

California Grand Jurors' Association
Board of Directors Meeting – September 27, 2011

MINUTES

Call to Order & Roll Call:

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

Present: Boultinghouse, Caranci, Hoffman, Landi, Mufson, North, Petersen, Small,
Trautman
Absent: Hern, Jahr (ex), Lewi (ex), Noce (ex)
Also: Diane Dame-Shepp, Fred Giurasso

Agenda and Comments:

(The Secretary was dropped off the teleconference)

- B-1 Agenda Approval: North
The Agenda was approved by consensus.
- B-2 Member Comment (maximum 10 minutes total)
None

Consent Item

- C-1 Approval of 8/23/11 CGJA Board Meeting Minutes: Landi/Hoffman
C-2 Acknowledge Committee Minutes and reports in 9/27/11 packet: North

A motion was made by Director Trautman, seconded by Director Hoffman and passed by voice vote to approve the Consent Items. *(Note: An item marked C-3 was emailed to the Board but not listed on the agenda.)*

(Secretary signed on)

Officer and Committee Chair Reports:

D-1 Legislative Affairs Committee – Trautman: It was reported that we are waiting for word as to whether AB622 was signed or vetoed by the Governor. AB1133 has been passed and signed by the Governor. The Committee will begin work on FAQ's; they are pretty much up to date on inquiries from grand juries for opinions on legal issues. They are considering adding a couple new members to the LAC.

The President said that we are undergoing a review of the generic manual. Betty Mattea has taken this on along with help from Catherine McKown. The question is where does the ownership for this lie—with Training of LAC? We need to establish ownership of the product. The President suggested that both committees work it out.

D-2 Public Relations Committee – Lewi: The President reported that more content has been added to the new website. He is a bit behind in loading the archived Journals; will finish this week. The Treasurer and President have been discussing how the ecommerce unit will work.

Our Facebook page has 25 friends so we now have a shortened URL. If you are not a Facebook user, you won't be able to take advantage of receiving automatic updates to the blog in your email inbox. Director Boultinghouse said that an individual can add postings to the Facebook page if you find articles about the grand jury. You must be a fan in order to post.

Secretary Landi reported that she has been working with Diane Masini proof reading the next Journal. Diane has the layout work done and it will be ready to go to print after Jerry's final read on Saturday when he returns from vacation.

The Agenda was taken out of order.

D-8 Annual Conference committee – Shepp/Mufson: There are 47 registrants and 87 of the guaranteed 135 room nights have been booked. This afternoon Director Mufson emailed a financial analysis of the AC to the Board. *(The Secretary was dropped from the call and signed back on.)* Based on today's numbers, the AC is asking that \$2,000 be added to the budget to cover the forecasted shortfall based on the minimum of 64 registrants. If we remain at 47 registrants the shortfall would be \$2,500. Director Mufson asked that the Board help promote the conference. Not all Board members, Chapter Presidents, etc. have registered. Director Trautman stressed that every Director needs to do whatever they can to increase registration. He also mentioned that the Napa Chapter is funding some extras to make this a real Napa Valley experience. Director Trautman said that if the turnout reaches 100, the AC may not need to use the additional \$2,000. Director Boultinghouse said that she notified her Chapter and attendees of the Regional Meetings about the registration deadline and she feels that we should reserve the additional \$2,000 for the AC. The President and MRC Chair are working on a newsletter email about the website and the Facebook page and will also promote the conference. It will go out to the entire database of about 1,000.

The Secretary asked the Treasurer where the funds would come from if needed. The Treasurer had not seen this afternoon's email upon which this discussion is based. There is \$2,300 for hotel and food and \$7,800 for meals. The Committee is asking for \$2,000 over and above those amounts. Diane Dame-Shepp said that was provided with files from the San Diego AC and the 2010 budget indicated a carryover of \$2,000. The Treasurer said it was a carryover from 2009 which should have never been carried over and it has been removed. It is a misunderstanding that there is money sitting around for the AC; the \$2,000 was never there. There is \$800 for AV, \$300 for postage and printing, \$200 for supplies and a small amount for ecommerce. The total is \$11,500. Director Mufson said that there are some extraordinary expenses. Because the AC has invited speakers from out of Napa County they felt it appropriate to comp their meals. That is approximately \$800. They are comping hotel rooms for the Geiss Family and the keynote speaker for \$250. When they looked at the printing and supplies budget, their estimate is that it is \$1,300 vs. the budgeted \$500. Director Trautman asked if there is enough in the budget; the Treasurer said there is \$30,000 in savings. Director Caranci pointed out that much of that is restricted. The Treasurer said the restrictions can be lifted. Director Trautman said that they are using Training Committee AV equipment to keep

those costs down and they have collected items for an auction. He said that they need CGJA's commitment to back them up financially and that there is a commitment that CGJA will promote conference attendance. They may not need the \$2,000 but they need the assurance that they will be able to meet their budget. Director Boultinghouse made a motion that we approve the additional \$2,000. The motion was seconded by Director Trautman.

Director Caranci said that the only time there was a carryover was from the 2009 Sacramento conference. The hotel overcharged CGJA and made a refund \$2,079. It was proposed and approved by the Board at that time to apply \$2,000 to the 2010 conference since there was concern that the San Diego venue was going to be expensive in regard to travel. That carryover was used to keep the registration at \$60 and dinner at \$35. Director Trautman expressed his opinion that now wasn't really the time to discuss carryover funds that the AC needs to know they have backup funding.

Director Caranci agrees with supporting the AC but she wonders if it is appropriate to take action on an item that is not on the Agenda. Director Trautman believes that since the Annual Conference is on the agenda it is o.k. The President said that anytime something arises after issuing the agenda it can be added as an emergency; or we could call a special meeting. Director Caranci said she is willing to share information on printing costs since the Training Committee prints 1000 training manuals each year.

The motion passed by voice vote; there was one no vote.

Diane Shepp mentioned some of the items printed in the 2010 program booklet. She wondered if it's the Board's wish to continue to include all the past documents, i.e. past presidents, chapter & associations, prior conference summary, etc. Much of this material is on the website. It was suggested that any content which is deleted because it is on the website, be included in a one page list in the booklet.

(The roll was taken again to make sure that we still had a quorum.)

D-3 Membership Relations Committee – Mufson: There are several groups in counties who have applied for chapter membership. There are people in counties where there are existing chapters that have been inactive (Kings, Monterey, Solano) who are interested in resurrecting the chapters.

D-4 Training Committee – Caranci: They are gearing up for the report writing workshops. They have added four new members to the Committee who are also trainers. Director Boultinghouse said she got great feedback about the revamped training program and one suggestion. That was to hold the foreperson training after the basic training. Director Caranci said that the sub committee has suggested that very thing. However, most of the feedback on the questionnaires was that it is preferred to be held on the day before training.

D-5 Finance Committee (Finance Review Committee report attached): The Treasurer said that she will be sending each Chair a year-to-date budget and asking for a proposed 2012 budget. She plans to get this information to the Committees by October 15th and would like to bring this to the Finance Committee by the end of October. The President said he has a feeler out for a finance committee chair. The Treasurer said she would like to have some input into

the selection and Director Landi said she would like a more hands on, involved person to serve as Finance Chair.

D-6 Awards Committee – Mattea: Director Small said that all the relevant news is reflected in the Committee’s minutes. He added that it was the Committee’s decision not to mention the name(s) of award recipient(s) in their minutes.

D Ad Hoc Committee Reports

D-7 Policy Review Committee – Small: Director Small said he needs to assemble the Committee to consolidate all the materials. Director Hoffman suggested that the Committee meet at the AC. She is willing to assist and believes that Director Hern would as well.

D-9 Nominations-Election Committee – Mufson: The balloting closes on October 1st and the ballots will be counted by the Orange County League of Women Voters. It will be observed by one Teller.

Action Agenda

E-1 Finance Review Committee funding request

Financial Review Committee

Recommended Action: We are asking the Board to provide the Financial Review Committee with a budget to enable travel to any location where CGJA financial records are maintained. We are requesting \$1,000.00.

Director Mufson said that Ira Grooms conducted a financial review with the Treasurer in April. He said we need to look at source documentation for all income. Director Mufson said he is seeking more people to join the Committee that have an understanding of what is appropriate to be looked at and for funds for the Committee. A member may have to travel extensively to where the records are kept. The Treasurer said that this is a good item for the 2012 budget, not for 2011 since the Committee won’t be doing the work in 2011. Director Mufson believes that since we currently have a net of \$18,000 there is money. The Treasurer reminded him – that this is the “to-date” amount and that there are outstanding training expenses and we have approved a subsidy for the AC. Director Caranci said it should be noted that she can’t think of any record of the Training Committee that isn’t available electronically. Director Landi said that we shouldn’t confuse an audit with a financial review. A reviewer could electronically be provided with a balance sheet and P&L statement. Based on that the review may simply require pulling documentation for a specific number of random transactions. She added that she would like to continue conducting these reviews with volunteers. The Treasurer said that the training records are all over the State. She pointed out that we may not have given the Committee enough direction and that is what the Board must determine. Director Small expressed his opinion that this is something that can be tabled and that the Treasurer be asked to solicit input from the Financial Review Committee as to a proposed budget.

Director Mufson withdrew his motion.

E-2 Annual Conference Agenda and oath approval

Dan Mufson, Director

Recommended Action: Approve the Annual Meeting Agenda and approve the swearing in statement.

Director Mufson is asking for approval of the content of the membership meeting agenda. Director Caranci said she is pleased to see a concrete agenda like this. The motion was seconded by Directors Small and Boultinghouse and unanimously passed by voice vote. As to the swearing in statement for new directors, Director Hoffman suggested that all directors take the oath.

E-3 Butte County Chapter formation request

Director Mufson, Chair MRC

Recommended Action: Move to approve request for chapter formation.

E-4 Glenn County chapter formation request

Director Mufson, Chair MRC

Recommended Action: Move to approve request for chapter formation

E-5 Placer County Chapter formation request

Director Mufson, Chair MRC

Recommended Action: Approve request.

A motion was made by Director Caranci, was seconded and unanimously passed by voice vote to approve Items E-3, E-4 and E-5.

E-6 Travel expense reimbursement re AB 622

Director Hoffman, Treasurer

Recommended Action: Move to issue a check to Bill Trautman for travel to Sacramento in the amount of \$393.40.

This is the case of something that doesn't often happen. Director Trautman traveled to Sacramento on behalf of the Association. The motion to reimburse for 5 round trips and 5 parking fees was approved unanimously by voice vote.

Directors Comments

-President North: At the last meeting of the Humboldt Chapter they discussed the possibility of hosting the 2012 AC. They will submit a proposal. Director Landi said that we may want to wait to see how this years' AC comes out financially; we may want to go to a bi-annual conference. A few suggestions were made that we may want to consider holding the AC in a central location with easy drive and airport access.

-Director Mufson said the afternoon of the second day of the AC is for the retreat. We need suggestions for an agenda. One could be where and how often to stage conferences. If any director has an idea for a topic to be discussed at the retreat please send to the President. Director Mufson said there are some wonderful items for the silent auction.

Adjournment

The meeting ended at 8:14 P.M. The next meeting is October 25, 2011.

Information Items Submitted Directly by Sponsor

- H-1 Committee Roster: Landi
- H-2 Critical date reminder: North
- H-3 Budget/Actual - August, 2011: Hoffman
- H-4 Balance Sheet: Hoffman
- H-5 Board Roster: Landi
- H-6 Finance Review Committee Report, 4/8/11: Financial Review Committee

Submitted by,
Joann Landi