said he was willing to do the minutes and asked that committees submit written reports in advance.

D-24 Treasurer – Lazenby: The Treasurer reported that all the filings listed on the Calendar have been completed and submitted. She is currently working on the Board of Equalization report covering sales and sales tax issues which runs through June 30<sup>th</sup>.

D-25 Database Manager – Kenk: No report. The President reported that there were five membership renewals in May.

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 Contra Costa County Chapter request (includes Resolution and request letter)  
*Dan Mufson, MRC Chair*

**Recommended Action:** Accept the Contra Costa County Past Grand Jurors' request to be accepted as a duly organized and recognized Chapter of the California Grand Jurors' Association

The motion was unanimously approved by voice vote. Chair Mufson said that the next step is for their bylaws to be approved and the application for an EIN with the IRS is completed. The Treasurer said she will need the EIN information for a report which is submitted to the IRS each September.

E-2 Approve complimentary copies of CGJA Publications proposal  
*Director Lewi, PR Committee Chair*

**Recommended Action:** Move that complimentary copies of CGJA Publications be approved by a committee of three: President, Chair of Publications and Chair of Committee sponsoring the document

This idea is o.k. with the President and the Publications Chair. This provides a process and consistency for complimentary copies of publications. The Treasurer asked who would be tracking the finances and who would decide if it was prudent. In response to her question about the sponsoring committee just bringing this matter to the Board, Director Lewi said he was looking for simplification and streamlining the process. The Treasurer suggested that the Finance Committee Chair be included in the committee. Director Lewi amended his motion to call this a panel of three rather than a committee. The amended motion passed unanimously by voice vote.

### **Directors Comments**

- The President is pleased with the efficient manner in which the Board is cooperatively working.
- Director Lewi relayed a call he received from a sitting juror regarding his concern about his jury speaking too freely about their business.
- Director Lazenby asked if Director North, as Chair of the Central Information Committee, would consider storing documents online as a task for the Committee.
- Director W. Hofmann said the AC is working hard.

### **Adjournment**

A motion was made by Director W. Hofmann, seconded by Director Lazenby and passed to adjourn the meeting at 8:22 P.M. The next regular meeting is June 22, 2010

### **Information Items Submitted Directly by Sponsor**

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

Submitted by Joann Landi