

California Grand Jurors' Association Board of Directors Meeting
September 27, 2022
MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 3:00 p.m. The meeting was chaired by Vice-president Herbst.

Directors present: Shirley Boracci, Marsha Caranci, Janet Clark, Bob Finlayson, Larry Herbst, Lou Panetta, Henry Rible, Barbara Sommer.

Excused: Travis Gibbons, Karen Jahr, and Diane Lloyd.

Quorum is present.

Others present: Committee Chairs: Lloyd Bell, ACC; Juliana Jones, PRC; Joann Landi, AC; Richard Rogers, FC; and Members Marge Ansel (Glenn) and Jim Glover (Humboldt).

B. Agenda and Comments

B-1 Agenda Approval: Board members unanimously approved the agenda.

B-2 CGJA Member Comments – none.

C. Consent Items

C-1 Approved Regular Board Meeting Minutes, 08/23/22: Herbst

C-2 Acknowledged Committee Minutes and other documents in 09/27/22 meeting packet: Herbst
Board unanimously approved the consent items and the minutes.

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

D-1 **President's Report** – no report.

D-2 Officer Reports

Vice President (Herbst) – no report.

Treasurer (Gibbons) – no report.

Secretary (Sommer) – no report.

D-10 **Annual Conference Committee (ACC)** – Bell reported conference registration was 34 as of last week. More have come in. The target is 50; 47 of 53 sleeping room nights are covered. He has asked to hotel to extend the conference rate – he has not heard back.

Herbst pointed out there have been changes in the schedule and that the updated conference agenda has been posted on the website.

Bell will send step-by-step instructions for participants in mid-October.

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

D-4 **Public Relations Committee (PRC)** – no report.

D-5 **Membership Relations Committee (MCRC)** – no report. There was some discussion about follow-up for IMs converting to full membership. Herbst said he might be able to extract information from the website. The MCRC continues to need help. Concerns will be addressed at the BOD retreat in October.

D-6 **Training Committee (TC)** – Caranci said the committee is gearing up for the Report Writing Workshop season which starts a week from today. More counties than ever have signed up. She has published more manuals.

The fees for training are listed on the CGJA website. Follow the path: CGJA.org > Training > Training Seminars and Workshops > Training General Information, or cgja.org/training-general-information. Scroll to the bottom of the page.

D-7 **Finance Committee (FC)** – Rogers said that the committee preparing the budget for 2023 and will be sending queries to committee chairs in a couple of weeks. It needs to be completed and passed by the BOD before the end of the year (November is likely to be our last meeting in 2022).

D-8 **Nominations and Elections (NEC)** – Panetta said the committee's work is done. The Tellers have certified the election results and they have been forwarded to the board. The only remaining task is for the board to elect officers at the October 23 meeting.

Herbst pointed out that the participation rate was about 35%, the same as last year (actual numbers are down).

D-10 **Awards Committee (AC)** – no report.

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

D-13 **Technology Committee (Tech)** – Herbst said that a contract has been signed with Elevation for the Content Management System (CMS) to change from Drupal to WordPress. The down payment has been paid (50% of total) and he had a kickoff meeting last week with Pablo, from Elevation. The meeting covered development and the revision is expected to launch in February. He said this was good for the training schedule. Also, the website should appear much the same for users. One of the changes will be the elimination of the login button. It is not a necessary feature. Herbst plans to submit an article explaining the changes for the December *Journal*.

Sommer expressed concern about the accretion of information on the website over the years and suggested that it be looked with the eyes of a new user – that the material be prioritized and cleaned up. Herbst pointed out that website content is not the purview of the Tech Committee and that most of the information falls to the TC and MCRC.

Herbst said it was a healthy August according to website statistics. Usage was up 40% from last year which was up 40% from the year before.

D-14 **Grand Jury Effectiveness Workgroup (GJE)** – Finlayson described his visit (along with Katie Martin, Contra Costa chapter member) to the California State Archives in Sacramento. He has submitted questions to the archivist concerning digitizing reporting. He stated that, although required to archive grand jury reports and the responses to the reports, they do not inventory them. They simply box them up. Herbst asked about the overlay or consistency of online information and the archived information. Finlayson responded that was unknown. While at

the archives, Finlayson and Martin extracted data from the last three years' reports and responses. The committee will be following up and they expect to visit the archives again.

- E. **Action Agenda** – none
- F. **Director Comments** – none
- G. **Adjournment** (3:43 p.m.)

Respectfully submitted,
Barbara Sommer, Secretary