

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

MINUTES

A. Call to Order and 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, Rich Knowles, Jerry Kunkle, Jerry Lewi, Jim Ragan, Andi Winters; Database Manager Diane Masini; Director-elect Joann Landi; Assistant Treasurer-elect Dianne Hoffman

Absent: Director Mac Small (excused)

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, 10/27/15: Ragan

C-2 Acknowledge Committee Minutes in 11/24/15 meeting packet: Jahr/Ragan

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 **President's Report (Jahr)**

Karen Jahr thanked those members who are accepting appointments to new positions.

She proposed that the Board hold a retreat, via WebEx, on Friday, January 15, 2016, from 1:00 to 5:00 PM. Board members agreed.

The topics Jahr proposed were who should draft and approve communications from CGJA to members and others, who should have access to the CGJA membership list, which standing and ad hoc committees should we continue, and what is our progress in succession planning. She asked Board members to give her other ideas for the retreat.

Jahr asked whether the Board wanted to hold a regular monthly meeting on December 22, which is very close to Christmas. The consensus was that the meeting should be cancelled.

FC Chair Bell reminded committee chairs to send in their budget requests for 2016.

D-2 Officer Reports

Treasurer Bolin. Bolin said that she is happy to be presenting the latest financial statements and that Marsha Caranci and Dianne Hoffman have done monumental work in putting them together. Bell said that the problem in completing the financial statements is that he and former Treasurer Lou Meyer decided that CGJA should be able to tie our financial statements to QuickBooks. Ultimately, it was discovered that the tie would not work

Secretary Ragan. Ragan said that Board members will soon receive the new Board roster and that he is working on revisions to the Directors' Handbook.

D-3 Legal and Legislative Resources Committee (LLRC)

There are no LLRC minutes in the packet because that committee did not meet in November. Vice Chair Jahr said LLRC has been busy and noted that copies of all responses to queries are sent to the Directors.

D-4 Public Relations Committee (PRC)

Chair Ragan reported that there was no November PRC meeting. He had to cancel the meeting because of his stepson's unexpected death. There has been PRC activity in November, however, particularly with respect to putting together the December issue of the Journal and updating the news blog on our website.

D-5 Membership Relations Committee (MRC)

Acting Chair Knowles said that two additional MRC members have resigned (in addition to Mike Chernock and Lynn Runyan): Beckie Jennings and Amber Schriver. Caranci requested that Knowles send MRC meeting minutes to the Secretary for inclusion in the Board packet.

D-6 Training Committee (TC)

Chair Caranci reported that TC has completed its budget request for 2016, the first committee to do so. The training budget makes up about 90 percent of the CGJA budget.

TC has interviewed and approved nine new applicants to be trainers and has one more to go.

D-7 Finance Committee (FC)

Chair Bell highlighted three items that Board members will soon receive:

- ❖ In doing a line-by-line review of our QuickBooks account, the FC found that earlier in the year the committee started doing renewals through the

QuickBooks process, which automatically created each renewal notice as an account receivable. If there is no corresponding response, the receivable remains – skewing our budgetary figures. The FC has determined that it needs to move the member renewal process back to MRC because Infusionsoft can probably handle it more effectively.

- ❖ Also during the line-by-line review of our QuickBooks account, the FC found charges against an unbudgeted item of the FC: approximately \$250 in finance charges because some of the credit card bills were not paid on time. The FC will present this to the Board as an action item at the next meeting.
- ❖ With respect to the 2016 CGJA budget, it is important for committees to submit their budgets to the FC by December 1. Bell asked committees to take a critical look at their financial needs for next year, using the same format as last year – taking into account the mid-year revised budget reforecasts that committees were asked to do. Knowles asked that since current MRC members weren't present last year, what format should MRC use? Bell said that Bolin would give Knowles last year's MRC budget. Hoffman suggested adding a column for 2016 to the 2015 Excel spreadsheet. Caranci said that the MRC is over budget because of the Infusionsoft expenditure and suggested the creation of a separate category for it. Knowles responded that it makes sense to make Infusionsoft a separate line item. Caranci said that she and Hoffman could help any committee with its budget, if requested.

D-8 Nominations-Elections Committee (NEC)

Chair Lewi said that the 2015 election results announced at the Annual Conference will also be presented in the December Journal.

D-9 Awards Committee (AC)

No report. Press releases were issued on all the awards given out at the Annual Conference.

D-10 Annual Conference Committee (ACC)

No report.

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

No report.

D-12 Ad Hoc Fund Development Committee (FDC)

No report.

D-13 Ad Hoc Succession Planning Committee (SPC)

No report. Succession planning will be discussed at the Board retreat in January.

E. Action Agenda

- E-1 Ratify the President's appointment of Director Lloyd Bell to fill the vacancy in the office of Vice President that has resulted from Diane Shepp's November 11, 2015 resignation. He will serve until the next election of officers, in November 2016.**

Jahr stated that Director Lloyd Bell has agreed to serve as CGJA's Vice President for the next year, filling the position made vacant when Diane Shepp resigned from that position on November 11, 2015.

Director Bell was elected to the Board of Directors in 2014. He currently serves as the Chair of our Finance Committee. Jahr said that Bell worked unstintingly as the 2015 Annual Conference Chair to shepherd the development and presentation of the highly successful conference.

At the local level, he served two terms on the Contra Costa Grand Jury (2010-2011 and 2011-2012) and was Foreperson during the second term. He is a member and immediate past President of the Contra Costa Chapter of CGJA. He is also involved in a number of civic activities in his community.

The motion passed unanimously, 10-0-0, by voice vote.

- E-2 Ratify the President's appointment of Joann Landi to fill the vacancy in the position of Director in the Central Region.**

On November 11, 2015, Dianne Shepp resigned from the position of CGJA Director, leaving a vacancy in the Central Region.

Jahr said that she appointed Joann Landi of San Mateo County to fill that position for the two years remaining on the term and is asking for the Board's ratification of that appointment.

Landi is well known to many directors due to her long and dedicated service to CGJA. After two terms on the San Mateo County Grand Jury, Landi was appointed to the Board of Directors in 2003 and served 10 years in that capacity. During that time, she also served as CGJA's Secretary.

Landi has continued to be active at both the state and local levels. She is a member of several committees: Awards, BPRC, PRC, and the Program/Workshop Subcommittee of the Training Committee. She has been a member of the San Mateo County Chapter of CGJA for 13 years and is currently the Secretary of the chapter. And she has regularly attended Bay Area Regional meetings for the past five years.

The motion passed unanimously, 10-0-0, by voice vote.

- E-3 Ratify the President's appointment of Leslie Lea as Chair of the Annual Conference Committee.**

On November 11, 2015, Diane Shepp resigned as Chair of the Annual Conference Committee. Jahr said that she had appointed Leslie Lea to be the new Chair of that committee.

Lea has been a long-time supporter of the grand jury and CGJA. After serving two terms on the Contra Costa County Grand Jury (2007/08 and 2008/09), she was one of the founding members of the Contra Costa Chapter, and served as its president for 2½ years. For the past two years, she has also co-hosted the Bay Area Regional meetings.

At the statewide level, Lea has been an active member of the Program/Workshop Subcommittee of the Training Committee for six years and a member of the Annual Conference Committee this past year.

Jahr said that Lea's experience and dedication make her well suited to taking over the leadership of our Annual Conference Committee.

The motion passed unanimously, 11-0-0, by voice vote (note that the vote was 11-0-0 because the Board approved Joann Landi as a Director in E-2 above).

E-4 Ratify the President's appointment of Director Rich Knowles as Chair of the Membership Relations Committee.

On November 13, 2015, Mike Chernock resigned as Chair of the Membership Relations Committee (MRC). The President has appointed Director Rich Knowles to take over as Chair of that committee.

Director Knowles was appointed to the Board of Directors on October 28 of this year. He immediately joined MRC. He had already had experience with CGJA's committees; since early 2014 he has been the Chair of our Financial Review Committee and joined the Bylaws and Policies Review Committee in the middle of 2015.

At the local level, Director Knowles served on the Contra Costa County Grand Jury in 2011/12. Since then, he has been active in his chapter, both as President and Vice President, and as the chair of its Tracking (Implementation Review) Committee.

Director Knowles is knowledgeable about technology. He has had over 20 years of experience in programming and management of custom application development. Jahr said that these skills will be of direct benefit to this committee.

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

E-5 Establish the temporary position of Assistant Treasurer and ratify the President's appointment of Dianne Hoffman to fill that position until the new Treasurer is able to take over all responsibilities, or up to one year, through November 24, 2015, whichever is sooner.

On October 27, 2015, following the resignation of CGJA Treasurer Lou Meyer, the Board appointed Director Medsie Bolin to fill the position of Treasurer for the remainder of Meyer's term. The duties of Treasurer are complicated and time-consuming. Our new Treasurer would like the assistance of someone intimately familiar with CGJA's financial procedures as she gets up to speed.

Dianne Hoffman, a former CGJA Treasurer and Director, has accepted the President's appointment of her as "Assistant Treasurer," which will allow her full access to the Association's books.

Hoffman was CGJA's Treasurer for four years. Jahr said that Hoffman knows how our systems work and will be of real assistance to our new Treasurer.

There is currently no position of "Assistant Treasurer" for CGJA. However, our Bylaws allow for the establishment of subordinate officer positions, which may be temporary. Jahr noted that CGJA has had a temporary Assistant Treasurer in the past.

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

E-6 Approve expenses that are over the Board approved budget for the 2015 Annual Conference.

Bell said that the 2015 Annual Conference Financial Statement shows expenses over the approved budget amounts of about \$2,300, which require Board notification and approval. He said that that shortfall would have been larger if not for donations from members when registering and donations for the silent auction. We were at about 75 percent of our initial budgeted forecast attendance. Jahr said that she appreciated all the work going into the annual conference, including the last-minute scrambling for sources of income and the Contra Costa Chapter's willingness to absorb some expenses. Lewi added how pleasantly surprised he was that the loss was so low. Lewi said that he real problem was that we failed to meet the minimum sleeping-room night guarantee.

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

F. Director Comments

Lewi said that he participated in the Report Writing Workshop in Ventura County last month. He said that one of the attendees mentioned that he was Pat Yeomans' nephew. [Secretary's note: Pat was the first recipient of the Angelo Rolando Award – in 1992.]

Jahr reminded Board members to take a look at item H-1 of the Board meeting packet: Administrative tasks due for December 2015 and January 2016. In that regard, she asked whether the Board had already conducted the financial review of the annual conference (on the schedule for January 2016). Caranci said that she considered that done with submissions for this meeting. Bolin added that the financials distributed in the meeting packet indicated that some annual conference "stuff" hadn't yet been processed, but would be included in the year-end financial information that will be submitted for the January 2016 Board meeting. There was agreement that another report was not needed.

Approved 01-26-16

Lewi said that January would be a good time to hear about plans for the 2016 Annual Conference. Caranci said that ACC Chair Lea is moving forward in planning for a one-day conference in the Sacramento area.

G. Adjournment (8:11 PM).

Respectfully submitted,
Jim Ragan, Secretary