

# California Grand Jurors' Association Board of Directors Meeting

## May 28, 2024

### MINUTES

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#### A. Call to Order and Roll Call

The roll was taken, and the meeting began at 3:01 p.m.

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

Absent: Karen Deeming (excused).

Quorum is present.

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

Treasurer: Loydyne Lane.

#### 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, 04-23-23: Cooper.

C-2 Acknowledged Committee Minutes and other documents in 05-28-24 meeting packet: Cooper.  
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** (Cooper) – Cooper said that when MCRC notifies him of a new member, he makes a personal telephone call welcoming the individual.

He will be contacting committee chairs about the succession plan. We will need to meet to put one in place before the annual conference. At Herbst's request, he will send the existing version to committee chairs.

#### D-2 Officer Reports

Vice President (Herbst) – no report.

Treasurer (Gibbons) – moved three CDs from First Republic to Chase (bought out First Republic). He has started the signature sheet change for the new president and the secretary (both will need to sign in person at a local branch). One CD matured as of 5/20/24. He will take care of it. We are in good shape financially. Finlayson asked about the name change paperwork. Gibbons said it has been done.

Secretary (Sommer) – requested that committee chairs update their rosters with either her or Mike Hofman.

D-10 **Annual Conference Committee (ACC)** – Bell said that the annual conference registration is now open on the website.

- D-14 **Grand Jury Effectiveness Workgroup (GJE)** – Finlayson said the workgroup is implementing suggestions from webmaster Herbst regarding data on the website. Josh Franco is working at expanding his current role to other community colleges. Finlayson is working on the Metric Committee set up at the recent bay area regional meeting.
- D-3 **Legal and Legislative Resources Committee (LLRC)** – no report.
- D-4 **Public Relations Committee (PRC)** – Jones reported that the committee has changed the name of the *Journal* from *Grand Jurors' Journal* to *CGJA Journal* to support the branding and continuity of our new logo.

Panetta said he has submitted the Service Mark paperwork.

Herbst commented on the need to reach out to the courts to see that our name is changed on their websites. Caranci, Jahr and Hofman will work on the best way to communicate the information to the necessary people (e.g., CEOs, tech staff, current grand jury, et al.).

Jones will be setting up a meeting with all Constant Contact users sometime in June.

The committee is working with the logo designer to create a style guide regarding the use of the logo.

- D-5 **Membership Relations Committee (MCRC)** – Herbst said as of April 30, we had 283 members. Caranci reported that CGJA has 25 existing chapters. The committee will first focus four troubled chapters and the new one (Solano). Then the committee will actively solicit chapter members to serve on CGJA committees, particularly PRC, MCRC and AC (those most in need of members).
- D-6 **Training Committee (TC)** – Caranci said 22 people attended the Foreperson Roundtable discussion on 5/13/24. It covered timely topics and the sharing of information and was very successful. The committee is gearing up for the summer training season. San Diego county has come on board and Alameda has returned.

Rogers reported on NTOTT (training trainers). It went well. There are 39 trainers, 15 of them new. The committee is already working on next year's session, scheduled for the first weekend in May. Final revisions are being completed for material for the forepersons and report writing workshops.

- D-7 **Finance Committee (FC)** –Freeman said all our current assets are in cash and as we have no (formal) **fixed** assets **and** we have no liabilities. There are five financial buckets:
1. Checking/savings **\$55,000** for current expenses, e.g., training and travel.
  2. Operating fund, **\$75,000** in CDs timed over **this year timed for** when we need them.
  3. \$30,000 training reserve, in cash.
  4. Rainy day fund, \$50,000 in long term **CDs** (over a year) (CDs) (can **access** if needed).
  5. Special funds, e.g., Zepp, Lindberg, Regan, etc.
- The committee is looking at ways to earn more on what we have (i.e., above 5% interest) and to keep money accessible.
  - The Budget vs. Actuals spreadsheet is more important in the third quarter as we **will have spent** (spend) **more money** then. He references the under/over budget amount. On page 4, the **over-budget** amounts are highlighted in red.
  - The CGJA name change project was approved after the budget was approved and is listed at the **very** end.

Gibbons pointed out that since the beginning of 2024 we have earned \$5,528 in interest which compares with \$12 during the same period in the previous year.

- D-9 **Nominations and Elections Committee (NEC)** – Panetta mentioned individuals who have expressed an interest in running for office. He will interview them, but has pointed out before running for director, one must have served on a CGJA committee.

As he will be running for director, he can no longer serve on the NEC. However, he will stay to offer support to chair Deeming. Jahr (as an NEC-experienced director) will serve as vice-chair of the committee.

Herbst pointed out that the website is heavily involved in the election

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

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

- D-13 **Technology Committee (Tech)** – Kendall Tieck has resigned from CGJA duties. One of his projects was offering tech support for counties. Panetta will follow up on that project. Also, Tieck was working on the Microsoft 365's software for non-profits – low-cost software and secure system for treasurers' records and communication. The application process was redone with our name change and Tieck was going to put the various technical tools in place. Panetta will follow up on that as well.

Herbst volunteered to replace in posting the blog.

## **E. Action Agenda**

- E-1 Ratify President's appointment or Lou Panetta, Director, South Region.**

[Motion made by Cooper, seconded by Caranci]

The motion passed, 11-0-0, by hand vote.

## **F. Director Comments**

Gibbons said that Loydyne Lane, Assistant Treasurer was now doing all of the QuickBooks data entry for new members as well as handling receipts and entries for the legal advisor workshops. She is picking up additional tasks. In his role as Treasurer, he holds the bank accounts and signatures, as well as handling investments. The division of labor is going along well. The implementation of Microsoft 365 will be an improvement.

- G. Adjournment (4:11 p.m.)**

Respectfully submitted,  
Barbara Sommer, Secretary