

California Grand Jurors' Association
Board of Directors Meeting – February 20, 2011
@Four Points Sheraton, 4900 Duckhorn Drive, Sacramento
MINUTES*

Call to Order & Roll Call:

The roll was taken and the meeting began at 9:05 A.M.

Present: Boultinghouse, Caranci, Hern, Hoffman, Landi, Lewi, Mufson, North, Petersen, Small
Absent: Avery, Noce
Chairpersons: Phillips
Members: None

Agenda and Comments:

B-1 Agenda Approval: North

A motion was made by Director Landi, seconded by Director Lewi 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 1/25/11 CGJA Board Meeting Minutes: Landi

C-2 Acknowledge approved Committee Minutes and reports in 2/20/11 packet and transmitted via email: North

C-3 Approve President's appointment to Teller Committee: North

A motion was made by Director Small to approve the consent items. The motion was seconded by Director Hoffman and unanimously passed by voice vote.

Officer and Committee Chair Reports:

D-1 Legislative Affairs Committee – Trautman: The President reported that Bill Trautman was unable to attend the meeting today. The President attended the last LAC meeting and reported that they have responded to many questions from sitting jurors. Those questions will be compiled and put on the website in a frequently asked questions section. Karen Jahr, retired Shasta County Counsel, has joined the LAC. She has been a member of the Training Committee and chairs several Training subcommittees. It was reported that three members of LAC have been released. Director Hoffman gave an example of a recent question about report recommendations regarding a jail which were deemed too confidential to be released to the media. The Committee formulated a reply and suggested that the jury discuss the findings with the Sheriff. If the Sheriff was willing to

act on the findings, then the report may not need to be issued. Another emergency response as requested when a witness refused to appear before a grand jury without counsel. The jury was advised to subpoena the witness. Inquiries directed to other committees from juries/jurors should be circulated to the LAC. Director Caranci said that jurors attending training seminars will be encouraged to submit questions in writing.

D-2 Public Relations Committee – Lewi: The latest Journal covers the activities of the committee. We are looking forward to the new website. Director Lewi said that what is sent to Di Masini for placement on the website must be in final format; changes are very time consuming. We anticipate that Di Masini and one other person will be able to upload information to the new site. Committee chairs are encouraged to make sure that the information on the site is up to date.

The President circulated various versions of the home page layout. It is for style, color, etc. not content.

Director Lewi mentioned the Osher Lifelong Learning sessions that have been taking place around the State. He has a list of all the Osher Chapters in the State which he has provided to the MRC Chair. Many of the Osher Chapters have a CGJA Chapter nearby and it was suggested that they initiate contact. Director Lewi added that you don't reach a large number of people but they are good candidates to become grand jurors and to learn what the grand jury is all about. Director Boultinghouse mentioned having conducted a couple sessions in San Francisco; however, the attendance was extremely low. It was noted that there are other various adult learning programs in some counties. Director Mufson asked if the presentations are standardized and trained ala the Training Committee trainers. Director Lewi said they are not but there is an abundance of material and volunteers around the State.

D-3 Membership Relations Committee – Mufson: During the MRC meeting last week Bonnie Kenk reported we have 215 voting members. The number varies up and down during the year—many join and then do not renew. In the past a non-renewing member was contacted via telephone; was not well received. Now, non-renewing members who belong to a chapter, are contacted by their chapter. The Committee is currently devising a strategy to convert Introductory Members (IM) into regular voting members.

Director Mufson believes the regional meeting concept gives attendees more reason to consider membership in CGJA. Director Boultinghouse is in charge of working with Chapters and Associations to encourage regional meetings. The bay area region chapters have held 3 meetings which have been very successful. People learn that their concerns or questions are shared by others. Director Boultinghouse said that she has found success with including/inviting members to Chapter board meetings. She believes the regional meetings build a bridge between the chapters/associations and the State. It is another way to participate in addition to the Annual Conference. She is encouraging sitting jurors to attend. That way they see the value in what CGJA does. She mentioned some of the topics that have been discussed at the regionals. Director Caranci said that there are few chapters in the Northern Region; perhaps IMs could be invited. Director Mufson said that the MRC has a subcommittee who will mentor IMs and encourage them

to join. Director Caranci said that it may be a good idea to invite IMs to a meeting before soliciting/encouraging membership.

Director Lewi said that he believes that one reason for the decline in membership is that up until a few years ago CGJA required dual membership to vote on any issue—even local chapter issues. Director Mufson reported that he has contacted Meredith Avery, Joe Moreland and Burrell Woodring in the Southern Region about the regional meeting concept. It was noted that when President North attends the March Orange County meeting, people from neighboring counties plan to attend.

Director Lewi said that during his term as President, he visited all the Chapters and was often asked “what can CGJA do for us?” Director Mufson agreed that there is that attitude so we need to be more creative in making people feel like part of CGJA; there is a disconnect. He mentioned his difficulty in trying to reinvigorate the Napa Chapter and the positive aspects of the guidance provided by Marin Chapter member Betty Mattea. Director Caranci suggested that a list of benefits be crafted so that when the question is posed “what can CGJA do for us”, we’ll have an answer.

Director Mufson reported that there are Chapters with less than the required minimum of 5. He has chosen not to take action at this time.

D-4 Training Committee – Caranci: The Training Committee just completed their two day train-the-trainers session. Trainers from throughout the State met to work on improving the curriculum. There weren’t dramatic changes, just reformed in a preferable sequence that makes sense to new jurors. The Committee is in the midst of planning the summer training seminars and on-sites. The regional trainings will be in Fairfield, Redding, Sacramento, Sunnyvale and Visalia. There will probably be about 12-15 on-sites.

Director Boultinghouse suggested a scenario of how to introduce jurors at the seminars to CGJA membership. Director Caranci said they do that but need to be mindful of not appearing to be too aggressive. Karin Jahr will be creating a script regarding the IM program.

Director Hern said she thought the Board should be provided with the notes from the train-the-trainer sessions. Director Lewi said that in the past we have published an article about the training in the Journal. And Director Landi suggested that a brief wrap-up would be fine but asking for more than that would seem like the Board was taking a “big brother is watching” stance. It was determined that no formal notes were taken during the sessions.

D-5 Finance Committee – Phillips: Chair Phillips said that since the Treasurer is really doing the work he would defer to her. Treasurer Hoffman said she had to learn the program and find and correct problems which began in August, 2010; mostly related to sales. She also discovered that we had been paying a \$73.95 charge that didn’t match merchant services. The charge had been paid for three years and had not been cancelled when CGJA switched over to Quickbooks on line. When that change was made we used their merchant service. The outstanding charges have been

removed. She asked for authorization to purge the name of anyone who has not been active since 2008. This is for Quickbooks only, not the member database.

Director Mufson said the Financial Review Committee needs some guidance.

Director Caranci complimented the Treasurer for the work she has done in getting the books in order. The Treasurer said the books are closed and she has until May 15th to file taxes. She suggested we continue using the same CPA for purposes of historical knowledge of the Association. Director Lewi reminded the Treasurer that the 2010 financial report to the members is due to be published in April.

D-6 Awards Committee – Mattea: Director Small is the Vice Chair and reported that the Committee met on the 15th. He said that Chair Mattea seems to have everything organized including the Award Subcommittees. They have chairs and staffing is in progress.

Director Lewi reported on a meeting held February 17th in Napa to discuss the relationship between the Grand Jury Achievement Reports (GJAR) and the Excellence in Reporting program (EIR). Recommendations: (1) The GJAR should result in some sort of award; (2) EIR runner-ups need recognition; (3) encourage IMs to track responses to reports; (4) Give more weight to the achievement factor in evaluating EIR submissions—currently just 5%. It is hoped that these changes will increase membership and submissions for the EIR and GJAR. It was mentioned that the Daye Index is in limbo and needs updating. The Index includes the title of the report, date of issue and the category. This seems like a project for IMs. Director Hern suggested that Chapters could track report titles for the Daye Index. She volunteered to be on the Committee. In response to a question, Director Lewi said he doesn't think that the State Archivist has a database of the reports. However, he said that a list is maintained by the Institute of Government Studies at Cal Berkeley.

The Nominations-Election Committee has held one meeting and created a sequence of events task list. Director Mufson said there are few criteria in the Bylaws regarding the qualifications to be considered to be a Director. He mentioned that there is equal representation among the 3 Regions; however, the membership within each is not equal. Will be discussed further during the Retreat.

Action Agenda

E-1 President's appointment of Director-at-Large

President North

Recommended Action: Move to ratify President's appointment of William Trautman to the Board of Directors for a one year special term, per Article 6, Section 1 of the Bylaws.

The President said the appointment is for one year. Director Hern seconded the motion. Director Lewi asked why the appointment was being made. The President said that he had a conversation with Bill and he indicated that he wanted to be on the Board adding that he would feel more a part of the Board if he could vote. Director Landi said that in her experience serving

under five presidencies, this option has only been exercised once or twice when the Board needed someone with specific expertise. Therefore, she could not support the motion. Director Caranci said that she discussed her feelings with Bill and told the Board that she would like to see him on the Board but through the regular process of running for election. She also mentioned that it wasn't that long ago that the membership voted for a Board with 5-12 Directors. Director Hern read a section of the Bylaws and said she supports the President's recommendation. The President provided more information about why he is proposing this appointment. Several Directors said that perhaps, Bill should consider standing for election this year. The motion was passed by a majority vote.

Directors Comments

None

Adjournment

The meeting was adjourned at 10:48 A.M. The next meeting is March 22, 2011.

Information Items Submitted Directly by Sponsor

- H-1 Committee Roster: Landi
- H-2 Critical date reminder: North
- H-5 Balance Sheet – January, 2011: Hoffman
- H-6 Budget/Actual- January, 2011: Hoffman

Submitted by,
Joann Landi

*The meeting was not recorded.