

California Grand Jurors' Association Board of Directors Meeting
November 26, 2019
MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:03 PM.

Present: Directors Larry Herbst, Lloyd Bell, Marsha Caranci, Janet Clark, Jerry Kunkle, Joann Landi, Lou Panetta, Barbara Sommer, Ron Zurek; Parliamentarian Jim Ragan

Absent: Travis Gibbons (excused), Tim Hafner (excused), Chuck MacLean (excused).

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, 10/22/19: Sommer

C-2 Acknowledge Committee Minutes and other documents in 11/26/19 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) – commented on the positive changes resulting from CGJA's adoption of digital technology with regard to the website, journal, training enrollment and online elections. Has saved us a lot of work. He encourages committees to continue to exploit our electronic capability.

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. Caranci said the committee has a new member.

D-4 **Public Relations Committee (PRC)** – the "Increasing awareness panel" at the AC was successful, but we are still not getting chapters to share items. He is finding some on the chapter website and will continue to accumulate them for the chapter resources page.

The system book is available for free download from the Jury Resources page on the website, as is the video "Agents of Change."

Ragan is almost caught up with the blog listing, with about 700 articles this year.

Herbst reported that website was given its annual reset following the annual conference. Usage remained static from September to October, although for those two months, activity was twice that of the prior year.

- D-5 **Membership Relations Committee (MRC)** – the committee has developed new categories for reporting membership figures. There has been no response to Ragans AC plea for members. A committee name change is in the works. He will send a list of suggestions to the board for feedback.

Sommer mentioned that we frequently refer to chapter resource documents as “chapter resources” and suggests dropping “documents.” Caranci pointed out the need to update the chapter formation guide.

- D-6 **Training Committee (TC)** – the report writing workshops were very successful, especially with regard to increasing attendance. Clark asked if they were evaluated. Caranci said that all events were, with results reported in the TC minutes. Pat Pavone tabulates all of the open-ended responses.

Clark said that the Alameda chapter agreed to pay for up to four attendees. Four attended this year and will report back to the chapter at its next meeting.

- D-7 **Finance Committee (FC)** – general discussion about the budget. It looks very good for this year, although there might be some unanticipated expenses from training.

- D-8 **Nominations-Elections Committee (NEC)** – Herbst stated that he has penciled in three directors for the committee and is seeking three members. He will focus on bringing in new people as this is an easy way to learn about the organization. He will identify the committee at the January meeting.

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

- D-10 **Annual Conference Committee (ACC)** – the 2019 annual conference was a financial success, with a surplus of about \$913 going into the CGJA general fund. There was lots of good feedback on the evaluation forms that the committee will be mining for ideas to make 2020 even better. The financial report to the board is attached as D10a and is subject to verification by the Treasurer and Finance Committee.

Annual conference evaluation summary can be found at H6.

Bell has solicited an RFP from the Embassy Suites, San Rafael, for the 2020 annual conference, incorporating some of the 2019 requirements into the 2020 event. Anticipate being able to present the contract for review and approval at the January 2020 board meeting.

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

- D-12 **Finance Review Committee (FRC)** – no report. The committee is quiescent and will not be listed on the agenda until relevant.

- D-13 **Technology Committee** – Panetta reported that a CSU student has been working with the committee on the search feature. It is coming along well and should be complete in a few weeks.

E. Action Agenda

- E-1 **Formally approve the time change for future board meetings.**

Approved 01/28/20

[Motion made by Herbst, seconded by Bell]

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

E-2 **Formally approve the 2020 CGJA Budget.**

[Motion made by Zurek, seconded by Landi]

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

F. Director Comments – Ragan complimented Sommer on the December Journal issue. Herbst announced that there would be no meeting in December.

G. Adjournment (8:04 PM).

Respectfully submitted,
Barbara Sommer, Secretary