

California Grand Jurors' Association
Board of Directors Meeting – August 24, 2010
MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 7:04 P.M.

Present: Haxton, Hern, D. Hoffman, W. Hofmann, Landi, Lazenby, Lewi, North, Noce, Small
Absent: Caranci(ex), Wylie(ex)
Chairs: Mufson, Trautman, Lavery, Simpson, Sitton
Members: Olivia Headley

Agenda and Comments:

B-1 Agenda Approval: Noce

Director Hern asked that E-4 be removed from the Agenda and reagendaized for the September meeting. Director Lewi asked if we need to add an item to authorize a second printing of The California Grand Jury System book. The expense is offset by the sales. Deferred to the Committee for action.

A motion was made by Director W. Hofmann, 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 6/22/10 Board Meeting Minutes: Noce

C-2 Acknowledge approved Committee Minutes and reports in 8/24/10 packet: Noce

A motion was made by Director Hern, seconded by Director D. 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 (6/15/10 & 8/10/10 minutes) – Trautman: The Committee has five pending items requiring responses. He requested that inquiries be forwarded directly to the Committee when appropriate rather than a Director responding. There was an instance when the reply was not accurate. A second teleconference with Meg Whitman is scheduled for August 26th.

D-2 Public Relations Committee (6/10/10 minutes) – Lewi: 160 copies of the Grand Jury System book have been sold and a re-order has been placed so that copies are available for the Annual Conference. The Osher course at Riverside will be done in two sessions. The coordinator has agreed to purchase approximately 60 copies to be the text of the course. The Committee has

been discussing restructuring the website to make it more user friendly. Those of us who use it can get around easily but others cannot. The project may have to be outsourced. One addition to our website would be an ecommerce module. In regard to the Journal, have been working with committee chairs to make the Journal interesting to our introductory members. Have commitments from Training, LAC and PR to try to achieve that goal. Director Lewi said that the Blog is a great tool and it is one of the best things that we have done recently. He is working with the EIR Committee and believes that any report submitted for the EIR is a candidate for the Grand Jury Achievement Report. He reminded Directors that he has not received reports from all counties. Sara Simpson will forward additional EIR submittals to Director Lewi.

D-3 Membership Relations Committee (7/10 & 8/14/10 minutes) – Mufson: The good news is that the introductory member program was successful. So far there are 322 but there could be more. Several of those have sent notes thanking CGJA for the program. Chair Mufson sends associations a monthly update. The San Bernardino Association is considering affiliation as a chapter of CGJA. Some former jurors in Yolo County have met and are trying to organize to have a grand jury group. Saturday there will be a regional meeting in San Rafael. Officers from 7 chapters were invited and 6 will participate. Topics of discussion will be common issues. Solano County is the only invited Chapter that is not attending and they currently have only 4 CGJA members. He mentioned that there are 3 other Chapters with less than the required 5 CGJA members but asked that no action be taken at this time.

D-4 Training Committee (5/17/10 minutes)– Avera: No report.

D-5 Finance Committee (7/31/10 Balance Sheet)– Caranci: No report.

D-6 Nominations-Election Committee – D. Hoffman: The Committee will meet to select a slate of officers which will then be recommended to the Board. The League of Women Voters will count the ballots on October 1st. Two Orange County Association members will be invited to witness the process. On August 13th, 223 ballots were mailed and 60 have been received by the League.

D-7 2010 Annual Conference Ad Hoc Work Group (8/24/10 Conference Progress Summary & tentative Conference Summary) – Avery: The schedule is pretty firm. A session will be held for the introductory members. Lew Avera, Directors Caranci and Lewi, and Dan Mufson will handle that session; Meredith needs bio information. A screen is available which drops down in front of the dais. Letters have been sent to the new jurors. To date, 21 rooms have been booked. The Committee is still looking for entertainment.

D-8 Publications Work Group (June & August sales reports) – Sitton: An unaudited sales report was included in the meeting packet. Since the report was compiled San Joaquin sales were: 1 Compendium, 1 manual, 2 cookbooks, 1 achievement report and 1 book. There have been some mail order sales. Publication sales are approximately \$4,000. Chair Sitton mentioned a telephone inquiry from a man in Georgia. Director D. Hoffman reminded everyone that inquiries should be routed to the President or the LAC.

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: No report.
- D-14 Excellence in Reporting Work Group (EIR submittals list)– Simpson: Fourteen submittals for the EIR award have been received and are being reviewed. The reports represent submittals from 9 counties. Director Lewi advised Chair Simpson that PR helps with putting together the press releases.
- D-15 Central Information Ad Hoc Committee – North: Director North has been brainstorming with people regarding the archiving and storage of records. He pondered why we couldn't have records stored on portable flash drive.
- D-16 Executive Committee – Noce: No report.
- D-17 Steering Committee – North: Met but had no quorum. The Bylaws were reviewed and some minor changes were made.
- D-18 Awards Committee – Mattea: No report.
- D-19 Grant Writing Ad Hoc Committee – O'Neill: The President spoke with Chair O'Neill who said he is waiting for a project. Director North said he has submitted projects. The President will check to see if there is a specific format or form that needs to be submitted.
- D-20 CGJA History Ad Hoc Committee – Lynberg: No report.
- D-21 CGJA President (10/22/10 retreat registration form) – Noce: The retreat will be on the afternoon of October 22nd. He also encouraged everyone to register for the Conference and make their hotel reservations.
- D-22 CGJA Vice President – North: No report.
- D-23 CGJA Secretary – Landi: No report.
- D-24 Treasurer (Board of Equalization 2009-10 filing)– Lazenby: The Board of Equalization filing has been done and CGJA paid \$209 in sales tax for the period 7/1/09-6/30/10. The filing for the subordinates is due September 15th.
- D-25 Database Manager – Kenk: The President said that Bonnie is doing an excellent job.
- 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.

D-29 2011 Annual Conference (Marin Chapter 8/4/10 letter) – Noce: There is one official submittal to host the Conference and another is forth coming. This matter will be on the September agenda.

Action Agenda

E-1 Teleconference provider change

Director North

Recommended Action: Move than CGJA begin using the web collaboration service, with built-in teleconferencing, offered by DimDim.com as soon as reasonably possible.

Director North said that most of us have experienced the DimDim teleconferencing. This system doesn't require any software download to take advantage of the increased functionality. This system does not announce the name but makes a tone that doesn't interrupt the meeting. The cost for the package is \$25 per month vs. about \$110 for Unlimited Conferencing. It is month-to-month so we have no commitment. If we pay on an annual basis, there is a savings. If we want total security in the future, we could use our computer speaker and microphone—that is an option. That would show a screen listing the participants. Should the Board approve making this change in providers, Director North would like to see the savings go to restructuring the website. The Secretary said that she spoke to Unlimited Conferencing customer service and we have no contract. The motion passed unanimously by voice vote.

E-2 Removed before Agenda dissemination

E-3 Authorize distribution of recruitment DVD produced by Humboldt County Chapter

Director Lewi, PR Chair

Recommended Action: Move that CGJA's endorsement of, and authorization to distribute, the recruitment DVD produced by the Humboldt County Chapter of the CGJA be approved. Distribution methods will be developed by the PR Committee.

Those who have viewed the DVD have had positive comments. PR decided that there will be a premier of the DVD at the Conference probably as part of the PR Committee report. We will concurrently provide a way for linking to the video through our website. An article will be placed in the Journal announcing the DVD. Would like to produce a number of DVDs and make them available to the courts, juries, chapters and others who may be interested. The primary target is the courts who do not have their own video. Our hope would be that they run it in the petit jury pool room. If every county did that, most of the citizenry of the State would be exposed to the video. To produce a quantity of DVDs will require some funding. It could be a project for a grant. The motion passed by voice the following roll call vote:

Ayes: Haxton, D. Hoffman, Landi, Lazenby, Lewi, North, Noce, Small

Noes: None

Absent: Caranci, Hern, W. Hofmann, Wylie

E-4 Approve recommended Bylaw changes as per attachments
Director Hern, Chair Bylaws Review Ad Hoc Committee
Recommended Action: Approve recommended bylaw changes as per attachment.
This item was pulled by the maker.

E-5 Approve Membership List Request Form 2010
Director Haxton
Recommended Action: Approve the Membership List Request Form 2010 as CGJA policy identified as E-5a regarding releasing member email addresses.

The effort is to prepare a form and have it sufficient that it will protect the asset of the member information but yet give chapters, committee members, directors, etc. who need to make contact with members the ability to use email as a mode of contact. Email is a more efficient method of contacting people. The proposed form is a modification of a form used by Clif Poole a former MRC chair. Director D. Hoffman seconded the motion. Director Small said that if the form is going to be approved, the language should be consistent with wording in the reviewed bylaws. Specifically, should refer to "members in good standing."

Director Lewi said that in the past, releasing emails has been a controversial issue; it provides more opportunity for mischief. Director Lazenby pointed out that our membership form states that the information will be used only for official CGJA purposes and that the Diepenbrock Firm previously has advised against releasing emails because they are too easily misused and they have a market value. The CCC does not say anything about release of email or telephone number information, just physical address and voting status.

Director Haxton said the proposed form states that the information must be used for the benefit of CGJA. Chair Mufson said the fact is that without access to the list it hinders the operation of CGJA. Director Lazenby does not believe the idea of releasing email information was the legislative intent. She also mentioned that there are different rules for corporations run by the board vs. by members. When CGJA has a membership run organization, it was okay for the members to have each others information. Director North said that since the CCC only requires names and addresses, is it possible that the issue of opting in could be addressed as a separate issue. A motion was made by Director Lewi and seconded by Director North to table the action. The motion to table passed by the following roll call vote:

Ayes: Landi, Lazenby, Lewi, North, Small

Noes: Haxton, D. Hoffman, Noce

Director Small said that while this is not a bylaw issue it does touch on the issue of how Committees and the Board function.

E-6 Approve Daye Index
John Sitton, Chair Publications Work Group
Recommended Action: Approve posting Daye Index on the CGJA website and selling the index in a CD format.

The Index has been reviewed and previous concerns have been addressed. Director Small asked how the Daye Index is kept current. The President said that someone in the organization would have to take on the task. Chair Sitton said that his intent is not to produce a cd but to make it available if someone wants the Index in that format. The motion was seconded by Director Lewi.

Chair Sitton said that a lot of effort has been put into this project and it has been vetted by several people for accuracy. The motion passed unanimously by voice vote.

E-7 Approve Chapter Bylaws Template

Dan Mufson, Chair Membership Relations Committee

Recommended Action: Approve revised Chapter Bylaws Template

Chair Mufson said the old template was quite old and changes the Board has approved had not been incorporated into the document. Director Lewi said there are two versions; one for Board run chapters and another for member run chapters. Director Lazenby said the membership controlled chapter document has not been changed. The motion was unanimously passed by voice vote.

Directors Comments

- The President said he appreciates every ones work and looks forward to the Conference.
- Director North shares some of Director Small’s frustration at our meeting format. There are difficulties that are hard to overcome in teleconferencing.
- Director Lewi mentioned that we should be submitting items for the retreat agenda.
- Director Lazenby feels the frustration at the meetings especially for people who haven’t been around as long as others. Several years ago we tried to use the Executive Committee to do the committee work of the Board while not relegating authority. If we have more access to history and the reasons for why things are they way they are, it may make it easier to change things.

Adjournment

A motion was made by Director Haxton, seconded by Director Lazenby and passed to adjourn the meeting at 8:35 P.M. The next regular meeting is September 28, 2010.

Information Items Submitted Directly by Sponsor

- H-1 Committee Roster: Kenk
- H-2 CGJA Critical Dates Reminder: Noce
- H-3 Requests for membership information: Landi
- H-4 Brant Miller 7/10 email: Noce
- H-5 Escrip email dated 8/10: Fletcher
- H-6 Meg Whitman staff email, 8/16/10: Costigan

Submitted by

Joann Landi