

California Grand Jurors' Association
Board of Directors Meeting—January 28, 2014

MINUTES

A. Call to Order & Roll Call

The roll was taken, and the meeting began at 7:00 PM.

Present: Directors Boultinghouse (president), Hern, Hoffman, Jahr, Monaco, Mufson, Ragan

Absent: Directors Caranci (excused), Lynberg (excused)

B. Agenda and Comments

B-1 Agenda Approval: Boultinghouse

Jahr 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, 11/26/13: Ragan

C-2 Acknowledgement of Executive Committee Minutes, 01/07/14: Ragan

C-3 Acknowledgement of Committee Meeting Minutes in the 01/28/14 board meeting packet: Boultinghouse

Hoffman moved, Hern seconded, and the Board unanimously approved the three Consent Items.

D. Standing Committee Chair Reports

D-1 Legal and Legislative Resources Committee (LLRC)

Chair Jahr reported that, in addition to the 01/15/14 LLRC meeting (minutes included in the Board meeting packet), LLRC has forwarded the updated FAQ (frequently asked questions) on the CGJA website to the webmaster (Jerry Lewi). He is now working on it to upload the updated FAQ to the website.

D-2 Public Relations Committee (PRC)

Chair Ragan reported on:

- ① Website. The Trautman feature tribute will run until the end of January. We have made changes to the website in response of directors' suggestions and concerns. We're still working on some technical and linkage problems. Lewi is

the prime website contact; Ragan is the backup. Ragan is also a new contributor to the news blog. We're looking to update our travelogue images at the top of the home page with an objective of having one image for each county.

- ⑨ Social media. We're looking for new PRC members, especially with expertise and interest in social media, since none of the current PRC members has that expertise. Keath North was our PRC social media champion until he resigned. Hoffman suggested that we extend our search to Introductory Members.
- ⑨ CGJA domain email addresses. We updated email addresses for Caranci and Monaco to improve email access on mobile devices.
- ⑨ The Journal. The deadline for article submission for the February issue was January 27, but there still may be time to submit late articles.
- ⑨ 2014 goals. We'll have them ready for the March Board retreat.

Boultinghouse has asked Monaco to create a master list of Internet user name and passwords in one place so that others can have access to it, as needed.

D-3 Membership Relations Committee (MRC)

Chair Boultinghouse reported:

- ⑨ Humboldt County chapter. It has fallen below the requisite five CGJA members for continued CGJA chapter affiliation. Boultinghouse has contacted Diane Lehman of the chapter, who responded that she will try to get the required members.
- ⑨ Stanislaus County chapter. Carmen Morad has been "missing in action" as chapter president. Boultinghouse will contact her to tell her that CGJA membership in her chapter has fallen below the minimum.
- ⑨ Glen County chapter. We're also following up.
- ⑨ Plumas County. Former grand jurors there continue to do what they have to do to become a chapter.
- ⑨ El Dorado County. At this time, former grand jurors, with an association, don't yet want to apply for CGJA chapter status.
- ⑨ Mike Chernock has succeeded Boultinghouse in planning the Bay Area regional meetings. Medsie Bolin is working on the San Joaquin Valley regional meetings. We're working on the Sacramento regional meetings. Bonnie Kenk is working on starting regional meetings in the south.
- ⑨ The Finance Committee is developing a chapter formation guide.

D-4 Training Committee (TC)

Chair Caranci (excused absence) submitted TC meeting minutes.

D-5 Finance Committee (FC)

Chair Monaco referred Board members to the FC meeting minutes.

He reported on chapter tax-exempt status. The California Franchise Tax Board (CFTB) has formally acknowledged the CGJA chapters that were submitted under a group tax exemption to IRS. Each of those chapters has received a letter from CFTB confirming that status (with a registration number). We're still waiting for an updated list of all the chapters from the IRS that we asked for.

D-6 Awards Committee (AC)

Co-chair Mufson reported that January for the AC is a quiet time of the year. We are focusing now on local achievement awards.

D-7 Annual Conference Committee (ACC)

No report

Ad-Hoc Committee Reports

None

E. Action Agenda

E-1 **Confirm the president's appointment of Diane Dame' Shepp to the CGJA Board, representing the Central Region.**

Motion approved unanimously.

E-2 **Confirm the president's appointment of Medsie Bolin to the CGJA Board, representing the Southern Region.**

Motion approved unanimously.

E-3 **Confirm the president's appointment of Marsha Caranci to the CGJA Board Executive Committee.**

Motion approved unanimously.

E-4 **Confirm the president's appointment of Diane Dame' Shepp as chair of the 2014 Nominations – Election Committee.**

Motion approved unanimously.

E-5 **Approve the 2014 CGJA budget.**

Treasurer Hoffman explained selective budget items:

Income

⑨ 3001, interest earned, \$20. Minimum. We earn very little.

⑨ 3002, carried over assets, \$23,119.82. The amount carried over to balance the budget.

⑨ 3251, unrestricted donations. We're hoping to get the \$800.

⑨ 3252, E-script. Hopeful for the \$100.

- ⑨ 3297, insurance income. A refund received already for \$131.18.
- ⑨ 3401, MRC income from member dues, \$9,750. Renewals and new memberships.
- ⑨ 3501, Compendium, \$1,500. LLRC projection.
- ⑨ 3600, Annual conference, \$15,500. Year-to-year expectation, based on the past.
- ⑨ 3900, Training, \$95,000. Year-to-year expectation, based on the past.

Expenses

- ⑨ 4001, elections, \$825. Increase because of under-estimate in prior years.
- ⑨ Downtown mail and shipping costs. Eliminated.
- ⑨ 4005/4006 ,secretary/treasurer supplies & postage, \$400. Continued.
- ⑨ 4007, teleconferencing, \$475. A current expenditure in this category is for Voice Nation, from which we get no benefit. This budget item should now pay for the WebEX application (Internet video-conferencing by computer) that would replace FreeConferenceCall (by phone), giving better audio quality, shared desktop document viewing, and participant webcam viewing. In addition, it would eliminate long-distance telephone charges to participants. At this price, we can include up to 25 users online (see Board action E-6 below).
- ⑨ 4010, Board meeting/retreat, \$700. Conservative estimate.
- ⑨ 4020, D&O insurance, \$600. To be paid in December 2014.
- ⑨ 4030, training scholarships, \$4,000. Reduced from \$6,000.
- ⑨ 4040, consultant services, \$12,000. Board approved the contract in November 2013.
- ⑨ 4091, accounting services, \$1,500. Tax and Quick-Book help.
- ⑨ 4094, legal counsel, \$250. Placeholder.
- ⑨ 5001, credit card processing, \$500. Specific credit card charges now assigned to CGJA user.
- ⑨ 5002, financial software, \$450. QuickBooks online with 10 users.
- ⑨ 5003, sales tax, \$200. Filed every year.
- ⑨ 5100, liability insurance, \$116. To be paid in December 2014.
- ⑨ 5999, bank charges, \$116. None so far.
- ⑨ 6000-7200, Membership, LLRC, and Awards Committee expenses. Submitted by committees.
- ⑨ 7500, 2014 Annual Conference expenses, \$15,500. Placeholder. Hard to know at this point.
- ⑨ 7700, Education Committee, \$350. New category.

- ⑨ 7800, publications and merchandise handling, \$100. In the same budget place, but part of public relations.
- ⑨ 8000, Public Relation Committee, \$5,905. Printing cost (8004) as requested by Education Committee. Constant Contact email (8005) is a quote. Journal expenses (8100) increased because of the distribution of more copies. Website expenses (8200) are for hosting and for professional management of the website that we can't do ourselves.
- ⑨ 9000, Training Committee, \$99,000. Submitted by committee.

Motion approved unanimously.

Subsequent discussion focused on (1) the greater need, maybe through travel (funding available through the MRC budget) to engage more north region members in CGJA governance and (2) reexamine the current distribution of counties to CGJA regions (affecting the number of directors from each region). Should we try to equalize regions by number of counties or population?

- E-6 **Authorize the purchase of a WebEx “Corporate Package” at \$468 per year to replace our current WebEx “Premium 8” package at \$228 per year (an increase of \$240 per year) and increase Line Item 4007 to enable the purchase.**

Motion approved unanimously.

- E-7 **Approve new formal CGJA Privacy Policy. It is to be added to CGJA’s Policy Manual, and published as a footer on all CGJA website pages per standard website practices.**

Monaco stated that any standard practice for any website that collects information from its visitors is to have a privacy policy so that visitors understand what information is being collected about them and what is being done with the information. CGJA hasn't had such a policy. We have received inquiries in this regard. PayPal, one of our vendors, recommends that we publish a privacy policy on our website.

Mufson raised a concern about proposed paragraph C2: “CGJA discloses PII only to persons within CGJA and to its service providers that (i) have a need to know that information in order to process it on behalf of CGJA or to provide CGJA products and services, and (ii) have agreed not to disclose it to others.” He asked, who needs to know, and what agreement did the sign to not disclose it? He said that at some point we need to address it. Hoffman agreed that it should be a controlled environment perhaps to the point of people who have access to it now. One approach would be that anyone requesting such information would have to sign an agreement not to disclose it to others outside those who have access to it. Hoffman said that all information we have is available to any director.

In light of this discussion, the Board members agreed to vote on the motion as presented and review it for modification at the February Board meeting.

Motion approved unanimously.

- E-8 Approve new formal CGJA Refund Policy. It is to be added to CGJA’s Policy Manual, and published as a footer on all CGJA website pages where purchases are made.**

Monaco said it is standard practice for businesses with an online presence to have a Refund Policy on their website. Our products are our books, annual conferences, and training. We get requests for refunds. Within training, we have been consistent. We have given refunds with respect to conferences. We haven’t necessarily been consistent between training and annual conferences.

This Board Action releases CGJA’s first documented Refund Policy. It enables a consistent understanding of CGJA’s policy among all that may issue refunds for merchandise, donations, training workshops, and annual conferences.

Motion approved unanimously.

- E-9 Amend the first sentence of Guideline 9 of the Chapter Implementation Review Guidelines to state, “In their Chapter IR activities, former grand jurors should clearly represent themselves as members of a former grand jurors’ association or chapter of CGJA, as members of a committee of an association or chapter, as former grand jurors, or as private citizens speaking for themselves.” (New language underlined)**

Jahr said that LLRC received an inquiry from the Tulare County chapter, which includes sitting jurors as members, asking if their correspondence may state that it is from “a committee of” the local chapter to avoid the possibility that an official would conclude that sitting jurors are engaged in Implementation Review (IR) activities. The current IR guidelines say that the group undertaking IR could be a former grand jurors’ association, former grand jurors, or private citizens. LLRC has responded in the affirmative. Even though guidelines are not hard and fast rules, LLRC believes that Guideline 9 should be clarified for the benefit of other chapters and associations, adding the underlined portion in the motion.

Ragan expressed concern about whether the public would understand the difference between only a committee of the chapter without sitting grand jurors undertaking IR activities rather than the full chapter. Jahr said that the committee should say that no sitting grand jurors are involved. Ragan suggested that the committee members should be specifically identified.

Jahr said that she will come back to the Board with more specific language.

Motion tabled.

F. Directors’ Brainstorming Session (none)

G. Adjournment (8:22 PM)

Respectfully submitted,
Jim Ragan, Secretary