

California Grand Jurors' Association Board of Directors Meeting

September 26, 2017

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:02 PM.

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Larry Herbst, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer, Kathy Wylie; Training Committee Chair Marsha Caranci

Absent: Karen Jahr (excused)

B. Agenda and Comments

B-1 Agenda Approval: Winters
Board members unanimously approved the agenda.

B-2 CGJA Member Comments
None

C. Consent Items

- C-1 Approve Regular Board Meeting Minutes, 08/22/17: Ragan
- C-2 Acknowledge Committee Minutes and other documents in 09/26/17 meeting packet: Winters/Ragan

The Board unanimously approved the consent items with one minor editorial correction.

D. Officer and Committee Chair Reports

D-1 President's Report (Winters)

Winters announced that she had made one change to the composition of the Tellers Committee: Karen Cross replaces Scott Law, who is not able to serve. No board action is required. Winters repeated her announcement at the August board meeting that the in-person board retreat will be Sunday, October 29, in Monterey the first day of the Annual Conference. She thanked committee chairs for submitting their annual reports and their committees' procedures manuals.

D-2 Officer Reports

Vice President Bell – no report.

Treasurer Bolin said that she would answer questions about the financial information presented in the meeting packet. There were none.

Secretary Ragan said that the motion (action) tabled at the August 22 board meeting – to approve the Chapter Formation Guide and the Chapter Bylaws Templates – is not an action item for this meeting. Parliamentary procedures therefore require, he said, that the motion die. However, it can be reintroduced as a new action at any time.

D-3 Legal and Legislative Resources Committee (LLRC)

In LLRC Chair Jahr's absence, committee member Caranci said that the answer to one question received by LLRC in September will be sent this week. Wylie said that she received an email from a person in Lake County regarding the 2016-17 Lake County Grand Jury report rather than sending it to LLRC or the Training Committee. She asked who she should forward the email to. Caranci said that, in Jahr's current absence, all queries should go to committee member David Mulford.

D-4 Public Relations Committee (PRC)

Chair Ragan asked Herbst to provide an update on transitioning to our new website. Herbst said that he had hoped to be able to launch the new website in time for the Annual Conference (October 29-30). That is not now possible. Elevation has delivered a partial website, and we have a list of items for Elevation to correct. Dianne Hoffman has not yet been able to verify the store feature, and she will be on vacation until mid-October. Herbst said the he expects to have a complete Beta site by mid-October. He expressed confidence that we will be able to launch before Thanksgiving.

D-5 Membership Relations Committee (MRC)

Chair Knowles said that Karin Hern has emailed to him her comments about the Chapter Formation Guide and Chapter Bylaws Templates, but they have not yet been able to discuss them. He said that he has communicated with members in Imperial County who want to form a chapter about what was discussed at the August 22 board meeting: that he send them the draft revised Chapter Formation Guide and bylaw templates as a work in progress which they can confidently use.

D-6 Training Committee (TC)

Chair Caranci announced that the TC is busy working on the fall Report Writing Workshops. So far, registrations total 125. She said that the Exit Interview video has arrived and is ready for approval. With respect to the Board's August 22 action to approve funding for the two new training videos, Caranci stated that filming will occur on Saturday, October 28, in Monterey. These videos won't be available to grand jurors until the 2018 summer training program. She added that they still have to work on instructors for the two videos. Herbst said that the website could be a place for video distribution. Panetta responded that no access will be needed until March 2018.

D-7 Finance Committee (FC)

Chair Bell said that committee chairs and those with budgets should begin planning now for their 2018 budget submission. Year-to-date financial information will be sent out the second week of October and expected back by December 1. Information will be vetted, consolidated, and sent to the board for approval in December. He added that the FC has an action item later in the agenda.

D-8 Nominations-Elections Committee (NEC)

Chair Kunkle said that the director election is over, and the nominees won. 57 percent of the members voted. The total expenditure was \$627.74: under budget. The expenditures included a stamped return envelope. He expects the tellers to be at the Annual Conference. He added that NEC is now working on its committee procedures.

D-9 Awards Committee (AC)

Chair Landi said that the awards are being prepared.

D-10 Annual Conference Committee (ACC)

Chair Bell reported that we are in good shape for 2017. There are currently 39 paid registrations (target of 45) with another 10 anticipated after a review of the hotel room reservation information. Our hotel room block is almost sold out, with a few rooms available on Oct 27, 29, and 30. It appears there are still a few registered conference attendees who may need a room. If you or someone you know is denied booking on line, call the hotel phone number found on the conference registration form.

He said that, for 2018, the committee is currently investigating the South Lake Tahoe and San Luis Obispo areas. The committee is working hard to obtain and evaluate costs so that a recommendation can be sent to the board for consideration at the October board meeting and possibly announced at this year's conference.

Wylie asked what the objective of the Annual Conference is. Bell responded that, either annually or biannually, it is to inform and educate – and to provide for camaraderie.

D-11 Ad Hoc Bylaws & Policy Review Committee (BPRC)

Vice Chair Caranci reported that BPRC would next meet on October 12 to begin reviewing committee procedures. The procedures of LLRC and FC are ready for review. NEC is working on its procedures; TC's procedures are in draft. BPRC is working on its own procedures. Committees should send their drafts to Winters and to BPRC.

D-12 Finance Review Committee (FRC)

Chair Knowles said that he expects to report next month.

D-13 Public Education Committee (PEC)

Chair Wylie said she is now soliciting committee members and will proceed to developing products.

E. Action Agenda

E-1 Approve a year-end solicitation of members to be mailed the week of November 27, 2017.
[Motion made by Bell, seconded by Bolin]

The Finance Committee proposes a solicitation of the CGJA membership for year-end tax-deductible donations as a means to supplement CGJA income. The 2016 solicitation resulted in \$2,700 in restricted and unrestricted donations. Expenses for this event are contained in the Finance Committee budget.

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

F. Director Comments:

Herbst said that the home page of the new website has a section reserved for Public Education. At launch, he said that we will state: “under construction.” But he said that this statement shouldn’t be there very long. He said that he will work with Wylie on this.

Landi thanked Herbst and Sommer for their work on the new website.

G. Adjournment (7:55 PM).

Respectfully submitted,
Jim Ragan, Secretary