

California Grand Jurors' Association Board of Directors Meeting September 22, 2020

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 3:00 PM.

Present: Directors Lloyd Bell, Marsha Caranci, Janet Clark, Travis Gibbons, Tim Hafner, Larry Herbst, Jerry Kunkle, Joann Landi, Lou Panetta, Barbara Sommer, Ron Zurek.

Absent: Chuck MacLean,

Quorum is present.

Other present: Jim Ragan, Parliamentarian; Karen Jahr, Chair BPRC and LLRC; Shirley Boracci and Bob Finlayson, Directors-elect.

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, 08/25/20: Herbst

C-2 Acknowledge Committee Minutes and other documents in 09/22/20 meeting packet: 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) – not much activity the past month other than signing some contracts related to training. For him, this is a bittersweet meeting as it is his last as president of the board. He hopes that we have all made the organization a little bit better. He acknowledged departing board members: Bell, (6 years), Kunkle (6 years) and MacLean (18 months). On October 26, about an hour before the membership meeting, there will be a special board meeting. The new board consisting of new and continuing directors will elect officers for the next two-year term.

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)** – see minutes.

D-5 **Membership Relations Committee (MCRC)** –Ragan noted that the Orange county association (not a chapter) recently made some very positive comments about the CGJA training program.

He congratulated Caranci and her team. Caranci, in turn, noted the efforts of Panetta, Finlayson, Sale (Birgid) and Jahr. Ragan will be emailing flyers promoting the membership meeting to chapters and associations and hopes that the online event will attract people who otherwise would not travel to an in-person meeting. Hafner said the Zoom limit was 100 participants.

Herbst described his procedure for the online introduction of committee chairs during the membership meeting. He asked that they introduce themselves after he mentions the committee name so that they will appear on the speaker screen.

- D-6 **Training Committee (TC)** – Caranci said there were no minutes in the packet as the committee met yesterday. It was a long meeting and they are very busy. The current season is about three-fourths complete with five or six counties left to train. Training is going “really, really well.” She described how the committee began the season being totally committed to in-person training but has now become good at the online version. There has been a good response from counties and jurors. Trainers are getting ratings of 5 (excellent). Some participants are preferring online training to in-person training. Access is easier (no travel). Everyone is on screen (in individual squares). The training committee had been concerned that new jurors would have a bonding problem but that has not been the case. The training utilizes breakout rooms. Nevertheless, some counties still prefer in-person training. Training starts over again in January. Report writing workshops: First one next week, received requests this week from four more counties, and various presentation approaches are being used. Legal advisor workshops are being scheduled.

Have ten new trainers. They have never met in person and this has limited their opportunity to participate in training. They have been observing, but it has been tough getting the new training going. Medsie Bolin is working one-on-one assisting them in learning the material.

There was some discussion among board members about specific counties.

- D-7 **Finance Committee (FC)** – Zurek said it is budget season. Committee requests are coming in and the budget will come to the board in November. Herbst asked about expenses. Zurek said they were down dramatically as there is little travel by trainers. Hafner asked about the basis for a decision of Zoom versus in-person training. Caranci said main issue was safety of the trainers. The committee works with the individual county. The worst part is not the in-person presentation, but rather the travel (e.g., locating hotel, restaurant, bathroom accommodations).
- D-8 **Nominations-Elections Committee (NEC)** – Panetta reported that the committee’s work is complete. Members have received the Tellers report (Judy Lazenby, Kris Desmond and Nell Griscom, from Santa Cruz chapter) which has verified all legitimate votes have been counted. The Tellers committee had to put in more time than expected due to anomalies in electronic voting through the website that allowed members to vote more than once when they deviated from the proper voting procedure. A change has been made to address this issue and it is expected this will not occur in the future. It was clear that errors were not deliberate attempts to manipulate the outcome of the vote, but rather, due to problems with the online procedure.
- In discussing the slate of officers, Zurek asked if the president appoints the parliamentarian. Ragan (current parliamentarian) said it was not required.
- D-9 **Awards Committee (AC)** – see meeting notes.

D-10 **Annual Conference Committee (ACC)** – Bell said the committee did not meet and will meet in October if its assistance is needed. After the membership meeting, they will continue work on the 2021 and 2022 conferences.

D-11 **Bylaws & Policy Review Committee (BPRC)** – Jahr said there was not a formal meeting. However, committee members approved bylaws and policies and the president’s procedures. All are in accord with state law.

D-13 **Technology Committee (Tech)** – Panetta said the committee is working on improving the online voting procedure. Also, there has been a problem of a few duplicate charges by the store. Committee member Zurek has corrected the problem and continues to monitor it. The committee does not want to use a third-party vendor which was an alternative solution the committee considered.

Dropbox is working fine. Zoom is being used a lot and trainers are getting good at it. Their presentations are smooth and professional.

Herbst described the web analytic process for the incoming directors. He discussed managing the well-written reports website and decisions for retention and retirement. He has been working the sample documents page with input from Jahr. He reviewed the month’s website statistics. Usage is down a little from last year. He noted the pandemic page “Coping with Covid” on the website.

E. **Action Agenda** – no actions

F. **Director Comments** – no comments.

G. **Adjournment** in memory of Audrey Lynberg, long-time member of CGJA. (4:24 PM).

Respectfully submitted,
Barbara Sommer, Secretary