

California Grand Jurors' Association Board of Directors Meeting October 27, 2020

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 3:03 PM.

Present: Directors Shirley Boracci, Bernadette Cheyne, Marsha Caranci, Bob Finlayson, Tim Hafner, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer, Ron Zurek.

Absent: Janet Clark, Travis Gibbons (excused).

Quorum is present.

Other present: Karen Jahr, Chair BPRC and LLRC; and Lloyd Bell, Chair ACC.

B. Agenda and Comments

B-1 Agenda Approval: Ragan

Board members unanimously approved the agenda.

B-2 CGJA Member Comments - none

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 09/22/20: Ragan

C-2 Acknowledge Committee Minutes and other documents in 10/27/20 meeting packet: Ragan
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** (Ragan) – polled individual directors regarding their perceptions of yesterday's membership meeting. Positive comments were made about the smooth and succinct timing carried out by the outgoing president, the transition from the outgoing to the incoming president, and the new president's closing comments. Everyone was surprised by the turnout of 90 people. Several expressed pleasure at the broad range of participants, many of whom are current grand jurors. The speaker was outstanding. His comments about credibility were seen as very germane to our training program.

Ragan made the following points:

He seeks a volunteer parliamentarian to ensure that meetings follow proper procedure. If willing, please send him an email message.

Believes that it is a good idea to have an assistant treasurer. Zurek will discuss it with the Gibbons, the treasurer. The assistant treasurer must be familiar with QuickBooks. The appointment is made by the treasurer (for the term of the treasurer) with the concurrence of the board.

He requested that

committee minutes be sent to both the secretary and the president.

action items be sent to the president only (a modification of previous policy).

directors read the committee minutes in the packets before the meeting. If they see a problem, they should contact the committee chair for clarification

committee chairs not reiterate the minutes in their comment time at the board meeting.

during their allotted time, the secretary and treasurer (and maybe the vice president) always report to the board.

Ragan plans to schedule a fall retreat for either **Tuesday 11/24** (meeting a few hours before the regularly scheduled board meeting), or **Thursday 12/9** at 2 p.m. Please email him with regard to your availability and preference.

He listed the following topics:

Increasing grand jury awareness

Succession

Recruiting CGJA members (including diversity)

Database software – Dianne Hoffman, the current database manager would like to retire. A change in database manager might be a good time to consider whether we need to continue to use Access.

Constant Contact procedures.

Annual conference format.

D-2 **Officer Reports**

Vice President (Panetta) – no report.

Treasurer (Gibbons) – absent.

Secretary (Sommer) – alerted directors to H-4 in the packet (a listing of important documents in Dropbox). If assistance is needed for Dropbox, contact Panetta. If you prefer, she will be pleased to collect them and send a packet to you. The advantage of accessing them via Dropbox is that they will be current.

If you are making a report at the BOD meeting, it is very helpful if you would send Sommer your notes. That will increase the likelihood of correct reporting in the minutes.

Committee chairs – please notify Sommer about changes in committee rosters.

D-3 **Legal and Legislative Resources Committee (LLRC)** – Jahr stated that the committee has not met recently. There are very few new questions to be answered. Therefore, they are using the responses that have been generated in the past. Should there be something new or a need to modify FAQs, the committee will meet. Caranci noted that when trainers respond to legal questions, they copy their responses to both Caranci (Training Committee) and Jahr.

D-4 **Public Relations Committee (PRC)** – Ragan highlighted the addition of two new directors (Finlayson and Cheyne) to the committee.

D-5 **Membership Relations Committee (MCRC)** –Ragan mentioned that Clark (Alameda) has contacted with the Contra Costa chapter president in her role as MCRC liaison. The committee has been less active in light of the current fire-caused disruptions. Director Boracci is a new and welcome member.

D-6 **Training Committee (TC)** – Caranci said the committee has been very busy with Zoom training almost daily and in-person training in Kern and Kings counties. The trainers are transitioning from regular workshops to writing and legal advisor workshops for the next two months. On January 4, they are back to regularly training for calendar-year juries. She reported that training is “going really well.”

The new trainers are not getting the usual experience and opportunities for direct observation. The committee has lost a couple of trainers. Medsie Bolin has been spending hours on Zoom working with the new people, filling in for the “Train the Trainers” sessions of the past. Ragan pointed out that she is the perfect person for this task.

D-7 **Finance Committee (FC)** – Zurek said the committee is reviewing the budget. The requests are in from the committees. We have a profit of \$1,100 and therefore can probably meet requests. The budget includes expenses for the retreat and the annual conference. Ragan asked if there were any alerts. Zurek was pleased to say no. Finance Committee members remain the same.

Zurek will ask Bolin about continuing as assistant treasurer. Sommer said it was her understanding that Bolin had asked to no longer serve in that capacity.

In response to a question from Ragan, Zurek said that the committee will continue the annual year-end giving event, as before.

D-9 **Awards Committee (AC)** – Landi expressed regret that we were unable to have an in-person presentation of the Rolando award. Ragan discussed its publicity (Hoffman lives in Nevada) and will target Orange County, her previous residence.

D-10 **Annual Conference Committee (ACC)** – Bell said there hasn’t been much activity, but the committee will be cranking up for the next annual meeting. They are looking for keynote speakers. They have one in mind.

This year’s contract has been continued into next year. The committee is working on the assumption that there will be an in-person conference. Any format changes should be done sooner rather than later.

D-11 **Bylaws & Policy Review Committee (BPRC)** – Jahr asked Ragan if he wished to formalize the request that action items be sent to him only and having the secretary prepare the agenda. He speculated that these fell within the purview of the policy manual for the president to prepare the agenda with the assistance of the secretary.

D-13 **Technology Committee (Tech)** – Panetta said the committee was waiting for the appointment of the new president before submitting a budget. Ragan reminded the board that the website is no longer in the PRC budget. Zurek said there is \$300 for the committee in the proposed budget. Panetta will follow up.

E. Action Agenda

E-1 **Appointment of director Marsha Caranci to the Executive Committee** [Motion made by Ragan, seconded by Boracci]

Discussion: Ragan explained that the function of the executive committee is to meet if emergency action is needed. It serves as a stand-in for the full board.

The motion passed, 10-0-0, by voice vote.

F. Director Comments – responding to Sommer, Panetta said the recording of the membership meeting would be available from a link posted on the annual conference page of the website.

Finlayson pointed out that the keynote presentation (Dick Spotswood) would fit in well with training. Perhaps we could use some clips from the recording. Ragan expressed the thought of Spotswood for a PSA.

Commenting on the social interaction at the meeting, Hafner wondered about hosting a virtual cocktail hour at a future meeting. This idea, along with the option of breakout rooms can be discussed in more detail at the upcoming retreat.

Ragan reminded everyone to send him their date preference for the retreat (see D-1 above). And topics they would like to discuss.

G. Adjournment Zurek moved, Hafner seconded. (4:07 p.m.).

Respectfully submitted,
Barbara Sommer, Secretary