

**California Grand Jurors' Association**  
**Board of Directors Meeting – December 28, 2010**  
**MINUTES**

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**Call to Order & Roll Call:**

The roll was taken and the meeting began at 7:01 P.M.

Present: Caranci, Hern, Hoffman, Landi, Lewi, Mufson, Noce, North, Petersen, Small(7:29)  
Absent: Avery(ex), Mattea(ex), Phillips  
Chairs: Trautman  
Members: None

The President reported that Judi Lazenby submitted her resignation effective December 26, 2010.

**Agenda and Comments:**

B-1 Agenda Approval: North

A motion was made by Director Hern, seconded by Director Petersen 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 11/23/10 CGJA Board Meeting Minutes – Regular & Special: Landi  
C-2 Acknowledge approved Committee Minutes and reports in 12/28/10 packet: North  
C-3 Acknowledge and file 10/21/10 Report to Membership: Landi  
C-4 Acknowledge payment of 2011 insurance premium: Hoffman

The President said that C-4 is being pulled and will be discussed with Action Item E-4. A motion as made by Director Hoffman, seconded by Director Hern and passed by voice vote to approve the Consent Agenda as amended.

**Officer and Committee Chair Reports:**

D-1 Legislative Affairs Committee – Trautman: The Committee decided that they will submit an article for the next Journal. LAC may submit a request to the AG seeking an opinion about who may attend grand jury meetings, i.e. county counsels, etc. Also, reviewing some Orange County legislation. The Training Committee has requested that he provide a summary at their February Train-the-Trainers seminar regarding some of the requests that have been received and responded to; there are about 25. And, will forward some inquiries to the Training Committee on topics best responded to by trainers.

Director Mufson said he is pleased with the number of inquiries received and their timely responses. He is also happy to hear of their activity with regard to supporting grand juries.

D-2 Public Relations Committee – Lewi: There was no Committee meeting in December. Director Lewi reported that he is anticipating adding 2-3 new members including Darrel Petersen, Burrel Woodring (San Bernardino) and Dorothy Schlitz (San Luis Obispo). Input for the Grand Jury Achievement Report is still very low so he and Sara Simpson are working together to see if the EIR and GJAR may be/should be merged into one program. There will be a meeting to discuss this topic on February 17<sup>th</sup> in Napa with Director Lewi, Sara Simpson, Betty Mattea, Beate Boultinghouse (to be invited). Anyone else who has interest is welcome to participate

D-3 Membership Relations Committee – Mufson: There was no Committee meeting in December. They have added 3 new members to the Committee—Chapter Presidents Larry Walker (Kern), Joe Maloney (Sacramento) and Wilda Davvison (Contra Costa).

D-4 Training Committee – Caranci: The Committee met last week. There is an onsite in Monterey in January; the only county on a calendar year empanelment. The Train-the-trainers sessions are February 18-19 in Sacramento. There are 3 new trainers this year from various locations in the State. The Committee is still working on locations for the regional seminars for next summer and are working on curriculum for this year. Director Caranci said that the Committee meets 7 days before the Board meeting and therefore, cannot submit approved minutes. They will always be about a month behind. It is the only date that seems to work for everyone.

D-5 Finance Committee – Phillips: Director Hoffman said she is having problems reconciling the books. She is trying to identify all service charges and believes she has found one recurring charge that is erroneous. She is working with Quickbooks, the bank and Judi Lazenby and hopes to have things figured out in another month.

Director Mufson, as Finance Review Committee Chair, asked for comments regarding when we last had a financial review. It appears there hasn't been an active committee for some years. In regard to the Calendar of Critical Dates, reference is made to "audits" when in fact, we are conducting annual reviews. There was agreement that this activity is a review not an audit. Director Mufson will provide some Calendar corrections to the Secretary.

Director Hoffman reported that she has contacted Dennis Campbell Accountancy Corporation in Watsonville and asked if he is willing to continue providing service; he is. We will need to send an engagement letter. In response to comments from Director Hern, Director Hoffman assured the Board that she is confident that the firm is capable of preparing tax returns for CGJA.

The Secretary believes she has found information regarding 3 previous financial reviews and will provide those items to Director Mufson.

D-6 Awards Committee – Mattea: No report.

### **Action Agenda**

E-1 Awards Committee draft Policy

*Betty Mattea, Chair*

**Recommended Action:** It is moved that the Awards Committee receive final approval as a Standing Committee of CGJA and be directed to assume its responsibilities effective January 1, 2011.

Director Landi said that the document language is mostly procedure and suggested that the policy could be “The Awards Committee shall be responsible for administering all awards and certificates established by the Board of Directors previously and in the future.” The President views the attachment as an overview of how the Committee will function. The motion was passed by voice vote.

E-2 President’s appointments to Nominations-Election & Tellers Committee

*President North*

**Recommended Action:** Approve the President’s appointments as follows:

Nominations-Election Committee

Dan Mufson, Chair (Director – Central Region)

Beate Boultinghouse (Central Region)

Darrel Petersen (Director – Northern Region)

Ray Frisbie (Northern Region)

Meredith Avery (Director – Southern Region)

Lew Avera (Southern Region)

Tellers Committee

Barbara Carolan (North)

Wilda Davisson (Central)

Joe Moreland (South)

The motion passed unanimously by voice vote.

E-3 Website Development Proposal

*Director Lewi, PR Chair*

**Recommended Action:** Accept and approve the website development proposal

This is the return of a motion that was tabled at the last meeting. The missing information was obtained from the vendor. The outstanding questions have been answered satisfactorily—after training we can update the site in-house, we can terminate the contract, and the 2011 budget includes this project. Director Lewi realizes there is concern regarding the funding. He feels strongly that it will ultimately pay for itself since it will include an ecommerce module. There is also the intangible aspect of being out there in cyberspace with a more user friendly, attractive site. Director Hern thinks this is a good idea however, the timing is wrong relative to our budget. The President pointed out some areas where budgeted funds may not be used and could offset the cost of the website project. Director Hern feels it is hard to approve this expenditure since it puts the organization in the red. The President said that Intermedia has agreed that the fee can be paid in installments and are willing to be flexible with the payment terms. Director Lewi said that Director Hern’s concern is legitimate; the fallback would be to tap into the Jack Zepp fund. He would prefer that we not do that though. The motion passed with Director Hern voting no.

E-4 Audio/Visual equipment insurance

*President North*

**Recommended Action:** Add property coverage for audio-visual equipment to existing NIAC policy; eliminate separate policy currently with Inland Marine. Savings of \$265/year.

This coverage is for the Training Committee equipment. By placing the coverage on our master policy (NIAC), we can save \$265 annually. The coverage limit of \$10,000 is adequate. The motion was approved by voice vote.

AND

C-4 is approval of the D&O, general liability and fixed assets for an annual premium of \$1,566. Director Caranci explained that the Treasurer needs approval since this premium is for the 2011 coverage but we have also paid the 2010 premium in this fiscal year. This 2011 premium payment will put us over the budgeted amount. Director Hern made a motion that we pay the 2011 premium. Director Caranci seconded the motion which passed by voice vote.

E-5 Daye Index publication

*Director Lewi, PR Chair*

**Recommended Action:** Move that Publications Committee be authorized to print up to six copies of the Daye index at a cost of \$11.00 per copy and a sale price of \$22.00 per copy

Director Lewi has coordinated with the Publications Committee. We have received a request for a hard copy of the index which is also on the website. Director Lewi can have it printed for \$11 each and we will charge \$22. He would like authorization to print up to six copies but will only print two at a time on an as needed basis. During this process, Director Lewi said he found that the policy for getting approval for publications needs work; referred to the Policy Review Subcommittee. The motion passed unanimously by voice vote.

E-6 Proposed budget for 2011

*John Phillips, Finance Committee Chair*

**Recommended Action:** Approve proposed CGJA 2011 budget

There are some concerns but the President is confident that we will meet all of our obligations. The Treasurer pointed out that a budget is our best guess at what our needs are for 2011. We can make adjustments mid year. As an example, Director Mufson said that the MRC revenue projections are conservative. The Treasurer's concern is in the publications area; specifically the projected revenue for publications and merchandise. John Sitton is comfortable with the projections even though some exceed the 2010 levels. The Treasurer believes we will exceed what is budgeted for dvd sales and added that she is going to submit an action item to pay Humboldt their entire \$1,000 out-of-pocket costs. The budget was unanimously approved by voice vote.

**Directors Comments**

•The President reported on a 12/14 meeting with Ayana Cage, a staff member of the Judicial Council. SF Chapter President Beate Boultinghouse attended the meeting. Ms. Cage is very supportive of the grand jury system and will do her best to help us distribute the dvd. They also provided her with a copy of the Gazette published by San Francisco which summarizes grand jury reports.

- Director Hern reported that she is meeting with each of the 2 hotels during the next couple weeks. She has asked both hotels to sharpen their pencils and come up with their best pricing. She hopes to be able to make a recommendation at the next meeting.
- Director Peterson had a question regarding the salutation used in H-4. Several Directors stated that the term “Honorable” is used as a courtesy when addressing elected officials.
- Director Caranci is working on the arrangements for the February 20<sup>th</sup> face-to-face and has not heard from all Directors regarding their hotel needs.
- Director Hoffman expressed her appreciation for the Board’s patience while she works through the learning process in her new position as Treasurer and reported that she is looking into an alternate source for processing our credit card transactions; current provider is costly.

**Adjournment**

The meeting was adjourned at 8:10 P.M. The next meeting is January 25, 2011.

**Information Items Submitted Directly by Sponsor**

- H-1 Committee List: Landi
- H-2 CGJA Critical Dates Reminder: North
- H-3 Opinion regarding tracking of premium points: Phillips
- H-4 Request to Governor re February Grand Jury Awareness Month: North
- H-4a Sample Proclamation for Governor Brown

Submitted by,  
Joann Landi