

12/12/12

California Grand Jurors' Association
Board of Directors Meeting—November 27, 2012

MINUTES

A. Call to Order & Roll Call

The roll was taken, and the meeting began at 7:04 PM.

Present: Directors Boultinghouse, Caranci, Greenberg, Hern, Hoffman, Jahr, Monaco, Mufson, Ragan, Trautman; LLRC Chair Johnson

Absent: Directors North, Walker

B. Agenda and Comments

B-1 Agenda Approval: Trautman

The agenda was accepted as submitted.

B-2 Member Comments

President Trautman expressed his desires and expectations for board meeting conduct: be collegial, be spirited with no yelling, and read the board package before each meeting. He said that he will e-mail to board members his schedule so they will know where he is.

Secretary Ragan had several items. (1) In taking action on any item, he needs to know for the minutes who specifically is voting yes or no (easy, of course, if the vote is unanimous); this is necessary if there is ever a motion to reconsider an action previously taken. (2) FreeConferenceCall.com automatically records our meetings, so there is no need for the secretary to do so. He will get information from Director North on the numbers needed to access the recordings. (3) He asked directors and committee chairs to confirm the dates and times of their meetings on FreeConferenceCalls so that he can ensure no conflicts and prepare and distribute monthly schedules. (4) He reported that, after surveying all directors, word processing documents will now be prepared in MS Word (.doc, not .docx).

C. Consent Items

C-1 Approval of the CGJA Board Minutes, 10/23/12: Ragan

C-2 Acknowledgement of Committee Minutes in the 11/27/12 board meeting packet: Trautman

C-3 Approval of Annual Meeting Minutes, 11/15/12 & 11/16/12: Ragan

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

D. Standing Committee Chair Reports

D-1 Legal and Legislative Resources Committee (LLRC)

Chair Johnson reported that since the Annual Conference, the LLRC had received four requests for information and had responded to three of them. The LLRC is still developing a consensus on the response to the fourth request. The LLRC is analyzing ways to increase committee membership. Currently there are six members. The LLRC is also looking into developing an information retrieval system that would allow it to quickly retrieve prior opinions of the committee.

D-2 Public Relations Committee (PRC)

No report

D-3 Membership Relations Committee (MRC)

Chair Mufson reported that seven people from Yolo County have joined CGJA and that, just prior to the Annual Conference, the San Bernardino County Association was approved as a CGJA chapter by the Executive Committee.

D-4 Training Committee (TC)

Chair Caranci reported that the TC is now busy in curricula development for the 2013 training season.

D-5 Finance Committee (FC)

Chair Monaco reported that 2013 FC membership including himself (new) is Dianne Hoffman, Marsha Caranci, Karin Hern, and Bonnie Kenk (new). 2013 budget development is now in process. The FC met on November 15 to develop the Administration and Finance portions of the budget. The deadline for receipt of budget proposals from all other applicable committees is November 30. Treasurer Hoffman is managing 2013 budget development. The FC approved a recommendation that the CGJA drop the League of Woman Voters as the annual election teller. FC consensus was that the League's paid service is no longer necessary. FC will determine if Board approval is necessary.

D-6 Awards Committee (AC)

No report

Ad-Hoc Committee Report

D-7 Annual Conference 2012

Mufson reported 104 registrants from 27 counties, 26 speakers, 6 panels. Given the enthusiasm voiced by members at the Annual Conference (Chapter Officers' Session and the Open-Forum Session) for annual meetings, the President is setting up a small committee chaired by Director Greenberg to explore venues for the 2013 Annual Conference and future conferences. The places should be easier to get to. Los Angeles County is proposed as the venue for 2014.

E. Action Agenda

E-1 Increase Budget for Journal

The 2012 budget for Journal printing is \$2,500. Costs to date are \$2,492. Cost for printing each issue went up mid-year due to the increased cost of paper and the larger print run (because of membership increases). A budget increase of \$500 will allow for the printing of one more issue in 2012. Hoffman moved and Greenberg seconded the following action: allow for increased expenditures over the 2012 budget for Journal printing from \$2,500 to \$3,000. The Board unanimously approved the motion.

E-2 Approve Committee Chair Appointments

The Board unanimously approved the appointments set forth on the E-2 list attached to these Minutes and confirms the existence of the committees reflected therein.

The new Standing Committee, History, Archives, and Compliance, as yet has no chair. The committee would address CGJA history, what records we should preserve, and who keeps track of compliance.

E-3 Approve Nomination of Director for Executive Committee

The Board unanimously approved President Trautman's nomination of Director Hern to the Executive Committee.

E-4 Dissolve the Publications Committee

Two standing committees are currently handling distribution and sales of CJGA publications: *Compendium of California Grand Jury Law* by LLRC and *The Grand Jury System* by PRC. The Board approved the motion, 9 to 1 (Hoffman opposed), to dissolve the Publications Committee.

F. Directors' Brainstorming

The President mentioned that he was forming several ad hoc committees: Fund-raising to be headed by Diane Dame-Shepp (Napa) and an Education Outreach headed by Director Beate. Director Mufson encouraged the use of newer members from our newer chapters to staff such committees. The President agreed by stating that he hoped we'd have better cooperation and coordination between the Board and our chapters.

G. Adjournment

Respectfully submitted,
Jim Ragan, Secretary

12/12/12

Item E-2

**Appointments by President
of Committee Chairs and Certain Committees'
Membership**

Standing Committees:

Ralph Johnson, Chair--Legal & Legislative Resources Committee

Keath North, Chair—Public Relations Committee

Dan Mufson, Chair—Membership Relations Committee

Marsha Caranci, Chair—Training Committee

John Monaco, Chair—Finance Committee

Betty Mattea, Chair—Awards Committee

Ad Hoc Committees:

Karin Hern, Chair---Financial Review Committee

Diane Dame Shepp, Chair—Fund Raising and Grant Writing Committee

Beate Boultinghouse , Chair—Education Committee

Pending, Chair---History, Archives and Compliance (HAC!)

Nominations-Elections Committee:

Director Marsha Caranci and Rebecca Jennings—North Region

Director Beate Boultinghouse, Chair and Harriet Raphael—Central Region

Director Larry Walker and John Mainland---South Region

Finance Committee:

John Monaco, Chair

Dianne Hoffman, Treasurer

Marsha Caranci

Karin Hern

Bonnie Kenk

Finance Review Committee:

Karin Hern, Chair

Dan Mufson, past-chair

Ken Howard

Frank Keenan

Catherine McKown

Jim Ragan, Secretary