

**California Grand Jurors' Association**  
**Board of Directors Meeting – January 25, 2011**  
**MINUTES**

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**Call to Order & Roll Call:**

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

Present: Avery, Caranci, Hern(7:20), Hoffman, Landi, Lewi, Mufson, Noce, North, Petersen, Small  
Absent: None  
Chairpersons: None  
Members: Diane Shepp

**Agenda and Comments:**

B-1 Agenda Approval: North

A motion was made by Director Landi, seconded by Director Avery 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 12/28/10 CGJA Board Meeting Minutes: Landi

C-2 Acknowledge approved Committee Minutes and reports in 1/25/11 packet: North

C-3 Approve President's appointment of Annual Conference Chair & Negotiator: North

Item C-3 was pulled for more discussion under the Action Agenda. A motion was made by Director Hoffman, seconded by Director Petersen and passed to approve Items C-1 and C-2.

**Officer and Committee Chair Reports:**

D-1 Legislative Affairs Committee – Trautman: The President reported that there was no meeting but they have fielded some questions since the last meeting.

D-2 Public Relations Committee – Lewi: Tomorrow is the Journal deadline. The LAC has submitted a summary of some of the inquiries the Committee has handled. There has been a good flow of content but there is still a bit of space. Director Lewi reminded everyone that there is a meeting on February 17<sup>th</sup> in Napa, the purpose of which is to discuss the relationship between the EIR activity and the GJAR. He believes there is some confusion between the two activities so a face-to-face discussion could be very productive. Sara Simpson (EIR Chair), Betty Mattea, Beate Boultinghouse and Director Mufson will attend. A report will be made at the February 20<sup>th</sup>

retreat about any action that will be taken as a result of the meeting. Any Director is welcomed to attend. The PR Committee has added two members, Darrel Petersen and Burl Woodring.

The President said that he received some website mockups from Precision Intermedia and will distribute them to the PR Committee and the Board. Keep in mind that at this point, they are concepts dealing with style, color, etc.

D-3 Membership Relations Committee – Mufson: The 3<sup>rd</sup> Bay Area Regional meeting will be held on February 5<sup>th</sup> in San Rafael. In addition to the Chapters who attended the first two, Sacramento will also be represented. The topics are Relationships Between the Courts and CGJA Chapters and Pre-orientation of Prospective Jurors in Marin County. Director Mufson personally contacted Wanda Kiger-Tucker, Solano Chapter President, to invite their participation. She responded that their members are old and don't drive that far. Director Mufson may attend their next Chapter meeting. He has been encouraging people in the central valley and the southern region to try to hold regional meetings.

D-4 Training Committee – Caranci: They have finalized the regional training locations and dates. Sunnyvale will be the location for the southbay regional on July 21-22 with the foreperson workshop scheduled for July 20<sup>th</sup>. The Visalia regional is July 25-26; foreperson workshop on July 24<sup>th</sup>. The other regions as stated in the Committee minutes remain unchanged. The Committee was able to negotiate some very good contracts with the hotels. They will soon begin work on planning the on-sites. The Curriculum Committee is working very hard on fine tuning the curriculum so that it is in more logical order and flows. They are preparing the registration materials to be available on the website and to be sent to the counties in the next month or so.

D-5 Finance Committee – Phillips: Director Hoffman said there are a couple adjustments needed to the reports she submitted then the 2010 books can be closed. She said that she appreciates all the work and time contributed by Bonnie Kenk and Judi Lazenby. Director Caranci asked about the BofE form listed on the critical dates calendar with a January 31<sup>st</sup> due date. Director Hoffman said the filing isn't due until July.

D-6 Awards Committee – Mattea: The President said that a meeting date and time has been established for the 3<sup>rd</sup> Wednesday at 8:30 A.M.

### **Action Agenda**

E-1 President's appointment of Director – Central Region

*President North*

**Recommended Action:** Move to accept the appointment of Beate Boultinghouse to the Board of Directors

President North said that Beate has a lot of energy and is very capable. She would fill the unexpired term in the Central Region. The motion passed unanimously by voice vote.

E-2 Humboldt Chapter reimbursement for DVD production

*Treasurer Hoffman*

**Recommended Action:** Approve transfer of funds from savings 1053 to checking and issue a check for \$1,000 to Humboldt County Chapter of CGJA.

Treasurer Hoffman said that as she works with CGJA sales, she realized that sending the Humboldt Chapter a portion of each sale would be very cumbersome. Her intention is to take the \$1,000 from the restricted Zepp fund and then repay it as the DVDs are sold. In response to a question asking why we don't simply take the funds from the general fund, the Treasurer said that there are some large expenditures in the near future that will need to be paid from the general fund. Since the expenditures referred to are for training, Director Caranci said that those expenses can be paid out of the protected training fund. Since there is \$10,000 in the general fund, it appears that transferring funds isn't necessary at this time. The President and Director Petersen said that the Humboldt Chapter could wait for a while for reimbursement. The President called the question; seconded by Director Hern. The motion passed by voice vote.

C-3 Approve President's appointment of Annual Conference Chair & Negotiator: North

Director Mufson said there had been a change since the Agenda was issued and that Diane Shepp is the Conference Chair and Negotiator and he amended the motion to reflect that. Director Avery seconded the amendment to the motion which passed by voice vote. The motion as amended passed by voice vote.

E-3 2011 Annual Conference – Napa County – hotel contract deposit

*Director Mufson, Chair*

**Recommended Action:** Move to accept the plan for the Napa County Chapter to host the 2011 Annual Conference, and approve the hotel selection – Embassy Suites. Deposit of \$500 to be paid by January 31, 2011.

The President thanked everyone for their input on this matter prior to the meeting. The result of all the comments is a renegotiated contract which was distributed prior to the meeting. The deposit has been reduced from \$2,000 to \$500, room night guarantee was reduced and there has been improvement of some of the terms. Director Lewi asked about the possibility of the \$109 rate being extended for a short period before and after the Conference. Director Mufson said that it isn't possible prior to November 6<sup>th</sup> because the Hotel is booked. They will extend the rate for Tuesday, November 8<sup>th</sup>. The Committee will check with the hotel about this request. The Presidential Suite is available for the \$109 rate and the President suggested that it be made available to the recipient of the Angelo Rolando Award.

Director Caranci agreed that the location and room rate is wonderful and she congratulated the Committee for renegotiating the contract. However, she is still concerned with the performance penalties and hopes it does not become an issue. Director Hern amended the motion to add that the Board authorizes the President to execute the contract. The amendment was seconded by Director Hoffman and passed by voice vote.

Director Small asked what account will be used for the Hilton Honors points. The President said there are two options – use the account set up for Training by Judi Lazenby or the President can open another account. Transferring the points from the established account to a new one would result in losing most of them and a corporate account is not an option. So he proposes we add the points to the existing account. AC Chair Shepp will check with the hotel for clarification of this matter. The President was granted permission to accumulate the points in whatever manner is most beneficial for CGJA. Director Caranci said that Judi Lazenby has asked that the points be

used for training as soon as possible. Director Landi expressed her concern about the number of guaranteed room nights. However, most other Directors were optimistic that we will meet the 80% guarantee (135 x 80% = 108 room nights).

The amended motion was seconded by Director Avery and passed by voice vote.

#### **Directors Comments**

- Director Lewi asked about the President’s travel through the State and if it would be possible for Directors to meet with him or help. He plans to fly to LA on 3/1 and have a lunch meeting in San Bernardino. He will then drive to San Diego and attend the implementation review meeting on 3/2 and also attend their Association luncheon. He will visit Orange County on 3/3. On 3/4 he and Director Lewi have a meeting with Bob Stern, Executive Director for CGS, a nationwide focus group.
- Director Avery is pleased that the President will attend an Implementation Review meeting since there is so much interest in this around the State.
- Diane Shepp thanked the Board for approving her as 2011 AC Chair and thanked Directors Hern and Avery for the information they have forwarded.

#### **Adjournment**

The meeting was adjourned at 7:58 P.M. The next meeting is February 22, 2011.

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

- H-1 Committee List: Landi
- H-2 Draft letter of inquiry – Irvine Foundation: North (Asked that the Board review it and refer any suggestions.)
- H-3 Notice from DimDim re discontinuing service – August 30, 2011: North (Has been bought by Salesforce.com. It appears that the only option is Go To Meeting. Director Hoffman said we should consider Skype.)
- H-4 Critical date reminder: North
- H-5 Balance Sheet – 12/31/10: Hoffman
- H-6 Budget/Actual- January to December, 2010: Hoffman

Submitted by,  
Joann Landi