

California Grand Jurors' Association Board of Directors Meeting November 27, 2018

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:06 PM.

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

Absent: None

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, 10/23/18: Sommer

C-2 Acknowledge Committee Minutes and other documents in 11/27/18 meeting packet: Herbst

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

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

- Acknowledged Jim McClary as chair of the Membership Relations Committee and Lou Panetta as chair of the newly formed Technology Committee.
- Pointed out committee chairs' responsibilities for Dropbox files. Ron Zurek is the lead support for Dropbox. Chairs need to give him a list of committee members needing access. Chairs are responsible for determining controls and folder structure within their purview.
- The Annual Conference had a good outcome with regard to finances and positive responses.
- The budget proposal presented at this meeting is a significant accomplishment.
- John Heckel resigned as director. He has found a better fit in his role on the Training Committee.
- We will skip the December meeting.
- Herbst described his response to inquiries from a reporter from the *Napa Valley Register* with regard to the non-representative quality (with regard to county demographics) of the Napa County Grand Jury.

D-2 Officer Reports

Vice President Panetta – pointed out the absence of measurable strategic goals for the coming year. He suggested that we define high level goals for the association. A number of directors agreed. Each of us was asked to generate a goal or two, submitted by email to the board president with copies to all directors by January 10. Herbst will work with Panetta to present them at the January board meeting.

Treasurer Gibbons – transferring \$30,000 from the checking account to the training account, and \$1,950 from PayPal to the checking account.

Secretary Sommer – no report.

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

D-4 Public Relations Committee (PRC)

Chair Ragan described his contact with CALmatters suggesting that they cover county civil grand jury reports of statewide interest. Herbst provided an update on website.

D-5 Membership Relations Committee (MRC)

Chair McClary has added three new members, bringing the total to nine. The committee will be strengthening its relationship with chapters. Knowles, is working on a time line to address the various tasks of taking care of renewals, dealing with IMs and lapsed memberships.

D-6 Training Committee (TC)

Chair Caranci reported that

- 413 individuals participated in the fall Report Writing Workshops, an all-time high number.
- the committee is presenting its first full WebEx training program. Director Gibbons will be on-site in Santa Barbara.
- the curriculum subcommittee, at the suggestion of training participants, wants to update its two training videos. They wish to gauge board support for the project and ensure that adequate funding would be available. She estimated the cost would be about \$9,000. Several directors pointed out the centrality of training to the association's mission. No one suggested drawbacks to the proposal. As the volunteers are eager to begin work on the project before the next board meeting in January, formal approval will require a special meeting of the board.

D-7 Finance Committee (FC)

Chair Zurek said the end-of-year fundraising campaign was underway. They fine-tuned the budget.

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

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

D-10 Annual Conference Committee (ACC)

The 2018 annual conference had a surplus \$2,700, due primarily to donations and silent auction proceeds.

D-11 **Bylaws & Policy Review Committee (BPRC)** – the committee will bring some minor policy changes to the board in January.

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

D-13 **Technology Committee**

Chair Panetta reported that the committee held its first meeting. Zurek will provide support for Dropbox. Herbst will manage the website. Pasek is supporting training by collecting grand jury reports and developing a searchable database of them for our website. McClary is addressing membership issues.

He encouraged us to move files into Dropbox for purposes of file-sharing and record-keeping. Dropbox serves a preservation and archival function. Zurek or Panetta can be contacted for support.

E. Action Agenda

E-1 **Ratify Appointment of Marsha Caranci to Director.**

[Motion made by Herbst, seconded by Kunkle]

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

E-2 **2019 Annual Conference Budget, Location, and Dates.**

[Motion made by Bell, seconded by Gibbons]

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

E-3 **Volunteer Interest Form Routing.**

[Motion made by Herbst, seconded by Winters]

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

The motion was modified to direct routing of the form to the Chair of the MRC rather than to the Secretary.

[Motion made by Knowles, seconded by Bell]

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

E-4 **Approve 2019 CGJA Budget.**

[Motion made by Zurek, seconded by Knowles]

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

[Motion made by Herbst, seconded by Knowles]

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

F. Director Comments - none

G. Adjournment (8:50 PM).

Respectfully submitted,
Barbara Sommer, Secretary