

**California Grand Jurors' Association Board of Directors
Meeting—April 28, 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, Karin Hern, Beckie Jennings, Jerry Kunkle, Jerry Lewi, Lou Meyer, Jim Ragan, Diane Shepp, Gary Spaugh; MRC Chair Mike Chernock

Absent: Director Dianne Hoffman (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, 03/24/15: Ragan

C-2 Acknowledge Committee Minutes in 04/28/15 meeting packet: Jahr/Ragan

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 President's Report (Jahr)

No report.

D-2 Officer Reports

No reports.

D-3 Legal and Legislative Resources Committee (LLRC)

Nothing additional to the LLRC meeting minutes submitted as part of the Board Meeting Packet.

D-4 Public Relations Committee (PRC)

Chair Ragan reported that the main PRC activity over the past month has been to restructure the website to consolidate resources for sitting grand jurors under one menu item, "Jury Resources." Jahr suggested that Board members go to the website to look at these changes that should be valuable to grand

juries and individual jurors. Caranci commended the effort, especially thanking Jahr, Lewi, and Ragan. She echoed Jahr's suggestion that directors become familiar with "Jury Resources" and tell chapters about them.

D-5 Membership Relations Committee (MRC)

Chair Chernock reported that:

- Paperwork is now underway to make Monterey the next CGJA chapter.
- All MRC subcommittees are meeting or will be meeting.
- There is an Ad Hoc Database Subcommittee that is meeting: a work in progress. Meyer said that the plan is to bring a proposal to MRC and then to the Board for the May 26 Board meeting.
- TC and MRC are working hand-in-hand to promote IMs becoming voting members. Specific CGJA trainers, the people who trained the IMs last summer, will work out a system to call the IMs they trained. Jahr said that the trainers are not now contemplating phone calls. Instead, there will be an email message from the training team at each venue. Spaugh acknowledged the leadership of Caranci and Chernock in making this happen. The IMs are our best opportunity in the immediate future for increasing CGJA membership. Chernock said that there is no substitute for direct contact with our members.

Shepp asked for clarification about refreshments rather than a full meal for the Chapter Officers' meeting at the 2015 Annual Conference. She wants to know so that she can place the order. Chernock said that MRC is still discussing the details and how to pay for the refreshments.

Kunkle said he noted the MRC meeting minutes reported a halt in action in Siskiyou County to form a chapter. He offered his services to help, since he is probably the closest MRC member to that county.

Caranci asked for the CGJA voting members tally. Chernock replied that the last number he has, which he is trying to verify, is 246. When we resolve our database problems, we'll be able to report verified accurate numbers.

Lewi asked if the upcoming Capital regional meeting is now postponed. Chernock said yes, the meeting organizers are having trouble getting (1) enough people to sign up and (2) a speaker. Spaugh said he will talk with the Capital regional meeting organizers with respect to coordinating meeting dates with the San Joaquin regional. Chernock said that MRC will work on a calendar of all regional meeting dates to be posted on the CGJA website.

D-6 Training Committee (TC)

Chair Caranci reported that, in addition to what is reported in the TC meeting minutes, she spent a lot of time looking at the training budget for this year in light of the Finance Committee's request to each committee to reexamine its 2015 financial forecasts. One of the biggest costs is travel reimbursement. She said that she could now look at this more specifically for 2015, since the

training venues and assignments are now set. This was a time-consuming effort, she said, but it was worth it. The Finance Committee will be reporting the overall results in May.

D-7 Finance Committee (FC)

Chair Bell said that the only additional item to report is that he is still waiting for a few financial forecasts to be submitted. April 30 is the deadline everyone agreed to. Jahr asked Bell about the status of the report on the independent financial review conducted by Goranson & Associates. Bell responded that the Finance Review Committee (FRC) is looking at certain aspects of the report. Ragan (a member of FRC) said that there are some items that Chair Knowles will talk to Meyer and Goranson about, mostly addressing the level of detail required and presented. He also said that there were a few minor items where the Goranson figures did not agree with GCGJA financial statements for 2014. We expect to bring the report to the Board for approval at our next meeting. Caranci asked if we are getting what we paid for. Meyer responded yes. His main purpose for the review was, as incoming treasurer, to confirm that the financial books are in order. The Goranson review confirms that the books are in order. Bell agreed. It was money well invested given the criticism over the past year.

D-8 Nominations-Elections Committee (NEC)

Chair Lewi mentioned the “nominations open” letter sent to chapter presidents and placed in the Journal. NEC now has a web page (the first time in CGJA history), although it won’t be up that long. Nominations close at the end of May. With regard to requested revised financial forecasts, NEC will submit a 24-percent budget reduction.

D-9 Awards Committee (AC)

No report.

D-10 Annual Conference Committee (ACC)

Chair Shepp said that the ACC is meeting often. She turned to Bolin to report on planning the 2016 Annual Conference and then to Bell to report on progress in developing the 2015 Annual Conference.

Bolin, chair of the 2016 subcommittee, said that the group has met for the first time. It has generally discussed potential venues in the Sacramento area.

Bell, local chapter chair of the 2015 conference committee, said the progress continues in developing the program to appeal to all attendees. He thanked all, especially Lewi, for the Journal’s current lead article highlighting the conference keynote speaker. In looking at the committee meeting minutes, Spaugh, Caranci, and Lewi expressed some concern about inviting political figures such as the Lt. Governor and the Attorney General – they might add a political tone. Bell thanked them. He said that the committee is looking for someone with gravitas to kick off or end day two, since some people tend to

leave early. We'll tell everyone invited to speak the topic we want them to address in relation to CGJA and our mission. Caranci supported Spaugh's concern. Ragan and Bolin supported Bell. Bell invited Board members to propose other speakers. Chernock asked whether we might let people from outside the conference to come to hear a specific speaker for a fee? Bell responded that he didn't think this was a good idea.

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

Co-Chair Jahr said that the BPRC is continuing to make progress. In addition to the recommendations for bylaw and policy changes from the November 2014 Chapter Officers' Meeting, the BPRC will be considering a proposal from NEC to establish a procedure for breaking a tie should any candidate for director receive the same number of votes. Another suggestion under discussion is to place the CGJA mission statement in either our Bylaws or Policy Manual.

Co-Chair Spaugh said that the next BPRC meeting will be May 5.

D-12 Ad Hoc Fund Development Committee (FDCC)

Chair Shepp said that the FDCC continues to meet on the first Thursday of the month. The FDCC is small, but we welcome new members.

Caranci asked whether there have been any reports from the Education Committee. Jahr said no. Chernock said that it is working on something, but he doesn't know what. He said he would follow up. He is trying to get additional members for the committee.

Kunkle, chair of the Ad Hoc Succession Planning Committee (SPC), said that documents are circulating, and suggestions have been made. Kunkle hopes to have a report by the next board meeting.

E. Action Agenda

E-1 Approve the categories of giving to include: annual; planned; gifts of stock, bonds and mutual funds.

FDC Chair Shepp said that the motion is only to approve these categories of giving so that they can be fleshed out. She said that the supporting documentation includes a Fund Development Plan, but that is a work-in-progress. Jahr, for clarification, asked if the proposed categories of giving are those listed on page 1 of the Fund Development Plan. Shepp responded yes. Noting that the preamble to the Fund Development Plan references possible required financial giving by Board members, Spaugh asked whether Phase 1 of the plan takes any position on that. Shepp said no.

Bolin sought additional clarification: the motion is just to approve the categories of giving, not the Fund Development Plan, any of the plan's phases, or any of the other verbiage. Shepp confirmed this statement. Bolin then asked what "fleshing out" the categories of giving means? Shepp responded by

saying that “fleshing out” means describing to the potential giver what each of these categories is and how to contribute. This would be placed on a page on our website and maybe published as part of a case statement that would be part of a fundraising campaign. The Board would approve these documents. Some documents would probably consist of forms.

Hern referenced the statement on the action transmittal, “Proposed forms for future publication attached [pages 6-13] for all the above.” Following up on Bolin’s query, Hern asked: we’re just being asked to approve the categories and not the forms? Shepp said yes. People are still commenting on the forms. We will continue to fine-tune them.

Caranci summarized what she understands that the Board would approve by passing this motion: we are not voting for the Fund Development Plan; we are not voting to approve the forms that were attached; and we are not approving the levels and priorities of giving. We are just being asked to approve the categories of giving. Shepp replied that everything Caranci said is correct.

Ragan said that the motion should include directing a further review of the forms. No one agreed.

Meyer and Spaugh said that the motion should be, as stated in the E-1 action:

Approve the categories of giving to include: annual; planned; gifts of stock, bonds and mutual funds as part of Phase One – Fund Development Plan.

Spaugh said that he supports the way FDC has organized this: starting with the categories with this action tonight. Then there is another development phase – Phase Two – to decide whom we would ask for money. Phase Three is the actual development plan itself.

Hern said that her understanding is that from the discussion she has just heard, we are not approving any part of the Fund Development Plan. Shepp said that the problem is in the verbiage. We’re just approving the categories of giving.

Bolin pointed out that the categories listed in the motion do not match the categories listed on page 1 of the action: annual giving, pledges, recurring pledges, restricted gifts, in memory of, matching employer, planned giving (bequests), and gifts of stocks, bonds or mutual funds. Hern added that the motion says that we’re approving the categories as part of Phase One – so that we would be approving Phase One.

Kunkle suggested that the motion should include the categories as stated on page 1. Jahr suggested that Shepp amend her motion to include the eight categories of giving and omit any reference to the Fund Development Plan. Shepp agreed to do so. The motion now reads:

Approve the categories of giving to include: annual giving (friend, donor, sponsor, benefactor, patron); pledges; recurring pledges; restricted gifts; in memory of; matching employer; planned giving (bequests); and gifts of stocks, bonds, or mutual funds.

The motion passed unanimously, 12-0-0.

E-2 The ACC recommends approval [proposed 2015 Annual Conference Budget].

ACC Chair Shepp thanked Bell and his Contra Costa Chapter group for coming up with the conference budget reductions to bring the conference registration fee down to \$120/person.

Bell said the local committee looked at a number of ways to reduce costs: eliminate the Chapter Officers' dinner; limit the menu selection; eliminate the Board officer retreat lunch (not paid from conference funds); and cost reduction of other items. The projection is for 80 registrants, 90 people to attend the banquet, and 108 in the hotel. With this location and environment, the committee thinks it has the CGJA membership to support that.

Caranci said that the motion as stated in the E-2 action, "The ACC recommends Approval," is somewhat ambiguous. Shepp responded that the **ACC recommends approval of the proposed budget for the 2015 CGJA Annual Conference as presented.** That is the motion.

Lewi said that he is still hung up a bit on the \$55 dinner, a concern he raised in committee. The revenue projected for donations (\$200) is very low. The historical average has been \$400-500. If the donation projected were increased, this could reduce the cost of the dinner. In committee discussions, Lewi said, Bell raised the possibility that if we do get additional donations, we might be able to reduce the cost of breakfast – thereby saving attendees some money.

The motion passed unanimously, 12-0-0.

F. Director Comments

Lewi asked Jahr whether she had thought about the content of May's Eblast, CGJA News. Jahr asked for ideas. Members responded:

- Annual conference
- Reminder of nominations for director

Ragan asked directors to help him update the committee rosters.'

Bolin referred to the Phase 3 of the Fund Development Plan work-in-progress that might involve a mandate for directors to contribute to CGJA above their dues. The

Approved 05-26-15

ACC should consider that this would probably require a change to the Bylaws and coordination with NEC, because potential candidates would have to be told up front about this expectation.

Caranci asked if anyone had an update on Dianne Hoffman's condition following her accident in the Azores. Hern said that Hoffman has returned to the United States, She is recovering, in some pain, and in good spirits.

G. Adjournment (8:26 PM).

Respectfully submitted,
Jim Ragan, Secretary