

**California Grand Jurors' Association Board of Directors Meeting**  
**November 29, 2023**  
**MINUTES**

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**A. Call to Order and Roll Call**

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

Directors present: Shirley Boracci, Marsha Caranci, Gary Cooper, Karen Deeming, Bob Finlayson, Travis Gibbons, Jim Glover, Larry Herbst, Karen Jahr, Juliana Olinka Jones, Henry Rible, Richard Rogers, Barbara Sommer.

Excused: Diane Lloyd.

Quorum is present.

Others present: Committee Chairs: Lloyd Bell, ACC; Don Freeman, FC; Lou Panetta, Tech.

**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, 09-26-23 and 10-22-23: Gibbons.

C-2 Acknowledged Committee Minutes and other documents in 11/29/23 meeting packet: Gibbons.

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** (Gibbons) – no report.

**D-2 Officer Reports**

Vice President (Cooper) – no report.

Treasurer (Gibbons) – no report.

Secretary (Sommer) – no report.

D-10 **Annual Conference Committee (ACC)** – Bell said that the November minutes show that the committee evaluated member comments and began thinking about next year. Unfortunately, it has lost two members – Jerry Lewi and Janet Clark – who have been instrumental to its success. The committee is actively seeking replacements. Herbst asked about specific skills needed. Bell said people with connections to speakers, organizational skills, and willing to work on details.

In January, the committee will begin planning for 2024 in Monterey, involving Monterey as the Host Chapter.

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

D-4 **Public Relations Committee (PRC)** – Jones said the committee is updating court officer information and will share findings the Training Committee. That will enable the committee to get Grand Jury Month information (Feb/March) out in January. She will also send out tools for recruiting.

The committee proposes updating the association's name to the **Civil Grand Jurors' Association of California**, thereby keeping the initials, **CGJA**. This will necessitate some legal changes, a revised logo, changes to the bylaws, etc. A subcommittee composed of Jones, Kendall Tieck, Spencer Sias and Karin Hern will address these issues. Herbst said that he and Panetta has considered this and as a result had updated website references to include the term "civil." Committee chairs will need to update their online material.

D-5 **Membership Relations Committee (MCRC)** – no report.

D-6 **Training Committee (TC)** – Caranci reported that the committee was having a busy Report Writing Workshop season, being two-thirds the way through. There will be a total of 42 workshops this year. In her first year with CGJA (about 20 years ago), we did one (in Sacramento). Three more counties are scheduled for May and four counties have not registered so far. Counties are starting to budget for the workshops. Rogers added that the feedback is very positive. Participants like the improvements that have been made in the curriculum. He expects more requests next season. Finlayson pointed out the advantages of keeping track of the numbers of participants and the number of counties involved. The writing workshops are fun and interesting for both participants and trainers. There are nine active new trainers. All of whom have done at least one workshop. Training orientation will take place in April and has been budgeted.

D-7 **Finance Committee (FC)** – Freeman reported that the committee had reviewed the draft budget. There were no major changes. We will end with more income than expenses. The committee agreed with the proposal regarding annual dues.

D-8 **Nominations & Elections Committee (NEC)** – no report.

D-10 **Awards Committee (AC)** – Sommer said that the committee needs a chair. This is a good committee to start with as chair – easy assignment and way to get experience.

D-11 **Bylaws & Policy Review Committee (BPRC)** – Jahr said in addition to the actions items listed below, the committee was working on the MCRC procedures.

D-13 **Technology Committee (Tech)** – Panetta said the end of the month will be important for evaluating the new credit card process.

Herbst reported on the website status. We now use Google Analytics which has a different reporting system from that of our previous provider, GoDaddy. He described the new section of the website titled "Get Involved" and suggested that we all look at it. There are valuable resources there.

D-14 **Grand Jury Effectiveness Workgroup (GJE)** – Finlayson reported that the committee has completed its analysis of 2021-22 reports. It covers 335 reports on 994 entities. They are working on 2022-23, with number of pages as an added variable. There were very few special districts investigated, with a great deal of covid input. There was some discussion of the use of number of pages with the recognition that counting actual reporting text would be desirable. In response to a query from Herbst, Finlayson said the data sources were the county websites. The use of training Report Information Documents (RIDs) was suggested. These analyses of county reports are used for training purposes.

## E. **Action Agenda**

E-1 **Adopt Bylaws and Policies changes regarding officers and directors (BPRC)**

[Motion made by Herbst, seconded by Gibbons]

Herbst proved the rational for one position per one officer.

The motion passed, 13-0-0, by hand vote.

**E-2 Increase Rainy Day fund**

[Motion made by Gibbons, seconded by Glover]

Gibbons (Treasurer) said the action to increase the fund from \$42,000 to \$50,000 was based on the recommendation of the Finance Committee. In response to Herbst's question, he said the additional \$8,000 will be taken from the general fund.

The motion passed, 13-0-0, by hand vote.

**E-3 Approve an annual dues renewal period for all CGJA paid memberships**

[Motion made by Glover, seconded by Rible]

Glover reviewed the discussion at the board retreat in October. The board discussed various implementation details. An Eblast will be sent out soon advising members of the policy change.

The motion passed, 13-0-0, by hand vote.

**E-4 Policy manual change for membership dues**

[Motion made by Glover, seconded by Caranci]

Herbst objected to the elimination of the \$25 two-year discount, in response to Glover's point that it would streamline the membership process. The matter was discussed and the consensus was that a single \$30 yearly fee was preferable.

The motion passed, 12-1-0, by hand vote.

**E-5 Approve 2023 CGJA budget**

[Motion made by Freeman, seconded by Rogers]

Freeman pointed out that income exceeds outflow by \$680. The training program takes up 87% and 7% goes toward the annual conference. A new step this year was investing in CDs which have paid off with high interest rates.

The motion passed, 12-0-1, by hand vote.

**F. Director Comments**

Finlayson said he was meeting with representatives from Solano County who were interested in reviving the local chapter. He also said that there was a regional meeting in the works, initiated by Janet Clark (Alameda). The date would be set during a zoom session on Dec. 1.

Jones asked when the changes in today's action items would be implemented. The consensus was that, in theory, at the time of passage but that realistically, some time would be necessary for full implementation, i.e., January 1 for the dues change and allowing the current president/treasurer until sometime in January to decide which role he wishes to keep.

Herbst said the new director orientation materials are being collected. He will consult with fellow workgroup members, Caranci and Jahr, notify the president when they are ready, and then schedule a session.

Approved 01-23-24

**G. Adjournment (4:57 p.m.)**

Respectfully submitted,  
Barbara Sommer, Secretary