

California Grand Jurors' Association Board of Directors Meeting
May 28, 2019
MINUTES

A. Call to Order and Roll Call

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

Present: Directors Larry Herbst, Marsha Caranci, Travis Gibbons, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Barbara Sommer, Ron Zurek; Parliamentarian Jim Ragan, LLRC and BPRC Chair Karen Jahr, Assistant Treasurer Medsie Bolin. Excused: Lloyd Bell, Jim McClary, Andi Winters.

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, 4/23/19: Sommer

C-2 Acknowledge Committee Minutes and other documents in 5/28/19 meeting packets: Herbst
Board unanimously approved the consent items.

D. Officer and Committee Chair Reports – see committee minutes in packet for details on current activities

D-1 **President's Report (Herbst)** – complimented the various committees for their work this year. Described subpoenas received from Riverside County regarding a wrongful termination lawsuit. The subpoenas asked for relevant records. We have none.

D-2 **Officer Reports**

Vice President (Panetta) – no report.

Treasurer (Gibbons) – no report. Herbst asked about training expenses (see item 9305 on Budget vs. Actuals) wondering if the funding might be available for other uses. Caranci explained that the money covers two categories. One is the spring workshop and the second is for new trainer travel expenses - not yet doing training but attending training events as observers.

Secretary (Sommer) – no report.

D-3 **Legal and Legislative Resources Committee (LLRC)** – Jahr reported that the committee reviewed the by-laws submitted by San Bernardino regarding chapter formation. They were in substantial compliance. The committee suggested some modification which was subsequently incorporated.

D-4 **Public Relations Committee (PRC)** – Ragan stated that the committee has revised its operational procedures with regard to social media, *Constant Contact* and the *Journal*. These have been sent to BPRC for review. So far this year, the blog has listed 149 articles, compared with 133 last year

and 90 in 2017. He facilitated the nomination for a media award in Tuolumne county. Herbst reviewed website use (see website analytics included in the packet).

- D-5 **Membership Relations Committee (MRC)** – Knowles filled in for McClary. He corrected the MRC minutes (see D-5a) stating that column categories were “Full Year” not “YTD”(Year to Ddate). He added that there were 30 renewals in 2019. Caranci pointed out that this was an increase over the 16 from last year. There was only 1 lapsed member in 2019. Zurek introduced a discussion about the sending of reminder notices. MRC sends email reminders 60 and 30 days prior to expiration. If members doesn’t renew at that point, they receive a letter. The website automatically sends a reminder 30 days beforehand. Knowles felt that was OK. IMs get letters from the MRC. The MRC wasn’t aware of the inclusion of IMs in the website mailing. However, the latter are only those who have online logins, somewhere between 10 and 20. The procedure will be left as is for now. Caranci asked about the e-blast informing IMs stating “you’ll be hearing soon from MRC.” Was it sent? Knowles will get back to her on that.
- D-6 **Training Committee (TC)** – Caranci pointed out that so far there are 12 attorneys registered for the legal advisors’ workshop. The committee has completed its review of the training curriculum, the 2020 training video, made progress on the grand jury report search feature, printed the training manuals, and is using online registration for workshops.
- D-7 **Finance Committee (FC)** – see committee minutes in packet.
- D-8 **Nominations-Elections Committee (NEC)** – Kunkle, filling in for Bell, said there were 2 candidates for the south and central areas, and 3 for the north. There will be a notice in the Journal about electronic voting. Paper ballots will be available on request. There was discussion of lengthening the time between the paper ballot mailing the due date and the need to provide time for newly enrolled members to be able to vote. NEC will review the voting window timing to determine if changes are needed.
- D-9 **Awards Committee (AC)** – no report.
- D-10 **Annual Conference Committee (ACC)** – Bolin, representing Bell reported that Janet Clark has joined the committee and will be leading the silent auction effort. This has been an increasingly profitable venture and Beverly Bell, Lloyd’s spouse, has been particularly helpful.
- D-11 **Bylaws & Policy Review Committee (BPRC)** – Jahr stated that the next meeting will be held on June 13. There are currently 9 items on their list. Please send them any other items that need to be addressed so that they can be presented at the June board meeting.
- D-12 **Finance Review Committee (FRC)** – Knowles said that the committee is down to 2 members and needs more.
- D-13 **Technology Committee** – Panetta reported on the committee’s effort to improve the grand jury report search. After a lot of experimentation and research, they are using advanced Google search tools. Please try it out and give them feedback.

E. **Action Agenda**

E-1 **Adopt strategic goals.**

[Motion made by Panetta, seconded by Kunkle]

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

The board discussed implementation and time frames. The consensus was that these goals tend to be long-term and implementation is dependent on committee actions. The agenda

for future board meetings will add a session on goals progress from time to time. A report on goals progress will be made as part of the president's remarks at the annual conference.

- E-2 **Approve the San Bernardino County Chapter as a CGJA Chapter, directing the issuance of a Certificate of Affiliation, or Charter, signed by the president, to be presented to the new chapter.** The motion was amended to approve with five CGJA members.

[Motion made by Knowles, seconded by Gibbons]

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

- E-3 **Ratify the appointment Chuck MacLean (Northern region member) to NEC.**

[Motion made by Herbst, seconded by Landi]

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

F. **Director Comments**

Zurek pointed out that the CA SOS SI-100 ((see June administrative task on agenda) has been filed.

G. **Adjournment (8:44 PM).**

Respectfully submitted,
Barbara Sommer, Secretary