

**California Grand Jurors' Association**  
**Board of Directors Meeting—May 27, 2014**

**MINUTES**

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

The roll was taken, and the meeting began at 7:05 PM.

Present: Directors Boultinghouse (president), Bolin, Caranci, Jahr, Lynberg, Monaco, Mufson, Ragan, Shepp; Jerry Lewi

Absent: Directors (excused) Hern, Jennings

**B. Agenda and Comments**

B-1 Agenda Approval: Boultinghouse

Bolin 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, 04/22/14: Ragan

C-2 Acknowledgement of Committee Meeting Minutes and Reports in the 06/21/14 board meeting packet: Boultinghouse

Hoffman moved, Caranci seconded, and the Board unanimously approved the consent items.

**D. Standing Committee Chair Reports**

D-1 Legal and Legislative Resources Committee (LLRC)

Chair Jahr said one of LLRC's current efforts is to review the FAQs to determine whether some might be made into articles for the Journal. Ron Miguel has his first draft of an article for circulation to the LLRC. This is the first of the 10 or so articles.

D-2 Public Relations Committee (PRC)

Chair Ragan reported that we're posting many news stories on our website now, since this is the time when grand juries are releasing many final reports.

D-3 Membership Relations Committee (MRC)

Chair Boultinghouse reported that committee member Gary Greenberg as resigned for personal reasons. MRC is looking for a replacement, especially from the north region, which is not well represented on the committee.

D-4 Training Committee (TC)

Chair Caranci reported that the 2014 training season will begin on Wednesday, June 4, with a one-day workshop in Orange County. Caranci encouraged non-trainer directors to attend at least one workshop this year. They should contact Caranci.

D-5 Finance Committee (FC)

Chair Monaco had no update.

D-6 Awards Committee (AC)

Mufson reported that the AC has thus far received two submissions for the Excellence in Reporting Award.

Mufson also discussed AC deliberations with respect to naming CGJA awards in honor of past CGJA members who made significant contributions to CGJA. A suggestion was made to name one of the awards after Pat Yeomans. AC members generally feel that, in going forward, it doesn't seem appropriate to name awards for people from the past, especially after much time has passed. For example, maybe we should rename the Jack Zepp Lifetime Achievement Award the President's Award. The consensus of the AC is that the Board should consider transitioning away from naming of some of the awards. Hoffman said that we knew this was going to happen. She said that she was in favor of renaming all of the awards except for the Angelo Rolando Award, since he was the CGJA founder. Maybe the award could be called the Founders Award. Mufson said that one of the problems is that, as we move forward, we will always have people worthy of having an award named after them. How do we handle that? With respect to the Rolando Award, Hoffman suggested using his name and the award purpose for a few years before removing the name altogether. Caranci said, in the transition we might call it the Angelo Rolando Founders Award. Lewi said that the Awards and PR committees have been working together to develop a more extensive honor roll. These would be names on the website in perpetuity. We should coordinate this with the award naming transition. Boultinghouse suggested that, in actually making the awards, we always cite the award background and its earlier naming. Jahr proposed that the AC produce a plan for transitioning the naming of each of the awards. Transition periods might be different depending on the award. There was Board consensus for transitioning away from naming awards for specific individuals. The AC is right. Mufson said that he would take this guidance back to the AC.

D-7 Annual Conference Committee (ACC)

ACC Chair Shepp said that the focus this month is on the budget for the 2014 Annual Conference in Burbank. The ACC is working on general policies and roles for the Annual Conference and will submit them to the Board for approval at a later date. With respect to the budget for the 2014 Annual Conference, Shepp has informed the local annual conference committee that the CGJA rule is that the budget must be revenue neutral. The 2014 annual conference budget assumes a surplus from the 2013 conference as a revenue source. She asked where that surplus goes? Treasurer Hoffman replied that the money goes into the general fund. The Board decides how to use/display it.

2014 Conference Chair Lynberg said that one factor in developing the budget this year was to take inflation into account based on the national Consumer Price Index (CPI), which is two percent.

Lynberg then proceeded to summarize the annual conference program. Discussion of and action on the 2014 annual conference budget proceeded later in the meeting (see E-1 below).

**Ad-Hoc Committee Reports**

D-8 Education Committee (EC)

Chair Boultinghouse said that she had written to Chief Justice Cantil-Sakauye about the Mock Grand Jury pilot program at Balboa High School in San Francisco, asking for recommendations as to what steps may be taken to further the education of students and the citizenry of the state about the civil grand jury. The Chief Justice responded with two suggested contacts.

D-9 Nominations-Election Committee (NEC)

Chair Shepp reported that the NEC met on May 19. Most of the items discussed were confidential regarding potential candidates and the slate of officers. The NEC is on schedule. See the NEC report as part of the Board Meeting Packet.

**E. Action Agenda**

**E-1 Approve budget for the 2014 CGJA Annual Conference.**

This motion, tabled at the April 22 Board meeting, was taken off the table.

Lewi made a presentation on the budget. He highlighted the six items of the action support documentation (item E-1a of the Board Meeting Packet).

With respect to expenses, the local committee started with previous year's conference budgets and made adjustments, as necessary. For example, the conference book, which had previously been in a three-ring binder, will now be spiral-bound, saving money. Some information normally presented in the program is on our website and may not be necessary. He will look to the PRC for guidance on that.

The biggest expense change dealt with the wine. The cost of \$6.77/person is based on a wine cost of \$5/bottle, a corkage fee of \$12/bottle, service fees, and three bottles of wine per a table of ten. This is down from the original estimate of \$10/person.

Then, he said that if we eliminate the coffee service after the continental breakfast on November 13, we have a balanced budget. In addition, the five budgeted complimentary dinners on November 13 for conference speakers may not all be needed. On the other hand, the five budgeted complimentary lunches may be too low.

On the revenue side, the November 13 dinner charge of \$55/each is \$9 more than last year. The actual cost is \$56.17/each, so the registration fee is slightly underwriting it. With respect to the 2013 conference surplus, Lewi said that he got the \$1,111 number from a 2013 conference spreadsheet provided by Shepp. He said that there is precedence for using this surplus as a revenue source for a future conference. The 2009 annual conference resulted in a \$2,000 surplus. Since this came from registration fees, the Board agreed to apply this surplus to the 2010 conference.

Questions on and discussion of the presentation ensued.

- (1) **Revenue from 85 November 13 dinners v expense for 95 dinners (including 5 comps).** What about the other 5 dinners (95 - 5 = 90)? Response: the revenue amount should be from 90 dinners (5 for attendee guests), increasing the revenue amount by \$275. If some speakers bring spouses or others to the dinner, either Lynberg or the LA chapter would be willing to pay for their dinners.
- (2) **Wine expense, November 13.** You show it for 95 people. Shouldn't it be for 90 people? Response: it is 95: 85 registrants + 5 spouses + 5 comps.
- (3) **What about AV equipment – using hotel v CGJA equipment?** Response: the hotel sees no problem in using CGJA equipment. We will test all equipment before the conference. We will use hotel equipment for the screen and tables. We will use our own audio speakers. The hotel provides electrical power.
- (4) **Registration fee.** With changes above, we could reduce the conference fee to \$120/person and be revenue neutral.
- (5) **Cost of \$40.64/person for the November 14 buffet breakfast.** Why \$13 more than for the November 13 continental breakfast? See response below.
- (6) **Subsidizing the dinner wine through the conference registration fee.** Why? See response below.
- (7) **The November 13 reception bar moving from complimentary to no-host.** Why? See response below.
- (8) **The November 13 dinner cost being \$9 more than last year.** Why? See response below.

Responding to items 5-8 above, Lewi said that for the past three years in San Luis Obispo and Napa counties, CGJA has benefited from hotels providing breakfasts as part of the hotel room charge and rich wine-country venues that has made it relatively easy to obtain donated wine for the conferences. The best the LA Chapter can do is to come up with low cost wine from a Southern California winery. Prior to Napa and San Luis Obispo, we did not have free wine at dinner or at the reception. We have been spoiling our members.

Mufson commented on item 5 above: the cost of the \$40.64/person November 14 buffet breakfast. Lowering it by \$10 would allow us to reduce the registration fee. Lewi responded that this more extensive breakfast could be a motivator for more people to stay for the sessions on November 14 (included in the registration fee).

**Ragan moved (and Hoffman seconded) to amend the original motion [approving the 2014 annual conference budget], with respect to the November 14 breakfast, that it be changed from a buffet breakfast to a continental breakfast, thereby reducing the cost by about \$13/person. The amendment failed: 5 yes, 5 no.**

**The original motion passed unanimously, 10-0-0.**

**E-2 Approve new formal CGJA Publications Policy, to be added to the CGJA Policy Manual.**

Lewi, who was a member of PRC when this potential policy emerged said that the Policy Manual once contained a Publications Policy, but when the Publications Committee was disbanded and the Policy Manual was revised in 2012, the Publications Policy was omitted. But, we still have publications and should therefore have a policy to cover them. The new Publications Policy is fairly close to what we had before, and Jahr of the Policy Committee has reviewed it.

He emphasized three points:

- (1) Publications shall be revenue-neutral: expenses shall not exceed revenues (paragraph D).
- (2) The retail price of each publication shall be approximately twice the cost of its current reproduction in order to cover postage, handling, obsolescence, and replenishment of funds (paragraph F-6).
- (3) Any committee that wishes to provide free copies of a publication to support an activity shall be charged the cost of the document (paragraph F-9).

There was discussion about the use of the word "Procedures" as the title for paragraph F, since this is a policy document. There was consensus to change the word to "Processes." Ragan, as the director making the original motion, accepted the change.

Caranci asked why this section gets #15 in the Policy Manual when we only have 12 current sections. Monaco asked whether the recently adopted Refund and Privacy policies account for sections 13 and 14. There was discussion as to where the Publications Policy should be placed in the Policy Manual: independent or as part of another committee section. Jahr said that since the Refund, Privacy, and

Publications policies all address matters that cross committee lines, it would seem appropriate to place them together as sections 13, 14, and 15. Ragan said that he would work out the numbering with Jahr.

**The original motion, as amended, passed unanimously, 10-0-0.**

**F. Directors' Brainstorming Session (none)**

**F1. Announcements**

Ragan asked directors to send to him any corrections to the monthly organization meeting schedule (attachment H-6).

The next Board meeting, extended with a portion devoted to following up from the March retreat, will be Saturday morning, June 21, 9:00 to 11:00 AM, via WebEx. The Board will not meet on its regular date of June 24 and will not meet in July unless needed. The next regularly scheduled Board meeting would be Tuesday, August 26.

**G. Adjournment (8:49 PM)**

Respectfully submitted,  
Jim Ragan, Secretary