

California Grand Jurors' Association Board of Directors Meeting

January 24, 2017

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:03 PM.

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Larry Herbst, Karen Jahr, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer; Member Jerry Lewi

Absent: Kathy Wylie

B. Agenda and Comments

B-1 Agenda Approval: Winters

The Board unanimously approved the agenda.

B-2 CGJA Member Comments

None

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 11/22/16: Ragan

C-2 Acknowledge Committee Minutes and other documents in 02/28/17 meeting packet: Winters/Ragan

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 President's Report (Winters)

Winters said that it has been a busy past 2 months:

- The Bylaws and Policies Review Committee is working on a complete review.
- The Finance Committee has our new budget ready to go.
- The annual conference ideas are starting to gel.
- The Public Relation Committee is working with a new Journal editor and layout person and pursuing the new website design.
- The Education Committee is in the planning stages.
- The Membership Relations Committee has helped former grand jurors in Alameda County set up a new chapter and set committee annual goals and begun to work on them.
- The Awards Committee is presenting us with some new titles for awards.
- The Training Committee is charging full-speed ahead.

Winters then presented four new items:

1. **Grand Jury Survey Work Group.** Winters has established new work group to create and conduct a survey of grand juries. She has appointed Jerry Lewi as the work group chair. Work group members will consist mainly of members of the TC and PRC. She asked Lewi to explain.

Lewi said that CGJA last conducted such a survey in 2004. The response was excellent. Our purpose is to receive information that will help CGJA better serve grand juries. Preliminary questions have been prepared. Work group members are Marsha Caranci and Karen Jahr from TC, Lewi and Jim Ragan from PRC. At the moment, the work group is considering either a US mail hard copy survey (with an option for responses via our website) or a full electronic survey using a service such as Survey Monkey. The main advantage of the latter is that the service would provide the data compilation. But it would require us to have valid email addresses for all 58 grand juries, which we don't have. The work group currently leans toward the US mail distribution. The cost is about \$100 – or less. Kunkle expressed support for the US mail alternative based on his MRC experiences.

Sommer asked to whom the survey will be addressed. Lewi responded: to the grand jury – one response per grand jury.

Herbst inquired about time frame. Lewi said that the work group will ask the board for approval of the survey and the budget at the February 28 board meeting. The survey would require a 30-day response period, with results expected by June 1.

(His board business done, Lewi left the meeting.)

2. **Chapter Insurance Coverage.** The Marin County chapter asked the association about CGJA insurance coverage in relation to chapter insurance coverage. This led to an in-depth discussion, which fell into the Finance Committee's hands. She asked Bell to explain.

Bell said the Marin chapter raised the issue with respect to being added to the CGJA liability insurance policy to cover activity they were undertaking. Historically, CGJA's liability insurance coverage has included five chapters (Fresno, Marin, San Francisco, San Mateo, and Solano). In 2012, the board acted to discontinue this coverage for these chapters due to premium cost, the dilution of CGJA coverage, and lack of CGJA oversight over chapter actions. We couldn't afford to cover all chapters. The board did not, however, specifically tell these chapters about this action. The Finance Committee has now communicated with the Marin chapter (who inquired) about this action and that its insurance coverage under CGJA will cease on June 30 (the end of the current policy term). Bell said that he has also sent the same message to the other four chapters who did not inquire. Positive responses from two chapters have been received thus far.

Knowles asked what this additional premium has cost us. Bell said, maybe \$250-300/year. Bolin added that our premium will go down.

3. **April 1 Board Retreat.** Winters reinforced her email to board members asking for topics for the board retreat on April 1.
4. **Board Parliamentarian.** Winters appointed Jim Ragan as board meeting parliamentarian.

D-2 Officer Reports

Vice President Bell – no report.

Treasurer Bolin. No report. Bolin referred Board members to the financial statements in the Board meeting packet. She added that the end-of-year donation solicitation campaign resulted in donations of \$2,700.

Secretary Ragan asked board members whether the CGJA Outside Communications matrix of responsibilities was working satisfactorily. Responses were in the affirmative.

D-3 Legal and Legislative Resources Committee (LLRC)

Vice Chair Jahr had no formal report.

D-4 Public Relations Committee (PRC)

Chair Ragan asked Herbst to update the Board on website revitalization. Herbst referred members to Attachment H-6 in the Board Meeting Packet. The Website Revitalization Subcommittee is focusing on a semi-custom approach for graphic design and structure and on improved store operations. PRC intends to select a designer and recommend board action in February. Sommer, a subcommittee member, said that – in voting – we must be clear that this is the best expenditure of our money (we have, after all, only 243 members). Knowles agreed. Jahr acknowledged the relatively high expenditure, but she said that the website is not just for members. It is for grand juries, legal advisors, and the public. It has a broad user audience. We should professionalize it.

Knowles also asked about the choice of Drupal over WordPress as the content management system for the website. Herbst responded that website design companies usually choose one over the other. Our two finalists, Precision Intermedia and Elevation, use Drupal. Drupal 7 is the latest.

Ragan thanked Sommer for her substantial contribution to the redesign effort. Ragan then mentioned another PRC topic: the Grand Jury Achievement Report on our website, where we try to document grand jury successes. We haven't been very successful with this, since it depends on grand juries and chapters to give us the information. Ragan asked board member to review this feature on our website and give comments to him.

D-5 Membership Relations Committee (MRC)

Chair Knowles referred to item H-7 of the Board Meeting Packet, Membership Total for 2016. We lost 29 members. He also provided an update on board member recruitment of membership renewals. This effort, he said, resulted in 10 renewals from 45 contacts. MRC has concluded that postal mail letters are more effective in recruitment than phone calls.

He said that former grand jurors in Alameda County are in the process of forming a chapter (encouraged by the county district attorney). Knowles is working with them. There is a chance that GJJA will begin to train grand jurors in the county.

Jahr asked about the status of outreach to chapters that no longer have the required minimum number of CGJA members. Knowles said MRC is not currently doing anything. He will look at contacting them.

D-6 Training Committee (TC)

Vice Chair Bolin said that committee did not meet in December, but the Board Meeting Packet contains the minutes of the November and January meetings. She said that training for 2017 is gearing up, and we are now working on the Train-the-Trainer Workshop for March 30-31.

D-7 Finance Committee (FC)

Chair Bell discussed four items:

1. **2017 Expense Reimbursement Request Form.** This is in the Board Meeting Packet as item H-5. The main change is the reduction in the mileage reimbursement rate.
2. **Year-end Donation Solicitation Letter.** We received donations from 27 people totaling \$2,700. Each donor received a handwritten thank you from Winters.
3. **Commendation to MRC.** Bell thanked MRC for its follow through with written letters.
4. **Year-End Financials.** This is the second year that we have not used carryover assets to present a balanced budget. As a result, our 2016 financial statement shows a \$14,000 loss. But, through a lot of efforts from everyone in watching expenses and for producing higher income than expected, we end the year with an actual loss of \$207. Two items especially served us well: the end-of-year campaign and trainers making donations back rather than being reimbursed for their expenses.

D-8 Nominations-Elections Committee (NEC)

No report. The work of the 2017 NEC has not yet met.

D-9 Awards Committee (AC)

Chair Landi said that the committee had a short regrouping meeting in January (minutes not yet produced). This is the quiet time of the year for the committee. We are producing articles for the Journal.

D-10 Annual Conference Committee (ACC)

Chair Bell referred to the committee minutes in the Board Meeting Packet and to the action item with respect to the 2017 Annual Conference: a two-day, overnight event in Monterey.

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

Chair Jahr said that the committee has been reactivated in a big way. We are reviewing in detail the CGJA Bylaws and Policy Manual to make necessary changes. Once we produce a draft revision of the bylaws, we will hold distribution until we

complete a draft revision of the Policy Manual – because there are cross references between the two. We need to make them consistent. The reviews are considering logical flow, internal consistency, clarity, policies not being followed, and practices that might be inconsistent with policies. One recommendation will probably be to make the BPRC and the Finance Review Committee standing rather than ad hoc committees, since they have year-to-year duties.

BPRC would like the results of this review and revision effort to be a topic of the April 1 board retreat. The committee will give the draft documents to board members for review and comment well before the retreat.

Jahr asked for input on the current BPRC efforts. There were no comments.

D-12 Ad Hoc Education Committee (EC)

Chair Wylie was not present to report. Winters said that she, Caranci, Jahr, and Wylie recently met to discuss the direction of the committee. She expects Wylie to report to the board in February.

E. Action Agenda

E-1 Ratify the president’s appointment of Karen Jahr to the Executive Committee.

[Motion submitted by Winters]

Winters said that Article 9 of CGJA’s Bylaws require the president nominate a member of the board of directors to join the president, vice president, secretary, and treasurer to the Executive Committee for a two-year term coincident with the terms of the officers.

The motion passed unanimously, 11-0-0, by voice vote.

E-2 Ratify the president’s appointments of Jerry Kunkle as Chair of Nominations-Elections Committee, and Jerry Lewi and Jim Ragan (Southern Region), Lloyd Bell and Karin Hern (Central Region) and Jerry Kunkle and Marsha Caranci (Northern Region) as committee members. [Motion submitted by Winters]

Winters said that Policy 11.002 requires the board of directors to ratify the president’s appointments of the chair plus five members for the Nominations-Elections Committee (NEC). That policy and Article 5 of CGJA’s Bylaws provide that the committee will be comprised of two members from each region, one of whom is a director and the other a non-director.

The motion passed unanimously, 11-0-0, by voice vote.

E-3 Ratify the president’s appointments of Rich Knowles as Chair of the Financial Review Committee, and Lou Panetta and Lanny Larson as committee members. [Motion submitted by Winters]

Winters said that Policy 13.002 requires the board of directors to ratify the president’s appointments of the chair and members for the Financial Review Committee (FRC).

The motion passed unanimously, 11-0-0, by voice vote.

E-4 Approve the proposed CGJA 2017 Budget. [Motion submitted by Bell]

The Finance Committee works with the president, treasurer, and other committee chairs to develop the annual budget. The attached proposed budget represents the best efforts to assemble a reasonable estimate of income and expenses anticipated by our Association. This budget was compiled with extensive coordination with the Training Committee, whose revised input facilitated the presentation of this balanced budget. The Finance Committee, in coordination with the Annual Conference Committee, continues to support a self-sustaining 2017 annual conference. Note also that carryover funds were not used in this balanced budget submission, continuing last year's practice.

Bell said that the proposed budget is a balanced budget. He pointed out two new income sources: the end-of-year donation campaign and the Legal Advisors' Workshop. He expects that, with this budget, our income will exceed our expenses in 2017.

The motion passed unanimously, 11-0-0, by voice vote. The appendix to this document presents the approved budget.

E-5 Approve the Embassy Suites, Monterey Bay, Seaside, California, as the Annual Conference location, and Sunday, October 29 through Monday, October 30, 2017 as the conference dates. [Motion submitted by Bell]

Bell said that the Annual Conference Committee has reviewed attendee feedback from the 2016 one-day annual conference and determined that a more expansive event should occur for 2017. The committee reviewed input from various sources and has determined that the Embassy Suites, Monterey Bay, provides the most attractive facility for our 2017 event, has explored cost implications involved in utilizing this facility, and finds it to be highly competitive and attractively priced.

The Board allocated \$3,500 for income and \$3,500 for expenses for the annual conference, as outlined in the recently-approved 2017 budget, placing the annual conference on a cost-neutral basis. He personally added that this conference may make a profit. A more detailed budget will be sent to the board for approval later within the parameters.

The motion passed unanimously, 11-0-0, by voice vote.

E-6 Rename the following CGJA awards:

- 1) The Jack Zepp Award to be the “Lifetime Achievement Award”**
- 2) The Angelo Rolando Memorial Award to be the “Angelo Rolando Service Award” to better reflect its significance**
- 3) The “Robert Geiss Excellence in Reporting Award” to be the “Excellence in Reporting Award” (the previous name, with the recommended alteration described in #4 below)**
- 4) The two Excellence in Reporting Awards (best report and best media coverage) to be distinguished by listing them separately and naming them as follows:**
 - a) “Excellence in Grand Jury Reporting Award”**
 - b) “Excellence in Grand Jury Media Coverage Award”**

[Motion submitted by Landi]

Landi said that the Awards Committee believes that award names should reflect the point of the award (e.g., Local Achievement Award, Excellence in Reporting Award, etc.) rather than a person. There are and will continue to be members worthy of having an award named after them. However, the number of existing awards is limited. Keeping the “Angelo Rolando” name in the Service Award is important because the board expressly created the award to honor Rolando.

The motion passed unanimously, 11-0-0, by voice vote.

F. Director Comments

None.

G. Adjournment (8:33 PM).

Respectfully submitted,
Jim Ragan, Secretary

CGJA Approved 2017 Budget

Income

3000 Administration Income	
3001 Interest Earned	30.00
Total 3000 Administration Income	30.00
3200 Finance Committee Income	
3250 Financial Development	
3251 Donations - Unrestricted	500.00
3253 Donations - Restricted	
3254 End-of-Year Campaign	3,000.00
Total 3250 Financial Development	3,500.00
3297 Insurance Income	100.00
Total 3200 Finance Committee Income	3,600.00
3400 Membership Relations	
3401 Membership Dues	6,250.00
Total 3400 Membership Relations	6,250.00
3500 Other Work Groups Income	
3501 Sales of Compendium	1,050.00
Total 3500 Other Work Groups Income	1,050.00
3600 Annual Conference	
3601 Annual Conference Food	
3602 Annual Conference Registration	3,500.00
3603 Conference Donation	
Total 3600 Annual Conference	3,500.00
3700 Public Relations	
3701 Recruiting DVD Sales	45.00
3702 Grand Jury System Book	500.00
Total 3700 Public Relations	545.00
3800 Publications and Merchandise	
3851 Shipping and Handling	5.00
Total 3800 Publications and Merchandise	5.00
3900 Training	
3901 Regional Seminars	30,000.00
3902 Foreperson Workshop	4,200.00
3903 On-site Training	60,000.00
3904 Report Writing Workshop	21,000.00
3905 Training Donations	1,000.00
3907 Legal Advisor Workshop	1,250.00
Total 3900 Training	117,450.00
Unapplied Cash Payment Income	
Total Income	132,430.00
Gross Profit	132,430.00

Approved 02-28-17

Expenses

4000 Administration

4001 Elections	750.00
4002 Downtown Mail & Shipping	400.00
4003 Supplies & Postage, President	100.00
4004 Travel Costs- President	400.00
4005 Supplies & Postage, Secretary	200.00
4006 Supplies & Postage, Treasurer	300.00
4007 Teleconferencing (WebEx)	475.00
4010 Board Meeting/ Retreat	1,500.00
4013 Fax Service	100.00
4014 Database Management Software	-
4020 D&O Insurance	600.00
4091 Accounting Services	1,500.00
4094 Legal Counsel	

Total 4000 Administration **6,325.00**

5000 Finance Committee Expenses

5001 Credit Card Processing Charges	750.00
5002 Financial Software	450.00
5003 Sales Tax	200.00
5004 Supplies & Postage	250.00
5005 Franchise Tax	10.00
5006 Registration Renewal fee	50.00
5100 Liability Insurance	215.00
5999 Bank Charges	25.00

Total 5000 Finance Committee Expenses **1,950.00**

6000 Membership Committee Expenses

6001 Printing & Postage	200.00
6496 Miscellaneous & Office Supplies	100.00
6497 Travel	100.00

Total 6000 Membership Committee Expenses **400.00**

7000 Other Committee Expense

7100 Legal & Legislative Resources	
7102 LLRC License Fee	130.00
7103 Compendium Printing	1,440.00

Total 7100 Legal & Legislative Resources **1,570.00**

7200 Awards Committee

7201 Postage and Supplies	50.00
7202 Awards	250.00

Total 7200 Awards Committee **300.00**

Total 7000 Other Committee Expense **1,870.00**

7500 Annual Conference Expenses

7505 Postage & Printing	700.00
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Approved 02-28-17

7600 Hotel & Food	
7601 Meals	2,400.00
7602 Meeting and Comp Rooms	400.00
Total 7600 Hotel & Food	2,800.00
Total 7500 Annual Conference Expenses	3,500.00
7800 Publications and Merchandise Expense	
7851 Shipping and handling	20.00
Total 7800 Publications and Merchandise Expense	20.00
8000 Public Relations Committee	
8001 Tri fold Brochure CGJA	200.00
8003 Postage/Printing	
8005 Constant Contact Email Service	350.00
8100 Journal Expenses	
8101 Journal Mailing	400.00
8102 Journal Printing	2,400.00
Total 8100 Journal Expenses	2,800.00
8200 Web Site	
8201 Web Site Expenses	240.00
8299 Website-other	600.00
Total 8200 Web Site	840.00
Total 8000 Public Relations Committee	4,190.00
9000 Training Committee Expenses	
9100 Seminar Expenses	
9101 Meet Rooms, Food/Bev Regionals	11,000.00
9102 Trainers' rooms, travel Regionals	6,000.00
9103 Trainers' rooms, travel On-sites	35,000.00
9107 Training Volunteers' Expenses	900.00
Total 9100 Seminar Expenses	52,900.00
9200 Other Training	
9201 Foreperson Workshop	3,600.00
9203 Report Writing Workshop	18,500.00
9204 Training Manuals and Handouts	18,000.00
9205 Other printing, handouts	200.00
Total 9200 Other Training	40,300.00
9300 Committee Expenses	
9301 A/V Equipment	950.00
9302 Curriculum Development	1,575.00
9304 Liability Insurance	1,000.00
9305 Training Trainers	14,000.00
9306 Office Supplies and postage	700.00
9307 Training Scholarships	2,750.00
Total 9300 Committee Expenses	20,975.00
Total 9000 Training Committee Expenses	114,175.00

Approved 02-28-17

9997 New Trainer Orientation	-
Total Expenses	<u>132,430.00</u>
Net Operating Income	-
Net Income	-