

Approved 9/16/14

**California Grand Jurors' Association**  
**Board of Directors Meeting—August 26, 2014**

**MINUTES**

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**A. Call to Order & Roll Call**

The roll was taken, and the meeting began at 7:00 PM.

Present: Directors Boultinghouse (president), Bolin, Caranci, Hern (arrived late), Hoffman, Jahr, Jennings, Lynberg, Monaco, Mufson, Ragan, Shepp

Absent: None

**B. Agenda and Comments**

B-1 Agenda Approval: Boultinghouse

Caranci moved, Hoffman seconded, and the Board unanimously approved the agenda as submitted.

B-2 Member Comments

None

**C. Consent Items**

C-1 Approval of the CGJA Board Minutes, 06/21/14: Ragan

C-2 Acknowledgement of CGJA Board Unanimous Consent Action re 2014 Board election, July 2014: Ragan

C-3 Acknowledgement of Committee Minutes/Reports in 08/26/14 meeting packet: Ragan

Jennings moved, Bolin seconded, and the Board unanimously approved the consent items.

**D. Standing Committee Chair Reports**

D-1 Legal and Legislative Resources Committee (LLRC)

Chair Jahr had no update.

D-2 Public Relations Committee (PRC)

Chair Ragan had no update.

D-3 Membership Relations Committee (MRC)

Chair Boultinghouse submitted to Ragan corrected MRC meeting minutes for August 9, 2014.

D-4 Training Committee (TC)

Chair Caranci reported that the training season has been very successful thus far, but “we’re not done yet.” There are three venues left. The Report Writing team has put in a lot of time over the past three weeks revising the PowerPoint and manual for the upcoming Report Writing Workshops.

D-5 Finance Committee (FC)

Chair Monaco said that the only change since the published meeting minutes is the resignation of Bonnie Kenk. Ragan said that the FC Minutes, in referring to member renewals online, said that the PRC chair should not receive notice on renewal failures. He said that he would like to receive them to help him better oversee website operations. Monaco asked to defer this until later in the meeting when the Board discusses the reassignment of Kenk’s responsibilities.

D-6 Awards Committee (AC)

Mufson reported that the Excellent in Reporting Subcommittee has received three excellent nominations. The bad news is that we are not receiving more nominations. Three individuals have been nominated for the Angelo Rolando Memorial Award. The AC is establishing a working group with PRC to follow up on a suggestion AC made to the Board to rename some of the awards. Boultinghouse invited Board members to make suggestions to her for the Jack Zepp Lifetime Achievement Award, which the Board itself makes. This award is not given every year.

D-7 Annual Conference Committee (ACC)

2014 Conference Chair Lynberg said that the program, with all the speakers in place, is a very good one. She said that, so far, only 14 people have signed up to attend the conference.

ACC Chair Shepp thanked Bolin for taking on conference registration. Shepp said that the low registration at this point is very usual, so don’t be alarmed.

Hoffman said that she has received a check from the Los Angeles Chapter for \$1,500 to offset some of the costs.

**Ad-Hoc Committee Reports**

D-8 Education Committee (EC)

Chair Boultinghouse reported on her conference call with the chair of the California Law Academy Support Council, who was extremely excited about the whole education program tested in San Francisco. They talked about initiating first in schools in the Bay Area, trying to tie them to active CGJA chapters and law academies in the counties. The next steps are to complete the paperwork and to approach the schools about their willingness to participate. We’re probably looking at implementation in the spring or fall of 2015.

D-9 Nominations-Election Committee (NEC)

Chair Shepp reported that the deadline for submitting ballots is October 1, 2014. The League of Women Voters in Orange County is performing the teller function. Two CGJA members will oversee the operation. Kenk did an outstanding job organizing and getting the ballots distributed.

E. Action Agenda

E-1 **Approve publication of the CGJA Information Topics in the 2014 Annual Conference Book: at a minimum, Mission and Purpose Statements, 2013-14 Officers and Board, 2013-14 Committee Members and Grand Juror Trainers, Presidents of CGJA, Treasurer's Reports, Annual Reports of Standing Committees, Map Showing CGJA Chapters and Associations, CGJA Awards for Excellence, and Angelo Rolando Memorial Award Past Recipients.**

PRC Chair Ragan said that PRC is giving the Los Angeles Chapter guidance on the content of Lewi the print book of the 2014 Annual Conference. Lewi is compiling the program. Lewi said that since the Journal will print some of the items that have traditionally gone into the book, maybe we can omit them from the program. PRC discussed this and opted for continuing to include them in the book. Duplications are fine. PRC wants to give the Board the opportunity to make this decision or at least comment.

Hern said that since the Annual Conference includes the Annual Meeting of CGJA, including these items comply with our legal requirements.

**The motion passed unanimously, 12-0-0.**

Ragan announced that the deadline for committee chairs and the treasurer to submit their written material to Lewi is October 6, 2014.

F-2 **Consensus Sought re March 2015 Board Retreat Date.**

TC Chair Caranci said that the Train-the-Trainer (TTT) 2015 Workshop is now scheduled for March 6-7, which all trainers have accepted. The Board retreat would normally be March 8 (a Sunday), but Boultinghouse suggested moving the Board retreat to the day before TTT (in this instance, March 5). Caranci said that she needs a decision regarding the Board retreat date so that she can finalize the contract with the hotel.

Hern said that since the Annual Conference includes the Annual Meeting of CGJA, including these items comply with our legal requirements.

**The motion passed unanimously, 12-0-0.**

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F. Directors' Brainstorming Session

F-1 **Monaco's 08/11/14 Memo re Membership and Revenue Trends** (item H-5 of the Board Meeting Packet). Ragan asked that since the membership and revenue trends seem to be a little different, do they account for the fact that some members renew every two years rather than annually. Monaco and Hoffman replied that the revenue is recorded in the year the payment is received. Ragan said that MRC needs to do a much better job in tracking membership trends according to a lot of different categories. Hern said that she thought the Board had already asked for this. Boultinghouse said that MRC has been tracking membership by county and chapter, but will look at it to see how we might change our reporting. Hern asked how this is reported and to whom. This is reported in MRC agendas and MRC minutes. Hoffman added that we should each analyze the information displayed in Monaco's memo and then, as a Board, decide what additional information we need.

F-2 **Commitment Sought re March 2015 Board Retreat Date**

TC Chair Caranci said that the Train-the-Trainer (TTT) 2015 Workshop is now scheduled for March 6-7, which all trainers have accepted. The Board retreat would normally be March 8 (a Sunday), but Boultinghouse suggested moving the Board retreat to the day before TTT (in this instance, March 5). Caranci said that she needs a decision regarding the Board retreat date so that she can finalize the contract with the hotel. The 10 Board members who will still be Board members in 2015 agreed to the March 5 date for the retreat. The retreat would start around 1:00 PM on March 5, perhaps with a social planned for that evening.

Boultinghouse said that at our March 2014 retreat, we agreed to a number of action items (with due dates) that we should discuss at the November 2014 retreat, which will lead us agenda items for our March 5, 2015 retreat.

Hoffman asked whether we would also hold a regular Board meeting on the regularly scheduled date of March 24, 2015. Boultinghouse said that we might skip either February 24 or March 24. She will report later on that.

F-3 **CGJA Audit**

Hern asked whether we are going to put money into our budget to hire an auditor or CPA to conduct a financial review? Boultinghouse said that she has been working on it, but it's hard to find someone to do this because of our limited income. She said that she has identified a firm in the East Bay that works with nonprofits in the \$100,000 - \$500,000 range, and she will contact them. She added that it appears that, in applying for grants, grantors will require a financial review. Hoffman suggesting approach the CGJA CPA for a recommendation. Jennings said that she is willing to explore this audit task with some CPA firms in her area.

Monaco said that perhaps the funding allocated to pay for training support in 2014 might be redirected to paying for an audit. Jennings said that we should leave that money where it is. Boultinghouse said that we can draw on reserve funds.

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Boultinghouse said that authorizing the audit will be an action item for the September 23 Board meeting. Ragan said that the deadline for receiving information for the September 23 Board meeting packet is Tuesday, September 16.

**G. Adjournment** (7:55 PM).

Respectfully submitted,  
Jim Ragan, Secretary