

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

**MINUTES**

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**Call to Order & Roll Call:**

The roll was taken and the meeting began at 7:22 P.M.

Present: Boultinghouse, Caranci, Hoffman, Jahr, Landi, Lewi, Mufson, Noce, North,  
Petersen, Small, Trautman  
Absent: Hern  
Also: Jim Ragan

**Agenda and Comments:**

**B-1 Agenda Approval: North**

A consent item numbered C-3 was included in the packet but was not placed on the Agenda. Per the Bylaws, the Board need not approve appointments to Committees. The item to ratify an appointment to the Finance Committee may be placed on the November agenda. A motion was made by Director Trautman, seconded by Director Lewi and passed unanimously by voice vote to approve the agenda.

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

**Consent Item**

**C-1 Approval of 9/27/11 CGJA Board Meeting Minutes: Landi**  
**C-2 Acknowledge Committee Minutes and reports in 10/25/11 packet: North**

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

**Officer and Committee Chair Reports:**

**D-1 Legislative Affairs Committee – Trautman:** AB622 was signed by the governor. He and Jerry Jagers will make a presentation at the Annual Conference. The efforts of CGJA and its friends turned this potential disaster into legislation that can be controlled by the grand juries by how they call their witnesses. The Committee has been working on frequently asked questions and the legal section of the new website and have a few pending requests from jurors. Claire Arano from Glenn County is a now a member of the Committee. She has been on four grand juries and was a foreperson. The Committee is working on updating the Compendium. They are thinking about changing the name of the LAC since it doesn't really say what they do.

D-2 Public Relations Committee – Lewi: We are now prepared to turn the new website on November 1<sup>st</sup>. There are a couple minor issues that need work. The site will officially go live at the Annual Conference; the preceding 6 days will allow for any bugs to be worked out. Director Lewi has asked that a topic be added to the retreat agenda – responsibility for the website content. The next Journal will feature the Conference and he asked that speakers or panel members provide him with their notes to assist him in compiling the story.

D-3 Membership Relations Committee – Mufson: The Committee has been working on content for the new website and discussing the possibility of a regional meeting in Sacramento for the northern chapters with the new chapter presidents.

D-4 Training Committee – Caranci: The report writing workshops are going very well and they are actually oversold in Napa. There are a number signed up for the Sacramento workshop as well. The Committee is wrapping up the analysis of the evaluations from this summers seminars. Over the last couple months they have reviewed and revised their internal procedures. When the draft is finalized it will be forwarded to the Board. They are starting to book venues for 2012 and have scheduled the Train the Trainer Workshop for March 2-3 in Sacramento. That would allow for a Board meeting or retreat on March 4.

D-5 Finance Committee: The Treasurer conferred with John Phillips about the 2012 budget; the draft has been submitted to the Committee. She has received input from the Public Relations and Training Committees and has a request from Legislative Affairs.

D-6 Awards Committee – Mattea: Director Small said the September 12<sup>th</sup> minutes in the Board packet reflect where the Awards Committee is as of this moment. Betty has arranged for the Committee members to meet during the Monday AC cocktail hour. Most of the members have agreed to continue to serve on the Committee next year. The President said there are two Certificates of Appreciation being awarded at the AC.

## **D Ad Hoc Committee Reports**

D-7 Policy Review Committee – Small: Will not be ready for finalization at the retreat. The Committee will meet on Sunday and work on all the material and hope that it will be in form to be presented to the board at the retreat. The Committee hopes to get topics that need addressing, i.e. annual conferences, advancing expense, adding items to an agenda. Believes it can be concluded in early 2012.

D-8 Annual Conference committee – Shepp/Mufson: Discussed during the Special Meeting.

## **Action Agenda**

E-1 Nomination for Jack Zepp Lifetime Achievement Award

*Director Small*

**Recommended Action:** Move to approve the proposed award to Betty Mattea

The motion was seconded by Director Hoffman. Director Small said that the Awards Committee believes that the Zepp Award is the one award that lies in the realm of the Board of Directors. The motion unanimously passed by voice vote. *(Note: After releasing the meeting packet, the President realized that Betty Mattea would see this item and the surprise would be ruined. Therefore, on October 19<sup>th</sup> he circulated an email asking each Director to vote up or down via an email. The Board unanimously voted yes and the President called Betty with the news.)*

E-2 Stanislaus County Chapter formation request  
*Dan Mufson, MRC Chair*

**Recommended Action:** Approve request.

Director Mufson told the Board that Stanislaus' bylaws are in order. The motion passed unanimously by voice vote.

### **Directors Comments**

-The President asked that the November meeting be changed to the 29<sup>th</sup>. After discussing potential dates, a motion was made by Director Small, seconded by Director Lewi and passed by voice vote canceling the November 22<sup>nd</sup> meeting and replacing it with a meeting December 6, 2011. There may not be a Board meeting on the 4<sup>th</sup> Tuesday in December.

-Director Lewi said that he posted the newly approved September minutes on the new website.

-Director Mufson asked if there are any items that should be added to the AC member meeting agenda. The President has taped a 7 minute presentation.

-Director Mufson has circulated a draft retreat agenda. The Treasurer said that the item regarding the budget is simply an overview, not development of a budget. The retreat will begin at 1 P.M. in the Board of Directors Room and will probably last about 3 hours.

### **Adjournment**

The meeting ended at 8:01 P.M. The next meeting is December 6, 2011.

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

- H-1 Committee Roster: Landi
- H-2 Critical date reminder: North
- H-3 Budget/Actual - September, 2011: Hoffman
- H-4 Balance Sheet: Hoffman
- H-5 Letter from proposed Stanislaus Chapter members: Mufson

Submitted by,  
Joann Landi