

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

**MINUTES**

---

**Call to Order & Roll Call:**

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

Present: Boultinghouse, Caranci, Hern, Hoffman, Jahr, Landi, Lewi, Mufson, Noce, North, Petersen, Small, Trautman  
Absent: None  
Also: Jim Ragan, Diane Shepp

Per Sections 5 & 6 of the Bylaws, ten Directors responded via email that the Special Meeting was necessary and a quorum is present.

**Action Agenda**

E-1 Approve/ratify action taken at September 27, 2011 meeting to increase the 2011 Annual Conference (AC) expense budget by \$2,000 AND authorize the advance of \$1,000 for out of pocket expenses to the AC Committee

*President North*

**Recommended Action:** Approve/ratify the budget increase AND authorize the \$1,000 Advance to the AC Committee

President North advised the Board that the action approved at the September 27, 2011 meeting is not valid since there is no provision for adding an action item after an agenda has been posted. The matter of increasing the AC expenditure budget by \$2,000 may be mute because attendance has increased since the September 27<sup>th</sup> meeting. AC Chair Shepp reported the following: 87 registrants, 102 lunches and 113 dinners. She was concerned about the room capacity so the Embassy Suites has moved the lunch to a larger room. If the dinner count reaches 130, that too will be moved to a larger room. The AC Committee has reached their goals and numbers. She is requesting an advance to cover some expenses.

Director Landi offered an amendment to the second part of the action: "...AND authorize the Treasurer to pay up to \$1,000 in budgeted expenses upon receiving receipts." The President told the Board that there is language in the Red Book about an advance to be used for expenses such as hotel deposits. He believes that the verbiage allows an advance. He asked Director Landi if she wanted the motion separated. She replied that it is the President's motion and he could separate the two parts. She began to explain how an amendment is voted on, when Director Trautman interrupted and said he would move to separate the question. We would vote to ratify the 9/27/11 vote and take the second issue of whether CGJA is going to advance the \$1,000 or if it is going to require the local people to be out-of-pocket. He said that the amendment can be considered, the adoption of the amendment is equivalent to rejection of the original proposed motion and therefore, is out of order under Roberts. If the second part of the motion is voted

down, then Director Landi's motion can be made. There was no second to this amendment. Director Trautman moved to ratify the 9/27/11 action increasing the AC expenses by \$2,000. The Secretary said that since the motion was made by the President, no motion or second is necessary. The motion to ratify the increase to the AC expense budget was approved by a majority vote, with one no vote.

Director Trautman seconded the second part of the President's motion to advance \$1,000 to the AC for out-of-pocket expenses. Director Caranci congratulated the Napa County AC Committee for the wonderful job and numbers. Her concern is that this motion may set a precedent; the policy has always been reimbursement after receipts are submitted and approved by the committee chair. Speaking from a Training Committee point of view, every year we ask trainers to put out thousands of dollars of their own money and then they are reimbursed. In response to a question, Director Trautman said the advance is part of the AC budget and they are asking for the advance so that no one has to go out of pocket. The President said the Red Book policy, as default, states "The Annual Conference Subcommittee is authorized to receive an advance of up to \$1,000 from the CGJA treasury to meet up-front expenses such as hotel reservation deposits." The President said he makes this distinction: individual trainers are paying expenses for their individual needs; whereas, we're asking the AC Committee members to be out-of-pocket for an event—not for their individual expenses. The Treasurer said that she has no problem if the Board wants to make this advance but she wasn't going to do it on her own or at the President's direction. She believes this action needs to be approved. She does, however, disagree that trainers incur costs for their own expenses. Training pay several thousand dollars to people who secure binders, arrange printing, etc. They are reimbursed after they submit receipts. She said that Director Caranci is correct, this is setting a precedent. Director Mufson said that during these economic times we're asking a lot of people for them to use their own money and then be reimbursed. Director Hern asked if there is a credit card that could be used by the AC committee; there is not. Director Lewi has a card to take care of public relations expenses. Director Lewi said that we have discussed this matter long enough to understand it, that Director Caranci's concern about a precedent is valid but could be discussed at a later date. But this is fair and should be done.

The motion to advance \$1,000 to the AC Committee passed by a majority vote with two no votes. The Treasurer said the checks will be mailed tomorrow.

Director Trautman and the President agreed to close the Special Meeting at 7:19. However, discussion continued. Diane Shepp asked that the check be made to the Napa Chapter; Treasurer said that the checks are already made. Diane Shepp said she will give the checks to the Treasurer of the local chapter. The Treasurer reminded Diane to get detailed receipts. Ms. Shepp said that the Treasurer will receive a full accounting of every dollar spent. She is running this through the local chapter books and she added that they have received some additional underwriting so they will not need additional upfront money. Also, she reported that the local committee is working very hard.

Submitted by,  
Joann Landi