

California Grand Jurors' Association
Board of Directors Meeting—May 28, 2013

MINUTES

A. Call to Order & Roll Call

The roll was taken, and the meeting began at 7:02 PM.

Present: Directors Caranci, Greenberg, Hern, Hoffman, Jahr, Monaco, North, Ragan, Trautman (president); Lynberg (to become director after E-1 action item); FDC Chair Shepp

Absent: Directors Boultinghouse, Mufson

B. Agenda and Comments

B-1 Agenda Approval: Trautman

Hern moved, Hoffman seconded, and the Board unanimously approved the agenda as submitted.

B-2 Member Comments

None

C. Consent Items

C-1 Approval of the CGJA Board Minutes, 04/23/13: Ragan

C-2 Acknowledgement of Committee Minutes in the 05/28/13 board meeting packet: Trautman

Hoffman moved, Caranci seconded, and the Board unanimously approved the two Consent Items as submitted.

D. Standing Committee Chair Reports

D-1 Legal and Legislative Resources Committee (LLRC)

⑨ Chair Jahr said that since the April 23 Board meeting LLRC has prepared and distributed six opinions, which Board members should have received. Two additional opinions are now in process.

⑨ Greenberg commended Jahr and the LLRC (echoed by Trautman) on its very quick responses.

D-2 Public Relations Committee (PRC)

⑨ Chair North said that the PRC has put out a call for additional people to help with the CGJA website. We can train people. This will allow us to do our own updating rather than hiring it out.

- ⑨ North wrote an article for the Journal regarding distribution of the Newsom PSA, which has life beyond recruitment. North wants to encourage chapters to go to their local media outlets to get the PSA aired, especially the 60-second spot. His goal is to have more local contacts by the time that recruitment starts for the 2014-2015 grand juries.
- ⑨ PRC distributed Trautman's op-ed piece, "Thoughts on the 2013-2014 Grand Jury Term." It is now on the CGJA website Blog and linked the various social media. Some papers have published it.
- ⑨ PRC will have an action item for the next Board meeting to select a professional email system to distribute the Journal as PRC has been authorized to do.
- ⑨ PRC is still working on the scope of printing the grand jury book and its distribution to the schools, the courts, service district boards of directors, city councils, and boards of supervisors.

D-3 Membership Relations Committee (MRC)

No report.

D-4 Training Committee (TC)

- ⑨ Chair Caranci spoke about this being a very busy time for TC. Curriculum review is now complete. Everything in the Training Manual is now at or ready to go to the printer. There will be 984 copies of the Training Manual (might have to add more), 80 copies of the Forepersons Training Manual, and hundreds of copies of other handout materials. TC is now confirming all of the details for our onsite seminars and will do this for the regional seminars once the new juries are empaneled. TC is working on the logistics for transporting all the equipment and materials to the different sites.
- ⑨ TC recently added Lassen County and Sierra County as on-sites.
- ⑨ Trautman congratulated TC on its substantial, mind-boggling work in the logistics involved with so many seminars in different locations and in curriculum review and redevelopment.

D-5 Finance Committee (FC)

Chair Monaco presented highlights of the FC's work over the past month.

- ⑨ FC this evening is presenting Action Item E-5: wordsmithed Tax Filing Guidelines per feedback received during prior Board meeting. They were published on May 6. Replies include: "thanks and helpful," "exclude our chapter," and "I have some questions."
- ⑨ FC believes that chapter corporation numbers are needed for requesting a group state tax exemption. We are unaware of any chapter corporation numbers. Therefore, Hern will inquire if a group state tax exemption can be granted with chapter federal tax ID numbers.

- ⑨ FC has outlined a process with MRC for capturing chapter information to enable the Treasurer to file the most complete and accurate information to tax agencies.
- ⑨ FC, through the Treasurer, was able to negotiate the waiver of Payment Card Industry (PCI) Compliance Data Security Standard (DSS) fees that would have been \$100/year.
- ⑨ FC is presenting Action Item E-6 to exceed budget for credit card processing fees as monthly PayPal service charges will remain with Finance, while transaction service fees will continue to be allocated out to the appropriate committee's budget.
- ⑨ A sales log sheet is in development to enable capturing of pertinent information.
- ⑨ Screen-sharing solutions are being entertained to help facilitate conference calls.

D-6 Awards Committee (AC)

No report.

Ad-Hoc Committee Reports

D-7 Annual Conference Committee (ACC)

- ⑨ Chair Greenberg said that the dates are November 13 for the Board meeting and November 14-15 for the Annual Conference.
- ⑨ By the end of this week, ACC will have the space for all meeting venues locked up.
- ⑨ Trautman said that he had not yet seen the revised contract with the hotel. He wants to make certain that the spaces for the board meeting and other sessions are adequate. Greenberg said that he would get the contract to Trautman this week.
- ⑨ The ACC will have the conference theme within the next seven days.
- ⑨ ACC members from Fresno, Kern, Madera, and Tulare counties are now developing the program panels. Greenberg hopes to add a representative from Stanislaus County. This broad representation will help ensure broad panel participation. The ACC will set the panels by the next Board meeting.
- ⑨ The ACC will finalize registration fees and forms within the next week.

D-8 Education Committee (EC)

No report. Trautman expressed concern that EC efforts are not progressing. Jahr said that there are efforts between the California chief justice and the superintendent of schools with regard to civics programs at the high school level focusing on participatory democracy. Is the Education Committee using this as a possible avenue? Ragan said that EC is looking at this.

D-9 History & Archives Committee (HAC)

No report. Ragan, as Secretary, said he has to inventory what we have. Hern offered to participate in “librarianship,” but she and Ragan are too far apart geographically. Hoffman added that the records should include what the Treasurer has, as well.

D-10 Fund Development Committee (FDC)

- ⑨ Chair Shepp said that FDC intends to focus first on the planned giving aspect of fund development, given the ages of most of our members. Most important are IRA contributions. Shepp wants to place an article in the Journal soliciting IRA contributions. If someone wants to make an IRA contribution, whom does he/she call? We have to select the point person for receipt of the donations. Hoffman said that the point person should be the office—Treasurer—rather than person. And we have to build the legal requirements for the donation. Hern asked whether there is a standard document form for an IRA donation. Hern will find out. There was general agreement that the article should go in the August (rather than June) Journal edition so that FDC can work out the issues presented above.
- ⑨ FDC should then focus on developing increased donations through offering different levels of membership.
- ⑨ Once the FDC has these efforts running, it can focus on grants and other fund development mechanisms. Trautman said that the programs for which CGJA needs funding have to be developed by the appropriate committees. The FDC’s role is to develop what are the best ways to seek funding for them.

E. Action Agenda

- E-1 The motion, submitted by Trautman: **Ratify President Trautman’s appointment of Audrey Lynberg to fill the remaining term of Larry Walker on the Board of Directors due to Walker’s resignation.**

The position’s term (southern section) is through 2014. The action complies with Article 5, Section 7, of the CGJA Bylaws.

Motion approved 9 yes, 0 no, 0 abstentions (9-0-0). Following this vote, Lynberg became a voting member for all subsequent actions.

- ⑨ Trautman welcomed Lynberg to share her wealth of knowledge with GCJA once again.
- ⑨ Trautman acknowledged Larry Walker’s service to the Board, appreciating his time and humor to our proceedings.

- E-2 The motion, submitted by Trautman: **Approve the final Chapter Implementation Review Guidelines attached hereto, authorize distribution to Chapter presidents, and thank the Implementation Review Committee for its work on the Guidelines. Motion approved 10-0-0.**

There was consensus that the letter should go out from the President.

- E-3 The Board, on April 23, approved an action allowing CGJA to approve reimbursing Introductory Members for expenses incurred on behalf of CGJA and directed MRC to propose accordant action to be included in the CGJA Policy Manual.

The motion, presented by Ragan (on behalf of Munson): **Amend Section 7.003 of the Policy Manual:**

7.003 Classes of Membership

Membership shall consist of voting members and such other class(es) of members as the Board of Directors shall determine. Other than as authorized by a vote of the Board, no member shall claim association with the California Grand Jurors' Association for commercial purposes.

By adding:

All CGJA members, both introductory and voting, are encouraged to volunteer to support the association and that, when approved by an appropriate committee chair or officer, with funds in their budget, can be reimbursed for any expenses incurred in accordance with existing CGJA Policy.

Hern said that the CGJA Policy Manual now states what expenses are reimbursable to whomever, once approved. Therefore, we have the issue covered. Hoffman, as Treasurer, concurred.

At the same time, Hern asked whether CGJA has firm policies with respect to what expenses are reimbursable and to whom.

Jahr said that we don't now have a policy that says that anyone other than directors can be reimbursed for expenses.

Directors agreed that the proposed action needs more study as to whether is needed and, if so, where it should go in the Policy Manual. Trautman asked Hern to research examine the Policy Manual to help make this determination.

Jahr moved, Ragan seconded, and the Board voted 10-0-0 to table the motion.

- E-4 The motion, submitted by Trautman: **Ratify President Trautman's appointment of Director Audrey Lynberg as the South director to replace Larry Walker on the Nominations-Elections Committee. Motion approved 10-0-0.**

E-5 Monaco moved, and Hoffman seconded: **Ratify wordsmithed revision and publication of CGJA Tax Guidelines published to chapters on May 6, 2013.**
The action formalizes the President's approval of the final wordsmith changes by Hern pursuant to a revision discussion held during the March 26, 2013, Board meeting.

Motion approved 10-0-0.

E-6 Monaco moved, and Hoffman seconded: **Allow the Finance Committee to exceed its approved budget amount in category 5001, Credit Card Processing Charges, by \$500.**

The rationale is that the action will allow for easier accounting of credit card service charges. There is no downside, since corresponding amounts in other Finance Committee budget categories will be less than their approved budget amounts by \$500.

Motion approved 10-0-0.

Adjournment (8:31 PM)

Respectfully submitted,
Jim Ragan, Secretary