

**California Grand Jurors' Association**  
**Board of Directors Meeting – September 25, 2012**

**MINUTES**

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**Call to Order & Roll Call:**

The roll was taken and the meeting began at 7:03 P.M.

Present: Caranci, Hern, Hoffman, Landi, Mufson, Small, Trautman

Absent: Boultinghouse(ex), Jahr(ex), Lewi(ex), North(ex), Ragan(ex), Walker

**Agenda and Comments:**

B-1 Agenda Approval: Mufson

A motion was made by Director Trautman, seconded by Director Hoffman and passed by voice vote to approve the content of the Agenda but to reverse the order of the Action Items and the Committee Reports.

B-2 Member Comment (maximum 10 minutes total)

None

**Consent Item**

C-1 Approval of 8/28/12 CGJA Board Meeting Minutes: Landi

C-2 Acknowledge Committee Minutes and reports in 9/25/12 packet: North

A motion was made by Director Hern, seconded by Director Trautman and passed by voice vote to approve the Consent Items.

**Action Agenda**

E-2 CGJA shared liability coverage (continued from 8/28/12 meeting)

*President North*

**Recommended Action:** Move to cease extending insurance coverage to chapters

Director Hern said we have a general liability policy that currently covers CGJA and 5 chapters in the case of a lawsuit. Director Hern gave an example: if some one slipped during a training seminar because of water on the floor, they are going to sue the hotel and anyone else that they can. As a chapter member, she wants her chapter to be insured. The issue of increasing the coverage from 1 million to 2 million is because of the times there is a dilution in coverage. There was consensus that we should let individual chapters make the decision as to whether or not they feel the need for insurance and if so, would they seek individual coverage or choose to be a party on the CGJA policy. It is likely that most chapters do not have liability insurance.

We currently provide coverage to 5 chapters for an additional cost that CGJA absorbs. Most Directors were unaware of this fact. Director Hern said the broker explained that their minimum premium is \$800 and the 5 chapters may have been included so that we could meet the \$800 minimum to obtain coverage. There was consensus that chapters should assume any costs associated with them being included on CGJA's policy. However, at this time we need more information relative to cost for the 5

chapters currently covered as well as the other 19 chapters. It appears that the premium may be based on the number of chapter members.

Director Trautman made a motion that (1) CGJA maintain its' \$1,000,000 liability coverage; (2) at renewal we cease covering the 5 chapters or ask if they are willing to pay; and (3) explore whether or not chapters would be interested in liability coverage.

There was brief discussion regarding the type of coverage we currently maintain—liability, personal property (equipment) and D&O for a total of \$1,850 per year. It was pointed out that we need to fully understand exactly what our coverages are, what is covered and the true premium cost. Directors Mufson and Hern volunteered to work on this project to get more information regarding our coverage, approximate costs for chapters, what is covered, what isn't covered, etc.

Director Trautman restated his motion as follows: CGJA will not continue to provide coverage to chapters at its' cost upon renewal 1/1/13. In the interim the insurance workgroup will interface with chapters providing information so they can make an informed choice. This restated motion was seconded by Director Small and pass by a majority voice vote.

E-1 Revoke Nevada County Chapter status

*Dan Mufson, Chair MRC*

**Recommended Action:** Revoke the chapter status of the Nevada County Chapter.

Director Hern called for the question. The motion was unanimously passed by voice vote.

E-2 Draft Policy Manual revision

*Policy Editorial Review Committee, Karen Jahr, Karin Hern, Joann Landi*

**Recommended Action:** (1) Accept draft policies for study purposes; (2) schedule a study session for the week of October 8<sup>th</sup>; and (3) Directors are encouraged to communicate their comments and/or suggestions to the Committee.

The Board is being asked to review the draft and submit comments/questions to the Committee. Director Landi will poll the Board to set up a study session prior to the October 23, 2012 meeting.

E-3 Establish policy re use of CGJA logo

*Jerry Lewi, Chair PR Committee*

**Recommended Action:** Adopt policy regarding the care of the CGJA logo

Director Trautman has strong feelings unrelated to the substance about whether or not this is a good idea. Since the maker of the motion was not present to answer questions, Director Trautman made a motion to table the matter until the October 23, 2012 meeting. The motion was seconded by Director Hern and passed by voice vote.

E-4 Clarify and standardize disclosures regarding use of contact information on CGJA Membership and IM forms

*President North*

**Recommended Action:** Move to standardize all such disclaimers to read – “The California Grand Jurors’ Association will not knowingly provide, sell, trade, transfer or in any other way deliberately reveal any such private member information to any party outside of the California Grand Jurors’ Association.”

This item is a carryover from the August 28<sup>th</sup> meeting. At that meeting the President amended his motion to read “The California Grand Jurors’ Association does not provide, sell, trade, transfer or in any other way deliberately reveal any such private member information to any party outside of the California Grand Jurors’ Association.” The motion was seconded; however, the matter was tabled without a vote on the motion.

Director Caranci said that two years ago when we adopted a disclaimer policy, it was to apply to all forms where we collect contact information, including training registration forms. Director Mufson

said that he noticed that we well and said that the motion should be modified to cover all forms where we solicit information from trainees, workshop attendees, etc. Director Hoffman said that this applies to those documents that a director or member can request—they cannot request training information.

Director Hoffman amended the motion to read: Move to standardize all such CGJA disclaimers to read – “The California Grand Jurors’ Association.....” The amendment was seconded by Director Trautman and unanimously passed by voice vote. The original motion as amended was approved by voice vote.

#### **Officer and Committee Chair Reports:**

D-1 Legal and Legislative Resources Committee (LLRC) – Trautman: Requests have slowed down a bit this month.

D-2 Public Relations Committee (PRC) – Landi for Lewi: Status of Committee reflected in Committee minutes.

D-3 Membership Relations Committee (MRC) – Mufson: Had successful regional in Chico and other chapters are looking forward to a regional in Fresno. Tulare County has expressed interest in becoming a chapter.

D-4 Training Committee (TC) – Caranci: The Committee is involved in evaluation and a debrief of the summer sessions. They have had a request to train a new jury impaneled in Sierra County. Will conduct a 1 day on site for their 11 member jury. Monterey County is in process of changing to a fiscal year jury. There will be 5 Report Writing Workshops this year. It is estimated that there will be between 120-150 attendees at the 5 locations. We have already received registrations for all 5 venues. They have done a complete and thorough review of the Report Writing Workshop curriculum. Director Small proposed that we elevate Director Caranci and the Training Committee to sainthood.

D-5 Finance Committee - Ragan: The Treasurer will be contacting committees to get them started on budget planning for 2013.

D-6 Awards Committee – Small for Mattea: Director Small said that the Committee just received the Committee policy as prepared by the Editorial Committee. One award is the Local Achievement Award and the Committee is anxious to get the word out. A request to place an article in the Journal was declined based on the policy not having been approved by the Board. So Director Small said we need to move this along so that the award can be advertised.

#### **Ad Hoc Committee Reports (as needed)**

D-7 Policy Manual Subcommittee – Hern, Jahr, Landi: See E-2.

D-8 2012 Annual Conference – Boultinghouse, Trautman, Shepp & Mufson: As of yesterday there were 27 registrations. Director Mufson reported that a reminder notice was sent to members yesterday. The sub-committees have been meeting. The Board Retreat is scheduled for Wednesday, November 14, 1-4 PM at the Embassy Suites. Directors Mufson and Landi will work out the details. Director Trautman mentioned that he submitted an article to the Journal about the panels and he provided an overview of the content and panel members. The Keynote speaker is the Executive Director of the Little Hoover Commission.

D-9 Nominations-Elections Committee - North: The Committee will meet October 13<sup>th</sup> and finalize a slate of officers. There was an unavoidable cost overrun and the President requests authorization for the Treasurer to pay the Orange County League of Women Voters for their services. Director Hoffman said that there are going to be times when we go over budget but we have to pay our bills. There is an outstanding bill for \$250 from the Orange County LWV. A motion was made by Director Trautman, seconded by Director Hoffman and passed by voice vote that we pay the LWV fee.

F. Directors Brainstorming Session—

G. Adjournment

A motion was made by Director Trautman, seconded by Director Small and passed to adjourn the meeting at 8:16 P.M. The next regular meeting is October 23, 2012.

**Information Items Submitted Directly by Sponsor**

- H-1 Critical date reminder: North
- H-2 Budget/Actual - August, 2012: Hoffman
- H-3 Balance Sheet: Hoffman
- H-4 Insurance email: North
- H-5 Chapter insurance analysis: Choi/Boultinghouse
- H-6 Item E-2 from 8/28/12 Board meeting re Chapter insurance: North
- H-7 President's notes: North

Submitted by,  
Joann Landi