

Approved 10-27-15

California Grand Jurors' Association Board of Directors Meeting—September 22, 2015

MINUTES

A. Call to Order and Roll Call

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

Present: Directors Karen Jahr (president), Lloyd Bell, Medsie Bolin, Marsha Caranci, Karin Hern, Jerry Lewi, Lou Meyer, Jim Ragan, Diane Shepp, Gary Spaugh

Absent: Directors Dianne Hoffman, Beckie Jennings, Jerry Kunkle (all excused)

B. Agenda and Comments

B-1 Agenda Approval: Jahr

The Board unanimously approved the agenda.

B-2 Member Comments

None.

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 08/25/15: Ragan

C-2 Acknowledge Committee Minutes in 09/22/15 meeting packet: Jahr/Ragan

The Board approved C-1 by a vote of 9 yes, 1 abstain (Spaugh didn't attend the 08/25/15 meeting). The Board unanimously acknowledged C-2.

D. Officer and Committee Chair Reports

D-1 **President's Report (Jahr)**

⑦ **Presiding Judges and Executive Officers Conference.** Jahr first reported on this at the August 25 board meeting. Caranci and Jahr have been invited to conduct a one-hour workshop about the grand jury for incoming presiding judges and ongoing court executive officers (CEOs) at this annual conference in San Jose in October. The subject will be the court's responsibility with respect to the civil functions of the grand jury, addressing such practical matters as recruitment, screening of applicants, and administrative oversight. Jahr and Caranci have been preparing a PowerPoint presentation and a written 12-page handout. On September 23, they will be discussing those items with representatives of the Center for Judiciary Education and Research. Jahr said that, over the past few years, CGJA has been trying to establish good relations with the court

system – sometimes through training, sometimes through local chapters. But there haven't been that many inroads to date. This upcoming session will have a marked impact on the support that judges will give to grand juries. While grand juries come and go, judges and CEOs are around for a long time. Our goal is to help court officials more clearly support the grand jurors. We want them to recruit the best people, to take advantage of CGJA chapters in recruitment and selection, to ensure the best juror training and orientation. We would like this initial workshop to be the first of periodic training programs for judges. Some courts are more involved than others with their grand juries. This may be an opportunity for judges to learn from other judges.

- ⑦ **Other training matters.** Jahr said that the 700+ trainee evaluations of the summer training seminars were overwhelmingly positive. A new volunteer, Eilene Adams, is now working with Jahr in compiling all the information. The upcoming Report Writing Workshops are seeing tremendous growth in attendance. This year, we expect nearly 300 attendees. The Curriculum Subcommittee and the report-writing trainers are now updating the training material.
- ⑦ **Preparations for the Annual Conference.** Jahr reported that the keynote speaker, Chief Justice Tani Cantil-Sakauye, spoke in Redding twice in the past month. She is a fantastic speaker and a wonderful person. Jahr spoke with her and asked if she might speak an additional 30 minutes at the Annual Conference. The Chief Justice agreed. As for conference events, a three-hour Board member retreat and the chapter officers' meeting on November 1 will precede the conference. Jahr asked Board members to propose topics for the retreat and requested that they attend the chapter officers' meeting. There will be a general membership meeting at the conference, when election results will be announced. There will also be committee reports published in the conference program. Chairs of standing committees should send their reports to Bell by early October.
- ⑦ **CGJA report filing delinquency.** Jahr said that in the past month a state agency notified CGJA that we are delinquent in filing a document with respect to corporate reporting of information and that the Sales Tax Return is also past due. She asked that each meeting agenda contain those items on the quick calendar (part of the directors' handbook) that are due over the next two of months.
- ⑦ **Election tellers.** On October 1, the election tellers will observe the votes counted by the Orange County League of Women Voters. Lewi, NEC chair, will announce the results at the Annual Conference. Jahr appointed Lewi to be a teller because a current teller, Dianne Hoffman, can't be present at the vote count on October 1.

D-2 Officer Reports

Vice President Shepp. No report.

Treasurer Meyer. Meyer said that he did not file a Financial Management Report this month. There has been a plethora of transactions over the past few months, and he and the Finance Committee need to make appropriate adjustments to make sure everything is properly allocated. He expects this to be completed in the next week or so, when he will file the report.

Secretary Ragan. No report.

D-3 Legal and Legislative Resources Committee (LLRC)

No report. Caranci, however, noted that the TC is very pleased that LLRC is taking on the task of seeking an Attorney General's Opinion on a part of Penal Code §933 that deals with who must respond to grand jury reports. There have been questions from some jurors and legal advisors about this subject.

D-4 Public Relations Committee (PRC)

Chair Ragan said that, in addition to the posted PRC minutes, PRC has a new member: Larry Herbst, foreperson of the 2014-15 San Luis Obispo County Grand Jury.

D-5 Membership Relations Committee (MRC)

MRC member Spaugh made the report. He said that the main MRC activity has been implementing the InfusionSoft program. Larry Graser and Di Masini have been great in getting the program underway.

MRC is considering the development of a website calendar that will feature the dates of all the regional meetings. The San Joaquin region just held a meeting, and another meeting in the lower San Joaquin is coming up in Visalia. Lynn Runyan and Di Masini are working on the calendar. Jahr asked when the calendar might be posted. Spaugh said that he would follow up.

Caranci thanked MRC for keeping Board members informed of the correspondence that is going out to members. She asked Spaugh to report to MRC that keeping Board members informed is very important and appreciated.

She then asked about the MRC meeting minutes that reported that there were 33 new members from August to September. She asked if that was accurate? If so, that is exciting news. Spaugh said that he would follow up.

Caranci then asked about the number of Introductory Members (IMs) that have been entered into the InfusionSoft database: only 79? But at the August Board meeting, Chernock reported that 300 letters had been sent to IMs. She asked if letters had been sent to prior IMs. Spaugh said yes. There was a letter that went to them going back a couple of years. The database wasn't that clean, and we didn't have the time to do the data entry. Spaugh said that he would follow up on what the 79 means. Was that an actual contact? Caranci

asked for that information to be shared with the Board before the next meeting. She also said that if a letter had gone out to former IMs, Board members should see it.

Caranci added that if there are only 79 new IMs in the InfusionSoft database to date, she would like an update as soon as possible; our trainers had told new IMs, starting in June, that they would be receiving some limited correspondence. If many IMs haven't yet received any correspondence, TC should know this if inquiries from them come in.

Bolin asked about whether the 261 paid members in August and the 294 paid members in September were actual paid members or just InfusionSoft data entries. And what is a "contact?" Spaugh said that he didn't know; he didn't expect to be the sole MRC member at the Board meeting. He said he would follow up. He also said that we need a clearer description of what a contact is.

Lewi said that he thinks he has some answers to the questions raised, since he has access to the database. There are 266 IMs now in the database. The 294 number of paid members is not accurate; he thinks it still contains the names of some people whose membership has expired. 254 ballots were mailed. There have been a few new members since then, but it's not up to 294. His guess is that actual membership is now about 260. Lou said that he had no additional information. The most correct data, from this point on, will be in InfusionSoft rather than QuickBooks.

D-6 Training Committee (TC)

Chair Caranci reported attendance statistics on the just completed grand juror training: 1,091 jurors and alternates and about 40 legal advisors from 52 counties, and 73 forepersons and pro tems at the foreperson workshops. Jurors from one additional county may attend the upcoming Report Writing Workshops. The numbers continue to grow, but we may be approaching our maximum potential. The number of jurors is finite, and there are probably a few counties that will never seek CGJA training.

The training focus has now shifted to the Report Writing Workshops.

The big focus in TC over the next year will be succession planning. Now with 35 different training venues and 18 trainers, we need to add significantly to the training team. This summer, many of our trainers worked six weeks straight without a break. So far, trainer recruitment efforts have been excellent. We expect 8 to 10 potential new trainers this year. TC will soon present more on this program to the Board.

D-7 Finance Committee (FC)

Chair Bell said that FC's current major effort is to update CGJA records for submitting IRS Form CP119 with respect to group tax exemptions and points of contact. Bell is working with MRC and has set a deadline of September 24 for him to receive the information.

D-8 Nominations-Elections Committee (NEC)

Chair Lewi said that ballots for the 2015 election were mailed on August 20. Five members emailed that they didn't receive ballots via bulk mail; the ballots were mailed via first-class mail two weeks ago. At its latest meeting, NEC updated its committee procedures. They are attached in the Board meeting packet as an information item. He called attention, in the procedures, for resolving elections of directors where there is a tie: tellers will draw lots to break the tie. The procedures also contain a revised nominations-elections timeline.

D-9 Awards Committee (AC)

No report.

D-10 Annual Conference Committee (ACC)

Chair Shepp and Contra Costa Chapter Conference Committee Chair Bell updated the Board on the November 2-3 Annual Conference in Lafayette. Shepp said that, as of this date, 47 hotel room nights have been reserved. The guarantee is 108. Only six Board members have registered. She encouraged Board members and chapter members to register. The reservation deadline is October 8.

Bell reported the latest registration information: we're at 75 percent in meeting our dinner commitment and almost to 50 percent in meeting the room-night commitment.

As to the program, the Chief Justice will speak (and answer questions) for an hour. If she wants to speak longer, that is OK. The chapter is now in the final process of getting all the necessary bios and pictures for the conference brochure and making sure that the conference facilitators and presenters are on track as to the topics presented.

Shepp said that ACC has not yet succeeded in getting chapter sponsorship for the 2016 Annual Conference. Monterey is one possibility. The 2016 Annual Conference venue may or may not be announced at the 2015 Annual Conference.

D-11 Ad Hoc Bylaws and Policies Review Committee (BPRC)

Co-Chair Spaugh said that the BPRC is now reviewing the rest of the bylaws that were not subject to the proposed bylaw amendments on the 2015 ballot. Nothing significant would seem to require a membership vote. There may be some proposed amendments requiring a Board vote. BPRC hopes to complete its review of the bylaws at its next meeting.

D-12 Ad Hoc Fund Development Committee (FDC)

No report.

10-18-15 Draft

D-13 Ad Hoc Succession Planning Committee (SPC)

No report.

E. Action Agenda

None.

F. Director Comments

Lewi asked whether there would be a Board meeting in conjunction with the Annual Conference. Jahr said no. The Annual Conference will only include the annual general membership meeting as required by the bylaws.

G. Adjournment (7:57 PM—a recent record for shortest meeting length: 53 minutes).

Respectfully submitted,
Jim Ragan, Secretary