

**California Grand Jurors' Association**  
**Board of Directors Meeting – January 24, 2012**

**MINUTES**

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**Call to Order & Roll Call:**

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

Present: Boultinghouse, Caranci, Hern (7:20), Hoffman, Jahr, Landi, Lewi, Mufson, North, Ragan,  
Trautman

Absent: None

**Agenda and Comments:**

B-1 Agenda Approval: North

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

B-2 Member Comment (maximum 10 minutes total)

Director Boultinghouse mentioned that the San Francisco Chapter PR person has been able to secure Lt. Governor Gavin Newsom to film a PSA. It won't be done immediately but she suggested that this gives time for CGJA to decide how/if they would like to be involved. Will be discussed further at the end of the meeting.

**Consent Item**

C-1 Approval of 12/6/11 CGJA Board Meeting Minutes: Landi

C-2 Acknowledge Committee Minutes and reports in 1/24/12 packet: North

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

**Officer and Committee Chair Reports:**

D-1 Legislative Affairs Committee (LAC) – Trautman: LAC met on January 11<sup>th</sup> and discussed the proposed name change which is on tonight's action agenda.

They are in the process of revising the Compendium of California grand jury law; should be done and printed by the first training session in July.

LAC has a number of pending requests. They are getting requests via the new website. Some of the inquiries don't pertain to grand jury law. One example is an inquiry about an employer's obligation when an employee is serving on a grand jury.

Director Jahr has created language for the new website.

LAC member Jerry Jagers is officially in charge of monitoring legislation. Member Claire Arano is now the Secretary of LAC and did a great job on the January minutes.

Director Lewi said that the January 11<sup>th</sup> minutes indicate that the Compendium was \$20 but is actually \$22 and that the new price would be \$25 plus postage and handling. He said that the practice has been that the price is twice the cost and that it includes postage and handling. Director Trautman said the minutes were incorrect in stating the \$20 price. He said they are receiving more purchases via

credit card and paypal—that is why they proposed to add that to the price of the Compendium but seemed to concur that twice the actual cost was reasonable.

D-2 Public Relations Committee – (Lewi): Tomorrow is the deadline for the next Journal edition. We have about two thirds of the content needed. Director Lewi said the PR Committee hasn't had a chance to review the revisions proposed by LAC but will be discussed at their February meeting.

He believes that people can now apply or renew membership on line or by mail. Preliminary training seminar information is on the site. Director Caranci has developed a new registration form. Registration for training will not be available directly on the website since most counties are invoiced.

Director Lewi said he has put together a flyer for an educational packet now available; more information will be in the Journal. We are offering a package containing a video, booklet and teaching aid. It can be downloaded at no cost or can be purchased with the teaching aid being free. This is an effort to reach high school level students.

In regard to using google groups, it has been successful for the PR Committee. Director Lewi will guide anyone through it who would like to set this up for their committee. Director Boultinghouse asked if a google group can be set up for the presidents of chapters. Director Lewi is happy to work with MRC and thinks that is a good use.

D-3 Membership Relations Committee – Mufson: They are constantly working on how to increase the number of chapters and are in the process of approaching about 6 counties. Director Mufson received word this morning that the San Bernardino Association voted to affiliate with CGJA. He thanked Directors Lewi and Hoffman for making CGJA's presence known in San Bernardino County.

There are about 5 chapters with 5 or less CGJA members. There has been no contact with officers of the Solano and King County chapters for several years. It is causing a problem in Solano in particular because there are introductory members in that County who have had no success in trying to contact the Chapter. He has asked Director Trautman to look at this from a legal point of view. We have rules about chapter formation but nothing about dissolving a chapter. We seem to have a situation where in reality there is a chapter with no CGJA members. The President asked if the interested introductory members could simply start their own chapter. That too will be looked into by Director Trautman.

Director Mufson said we are always looking for ways to interest people to start grand jury alumni associations. He's working with Director Caranci to develop alumni groups. They will let the courts know that there is an association and chapters where applicable. Director Lewi did some training in Mono County and we have received a few introductory member applications as a result.

D-4 Training Committee – Caranci: They have recently conducted their first 2012 on site training in Monterey County; went very well. They are hard at work on the curriculum. If you liked it last year, you'll love it this year. Changes were made in response to juror evaluation forms. Director Jahr heads the Curriculum Subcommittee and they have been working very hard updating the PowerPoint presentation and scheduling of the program. They will test it at the Train-the-Trainers Workshop on March 2-3.

D-5 Finance Committee (FC)- Phillips, et al: No report.

D-6 Awards Committee – Mattea: Minutes were distributed today via email. Draft policies are included among the informational items. Mac Small reported that Betty Mattea would like the Board to provide input regarding the Committee's first year. Are there any changes needed? Director Hoffman asked if Betty is looking for individual comments or a Board response? Mac said that individual emails expressing any thoughts are fine—including comments about the policies.

#### **Ad Hoc Committee Reports (as needed)**

D-7 Policy Review Committee – Small: The President and Mac Small are working on compiling the draft document. It should be sent to the Committee this week. The goal is to have the draft in the hands of the Board by the March 4<sup>th</sup> retreat.

D-8 2010 Annual Conference Committee - Shepp/Mufson: The \$500 shortfall has not yet been submitted to CGJA from the Napa Chapter. Director Mufson said he will recommend payment at the Chapter's meeting next week.

### **Action Agenda**

E-1 Ratify appointment of Mac Small as Director – Northern Region

*President North*

**Recommended Action:** Ratify the President's appointment of Mac Small as Director, Northern Region.

The motion was approved by voice vote and at 7:32 Mac Small became Director Small.

E-2 Change Legislative Affairs Committee (LAC) name to Legal and Legislative Resources Committee

*Director Trautman, Chairman LAC*

**Recommended Action:** Approve name change to Legal and Legislative Resources Committee

Director Trautman said that with certain exceptions, most of what the Committee does is to respond to questions about grand jury law and procedures. Director Lewi offered an amendment to change the name to Legal Resources. One reason is it's cumbersome and awkward; it doesn't look right. Despite the Committee's efforts, technically we are not supposed to participate in lobbying so that is a bit of a red flag. Director Ragan seconded the amendment. Director Hern is against the amendment primarily because some of the thrust of the group is to keep abreast of legislative developments which affect grand juries. She added that they have been through numerous name changes and she thinks they should call it what it is – a legal and legislative resources committee. Director Hoffman is opposed to the amendment because their suggested name describes what they do. Director Trautman said that this proposed change was unanimously approved by the LAC. Director Landi is in favor of the amendment because it is broader and doesn't limit the activities of the Committee. Director Boultinghouse favors the Committee's recommendation.

A vote on the amendment was defeated by the following roll call vote:

Ayes: Caranci, Landi, Lewi, Ragan

Noes: Boultinghouse, Hern, Hoffman, Jahr, Mufson, Small, Trautman

Vote on the original motion passed by a majority voice vote.

E-3 Increase mileage reimbursement to \$. 55½ per mile

*Treasurer Hoffman*

**Recommended Action:** Approve increase and include in all relevant policies of CGJA where mileage and travel are reimbursed.

Treasurer Hoffman proposed this because we are currently way under the federal level. We have no language in any policy other than training regarding the mileage reimbursement amount. It is currently 41 cents. The motion passed by voice vote. Treasurer Hoffman reminded the Board that if anyone is taking a deduction for CGJA travel on their tax returns, that non-profit rate is 14 cents per mile.

E-4 Grand Jurors' Manual revision/assignment to committee

*Director Lewi*

**Recommended Action:** Assign responsibility to either a standing or an ad hoc committee

After submitting this proposal, Director Lewi received comment from Director Caranci that many jurisdictions have their own manual and she asked if we really need to have this as a publication. He said that we do get requests from time to time. The Treasurer said that in 2011 there was \$210 in manual revenue and that most sales were to individuals. Director Caranci believes that some of the rural counties who trained for the first time may have purchased the manual. She believes that probably most of the counties now have manuals. She agrees that the product is outdated and also noted that there are better examples out here. This would be a big project to undertake. Director Trautman agreed and said that it is something that would take a lot of time without a large distribution. Director Caranci said we have some good examples that other counties are willing to share. Director Lewi amended the motion and moved that we suspend publication of the Grand Jury Manual for the time being. The amended motion was seconded by Director Ragan and passed by voice vote.

E-5 Annual Conference (location and format)

*Director Lewi*

**Recommended Action:** Decide on location and format of 2012 Annual Conference (AC)

Director Lewi said this is a hanging item which needs to be handled. He prefers option #2 which is "Conduct a minimum meeting, in conjunction with a Board retreat at a facility of low or no cost without the usual amenities for food and beverage service, e.g. the location of the quarterly Bay Area Regional Chapter meetings in San Rafael." Director Trautman said that last year's AC should be the foundation to build and make better conferences. He said it was his understanding that there was some thought that Napa would host with some regional assistance. He does not think that we should consider not having an AC this year. Director Hern said that she walked away from the November, 2011 retreat thinking that Directors Trautman and Mufson were going to talk to the Napa committee to see if they were willing to host again in 2012. Director Mufson said that was correct and he has discussed it with Diane Shepp; however, they have not had a Chapter meeting since the AC. Diane Shepp polled the Committee and they seemed agreeable to provide leadership. They would like other chapters in the region to be involved. Director Boultinghouse said that this was discussed at the November, 2011 Regional and people seemed willing to pitch in, that it should/would be held in the central state for ease of transportation and where there is a high concentration of members. Director Caranci agrees that the Napa AC was a success and may cause hesitation for someone else to step forward. The concept of having wider planning participation is a great idea. She believes that Director Lewi's concern is that we are already nearing February and we should have approved the host 18 months prior to the event. The timing is of concern as to whether it can be put together and a venue located. And, she added that we need some well defined policies and procedures be put in place. Director Trautman reminded her that the Napa Chapter put the AC together in less than 18 months. He believes with help from the region they can do it.

Director Trautman made a motion that the Board approve Napa as the lead Chapter along with other chapters in the region to sponsor/plan the 2012 AC. The motion was seconded by Director Mufson and passed by voice vote.

E-6 Approval of 2012 Budget

*Treasurer Hoffman*

**Recommended Action:** Approve 2012 Budget

Director Landi said she would like to see funds found or reallocated to eliminate the need for Directors to pay retreat fee(s).

The Treasurer said there are carry over funds which she would like to save as a rainy day fund. We can't count on having them every year because expenses and revenue varies.

The President suggested that we leave the proposed budget as is.

Director Lewi asked about the significantly increased amount budgeted for unrestricted donations. The Treasurer said that was a mechanism to balance the budget. Director Caranci said it is important to remember that the budget is a guideline and that we need to work toward generating the proposed income and stay within the approved expenditures. Any expense beyond what is budgeted would have to be approved by the Board.

Director Mufson asked why only \$500 was budgeted for the election when it cost about \$750 in 2011. Director Landi said there were cost overruns attributed to postage and copying costs. Also, it was suggested that we could use a different League of Women Voters since Orange County is a bit pricey.

Director Mufson asked about the ecommerce fee structure. The Treasurer said that when she took over as Treasurer, the percentages were already assigned to committees. She explained that Training is charged for 70%, MRC 12½%, AC 10% and Publications 7½%. She has no idea how the percentages were established.

The proposed 2012 budget was approved unanimously by voice vote.

### **Directors Comments**

Director Boultinghouse re PSA: The San Francisco PR Chair has been in contact with Lt. Governor Gavin Newsom who has agreed to do two PSAs. The original idea was that this would be a San Francisco project. However, she thinks it would be an opportunity for CGJA. The costs will be about \$2,000. San Francisco has the technical resources available. Director Lewi thinks this is a good idea and it should be considered a State wide project. He added that he thinks it would be a good use of the Zepp Fund. He suggested that Director Boultinghouse work with the PR Committee and then present the Board with a recommendation. The President said he is willing to donate \$100 for the project.

Director Boultinghouse said that they have a meeting with Gavin Newsom on March 7<sup>th</sup>. Director Caranci asked if the PSAs were for recruitment purposes. Director Boultinghouse said that they have not discussed content. Director Caranci said that Shasta County has been doing PSAs for about 3 years. Director Hoffman pointed out that recruitment content is time sensitive vs. something more generic/education would be good any time of the year and aid in recruitment.

### **Adjournment**

The meeting ended at 8:29 P.M. The next meeting is March 4, 2012.

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

- H-1 Committee Roster: Landi
- H-2 Critical date reminder: North
- H-3 Budget/Actual - December, 2011: Hoffman
- H-4 Balance Sheet: Hoffman
- H-5 Proposed 2012 Budget: Hoffman
- H-6 Awards Committee letter to Board: Mattea
- H-7 Draft Awards Committee Policy: Mattea

Submitted by,  
Joann Landi