

California Grand Jurors' Association Board of Directors Meeting
January 23, 2024
MINUTES

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, Diane Lloyd, Richard Rogers, Barbara Sommer.

Excused: Henry Rible.

Quorum is present.

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

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, 11-29-23: Gibbons.

C-2 Acknowledged Committee Minutes and other documents in 01-23-24 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) – one CD matured in 12/23 and was reinvested with a maturity date of 2/24. It is part of the ongoing cash flow. Another CD matures in 2/24. That is part of the long-term investment and will be renewed with a 1–3-year term, depending on interest rates.

Secretary (Sommer) – no report.

D-10 **Annual Conference Committee (ACC)** – Bell said that the committee is seeking a theme for the 2024 conference, along with a keynote speaker and/or topic for the keynote to address. If you have suggestions, please send them to Bell. Or let him know if you know someone who knows someone.

D-14 **Grand Jury Effectiveness Workgroup (GJE)** – Finlayson reported that the group continues working on the database of grand jury report implementation and mentioned student involvement. Herbst inquired about the ongoing status of the workgroup. He pointed out that workgroups are either temporary with a targeted result or become standing committees. Gibbons replied that the group might be incorporated into an existing standing committee.

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

D-4 **Public Relations Committee (PRC)** – Jones reported that the committee will be sending chapters and court offices a list of links on our website related to recruitment.

D-5 **Membership Relations Committee (MCRC)** – Glover highlighted three activities:

1. Revitalize the chapter survey, updating the chapter status form, and hoping to be able to place it on the website.
2. Complete the update of the committee’s procedures manual.
3. Multi-chapter meeting to take place tomorrow with the goal of listening to chapter input.

Lloyd added that currently there are 29 attendance confirmations (includes some BOD members).

D-6 **Training Committee (TC)** – Caranci reported that it has been a busy January with ongoing training, a completed Report Writing Workshop series, a forepersons’ workshop, and a forepersons’ roundtable session. The committee is also interviewing candidates to be trainers (five so far and more to be interviewed) and the training curriculum is being revised.

Herbst asked about topics covered in the forepersons’ roundtable. Rogers said there were several general questions, e.g., dealing with politicized jurors, staying on time with their investigations. The meeting went on a long time with a lot of back and forth. Other topics were laptops provided by the county, and recruiting the right people, i.e., the need to educate jurors about the role (problem of turnover – most of the juries represented were already below 19 members). Twelve forepersons attended. Two addition signups moved to the next session which will be held in February. Jones asked if it would be helpful to send the attendees the recruitment information that the PRC is developing for distribution to chapter and court officers. She will make that available to the TC.

D-7 **Finance Committee (FC)** – Freeman said we had a slight deficit at the end of last year due to expenses incurred by the unbudgeted website remodel. However, the financial picture is good overall due to the large end of the year receivables. A big thank you to Training for being our huge revenue producer.

The committee anticipates that lower interest rates will go into effect by the end of March and hopes to invest rainy day funds totaling \$50,000 in long-term CDs in the next few weeks to obtain a higher rate of interest. And then, we’ll invest the remaining \$75,000 of Operating Funds in short term (2024) CD’s.

The committee interviewed the candidate for Assistant Treasurer, Loydyne Lane, and recommended that the Board approve.

Herbst asked Gibbons if STRIPE (store) was sufficient for the treasurer’s work. Gibbons replied that for the most part, yes. There were cases of mismatches between the website forms and Stripe on the credit card holder’s name. Technology Committee will investigate this with detail provided by Gibbons.

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

D-11 **Bylaws & Policy Review Committee (BPRC)** – no report. Herbst mentioned that NEC procedures would be added to those currently under review. Caranci mentioned the need for policy manual changes.

There was a discussion of the immense value of the recent BOD orientation session presented by Herbst, Jahr and Caranci. The question arose as to whether responsibility for future offerings should be incorporated as a function of the executive committee or a particular office, e.g., vice-president.

- D-13 **Technology Committee (Tech)** – Herbst said at present, due to the change in provider, website statistics can only be meaningfully compared on a month-to-month basis.

Assistant webmaster Tieck has followed up on the breakout discussion at the conference on technology and is creating workgroup of about three or four individuals to seek out best practices for counties and grand juries from a technical perspective.

E. Action Agenda

E-1 Appoint Loydyne Lane, Assistant Treasurer

[Motion made by Gibbons, seconded by Rogers]

Gibbons described her financial background and said she has a working knowledge of QuickBooks and of Microsoft Office products used by CGJA. She will attend FC meetings. At present, her role will be to enter incoming invoices. She will have access to the same information as the treasurer. A background check revealed no criminal record or any problems that might be associated with her role.

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

E-2 Ratify NEC appointments for 2024

[Motion made by Gibbons, seconded by Caranci]

South: Karen Deeming (Chair, Director), Lou Panetta (Member); Central: Juliana Jones (Director), Jason Wacha (Member); North: Karen Jahr (Director), Ray Frisbee, Member.

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

E-3 Change name, California Grand Jurors' Association" to "Civil Grand Jurors' Association of California"

[Motion made by Jones, seconded by Deeming]

Jones said the subcommittee did a careful online review to see if there might be a name conflict. There is none. Changing the name will require a filing with the CA Secretary of State as an amendment to our Articles of Incorporation.

Herbst was concerned about official documentation. Do we need to add "... of California" to all our references? Jahr said she thought that only pertained to the filing with the Secretary of State – that using the shorter "Civil Grand Jurors' Association" would be fine.

The motion was amended to make the change more explicit. The **amended motion is appended below.**

Rogers was concerned about unanticipated consequences. Lloyd raised the issue of chapter names that incorporated ours. Caranci pointed out that the issue was specific to our name. Chapters have control over their choice of name.

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

E-4 Chapter charter revocation

Several issues were raised in the discussion. There was a concern about consistent treatment across counties and to what degree follow up was required and under what circumstances. Boracci pointed out that counties were not given a charter, but rather, a *Certificate of Affiliation*.

The matter was deferred to the next BOD meeting.

F. Director Comments

At the behest of Glover (MCRC), Michael Hofman, Database Manager, gave a short presentation describing the developing of and the current state of the database, with some examples of how it might be used.

Gibbons addressed the question of remaining on as President and Treasurer. He said that with the addition of Lane as Asst. Treasurer, he would like to remain in both roles until October. Herbst pointed out that this choice was not consistent with the action taken in November which stated that one person should not hold two offices at the same time. Sommer said that she had considered the October 2023 decision appointing Gibbons to both roles to imply that the situation would continue to October 2024 and that the November 2023 action would go into effect at that time. Herbst made the point that an action becomes active at the time that it is passed. There was a discussion about the principle and optics of the association's president simultaneously being its treasurer. Gibbons stated that there was not anyone who would be able to immediately take over the treasurer role, and therefore he would resign as president.

G. Adjournment (5:54 p.m.)

Respectfully submitted,
Barbara Sommer, Secretary

Board of Directors Meeting – Action Agenda Item

Item Number: E - 3

Meeting Date: January 23, 2024

To: CGJA Board of Directors

From: Juliana Olinka Jones

Subject Summary: Approve formal change of the organization name to: Civil Grand Jurors' Association of California

Recommended Actions: 1) Approve name change to be Civil Grand Jurors' Association of California and submit subsequent notification to the necessary governmental agencies of the name change;

2) approve expenditure of necessary fees attached to such change (<https://bpd.cdn.sos.ca.gov/corp/pdf/amendments/corp-amdtnpna.pdf>) (\$35)

3) Amend Article 1 of the CGJA Articles of incorporation to its new name and submit an amendment to the Secretary of State (<https://bpd.cdn.sos.ca.gov/corp/pdf/amendments/corp-amdtnpna.pdf>) (\$30);

Support Documentation: Work Group (Juliana Jones, Spencer Sias, Kendall Tieck) completed multiple online searches with CA Secretary of State, Guide Star and the internet at large to assure no pre-existing entities are using the updated name. Documentation related to necessary steps per links above)

Upside/Downside: Upside: Ability to align more clearly with civil grand juries for better understanding by the public and ability to retain the moniker **CGJA** so as to minimize changes in internal documents, website, etc.