

California Grand Jurors' Association Board of Directors Meeting—February 24, 2015

MINUTES

A. Call to Order & Roll Call

The roll was taken, and the meeting began at 7:05 PM.

Present: Directors Karen Jahr (president), Lloyd Bell, Medsie Bolin, Marsha Caranci, Karin Hern, Dianne Hoffman, Beckie Jennings, Jerry Kunkle, Jerry Lewi, Lou Meyer, Jim Ragan, Diane Shepp, Gary Spough; MRC Chair Mike Chernock

B. Agenda and Comments

B-1 Agenda Approval: Jahr

The Board unanimously approved the agenda.

B-2 Member Comments

None.

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 01/27/15: Ragan

C-2 Acknowledge Committee Minutes in 02/24/15 meeting packet: Jahr/Ragan

Hoffman moved, Caranci seconded, and the Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 President's Report (Jahr)

March 5 Board Retreat. Jahr referenced the draft agenda sent to Board members, that she and Spough prepared for the March 5 retreat, which will be held in Sacramento. The agenda items include:

1. Committee updates on the action plan that was developed at the January 9-10 Board retreat
2. State of CGJA finances
3. Board and committee relationships and effectiveness
4. Recap of successes

Jahr said that if Board members want to suggest additional items, they should contact her. There was consensus that standing committee chairs who are not Board members should be invited to the retreat.

Bimonthly E-Blast. Jahr asked for suggested topics for the bimonthly e-blasts (“CGJA News”) she is sending to CGJA members in the months when the Journal is not published. She also asked for volunteers to write the e-blast. The directors suggested three topics for the March e-blast :

- Outcomes from the retreat
- Annual Conference planning to date, with a request for feedback
- Update on the independent financial review

Lewi, the e-blast distributor, said that he needs the next edition by March 11, for “blasting” on March 13 or 14.

San Francisco Grand Jury “Best Practices Survey.” The San Francisco Grand Jury’s survey was sent to most of CGJA’s chapters. Jahr said that she sent to the San Francisco Grand Jury contact information for four other chapters and the three unaffiliated past grand jurors’ associations. Jahr asked the other directors to encourage our chapters to respond to the survey.

MRC Regional Guide. Jahr said that Board members with comments on the latest draft should send them directly to Chernock.

CGJA Web Site. Jahr said that all committees should look at the web site with respect to their committee-related content and submit their suggestions to Lewi, our Webmaster.

D-2 Officer Reports

Vice President Shepp. Shepp said that she had received a communication with respect to the funding of the San Benito County Grand Jury. Jahr responded that she sent the writer an acknowledgement of the communication. Caranci said that the San Benito County Grand Jury has requested a CGJA scholarship for our training of the 2015-16 Grand Jury.

Treasurer Meyer. Meyer reported that on February 26, he, former treasurer Hoffman, and FRC chair Knowles will have a teleconference with Sue Goranson, CPA, the principal of Goranson Associates, to launch the independent financial review of CGJA’s finances.

Secretary Ragan. No report.

D-3 Legal and Legislative Resources Committee (LLRC)

Jahr reported on behalf of Chair Johnson. LLRC is developing a “best practices” paper on grand jury file retention.

D-4 Public Relations Committee (PRC)

Chair Ragan reported that, based on submissions from the Awards Committee, we have changed the presentation of our awards on our web site and that more changes are coming. Journal editor Lewi said that the deadline for article submissions for the bimonthly Journal are now the Monday following the most recent Board meeting. This will facilitate incorporating the latest information. The deadline for the April edition is March 30.

D-5 Membership Relations Committee (MRC)

Chair Chernock reported on three new chapter possibilities: Monterey, Siskiyou, and San Bernardino. He said that MRC has three new members and that MRC "is looking for more people who want to be doers." A high MRC priority is to clean up the membership list. Five directors attended the recent Bay Area Regional Meeting. MRC continues to work on the Regional Meeting Guide and is developing the MRC Operations Plan. MRC will probably hold its April meeting as a face-to-face session in Bakersfield on March 27, just before the next San Joaquin Regional Meeting on March 28.

Bolin asked about the process regarding membership renewals. Chernock replied that Di Masini, data base manager, sends out the renewal notices. When we don't receive a reply, Chernock calls them on the phone. Meyer said that we are now using QuickBooks to generate automatic renewal notices and many have gone out in the past 30 days.

Caranci asked that the MRC meeting minutes provide more information on membership status so we can track the number of members.

D-6 Training Committee (TC)

Chair Caranci reported that the TC has completed contacts with all 58 counties regarding this year's grand juror training. There will be 31 seminars and 4 foreperson workshops. The Curriculum Subcommittee is now revising the PowerPoint presentations, and each subject's trainers are communicating via WebEx to review each of their slides and share the information they give when presenting the PowerPoint slides. There are two new trainers this year. The Train-the-Trainer workshop will be held on March 6-7.

D-7 Finance Committee (FC)

Chair Bell said the independent auditor who is conducting the financial review is meeting by telephone with the team tomorrow (see Treasurer Meyer's report under D-2 above). Bell referred members to meeting packet items H-1 (Budget v Actuals through 1-31-15) and H-2 (Balance Sheet through 1-31-15). He pointed out that we are currently running a deficit.

D-8 Nominations-Elections Committee (NEC)

Chair Lewi said that the NEC held its first meeting of the year, via WebEx, on February 17. Current directors whose term will end this year (and who are not termed out) will be asked whether they want to run for another term. The deadline for their response is March 5, day of the Board retreat.

As for the ballot, NEC plans to have it printed by the Journal printer and distributed by bulk mail in order to reduce costs. Hoffman questioned using bulk mail because ballots might not be forwarded if members have moved. Lewi said that this bulk mail is forwarded.

NEC is examining whether to continue using an outside agency to count the votes.

NEC intends to make ballot approval an action item for the June 23 Board meeting. In recent years, getting the Board's approval of the ballot has required the holding of a special meeting in July, since the Board doesn't hold a regular meeting in that month due to training commitments.

NEC intends to develop a tie-breaking procedure and submit it to the Board for consideration and adoption as a policy item.

D-9 Awards Committee (AC)

No report.

D-10 Annual Conference Committee (ACC)

Chair Shepp reported that she and some of the ACC members met at the Lafayette Park Hotel & Spa, the venue for the 2015 Annual Conference. The ACC is working on setting the conference registration fee and finalizing the conference budget.

Bell, chair of the host chapter conference committee, said that they are working on ideas for program topics. The conference theme will be: "CGJA: Expanding Our Horizons." Four potential topics have been identified so far: increasing grand jury awareness in the classroom; the regionals: why, what, and how; succession planning; and human trafficking. The committee is also working on a keynote speaker.

D-11 Ad Hoc Bylaws & Policies Review Committee (BPRC)

Co-Chair Spaugh said that the BPRC has met twice since the last Board meeting. The BPRC's charge is to bring recommendations to the Board for potential changes to the bylaws and policies.

The committee has adopted its rules of conduct.

Currently, the BPRC is addressing three potential bylaw items:

- Term limits for Board members. Should the limit be three or two consecutive two-year terms? At its first meeting, the BPRC voted 7 to 2 for three two-year terms; the minority wanted the limit to be two 2-year terms.
- Electing Board members on a regional basis: i.e., members in each region voting only for directors representing that region. The BPRC approved this unanimously.
- Removal of Board members with or without cause. The BPRC is now researching this item.

After finishing its review of the 7 pending proposals, BPRC will bring its recommendations to the Board before seeking member input and then bring it to the Board for a final decision on what will appear on the ballot. Lewi asked how the BPRC intends to seek member input. Spaugh said that how and when is not yet determined. It will be an item for discussion at the retreat.

Approved 03-24-15

Spaugh thanked Hern and Jahr for their helpful comments with respect to California law.

D-12 Ad Hoc Succession Planning Committee (SPC)

Chair Kunkle (formally appointed as chair by Jahr and the conclusion of his report) said that the SPC is working from a succession-planning document prepared by Bell for the Contra Costa Chapter. It is applicable to CGJA, as well. The document addresses key positions, skills required, assessing talents, and succession planning. The SPC will work with this to provide a framework for the Board, committees, and chapters. Kunkle said that an article by Bell will appear in the Journal.

Shepp said that goals here are to build membership and build leadership pools.

Other Items

Bell raised the issue of a recent communication with the Marin County with respect to the deductibility of dues. The FC is fine-tuning its response to be more specific. This will be discussed at the Board retreat.

Hoffman asked whether it would be possible for Board members to get together face-to-face more than two times a year. Jahr said this will also be discussed at the Board retreat.

E. Action Agenda

None

F. Director Comments

None.

G. Adjournment (8:37 PM).

Respectfully submitted,
Jim Ragan, Secretary