

California Grand Jurors' Association
Board of Directors Meeting—March 26, 2013
MINUTES

A. Call to Order & Roll Call

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

Present: Directors Boultinghouse, Caranci, Hern, Hoffman, Jahr, Monaco, North, Ragan, Trautman (president)

Absent: Directors Greenberg, Mufson, Walker

B. Agenda and Comments

B-1 Agenda Approval: Trautman

The agenda was accepted as submitted.

B-2 Member Comments

Trautman announced that Ralph Johnson had died. Boultinghouse, Hern, and he attended the celebration of life, where Hern spoke about Ralph's contribution to CGJA.

C. Consent Items

Hoffman said that the committee minutes should be listed under the consent items. In the meeting packet, they are listed as D items. Ragan said that in the future he would list them as C items. Hoffman said that the packet did not include the committee roster and the critical dates. Trautman said that the committee roster is not yet complete, but will be soon. Ragan said that, in the future he would include critical dates every month.

C-1 Approval of the CGJA Board Minutes, 02/24/13: Ragan

This item was pulled from the consent agenda because of a proposed amendment to the minutes. In mentioning the resignation of Catherine McKown as a trainer, the minutes said that she was also a member of the Training Committee. She was not. The Board unanimously approved the minutes as amended.

C-2 Acknowledgement of Committee Minutes in the 03/26/13 board meeting packet:
Trautman

C-3 Approval of the CGJA Board Retreat Summary 02-24/13: Ragan

The Board unanimously approved Consent Items C-2 and C-3 as submitted.

D. Standing Committee Chair Reports

D-1 Legal and Legislative Resources Committee (LLRC)

Chair Jahr said that LLRC did not hold a meeting in March. This month, we have received 4 queries and have responded to 2 thus far. Thus far this year we have received 13 queries.

D-2 Public Relations Committee (PRC)

Chair North said that Lewi chaired the meeting this month. The brochure has been updated and finalized. As for social media, we have a LinkedIn page with already 100 connections (including 6 groups). North said that he was somewhat disappointed in the penetration of the Newsom PSA, but it has a long shelf life. Trautman asked if he should write a letter to chapter presidents to encourage them to promote the PSA. North said it was a good idea and would give Bill some good ideas for the letter. PRC is now looking into how to expand the electronic distribution of the Journal and will get back to the Board with a proposal.

D-3 Membership Relations Committee (MRC)

Boultinghouse reported in Chair Mufson's absence. Membership is growing slowly but surely. We have 26 chapters. The next Bay Area regional meeting is May 4. The next Valley regional meeting is April 12. We encourage Board members to attend. Trautman said that he wrote to people in Kings County and San Benito County regarding their chapters continuing as part of CGJA.

D-4 Training Committee (TC)

Chair Caranci reported on the preparation for the 2013 training program. We have 26 different seminars scheduled, running from the last week in June through the second week in August. There is a lot of work that goes into setting these up, assembling the teams of trainers, arranging for the equipment, and arranging for hotel accommodations. The Curriculum Subcommittee is now going through the Training Manual line-by-line to make it perfect. This is the first year that we'll be training in Mariposa County.

D-5 Finance Committee (FC)

Chair Monaco said that, for the past year we have been posting our financials on our website. In coordination with the PRC, we decided that this wasn't necessary, so we have now deleted them. Hern has researched tax and corporation filing requirements for CGJA and chapters. The result is Action Item E-3 this evening. A new field sales log is in development for use by those selling books and compendiums in the field. Reflection of restricted (savings) and unrestricted (checking) balances will be clear when we start just using Chase and close our Bank of America accounts. There are eight checks to go before closing our Bank of America accounts. FC has commenced work on one of its four major 2013 goals

and objectives: development of an investment policy. FC has also researched sources for investment policies and strategies for nonprofits.

Hoffman said that CGJA tax forms and required Charitable Trust and Franchise Tax Board documents are completed. Trautman said that he has signed and mailed them.

D-6 Awards Committee (AC)

No report

Ad-Hoc Committee Reports

D-7 Annual Conference Committee (ACC)

Trautman said that we must approve the location and the dates of the 2013 conference. Greenberg told Trautman that the annual conference would be in Fresno, November 14 - 15. Jahr moved and Boultinghouse seconded that the 2013 CGJA Annual Conference be in Fresno, November 14 - 15. The motion passed unanimously.

D-8 Education Committee (EC)

Chair Boultinghouse said that she attended a significant meeting of educators in Sacramento about a major effort to reintroduce civics in public high schools. One of the speakers was Tom Torlakson, California Superintendent of Public Instruction. Boultinghouse said that she is putting together a packet to send to him with a proposal about how we can best approach high schools about the grand jury system. Trautman and Hern said they would make input to any proposals.

D-9 History & Archives Committee (HAC)

Ragan, a committee member, said that this next step is for him to inventory all records he has as secretary.

D-10 Fundraising Committee (FrC)

No report from the FrC Chair. Boultinghouse said that she had sent to Committee Chair Shepp our fundraising program priorities developed at the February 24 Board retreat. Trautman added that he sent to Shepp the secretary's summary of the retreat.

D-11 Chapter IR Guidelines Committee (CIRGC)

Trautman said that the CIRGC, consisting of 7 Board members, reviewed the guidelines. Jahr gave significant input, resulting in redoing a number of the guidelines, adding input from Hern and Hoffman on insurance and liability. Today's meeting packet includes the results of those efforts. We need Board action to approve what the CIRGC has done so far, expand the CIRGC to include members of our chapters, and send the guidelines to the expanded CIRGC to start the process of finalizing the guidelines, which should be done by the end of April.

Individual board members identified potential chapter members to add to the CIRGC.

E. Action Agenda

- E-1 The motion is to approve the attached Draft #3 CGJA (E-1) Guidelines for Chapter Implementation Review of Past Grand Jury Recommendations and to expand the existing CIRGC to include at least 5 or 6 chapter members.

Discussion ensued as to whether the Draft #3 guidelines could be released to chapters and regional meetings prior to consideration by the expanded CIRGC. Trautman said yes.

Motion approved unanimously.

- E-2 The motion is to change existing budget charging system for Merchant Services from entity codes (6002, 7507, 7853, 9303) to Finance 5001.

Motion withdrawn by the maker. No objection.

- E-3 The motion is that CGJA provide to its chapters the state and federal filing recommendations attached, as E-3.

Hern briefed the Board on chapter confusion as to what chapters must do with respect to state and federal filing. We're trying to clarify it all and give our chapters the best guidance.

Boultinghouse question: Do chapters have to file with the state because they are under CGJA's umbrella? Hern response: They have to make that decision on their own. No one other than CGJA, Napa, and Shasta has an individual state exemption. Most chapters have not been filing tax returns with the state. Action Item E-4 will address this, with CGJA filing form 3500A with the state to obtain group exemption from state income tax for all chapters.

Jahr asked whether the second paragraph of the recommendation would change if the E-4 Action Item to be decided passes. It was agreed that the second sentence in the second paragraph under "Recommendations" in the E-3 attachment would be amended to read, "If a Chapter is not yet exempt from state taxes, CGJA will be obtaining a group exemption on their behalf."

Motion approved unanimously.

- E-4 The motion is to have CGJA prepare and file form 3500A to obtain group exemption from state income tax for all Chapters, attached as E-4.

Discussion of this motion was conducted along with discussion of E-3 above.

Motion approved unanimously.

G. Adjournment (8:04 PM)

Respectfully submitted,
Jim Ragan, Secretary

