

California Grand Jurors' Association Board of Directors Meeting

August 28, 2018

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, Travis Gibbons, Larry Herbst, Rich Knowles, Jerry Kunkle, Jim Ragan, Barbara Sommer; LLRC Chair Karen Jahr; TC Chair Marsha Caranci

Absent: Directors Joann Landi, Kathy Wylie

Quorum is present.

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, 06/26/18: Ragan

C-2 Acknowledge Committee Minutes and other documents in 08/28/18 meeting packet: Winters

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

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

Winters reported on the following items:

- She and Ragan will call a special meeting on the board for October 1 (prior to the board retreat) to elect the president, vice president, secretary, and treasurer.
- Larry Herbst will conduct the retreat. Suggested topics should be sent to him.
- Please register for the annual conference. The Annual Conference Committee asks for silent auction items. Winters has sent conference invitations to chapter presidents.
- The average 4.8 (out of 5.0) trainee rating for the training workshops is excellent!
- The current 290 members is the highest in a few years.

D-2 **Officer Reports**

Vice President Bell – no report.

Treasurer Gibbons – no report.

Secretary Ragan – no report.

D-3 Legal and Legislative Resources Committee (LLRC) – no report.

D-4 Public Relations Committee (PRC)

Chair Ragan said that Dennis Frahmman is continuing to post an item per week on our Facebook page. He asks for photographs that he might include.

Webmaster Herbst explained the website analytics report that was included in the board meeting packet. He reports on page visits and document downloads. For July, the top page visits were Jury Resources and the Annual Conference. The top downloads were juror recruitment, procedures manuals, and the jail inspection handbook.

D-5 Membership Relations Committee (MRC)

Chair Knowles said that MRC is working on guidance for the board in dissolving chapters. Winters said that this might be a topic for the October 1 board retreat. We need guidance with respect to chapters in default. Discussion revolved around the number of chapter members should also be CGJA members to continue as a CGJA chapter and how flexible CGJA should be in pursuing chapter dissolution if our requirements are not met. There was general agreement that policies regarding potential chapter dissolution should be a retreat topic.

Knowles said that the latest Chapter Presidents' WebEx meeting had five attendees, and others have expressed interest. Those attending have found it valuable, but not overwhelming.

D-6 Training Committee (TC)

Chair Caranci said that the TC is now preparing for the fall Report Writing Workshops. Attendance is showing our biggest growth. This year, there will be nine venues (including two on-sites).

She thanked Herbst for his efforts linking training to the website. She highlighted juror resources and the new hotlinks to well-written grand jury reports.

D-7 Finance Committee (FC)

Chair Bell said that after publication and review of the August year-to-date financials, Ron Zurek will send extracts of individual portions to each responsible official so that the committee/function may begin their planning and approval process for the 2019 budget. The goal is to have a completed budget to review at the November 13 Finance Committee meeting and ready for consideration by the board at its November 28 meeting. Approved submissions should be received by the Finance Committee soon after each committee meeting in October, but by October 31 at the latest. Sooner, if possible, is always better. Should you have any questions along the way, let Lloyd or Ron know.

Herbst asked Caranci about the training budget line item, training scholarships. She said that this year two counties previously receiving scholarships paid this year. She said that it is possible that there will be some scholarships for the Report Writing Workshops. Herbst then asked about the Trainer Training line expense item (#9305): \$13,000 budgeted, but only \$7,923 expended. He asked if there will be more expenses. She replied that expenses recorded in August for this item will show us over budget for this item, since it includes expenses for new trainers who only observed the training this year.

D-8 Nominations-Elections Committee (NEC)

Chair Panetta reported the mailing of 290 ballots for the director election. The Tellers' Committee (members of the Santa Cruz chapter) will count the ballots on September 14.

D-9 Awards Committee (AC)

Winters said that the AC had chosen the recipient of the Angelo Rolando Service Award and has ordered the plaque.

D-10 Annual Conference Committee (ACC)

Chair Bell said that there are currently 49 room nights confirmed, and 11 conference registrants may need to secure a room. We need to book 64 room nights (85% of our target of 75) to avoid penalties. He thinks we may avoid penalties here. The hotel has extended the reservation cutoff date to September 7 to coincide with the ACC registration cutoff.

Unfortunately, he said, we only have 33 registered to attend the conference, with 6 others who have made room reservations but have not yet registered. The target is 50. He expects to see more registration activity heading into early September.

D-11 Bylaws & Policy Review Committee (BPRC) – no report.

D-12 Finance Review Committee (FRC) – no report.

D-13 Public Education Committee (PEC) – no report.

D-14 Ad Hoc Fundraising Work Group (FWG)

Chair Herbst reported that FWG has not yet heard a response to a grant request for \$5,000 to support non-training expenses that he reported on at the last board meeting.

E. Action Agenda

E-1 Approve the Santa Clara Chapter as a CGJA Chapter, directing the issuance of a Certificate of Chapter Formation, or Charter, signed by the president, to be presented to the new chapter.

[Motion made by Knowles, seconded by Kunkle]

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

F. Director Comments

Director Panetta described the proposed Dropbox document storage cloud storage. Execution will be a discussion item at the October 1 retreat. The cost will be \$450/year – allowing three administrators to upload documents. Herbst said that we should begin the planning now: e.g., deciding who the administrators should be, what documents should be uploaded, and how they should be organized. Panetta suggested forming an Information Technology Work Group to lead the effort. It would consist of Panetta (the lead), Herbst, Knowles, and Zurek. Board members agreed.

G. Adjournment (8:25 PM).

Respectfully submitted,
Jim Ragan, Secretary