

**California Grand Jurors' Association Board of Directors Meeting  
October 23, 2018  
MINUTES**

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**A. Call to Order and Roll Call**

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

Present: Directors Larry Herbst (president), Lloyd Bell, Travis Gibbons, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Barbara Sommer, Ron Zurek; LLRC and BPRC Chair Karen Jahr; TC Chair Marsha Caranci; Member Jim Ragan

Absent: Directors John Heckel, Jim McClary, Andi Winters

Quorum is present.

**B. Agenda and Comments**

B-1 Agenda Approval: Herbst

Board members unanimously approved the agenda.

B-2 CGJA Member Comments - none

**C. Consent Items**

C-1 Approve Regular Board Meeting Minutes, 09/25/18: Sommer

C-2 Acknowledge Committee Minutes and other documents in 10/23/18 meeting packet: Herbst

The Board unanimously approved the consent items.

**D. Officer and Committee Chair Reports**

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

- Due to the conference, there were few committee meetings this month. He has been working on the action agenda (items in this packet) following up on the annual retreat.
- Many thanks to Lloyd Bell and the Annual Conference Committee for their great work.

D-2 **Officer Reports**

**Vice President Panetta** – no report.

**Treasurer Gibbons** – no report.

**Secretary Sommer** – no report.

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

D-4 **Public Relations Committee (PRC)**

Webmaster Herbst said that website use doubled in August (perhaps related to training and website publicity) and then dropped to previous July level. Seems to be in a steady state with some seasonal variation. Chair Ragan commented that in his Visalia report writing workshop, many of the attendees were using the website. Chair Ragan said that Dennis Frahmann is continuing to post an item per week on our Facebook page.

**D-5 Membership Relations Committee (MRC)**

Chair Knowles said he met with members from Calaveras county and it looks like they may form a chapter soon. There was some discussion of the consistent membership number of 262. That seems to be the result of a similar number of lapsed and renewed memberships.

**D-6 Training Committee (TC)**

Chair Caranci said that 387 people have registered for the fall Report Writing Workshops, up 50 from last year.

**D-7 Finance Committee (FC)**

Chair Bell reminded committee chairs that proposed budget submissions should be returned to the Finance Committee by October 31, 2018 so that the Finance Committee may complete their review at the November Finance Committee meeting (November 13) and have the consolidated CGJA budget ready for board consideration by the November BOD meeting. Should you have any questions along the way, contact him or Ron Zurek.

**D-8 Nominations-Elections Committee (NEC) – no report.**

**D-9 Awards Committee (AC) – no report.**

**D-10 Annual Conference Committee (ACC)**

There was reduced participation this year, due primarily, according to Chair Bell, to a location somewhat removed from a majority of CGJA members – even though it was absolutely lovely with significant support from our Host Association, El Dorado County. Financially, it was a success as we avoided sleeping room penalties at the last minute and saw a dramatic increase in donation and silent auction revenues due to significant support by chapters and associations who joined in to contribute to the auction. Though the current P&L shows income exceeding expenses, current financials do not show the \$1660 in silent auction receipts. Bell anticipates a bottom line surplus of +/- \$3,200. The 2018 AC participant evaluation sheets have been consolidated and sent to the board and annual conference committee members for information. The annual conference committee will consider these comments as we begin planning for 2019.

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

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

**D-13 Ad Hoc Technology Work Group (TWC)**

Chair Panetta reported that he has completed the necessary paperwork and we are moving on with Dropbox. The committee will pull together a strategic plan with well-defined goals.

**E. Action Agenda**

**E-1 Ratify Ron Zurek as Finance Committee chair.**

[Motion made by Herbst, seconded by Bell]

**The motion passed unanimously, 9-0-0, by voice vote.**

**E-2 Ratify Jim McClary as Membership Relations Committee chair.**

[Motion made by Herbst, seconded by Knowles]

**The motion passed unanimously, 9-0-0, by voice vote.**

President Herbst thanked outgoing chair, Rich Knowles, for his long and diligent service as committee chair.

**E-3a Establish Parliamentarian Role.**

[Motion made by Herbst, seconded by Landi]

**The motion passed unanimously, 9-0-0, by voice vote.**

President Herbst pointed out that this is not a permanent position. It is established at the will of the president and being able to find a suitable candidate. The position description will be added to the policy manual.

**E-3b Ratify Jim Ragan as Parliamentarian.**

[Motion made by Herbst, seconded by Zurek]

**The motion passed unanimously, 9-0-0, by voice vote.**

**E-4 Appointment of Medsie Bolin as Assistant Treasurer.**

[Motion made by Bell, seconded by Landi]

**The motion passed unanimously, 9-0-0, by voice vote.**

**E-5 Ratify the President's appointment of Lloyd Bell to the Executive Committee.**

[Motion made by Herbst, seconded by Knowles]

**The motion passed, 8-0-1, by voice vote.**

President Herbst stated that the Executive Committee's actions will be made clear to the membership.

**E-6 Terminate the Public Education Committee as an ad hoc committee of CGJA.**

[Motion made by Herbst, seconded by Bell]

**The motion passed unanimously, 9-0-0, by voice vote.**

**E-7a Establish the Technology Committee as a committee of CGJA.**

[Motion made by Herbst, seconded by Knowles]

**The motion passed unanimously, 9-0-0, by voice vote.**

**E-7b Ratify Lou Panetta as Technology Committee chair.**

[Motion made by Herbst, seconded by Bell]

**The motion passed unanimously, 9-0-0, by voice vote.**

**E-8 Approve the amount of \$315.00, for the purchase of three Standard Business licenses for the implementation of Dropbox collaborative storage.**

[Motion made by Panetta, seconded by Knowles]

**The motion passed unanimously, 9-0-0, by voice vote.**

**F. Director Comments - none**

**G. Adjournment (7:53 PM).**

Respectfully submitted,  
Barbara Sommer, Secretary