

California Grand Jurors' Association Board of Directors Meeting

September 25, 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, Larry Herbst, Rich Knowles, Lou Panetta, Jim Ragan, Barbara Sommer, Kathy Wylie; LLRC Chair Karen Jahr; TC Chair Marsha Caranci

Absent: Directors Travis Gibbons, John Heckel, Jerry Kunkle, Joann Landi (all excused)

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, 08/28/18: Ragan

C-2 Acknowledge Committee Minutes and other documents in 09/25/18 meeting packet: Winters

The Board unanimously approved the consent items (with one correction to C-1 as to meeting attendees).

D. Officer and Committee Chair Reports

D-1 President's Report (Winters)

Winters announced that the nominated board officers for 2019-20, to be acted on at the special board meeting on October 1 in South Lake Tahoe are Larry Herbst as president, Lou Panetta as vice president, Travis Gibbons as treasurer, and Barbara Sommer as secretary. New board members will be Jim McClary and Ron Zurek.

Winters thanked retiring board members Medsie Bolin, Jim Ragan, and Kathy Wylie for their service.

D-2 Officer Reports

Vice President Bell – no report.

Treasurer Gibbons – no report.

Secretary Ragan said that he had provided secretary data storage requirements to the Information Technology Group (ITG) and delivered secretary electronic files to the incoming

secretary. He and the board still need to decide on what hard copy files not now digitized up to 2012 need to be digitized or can be destroyed. He announced that the notice and agenda of the October 1 special meeting will be distributed and posted on the website on September 26.

Herbst thanked Ragan for his service.

D-3 Legal and Legislative Resources Committee (LLRC) – no report (LLRC did not meet in September).

D-4 Public Relations Committee (PRC)

Chair Ragan said that PRC did not meet in September. He then highlighted certain PRC activities:

- News blog posting on our website total 429 to date – exceeding the total for all of 2017.
- PRC provided data storage requirements to the ITG.
- Ragan responded to public relations questions from the foreperson of the Santa Barbara County Grand Jury about using public service announcements (PSAs) to help recruit grand jury applicants and the value of grand jury awareness months.
- Unique weekly postings on Facebook and Twitter continue. Most of the postings are automatic from the news blog articles.

Webmaster Herbst updated the board on website analytics (report provided in the board meeting packet). He highlighted the August jump in downloads of the detention facility inspection video. He then discussed slight changes to the website home page's top bar: moving the log-in button more to the right and making it optional and smaller. He said that the Tahoe photo will continue as the home page graphic until after the annual conference. The photo will then change.

Journal editor Sommer said that the October edition will contain some information on the annual conference. The rest will appear in the December edition.

D-5 Membership Relations Committee (MRC)

Chair Knowles said that while many chapter presidents have expressed interest in the chapter presidents' WebEx meetings, few are attending. He asked who he should contact to change a meeting time and date now that Ragan is no longer secretary. Ragan responded that he will continue to do the scheduling until further notice. Herbst asked about a membership count of 262 in August, but ballots being mailed to 290 members. Knowles responded that 290 members were on the membership roll as of July 31 and were eligible to vote. Some had not yet renewed in August.

D-6 Training Committee (TC)

Chair Caranci said that summer grand juror training is now completed. Nine Report Writing Workshops are coming up: seven regionals and two on-sites. To date, over 250 jurors have registered. She thanked Herbst and Zurek for their work in allowing on-line registration. A third of the registrations this year have been on-line. This means improves cash flow by giving payment at the time of registration and reduces our time needed for processing. She said that finances look good for the summer season. We should be close to breaking even. Report Writing Workshops are a "profit center." TC is now looking at potential new trainers for 2019.

D-7 Finance Committee (FC)

Chair Bell said that committee chairs have received August year-to-date extracts which may be used to facilitate 2019 budget submissions. The proposed budget submissions should be returned to the Finance Committee by October 31 in order that the Finance Committee may complete their review at the November Finance Committee meeting (November 13), and prepare the 2019 budget for board action on November 27.

D-8 Nominations-Elections Committee (NEC)

Chair Panetta reported that the 2018 NEC has concluded its work.

D-9 Awards Committee (AC)

Awards will be announced at the annual conference.

D-10 Annual Conference Committee (ACC)

Chair Bell said that we have filled 68 room nights against our projected 75 but have avoided sleeping room penalties because we obtained over 85% of our projection. The hotel extended online reservations twice and will continue to honor CGJA rates through the beginning of our conference. They have been a gem to work with.

There are currently 48 registrations for our conference against our planned attendance of 50. There are still three individuals who have hotel reservations but have not registered for the conference. They may be walk-ins, which we will accept.

Our financial picture has changed since the last report. Bell anticipates this conference being close to break even, depending on hotel concessions upon our meeting certain of our financial targets.

He requested donations for the silent auction and volunteers to be photographers for the annual conference.

Winters thanked Bell for the tremendous amount of work that he does on the annual conference.

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

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

D-13 Public Education Committee (PEC)

Chair Wylie said that she has emailed to Winters and others PPT and PDF presentations about the grand jury collected from a number of sources. She wants to work on PEC a little longer to put all of this together.

D-14 Ad Hoc Fundraising Work Group (FWG)

Chair Herbst reported that FWG has still not heard a response to a grant request for \$5,000 to support non-training expenses. He believes that no response equals denial. Fundraising will be a retreat topic.

D-15 Ad Hoc Information Technology Group (ITG)

CGJA document storage on the cloud will be a retreat topic.

E. Action Agenda

No actions.

Approved 10-23-18

F. Director Comments

Director Herbst said that he will soon send to board members and standing committee chairs the agenda for the October 1 board retreat.

G. Adjournment (7:57 PM).

Respectfully submitted,

Jim Ragan, Secretary
signing off