

California Grand Jurors' Association Board of Directors Meeting— November 22, 2016

MINUTES

A. Call to Order and Roll Call

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

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Larry Herbst, Karen Jahr, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer, Kathy Wylie

Absent: None

B. Agenda and Comments

B-1 Agenda Approval: Winters

The Board unanimously approved the agenda.

B-2 CGJA Member Comments

None

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 10/25/16: Landi/Ragan

C-2 Approve Special Board Meeting Minutes, 11/04/16: Ragan

C-3 Acknowledge Committee Minutes and other documents in 11/22/16 meeting packet: Winters/Ragan

The Board unanimously approved the consent items (Knowles previously submitted an editorial change to C-1, which has already been made).

D. Officer and Committee Chair Reports

D-1 President's Report (Winters)

Winters thanked committee chairs for agreeing to continue their service in that capacity.

She said that the Board will not meet in December. The next meeting will be Tuesday, January 24. She asked Secretary Ragan to send to Board members the updated Annual Calendar of Critical Dates.

Following up on November 4 retreat items, Winters said that:

- There has been no contact yet with the Orange County Association with respect to cooperation re responding to future legislation regarding the grand jury.
- The Public Relations and Training committees are forming a work group to develop a survey of grand juries.

D-2 Officer Reports

Vice President Bell said that both the Annual Conference and the Board retreat went well. He added that there is now a good connection with the Orange County Association.

Treasurer Bolin. No report. Bolin referred Board members to the financial statements in the Board meeting packet. Herbst gave strong kudos to Bell for developing an excellent Annual Conference.

Secretary Ragan said that he is to completing the Board and committee rosters and the Board Members Handbook. Returning Board members will only receive revisions to handbook items; new Board members will receive all items.

D-3 Legal and Legislative Resources Committee (LLRC)

Vice Chair Jahr had no formal report. She said that LLRC sends to Board members responses to all queries. Herbst said that he had not yet received copies of the responses. Jahr said that she would follow up to make sure that all Board members are on the email list to receive responses. She added that if questions come to individual trainers that can be answered by referring to specific pages in the training manual, they may do so without sending the questions to LLRC.

D-4 Public Relations Committee (PRC)

Chair Ragan said that the committee minutes are self-explanatory. He asked Herbst to update the Board on website revitalization. Herbst said that the subcommittee is sticking to plan as described at the retreat. PRC has formed a subcommittee on website revitalization. Subcommittee members are Herbst (chair), Dianne Hoffman, Lou Panetta, Jim Ragan, and Barbara Sommer. Herbst reported that the subcommittee is now completing its assessment of responses from Board members about 30 website issues/items to be addressed, which will lead to development of a request for proposals. He said that the subcommittee unanimously (or close to unanimously) agreed with nine of the items and disagreed with seven. It is now addressing the 14 where there is not yet a consensus. Jahr asked when this might come to the Board for further action. Herbst said that the earliest would be January, perhaps later. Bolin expressed concern about the store feature of the website: specifically, how we use and display PayPal. Herbst responded that none of us are satisfied with the way that PayPal currently works: i.e., that if the purchaser has a PayPal account, PayPal automatically uses that account – although the customer can get around this by signing in as a guest. We must resolve this concern when someone doesn't want to use PayPal. Bolin responded that there is something wrong with the store when it causes the purchaser problems. Panetta said that he has thought about this problem and believes that there may be a way we can resolve it immediately. He suggested that he and Herbst talk about it on Wednesday.

D-5 Membership Relations Committee (MRC)

Chair Knowles reported that he has sent notes from the Chapter Officers' Meeting on November 5 to Board members and to the Journal editor for an article in the next edition. He said that Board members have volunteered to call 47 people who MRC had

not yet called with respect to expired memberships. He gave results to date: one person renewed for two years; four said they were going to renew; and seven said they weren't interested. Knowles asked Board members to give him updates on their efforts. Several did.

D-6 Training Committee (TC)

Vice Chair Bolin said that the Board meeting packet did not include November meeting minutes because the meeting was just the day before, November 21. The TC now has fourteen members. Two members have retired; there are five new members. The TC reviewed the compilation of all trainer evaluation forms participant comments. TC reviewed the success of the Report Writing Workshops, discussed the attendance records for all the workshops, reviewed the financial analysis of the 2016 training season, and approved a revised budget for 2017 (submitted to the Finance Committee).

The Trainer Subcommittee has interviewed and recommended for approval three new trainers – with the possibility of one more.

The TC has created a new subcommittee: Training Technology. Lou Panetta is the chair. Panetta said that the subcommittee will first look at two areas:

- Establish a Cloud database so that all our training documents are in one place accessible to everyone and develop some shared document methodology to facilitate document editing at the same time by many people
- Develop some follow-up short video or PowerPoint presentations to review certain parts of the training. For example, a few months after the initial training, a short review of Investigations might be helpful for jurors to run on their own computers or at a plenary session. Other examples are to take certain items such as Jail Inspections and the Brown Act out of the basic training and provide them as presentations that juries could run later.

Herbst asked whether the Cloud shared document methodology could be extended throughout CGJA. Panetta said yes – it could be done quickly. Knowles said that MRC now uses a shared database: an MRC Dropbox with a couple of folders. Right now, only Knowles and Dianne Hoffman use it.

D-7 Finance Committee (FC)

Chair Bell said that FC is putting together a true 2017 balanced budget together in December and present it to the Board for adoption in January.

D-8 Nominations-Elections Committee (NEC)

No report. The work of the 2016 NEC is complete.

D-9 Awards Committee (AC)

No report.

D-10 Annual Conference Committee (ACC)

Chair Bell referred to the Board meeting packet item, 2016 Annual Conference Evaluation Summary. He said that comments on the conference's location and

duration are inconclusive. Participants enjoyed the socialization. The ACC will examine in detail all the feedback. There is some indication that site should be a destination location, with and overnight and dinner. Herbst said that a one-and-a-half-day session might be best. He added that some sessions were too abbreviated and gave kudos to Jahr's presentation. Bell addressed the finances, saying that the conference came close to breaking even: it lost \$133. We had a flexible location, and they worked with us to keep our expenses in line. In planning, we amortized our cost over 75 people but had only 45 attendees. If we had signed a typical contract, we would probably have been about \$2,000 in the hole. We learned that while it may cost a little more for participants not to guarantee room and food costs, it's probably a wiser choice for CGJA to amortize the cost over fewer attendees. If we get greater attendance, we'll put the money in the bank.

E. Action Agenda

- E-1 **Re-establish the Education Committee as an ad hoc committee of CGJA.** (Motion submitted by Winters).

The president said that on January 26, 2016, the Board terminated the Education Committee, an ad hoc committee. The committee had no members at that point and had not met for over a year. Board members agreed that the Public Relations Committee could facilitate CGJA's direct education efforts, oversee the restricted Education Fund, and assist chapters in local education initiatives. Mainly because one of the new Board members has vast experience in education and a commitment to increasing students' knowledge about the grand jury system, there is now renewed interest to re-establish the Education Committee as an ad hoc committee.

The motion passed unanimously, 12-0-0, by voice vote.

- E-2 **Ratify the president's appointment of Kathy Wylie to chair the Education Committee.** [Motion submitted by Winters]

The president said that she has appointed Board member Kathy Wylie to chair the Education Committee. Kathy is a retired school superintendent and principal. Currently foreperson of the Mendocino County Grand Jury, she has participated on the local grand jury on nine different occasions since 2001.

The motion passed unanimously, 12-0-0, by voice vote.

- E-2 **Approve a mailed solicitation of CGJA members for end-of-year tax-deductible donations to the association.** [Motion submitted by Bell]

Bell said that many nonprofits solicit their members and others for tax-deductible donations at the end of the calendar year. The Finance Committee should send a letter to our approximately 230 members, asking them to donate by check or credit card. The Board meeting packet included a draft solicitation letter.

Board members asked, and Bell answered, the following questions:

- *Have we done this before?* No.
- *How many letters?* 230.

Approved 01-24-17

- *What is the timeframe?* As soon as approved.
- *Any discussion about sending this out with the Journal?* No. This would be a stand-alone solicitation.
- *What is the cost of the solicitation?* No more than \$250.

Jahr made a pitch for all Board members to consider responding favorably to this solicitation.

The motion passed unanimously, 12-0-0, by voice vote.

F. Director Comments

Happy Thanksgiving.

G. Adjournment (8:00 PM).

Respectfully submitted,
Jim Ragan, Secretary