

California Grand Jurors' Association
Board of Directors Meeting – November 23, 2010
MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 7:02 P.M.

Present: Avery, Caranci, Hern, Hoffman, Landi, Lewi, Mufson, Noce, North, Petersen, Small
Absent: Lazenby
Chairs: None
Members: Walter Hofmann

After the roll was taken, Director Landi reported that Director Lazenby is contemplating resigning from the Board.

Agenda and Comments:

B-1 Agenda Approval: North

The President made two corrections to the Agenda. D-4, change Caranci to Avera; and D-5, change Lazenby to Caranci. A motion was made by Director Hern, seconded by Director Avery and unanimously passed by voice vote to approve the Agenda as corrected.

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

Consent Item

C-1 Approval of 9/28/10 CGJA Board Meeting Minutes: Landi
C-2 Acknowledge approved Committee Minutes and reports in 11/23/10 packet: North
C-3 Approval of 10/21/10 CGJA Special Meeting Minutes: Landi
C-4 Acknowledge 10/22/10 CGJA Retreat Notes: Landi

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

Officer and Committee Chair Reports:

D-1 Legislative Affairs Committee – Trautman: No report.

D-2 Public Relations Committee – Lewi: November 23rd is the deadline for Journal submittals; however, the Journal will feature the Conference and there is sufficient content.

D-3 Membership Relations Committee – Mufson: It was reported that Larry Walker, Kern Co. Chapter President and Joe Maloney, Sacramento Co. Chapter President, have been added to the

Committee. The Committee has initiated an Introductory Membership mentoring committee for areas where there are no chapters. The second regional meeting of the Bay Area chapters was held. Twenty four people attended and they will meet again in February. Attempting to get the central valley chapters (Fresno, Kern and counties in between) to put together a regional meeting early in Spring, 2011. The President said the regionals are a good way to get people together and build rapport.

D-4 Training Committee – Caranci for Avera: A report writing workshop was held in the Sacramento area about 10 days ago. Sixty seven jurors attended. At their last meeting, the Training Committee started their reorganization and planning efforts to improve the next training season. There are some new subcommittee chairs in place for the next year. The Trainer-the Trainers session will be in Sacramento February 18-19, 2011.

D-5 Finance Committee – Caranci: The Finance Committee met to work on the draft 2011 budget which is based on funding requests submitted by the Committees and Officers. There should be something ready to submit at the December meeting. The transition for the treasurer position has gone very smoothly. Director Hoffman said there are a couple items to be clarified with committee chairs. The President said that Directors Lazenby and Hoffman have worked well during the transition.

D-6 Awards Committee – Mattea: No report.

Action Agenda

E-1 Adopt Awards Committee draft Policy

Betty Mattea, Chair

Recommended Action: Adopt Awards Committee draft Policy

Director Landi thinks that the document would be easier to follow if it were set up in the more standard format. Director Small said he submitted changes which Chair Mattea seemed agreeable to but they were not incorporated in this document. The President said that the Committee has not met. The document will be put in proper form and discussion was continued to the December meeting.

E-2 Membership List Access Policy

Director Lewi

Recommended Action: Move the following amendment to the original motion (8/24/10):

Strike all paragraphs and add the following: Membership Relations Committee shall, as a matter of policy, release to all Chapter Presidents a list of active CGJA members in their respective counties. Lists shall include address, phone and email contact information. Timing and frequency shall be determined by MRC.

The motion was seconded by Director Hern. Director Lewi said he is trying to address an matter brought up by former Director Haxton whose issue was to have an easy way for chapter presidents to obtain a list of CGJA members in their county. Director Lewi pointed out that based on a recent court decision, it appears that we cannot withhold email information. Director Hoffman asked if the motion passes, are we also agreeing to the attachments from the August

submittal. No it does not; this is just to establish the principle. How to do that will need be the next step. The President said we need to have a standard admonishment to accompany any dissemination of the list. Director Caranci commented that she is concerned that this is specific to chapter presidents and the president may not be a CGJA member. Can we release membership information to non-CGJA members? Perhaps the motion should be reworded stating that the information release is being made to the chapter rather than an individual. Her second concern is that passing this in principle and not having the document/form/clarification associated with it, seems incomplete—it should be done in one package. Director Lewi said he would be willing to modify his motion to “release to all Chapters a list.....” As to the details, they are procedural and Director Lewi is trying to establish Policy. Director Hern offered the following amendment to the end of the motion. “Subject to the satisfactory development of procedures and request form which includes a disclaimer.” Director Lewi was agreeable to this amendment. The amended motion passed by voice vote; Director Landi voted no.

E-3 Ratify President’s 2010-11 Committee Chair Recommendations

President North

Recommended Action: Ratify President’s 2010-11 Committee Chair Recommendations

The President made the following changes: (1) add John Phillips to Policy Manual Review Committee and (2) remove Director Small from the Financial Review Committee. Director Small will Chair the Policy Review Committee.

Director Lewi asked for some information about John Phillips. The President said he was recommended by Director Mufson. He is a retired CPA, active in the Contra Costa Chapter, has extensive background in policy development, and has served in positions of authority with the State CPA Society. A conference call was held by some members of the Finance Committee and Mr. Phillips. Director Caranci is concerned that he has had no involvement other than joining CGJA this year and has no historical knowledge about CGJA. The President believes his role is for guidance and a resource, not a hands on day-to-day overseer. Director Lewi said that Ira Grooms, a CPA and attorney, is willing to serve on the Finance Review Committee.

The President met Taya Darrow who is a retired bookkeeper, through Director Mufson. She served on the grand jury with Director Mufson and is a member of the Napa Chapter.

The President thanked the Chairs who have agreed to continue to serve. The motion passed unanimously by voice vote.

E-4 Ratify CGJA 2010-2011 Board Meeting calendar dates

President North

Recommended Action: Ratify CGJA 2010-2011 Board Meeting calendar dates

The President encouraged the Committees to meet early in the month. He proposes to continue to have Board meetings on the 4th Tuesday of the month. The December meeting will proceed as calendared on the 28th since only one Director indicated it could be a problem.

Director Caranci asked if we might want to consider holding the February 22, 2011 meeting on February 20th to follow the Train-the Trainers seminar. It will be held in the Sacramento area close to the airport. The schedule was changed to have the Board meeting take place on February 20th. It was also pointed out that we may need to adjust the October meeting date depending upon when the Annual Conference is scheduled. The motion passed unanimously by voice vote.

E-5 Website Development Proposal
Director Lewi, PR Chair & President North

Recommended Action: Approve initial expenditure of \$750 for website development with Precision Intermedia, leading to development of improved website structure. Balance of funding will be submitted as part of 2011 PR Committee budget submittal.

This action item is asking for approval of the initial expenditure. The PR Committee has approved using Precision Intermedia. Director Lewi said we need to do this in order to have a first class website. We don't have the time or resources to undertake this project in-house. He said that the fallback for funding could be to tap into the Jack Zepp Restricted Fund; it is hoped that will not be necessary. Director Small said the service agreement indicates it is 5 pages but we did not receive pages 4 & 5. Director Mufson asked if the hosting services include the Chapter websites. He believes that Kathy Wylie had done this in the past. Director Lewi is reasonably sure that would continue. Director Hern is concerned that there is no clause for terminating the contract. She believes that we need the ability to get out of the contract or to modify the contract. Director Lewi amended the motion to state that it is subject to review of all the terms and conditions by the Finance Committee. There was no support for the Finance Committee to make a decision on behalf of CGJA. President North will ask Precision Intermedia to reissue their proposal to include language regarding termination or modification of the contract. He encouraged the Board to check Precision's website to see some of the examples of their work. A second estimate was obtained from a Nevada County firm which was almost double the proposal from Precision. The President said that once the site is up and running, we will control content.

Directors Comments

- Director Lewi asked Director Hern to provide him any updated information regarding the 2011 conference so that he can post it to the website.
- Directors Hern, Noce and Avery said this was a good first meeting.

Adjournment

The meeting was adjourned at 8:03 P.M. The next meeting is December 28, 2010.

Information Items Submitted Directly by Sponsor

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

Submitted by,
Joann Landi