

**California Grand Jurors' Association**  
**Board of Directors Meeting—December 20, 2012**

**MINUTES**

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**A. Call to Order & Roll Call**

The roll was taken, and the meeting began at 7:04 PM.

Present: Directors Boultinghouse, Caranci, Hern, Hoffman, Jahr, Monaco (joined at 7:09 PM), Ragan, Trautman; Jerry Lewi (for Consent Item C-4)

Absent: Directors Greenberg, Mufson, Walker

**B. Agenda and Comments**

B-1 Agenda Approval: Trautman  
The agenda was accepted as submitted.

B-2 Member Comments  
None

**C. Consent Items**

C-1 Approval of the CGJA Board Minutes, 11/27/12: Ragan

C-2 Acknowledgement of Committee Minutes in the 12/20/12 board meeting packet:  
Trautman

C-3 CGJA Business Card Guidelines: North

C-4 Publishing Updated Edition of the Grand Jury System Book: North

Boultinghouse moved, Hern seconded, and the Board unanimously approved moving C-4 from Consent Items to the Action Agenda.

Boultinghouse moved, Monaco seconded, and the Board unanimously approved Consent Items C-1, C-2, and C-3 as submitted.

**E. Action Agenda (1)**

Lewi requested that the Board consider C-4, now an action item, at this time so that he could then leave the meeting. President Trautman asked if there were any objections. There were none. The item is now E-3.

E-3. Publishing Updated Edition of the Grand Jury System Book: North. The subject is to publish an updated version of the Grand Jury System Book at a reduced cost per copy. The recommended action was: **Approve printing of 300 copies at a cost not to exceed \$900 (already budgeted), AND approve free distribution to appropriate outlets of remaining copies of original.** Discussion led to the

conclusion that approving printing of 900 copies is already in the 2013 budget up for adoption in E-2 in this meeting and therefore does not have to be part of this recommendation. North agreed to amend the recommended action to read: **Approve free distribution to appropriate outlets of remaining copies of original edition of the Grand Jury System Book.** The rationale is that once the new edition is on the street, we cannot in good conscience sell the older version. Therefore, we should give these copies (about 100) primarily to educational sources as part of our initiative to get grand jury information into the secondary (and possibly college) level instruction. Another outlet would be as a free text book for an Osher course. President Trautman encouraged coordination with the Education Committee in distribution. The Board adopted the recommended action, 8 yes, 0 no, 1 abstention (Monaco).

Hern requested that a draft of the new Grand Jury System Book be sent to the Board for review prior to publication.

Note: Lewi exited meeting. Thanks, Jerry.

#### **D. Standing Committee Chair Reports**

##### **D-1 Legal and Legislative Resources Committee (LLRC)**

Chair Jahr reported that there are no outstanding questions for the LLRC to answer. Director Monaco is working with her to develop a matrix electronic system to track and more easily find previous questions and responses to help in responding to new questions. After January 1, 2013, Jahr will send the draft system to LLRC members and Board members for comment.

##### **D-2 Public Relations Committee (PRC)**

Chair North reported that CGJA will hold a press conference on February 5, 2013, to present the Lt. Governor Gavin Newsom Public Service Announcement (PSA) promoting the grand jury. The press conference will be in San Francisco: 400 McAllister (at Polk), Room 617. Promotion will be by CGJA directly and through chapter presidents to public access channels and commercial broadcast media. A professional publicist is volunteering his services to PRC in this promotion.

PRC has big plans for working on the Updated Edition of the Grand Jury System Book. This will probably include fundraising for this as a project. President Trautman encouraged coordination with the Fundraising & Grant Writing Committee in the fundraising.

Trautman commended Journal editor Lewi on the most recent issue of the Journal.

##### **D-3 Membership Relations Committee (MRC)**

MRC member Boultinghouse reported that one of the outcomes of the 2012 Annual Conference is that people want to be involved with CGJA. MRC is now (1) developing a FAQs (questions and answers between chapters and CGJA) to publish on our web site and (2) introducing a news-from-around-the-state feature in the Journal, asking chapters for news without having to submit full articles.

D-4 Training Committee (TC)

Chair Caranci reported that 2013 training preparation is in full throttle (secretary's choice of noun). The Curriculum Subcommittee (TC/CS) is now reviewing and appropriately editing the 2012 PowerPoint presentations (PPTs) for all sessions, going slide-by-slide. Overall, the PPTs for 2013 will have a new look: more color, more and better graphics. Revisions to the training manual will come next. TC is also now planning Train-the-Trainers session for February 22-23.

D-5 Finance Committee (FC)

Chair Monaco reported that (1) the proposed 2013 Budget is complete (see E-2 below); (2) FC has set its 2013 goals—balance books, distribute monthly statements to FC members, develop investment policy, and develop asset depreciation schedule; (3) FC has submitted article for publishing in the next Journal; (4) FC is working with PRC to add eScrip link to website to increase potential revenue; and (5) FC has established regular monthly meetings.

D-6 Awards Committee (AC)

President Trautman reported that AC wants to make our annual awards more prominent in our annual conferences. They are a big deal. AC Chair submitted her report (included in the Board meeting packet). If you have suggestions, give them to AC Chair Mattea, copying Trautman.

**Ad-Hoc Committee Reports**

D-7 Annual Conference Committee (ACC)

Chair Shepp submitted her report on the 2012 Annual Conference in Napa. The report was part of the Board meeting packet. Shepp's opening sentence in her report, "the best attended, highest rated and financially successful CGJA conference in 31 years," says it all.

The ACC is exploring venue options for the 2013 Annual Conference. Time is fleeting.

D-8 Education Committee (EC)

No report.

D-9 History & Archives Committee (HAC)

President Trautman reported that the current HAC members are Joann Landi (chair), Audrey Lynberg, Betty Matea, Keath North, and Jim Ragan. HAC will address CGJA history, what records we should preserve (and for how long), and who keeps track of compliance. Trautman asked Hern to determine what the State Corporation Code requires with respect to record retention. Hoffman said that financial records must be kept for 3 years. Hern said that tax records must be kept for 7 years. HAC will address what records we have to preserve and what records we want to preserve.

## E. Action Agenda (2)

### E-1 Addition to Policy 5.004 re Mileage Reimbursement: Hoffman

CGJA has been paying mileage reimbursement at the current IRS rate of \$.555/mile. The IRS has increased its rate to \$.565/mile. The recommended action would automatically tie CGJA's rate to the IRS rate rather than seeking a change each time IRS makes a change. The recommended action was: **Add Paragraph G to CGJA Policy Manual Section 5.004, Payment and Reimbursement Policies: The Association will pay mileage reimbursement at the IRS rate in effect at the time of the request. This will be applied across the entire organization if approved by the appropriate person.** The Board unanimously approved the action.

### E-2 Approve the 2013 Budget: Hoffman

The proposed budget was created by each committee and reviewed, refined, and approved by the FC. Hoffman pointed out that Income #3251, Donations Unrestricted is a plugged amount to balance projected income and expenses. And she has created a new income category, #3002, Carryover from Previous Fiscal Year, which she intends to rename as Fund Surplus. Hern supported this move. We can also move some of #3251 into #3002. She also said that we'll start the year with a balance of \$25,840, and we have to decide what we want to do with the money. Trautman asked if Accounting Services (#4091) was going up. Hoffman said yes because of the approval of an accountant to clean up Quick Books. Trautman also noted that Web Site Expenses (#8201) were going down. Hoffman said the reason is that all but \$700 of the original \$4,000 is now paid off. The new Standing Committee, History, Archives, and Compliance, as yet has no chair. The committee would address CGJA history, what records we should preserve, and who keeps track of compliance.

**The recommended action was to approved the Proposed 2013 Budget.** The Board unanimously approved the action. The approved budget is attached to these minutes as Item E-2.

## F. Directors' Brainstorming

The Directors discussed several items:

F-1 Following the Business Card Guidelines (C-3 above). Directors can design and print their own cards following the adopted guidelines (attached to these minutes as Item C-3), use the template available at [dropbox.com](https://www.dropbox.com), or seek help from the PR Committee.

F-2 Bank Account Changes. Hoffman informed other Board members that she has changed CGJA's checking and savings accounts from Bank of America to Chase Bank because of procedural changes at Bank of America that now require closing accounts and opening new ones every time there is signature change. Charge cards stay with Bank of America.

- F-3 Checking v Savings Accounts. Boultinghouse recommended that Treasurer Hoffman keep more money in the savings account than is now done to earn interest, even though today's rate is very low. Hoffman could make appropriate electronic transfers as needed. Hoffman agreed. Board members agreed that no motion was required.
- F-4 Board Meeting Packet Assembly and Distribution. Trautman said that committee chairs should send to him their information for inclusion in the meeting packet and that he would forward that information and the meeting agenda to Secretary Ragan for packet organization, assembly, and distribution.
- F-5 Organization Chart in December 20 Meeting Packet (H-4). The chart doesn't have contact information. Trautman responded that the chart is an attractive presentation and does not replace the board and committee rosters for which the Secretary is responsible.

**G. Adjournment (8:04 PM)**

Respectfully submitted,  
Jim Ragan, Secretary

**Item C-3**

**CGJA Director & Officer Business Card Guidelines**

(to be included in approved minutes)

**Item E-2**

**2013 Budget**

(to be included in approved minutes)