

California Grand Jurors' Association
Board of Directors Meeting – December 6, 2011

MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 7:02 P.M. The President acknowledged Darrel Peterson's recent resignation from the Board.

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

Agenda and Comments:

B-1 Agenda Approval: North

A motion was made by Director Hern, seconded by Director Trautman and passed by voice vote to approve the Agenda.

B-2 Member Comment (maximum 10 minutes total)

None

Agenda items were taken out of order.

D-8 Annual Conference committee – Shepp/Mufson:

Diane Shepp told the President that his video message was well received. She added that there were 101 registrants (give or take). The attendee evaluations, for the most part, were very positive. There was also some constructive criticism for future conferences. The Napa group met today and are pleased with how well everything turned out. Director Mufson said that the Napa Chapter put together a P&L statement which he reviewed with the Treasurer today. The total expenses chargeable to CGJA were \$15,500; a net loss of \$580. The Napa Chapter undertook an expensive program to solicit donations and received \$2,000 from the Gasser Foundation. The silent auction proceeds went to the Napa Chapter. The Chapter decided to donate \$500 to CGJA to cover the budget overrun.

Director Trautman said that the success of the conference is attributed to all the Chapter people and the leadership of Diane Shepp. He also mentioned receiving a note from Quentin Kopp thanking CGJA for the hotel accommodations.

Director Mufson said that several thousand dollars of expenses are required to run a conference and going forward, CGJA should consider providing some funds in the budget to hold a conference. Diane Shepp said that one of her goals was to get a realistic take on what it would cost to put on a conference. She believes that from this point CGJA can use the figures for planning purposes.

Director Caranci said the AC Committee should be congratulated for a wonderful event. It will be difficult for another chapter to put on an affair of equal quality. We do need to keep in mind that an event like this needs to be funded by some source. CGJA is not going to have the kind of donations that Napa secured locally. We need to be realistic about the budget and also should have written policies and procedures in place for anyone hosting the event. In regard to the silent auction, it was well done but it

was not clear that the proceeds were going to the Chapter, not CGJA. That, too, needs to be covered in policies. The President interjected that this discussion be put off to another meeting.

Diane Shepp is willing to put together a template of how the Napa Chapter did the conference if that would be helpful. The President said any post mortem that she could provide would be well received.

Director Lewi asked if the numbers reported by Director Mufson square with the Treasurer's financial reports. Treasurer Hoffman said yes they are very close but she did not have the exact data when compiling the financials. Director Lewi said if there is more detail available it should be shared with the Board. He then asked if this was the time to ask about the location of the 2012 Conference as discussed at the 11/8/11 Board Retreat. The President said this isn't the time to discuss that matter.

E-1 Ratify appointment of Beate Boultinghouse as Director-at-large for 1 year

President North

Recommended Action: Ratify the appointment of Beate Boultinghouse

Director Caranci is supportive of Beate being a member of the Board but suggested that we consider this as filling the vacancy in the Northern Region rather than expanding the Board to 13 members. We all know how difficult it has been to recruit from the north so this may be a way to kill two birds with one stone. In 2007, the members voted to reduce the Board to a maximum of 12. Director Hern said that the President has the ability to appoint 3 additional directors for a one year term. Director Trautman asked if a vacancy in one region can be filled by an individual from a different region. There isn't specific language about a replacement having to be from the same region.

The President said it is his prerogative and he is exercising his right to appoint a replacement from the north and to also exercising his right to propose Beate Boultinghouse as a Director-at-Large. Director Hoffman said that we are discussing an at large appointment so the rest of the discussion is off point; the President agreed.

The motion was approved by voice vote. Director Landi voted no for the same reason as the 2/20/11 appointment for a director-at-large.

Consent Item

- C-1 Approval of 10/25/11 CGJA Board Meeting Minutes: Landi
- C-2 Acknowledge Committee Minutes and reports in 12/6/11 packet: North
- C-3 Thank and dismiss Nominations-Election and Tellers Committees: North
- C-4 Acknowledge appointment of John Monaco to Finance Committee: North

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

Officer and Committee Chair Reports:

D-1 Legislative Affairs Committee – Trautman: There was no meeting this month but they are still receiving questions from sitting jurors and grand juror associations. Have responded to a few and have a few pending.

D-2 Public Relations Committee – Lewi: The 16 page Journal was mailed on Friday. About 90% covers the conference including pictures. Minutes of the Sacramento Chapter meeting at which Roger Dickinson spoke and fielded questions, are on the last page.

Director Lewi is open to comments about the new site and reported that the store component is now open for business.

D-3 Membership Relations Committee – Mufson: The major activity was the Chapter Officers meeting held at the Conference. The minutes were included in the Board packet.

D-4 Training Committee – Caranci: Their activity is reflected in their minutes. Director Jahr's subcommittee is working hard getting ready for the Train-the-Trainer in March. There will be a Monterey on site in January. The recent report writing seminars were very well attended.

D-5 Finance Committee (FC)- Phillips, et al: The President asked when the budget will be discussed. The Treasurer said the Finance Committee needs to meet. The budget is way out of balance and the Committee needs to discuss ways to come into balance. Treasurer Hoffman believes one item on the proposed Public Relations budget should be funded from reserves. Perhaps the proposed budgets need to go back to the Committees for their reevaluation. Several committee chairs that have increased expenses believe they have good reason. Director Hern suggested that the Finance Committee schedule a meeting before the end of the calendar year. Director Hoffman is waiting for feedback from the FC members.

D-6 Awards Committee – Mattea: Director Small reported that Walter Hoffman has joined the Committee and will head the honor roll concept proposed by the President. All members of the 2011 Award Committee will stay on for 2012 in order to provide some continuity. He also reported that Betty Mattea was very pleased to be the recipient of the Zepp Award.

D Ad Hoc Committee Reports

D-7 Policy Review Committee – Small: He hopes to be able to get something out in the next 7-10 days.

Action Agenda

E-2 Informational item regarding group mail lists

Director Lewi

Recommended Action: No formal action requested at this time. Purpose of item is for discussion.

Director Lewi said that the group mail lists are now defunct; however, they can be recovered. He checks on a daily basis and can forward to the proper people. He has been working with Gabriel (Precision Intermedia) to see if google groups will work. It's not going as easily as he would like but is still working on it to see if it's viable. He would like input as to whether or not we should continue to pursue these kinds of group contact. By not having names in the address box you eliminate spammers from gaining access to emails. Director Hoffman said she thinks we should pursue this if it's not a big headache and she said is willing to help people create group lists for their emails. Director Mufson agrees and said that sometimes when he is sending emails, he puts the recipient list in the bcc box. Director Lewi said that is a good work around.

Directors Comments

-Director Trautman asked if anyone is working on getting the Governor to proclaim February as grand jury month. The President will begin this process but mentioned that last year the Governor wouldn't issue a proclamation. Director Landi recalls that we were told that we should have a legislator propose the proclamation. It was suggested that the President make a request of Senator Evans; mention that we just enjoyed a conference in her district and explain what we would like. Director Ragan asked if we know what counties are involved in commemorating the month in some way. There was brief discussion of

some counties who have done so in the past. He said we should encourage chapters to undertake some form of recognition. President North mentioned that one resource we have that we need to utilize, is the introductory member contact list.

-The Treasurer asked why the Board of Equalization (BOE) is listed on the critical calendar for January since she filed paperwork in July. The Secretary said that she believes that the BOE is one entity that will not recognize that CGJA is on a calendar year not a fiscal year—suggested she check with Judi Lazenby. Director Lewi agreed. Director Mufson asked if chapters have any obligation to report to the State. He also asked about the requirements for CGJA/Chapters to file reports as a charitable trust. Director Hern said she will call the Attorney Generals Office and seek information for CGJA and its Chapters.

-Beate thanked the Board for ratifying her appointment as Director-at-Large.

Adjournment

The meeting ended at 8:05 P.M. The next meeting is January 24, 2012.

Information Items Submitted Directly by Sponsor

- H-1 Committee Roster: Landi
- H-2 Critical date reminder: North
- H-3 Budget/Actual - November, 2011: Hoffman
- H-4 Balance Sheet: Hoffman
- H-5 Training Committee Procedures: Caranci
- H-6 Chapter Officer Meeting Minutes, 11/8/11: Mufson
- H-7 Board Retreat Notes, 11/8/11: Landi
- H-8 Annual Membership Meeting Minutes, 11/7/11: Landi

Submitted by,
Joann Landi