

California Grand Jurors' Association Board of Directors Meeting
June 25, 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, Lou Panetta, Richard Rogers, Barbara Sommer.

Absent: Diane Lloyd (excused).

Quorum is present.

Others present: Committee Chairs: Lloyd Bell (ACC) Don Freeman (FC); Asst. Treasurer. Loydyne Lane; and Member, Mike Hofman.

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, 05-28-23: Cooper.

C-2 Acknowledged Committee Minutes and other documents in 06-25-24 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) – this is a good time of year to recruit new members as people are finishing their jury service. We have much to do in that regard.

D-2 Officer Reports

Vice President (Herbst) – no report.

Treasurer (Gibbons) – all checks needing approval are in the mail. We are now on the San Diego county list as a supplier (in order to process invoices).

Secretary (Sommer) – requested that committee chairs send her committee member updates for the roster.

D-10 **Annual Conference Committee (ACC)** – Bell reported that the annual conference program is full and set. At last month's board meeting, it was suggested that the board would like time to solicit feedback from the attendees as to how the CGJA could be more helpful to them and their chapter/association. The ACC considered the suggestion and thought that a presentation could be made at both breakout sessions which would enable members to attend this and one other session of interest. He believes that Panetta volunteered to lead this effort with the board. A catchy title of the presentation for the printed program would be helpful to generate interest.

- D-14 **Grand Jury Effectiveness Workgroup (GJE)** – Finlayson said that Professor Franco continues with his lab and 130 students collecting civil grand jury report data. They are tabulating grand jury recommendations. Eventually, he will collaborate with Herbst on database matrices.

The committee will soon check with the State Archives to find out which counties are sending in civil grand jury reports (something the counties should be doing).

Herbst asked for an ETA on the Franco data. Finlayson said probably mid-August.

- D-3 **Legal and Legislative Resources Committee (LLRC)** – no report.
- D-4 **Public Relations Committee (PRC)** – Jones said she would be sending us a media list so that we can check current media contacts in our counties. Using Cision didn't work so well, so we will probably have to rely on our own resources for publicity.
- D-5 **Membership Relations Committee (MCRC)** – Cooper reported that there was only an informal meeting. Caranci added that there is some restructuring of subcommittees. New people are coming on board as a result of the committee's reaching out to chapters. The committee membership now represents eleven chapters. Also, the Solano County proposed by-laws are awaiting approval by BPRC.
- D-6 **Training Committee (TC)** – Caranci said the committee is "busy, busy, busy." Rogers described changes in committee membership. Evaluations have shown an uptick for most of the training events, with a slight downward result for the foreperson workshops.
- D-7 **Finance Committee (FC)** –Freeman said that we are "cash rich," with \$90,000 earning 0-1% interest and \$125,000 at 4.5%, for a weighted yield of 2.8%. The committee is interested in improving the interest rate by proposing a more flexible cash management process. Gibbons had suggested going into treasuries. Most of our CDs are with Chase. Treasuries pay about 1% more interest than the CDs. Breaking the CDs results in lost interest. Short-term treasuries can be purchased for 1-, 2-, 3-, 6- and 12-month terms. They are easy to purchase using an online tool. We can purchase treasuries in accord with our changing monthly cash needs by simply laddering amounts by month. Dealing directly with the treasuries is optimal (i.e., waiting until they come due), but we can use Chase as a secondary seller if we need cash immediately. We will set up a Chase investment account for that purpose.

Cooper asked about the minimal amount required for the treasuries. Freeman said it can be as low as \$100.

Assistant Treasurer, Loydyne Lane, is now a member of the committee.

- D-9 **Nominations and Elections Committee (NEC)** – Deeming reported that all the candidate statements have been received. All positions are uncontested.
- D-10 **Awards Committee (AC)** – no report.
- D-11 **Bylaws & Policy Review Committee (BPRC)** – Jahr said the committee has received Solano County Chapter's proposed by-laws and will review them before the next board meeting. Finlayson said that Solano used Contra Costa Chapter's bylaws as a model.
- D-13 **Technology Committee (Tech)** – Panetta reported that the Microsoft 365 project has stalled. The main goal had been to provide a collaborative workspace for the treasurer and assistant treasurer. Its use had been proposed by Kendall Tieck. However, he has resigned and is no

longer available to assist with setting it up. Doing so turns out to be extremely complicated, so Google Solutions has been implemented instead.

Herbst explained the problematic aspects of meshing Microsoft 365 with our current website setup. He mentioned Vertex AI as an alternative. However, on investigation, he found there was an indeterminate fee. He added that a number of AI (Artificial Intelligence) solutions are coming onboard and are likely to be easy to use and affordable.

On website statistics, Herbst described the new presentation format which focuses on the current month. Hofman (Database Manager) said that Herbst has been very helpful with the online membership forms.

E. Action Agenda

E-1 Approve 2024 Director Election Ballots.

[Motion made by Deeming, seconded by Herbst]

Herbst described the chronology and the voting process including the use of control numbers. Caranci pointed out the Introductory Members who have not paid dues will not be eligible to vote.

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

E-2 Approve the president's appointment of Michael Hofman as PRC chair.

[Motion made by Cooper seconded by Rogers]

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

E-3 Approve the style guide.

[Motion made by Jones, seconded by Glover]

Some board members expressed the concern that the style guide did not adequately address the use of the logo, e.g., when it can be used, on what documents it might appear, etc. Panetta explained that Monterey County Chapter is ready to use it and putting them off would be a problem. Herbst suggested accepting the style guide now for appearance and establishing usage rules later. Jones pointed out that the style guide was a work in progress and that it pertained primarily to the appearance of the logo. She felt that a six-month tryout period was appropriate and would be very helpful in assisting with the development of usage guidelines.

The motion passed, 12-0-0, by roll call vote.

E-4 Approve adding the option of U.S. Government Treasuries to CDs.

[Motion made by Freeman, seconded by Panetta]

Freeman reviewed the current state of interest on our CDs and described basis for the Finance Committee's recommendations, as expressed in the action item. Herbst asked how much would be kept fluid to cover ongoing monthly costs. Freeman said the committee would be reviewing past expenditures to best estimate that amount. The estimates he prepared for this action item assumed \$20,000 kept in checking/savings.

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

Additional action item per *Policy and Procedures Manual* Section 4.60, E2.

E-5 Allow the Monterey Chapter to use the logo as described in the draft style guide.

[Motion made by Panetta, seconded by Caranci]

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

F. Director Comments - none

G. Adjournment (4:42 p.m.)

Respectfully submitted,
Barbara Sommer, Secretary