

California Grand Jurors' Association
Board of Directors Meeting – March 4, 2012
Holiday Inn Express Hotel & Suites, Sacramento, CA

MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 1:05 P.M.

Present: Boultinghouse, Caranci, Hern, Hoffman, Jahr, Landi, Lewi, Mufson, North, Ragan,
Trautman

Absent: Small

Agenda and Comments:

B-1 Agenda Approval: North

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

B-2 Member Comment (maximum 10 minutes total)

None

Consent Item

C-1 Approval of 1/24/12 CGJA Board Meeting Minutes: Landi

C-2 Acknowledge Committee Minutes and reports in 3/4/12 packet: North

A motion was made by Director Hoffman, seconded by Director Trautman and passed by voice vote to approve the Consent Items.

Officer and Committee Chair Reports:

D-1 Legal & Legislative Resources Committee – Trautman: The LLRC is moving ahead with revisions to the Compendium which should be done in the next few weeks. The final version will be sent to the printer in time to be available at the training seminars.

Have caught up on responding to inquiries and are researching a question regarding AB 1133— what does the word agency mean? Does it mean just the agency you worked for or any county agency? The new legislation will be included in the updated Compendium.

LLRC enhancements have been made to the website thanks to Director Jahr.

The Committee is preparing a survey for current grand juries to complete at the end of their term seeking input on how AB 622 affected them. We want to have data to show how this statute is working.

A senior consultant with the Local Government Committee is having an informational hearing for the Committee on joint powers authorities. They have asked if we have any information on counties that have investigated joint powers authorities. Director Lewi will search our records and the Daye Index.

D-2 Public Relations Committee – Lewi: Several changes have been made to the new website. LLRC revised the general information section as well as their own page. We have added an

education package to the site; our first attempt to make more information available to the general public about grand juries and what they are. Director Lewi will review and correct the education packet section on the website. Have also added a scrolling feature to the two windows on the top of the homepage.

The last Journal was only 8 pages due to lack of content submitted.

D-3 Membership Relations Committee – Mufson: Reported that a regional meeting was recently held in the North. Directors Mufson and Boultinghouse attended as well as representatives from Glenn, Yuba, Butte and Shasta Counties. The next regional is scheduled for April 24th to be held in San Joaquin County. Director Ragan has met or will meet with some groups in the central valley regarding chapter establishment. Director Lewi mentioned that he will be attending a meeting with the Supervising Judge of the criminal courts in Los Angeles, Audrey Lynberg and representatives from the Los Angeles Chapter. The goal is to make some in roads into and improve our relationship with, the Los Angeles County court system.

D-4 Training Committee – Caranci: It appears we will be maintaining our level of training this year. The Committee just completed an intensive two day train-the-trainer workshop. Director Trautman said this was the best one he has attended. There are now nineteen CGJA trainers.

D-5 Finance Committee (FC): Treasurer Hoffman will prepare the annual financial report for publication in the Journal.

D-6 Awards Committee – Mattea: No report.

D Ad Hoc Committee Reports (as needed)

Action Agenda

E-1 Creation of reserve fund

Treasurer Hoffman

Recommended Action: To approve creating a savings account and seed it with part of the excess net income from 2011 and approve moving \$10,000 to a ‘rainy’ fund to cover any budget income shortfalls or expense overruns in 2012 or any succeeding year. \$3,584.06 will remain in the operating checking account to seed 2012.

For the fiscal year 2011, our income exceeded our expenses. This proposal isn’t to actually set up a savings account with a financial institution, but a separate account in the Quickbooks accounting program. The Treasurer amended her motion: “To approve creating a ‘rainy’ day reserve fund and seed it with part of the excess net income from 2011; approve moving \$10,000 to that fund to cover any budget income shortfalls or expense overruns in 2012 or any succeeding year subject to Board approval. \$3,854.06 will remain in the operating checking account to seed fiscal year 2012. “

The motion as amended by the maker was unanimously approved by voice vote.

E-2 Membership Relations Committee (MRC) - Chapter dissolution policy

Director Mufson, Chair MRC

Recommended Action: The MRC recommends establishment of a policy so that upon well-documented, unsuccessful attempts to communicate with a chapter regarding failure to comply with California Grand Jurors’ Association (CGJA) and/or chapter bylaws and policies MRC will inform the CGJA Board. The Board will determine the next steps the President should take.

We have a few chapters who we have had no communication with for a number of years. In one instance, we are not sure if a Chapter even has any CGJA members since attempts to make contact have

gone unanswered or have been rebuffed. We need to have language that enables CGJA to terminate chapter status for those chapters who are not in compliance with their and our Bylaws. Also, there are some current jurors in these counties who would like to be part of an active, affiliated chapter.

Director Trautman made a motion that we approve the recommended action and further, that the language be inserted into the proper section of the draft Policies. The motion passed unanimously by voice vote. The approved recommended action is now the default policy.

E-3 Committee Appointments - 2012

President North

Recommended Action: Move to accept the President's committee appointments

Executive Committee: Keath North, Dan Mufson, Joann Landi, Dianne Hoffman, Mac Small

Steering Committee: Keath North, Dan Mufson, Dianne Hoffman, Joann Landi, Jim Ragan, Bill Trautman, Jerry Lewi, Marsha Caranci, Betty Mattea

Finance: Jim Ragan-Chair, Dianne Hoffman, Marsha Caranci, Karin Hern, Judi Lazenby, John Monaco

Legal & Legislative Resources: Bill Trautman - Chair

Membership Relations: Dan Mufson - Chair, Bonnie Kenk - Database Manager

Public Relations: Jerry Lewi - Chair

Training: Marsha Caranci – Chair

Awards: Betty Mattea - Chair

Financial Review: Dan Mufson, John Phillips, Mac Small

Financial Development: Ed O'Neill, Mac Small, Keath North, John Phillips

Central information: Keath North, Judi Lazenby, Joann Landi

Daye Index/Archives: Tony Noce

Publications: John Sitton

2012 Annual Conference: Dan Mufson/Bill Trautman – Co Chairs, Diane Dame Shepp – Contract Negotiations

Nominations-Elections: Keath North, Chair & Ray Frisbie (North), Dan Mufson, Chair & Catherine McKown (Central), Jerry Lewi & TBD (South)

Tellers: Diane Lehman (North), Richard Klein (Central), Joe Moreland (South)

The President's committee appointments were unanimously approved by voice vote.

E-4 Policy Manual review

Director Small, Chair Policy Manual Review Committee

Recommended Action: Move to accept the proposed and revised Policy Manual with the understanding that future additions and revisions will be incorporated as approved.

Continued to April or May, 2012 meeting.

E-5 CGJA Formation Booklet

Director Lewi, PR Chair

Recommended Action: Approve printing 100 copies of CGJA Formation booklet for inclusion in Annual Conference "Goodie Bag" at a cost of \$100.

The PR Committee thinks that this may be a nice item to give to 2012 conference attendees and we could also have some available for sale. The maker amended the motion to print 200 copies not to exceed \$225. Director Trautman offered to donate \$100 toward the printing with the stipulation that there be a notation dedicating the printing to the founding members. It was suggested that the booklet also be placed on the website and that it be clearly identified as an historical document. Director Lewi will add a cover-cover page which will explain the historical nature of the publication as well as the

dedication. The maker withdrew his amendment to the motion and the original motion passed by a majority vote.

Directors Comments

- The President thanked the Board for attending today.
- Suggested Policy changes/comments should be sent to the Editing Committee: Directors Hern, Jahr and Landi.
- The Secretary will miss the March 27th meeting and asked for a volunteer to take minutes. The President volunteered Director Hoffman.

Adjournment

The meeting ended at 2:01 P.M. The next meeting is March 27, 2012.

Information Items Submitted Directly by Sponsor

- H-1 Committee Roster: Landi
- H-2 Critical date reminder: North
- H-3 Budget/Actual - January, 2012: Hoffman
- H-4 Balance Sheet: Hoffman
- H-5 Proposed Revised Policy Manual: Small
- H-6 President's 2012 committee appointments

Submitted by,
Joann Landi