

California Grand Jurors' Association
Board of Directors
MINUTES
October 25, 2016

(A) Call to Order and Roll Call: The meeting began at 7:03 P.M. with a quorum present.

Present: Lloyd Bell, Medsie Bolin, Marsha Caranci, Karen Jahr, Rich Knowles, Jerry Kunkle,
Joann Landi, Jerry Lewi, Barbara Sommer, Andi Winters

Absent: Jim Ragan(ex)

Also Present: Larry Herbst, Lou Panetta (7:24 P.M.)

(B) Agenda and Comments

(B-1) Approve Agenda - Jahr: The agenda was unanimously accepted by voice vote.

(B-2) Member Comments: Larry thanked the Board for allowing him to attend the meeting and expressed his appreciation to Jerry for recruiting him and for mentoring him as he learns the website.

(C) Consent Items

(C-1) Approve September 27, 2016 Board Minutes - Landi for Ragan

(C-2) Acknowledge Committee Minutes and Other Documents in October 25, 2016 meeting packet (attached under Item D, Committee Reports) - Jahr

The Consent Items were approved unanimously by voice vote.

(D) Officer and Committee Chair Reports

(D-1) President - Jahr: Karen welcomed incoming officers Larry Herbst (San Luis Obispo) and Kathy Wylie (Mendocino). Farewell to those Directors leaving the Board.

With regard to the retreat, one item on the agenda is a presentation by Orange County re legislation. Karen has been advised by Dillon Gibbons, CSDA, that he is going to recommend against any grand jury legislation this year. However, the CSDA Legislation Committee does not need to take his recommendation. Karen has advised Orange County of Gibbons recommendation; however, they would still like to address the Board about their ideas for legislative strategy. Medsie mentioned that there is only one person from Orange County registered for the AC.

Another agenda item is the website--how to freshen it up, questions, what do you like, what needs to be changed, etc. Directors were requested to get their input to Larry and Jim by October 27. Larry said that PRC is laying a foundation for possible changes going forward. He thinks it is a fair discussion to have and he and Jim want input from the key stakeholders. Larry plans to have a handout ready for the retreat with a summary of the feedback from the Board. He went on to say that he is not a web design expert but he has started familiarizing himself with companies who provide those services. He will have an update for the Board on opportunities going forward in that regard. There are some options we have going forward which will be laid out along with the cost and potential benefits. He mentioned various possible actions going forward but added that he should have more complete information at the beginning of 2017. Karen asked the Board to take a good look at the website and submit any comments that come to mind, i.e. what you like, improvement suggestions, etc. We want the website to be the best it can be for everyone, especially sitting jurors, legal advisors and chapters.

Karen said she is looking forward to seeing everyone at the retreat. She encouraged Directors to participate in the Saturday morning meet and greet and the Chapter Officers meeting immediately following the close of the AC.

(D-2) Vice President/Treasurer/Secretary - Bell/Bolin/Ragan: No report.

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(D-3) Legal and Legislative Resources Committee (LLRC) - Chair Johnson: There was no formal meeting during the month.

(D-4) Public Relations Committee (PRC) - Jerry Lewi for Chair Ragan: The minutes are self explanatory. Jerry cautiously advised that issues with the store seem to have been corrected. He wants to find out the cause of the problem to try to make sure it doesn't happen again.

(D-5) Membership Relations Committee (MRC) - Chair Knowles: There were no minutes--the meeting was held via email. He asked how we would like to handle the December renewal of an Associate Member. He notified the member of the changes and explained what he should do if he is interested in renewing. Marsha expressed her opinion that current Associate Members should be grandfathered in vs. having to reapply and be sponsored. Rich agrees but does want to communicate with them with regard to the new criteria.

The MRC is going to spend some money on mailings next year with regard to renewals. That will not increase the MRC budget.

Alameda County is in the process of forming a chapter and Rich has met with them. The DA in Alameda County is supportive and has encouraging the group to form a chapter.

Diane Dame-Shepp's emails have been bouncing back. Rich contacted her and obtained a new email address. He said he will try to follow up on bounced emails. Marsha said that Rich can contact her if there are bounces from Introductory Members (IMs) because she may have a valid email address.

In response to a question from Jerry, Rich said that we are only tracking IMs for one year. They will remain in the database so that we have their information should they decide to become members at a later date.

The Board packet included a copy of the MRC Procedures. They have been formally adopted by MRC and capture what the practices have been and also things tasked to the MRC in the Bylaws and Policies. One area that needs more attention is the membership interest form and the eventual takeover of maintaining the database. The MRC Procedures are informational for the Board; no approval is required. Marsha thanked Rich for the thoroughness of the MRC Procedures.

Karen said that the Bylaws and Policies Review Committee will be reactivated. They will be looking at Procedures as well as Policies and Bylaws. The Procedure review will be looking for consistency. Each standing committee should be developing procedures or revising existing procedures. Once approved they should be submitted to the Board as an informational item.

(D-6) Training Committee (TC) - Chair Caranci: The TC added 5 new members--all were new trainers. It is the time of year when Chairs and Subcommittees assess their members and leadership. All members and officers plan to remain. The Report Writing Workshops (RWW) have begun; there will be 7. Jim Ragan taught a class in San Jose today along with Lou Panetta. We are still receiving RWW registrations. There will be 115 jurors attending the two workshops offered in Sacramento.

Jerry introduced the idea of sending out a survey to sitting juries early next year. The TC is interested in taking on this project. Jerry said that the last survey was conducted in 2004, had about 60 questions and received 51 responses. The consensus of the TC and PRC is that the survey should be shorter. The purpose of the survey would be to learn what we can do to improve our service to grand jurors. Jerry asked for input from any committee that has any interaction with grand juries and said he is willing to take the lead on the project. He plans to prepare a proposal on how to put the survey together and what sort of questions to pose with the focus being gathering information to improve our service to grand juries. He anticipates having the proposal ready to provide to the TC and PRC at their November meetings. Rich suggested that the survey also be circulated to members, chapters, etc.

(D-7) Finance Committee (FC) - Chair Bell: The financials have looked good all year long. Lloyd needs 2017 budget requests from MRC and PRC. Once he has that information he may have time to put together a preliminary budget for distribution at the Retreat. Both Committees said they will be submitting their budgets in the next couple days.

(D-8) Nominations & Elections Committee (NEC) - Chair Lewi: The Committee's work is done. There were no write-in's candidates that were qualified (they were not CGJA members). He said that

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having to assemble ballots specific to the 3 regions was tedious. A couple member registrations were submitted at trainings but not submitted to MRC in a timely fashion. Jerry believes that delay may have been the source of those new members submitting incorrect ballots. For one thing, they did not have the benefit of receiving the Journal with candidate bio. Going forward the TC will be asked to submit membership forms ASAP.

(D-9) Awards Committee (AC) - Vice Chair Landi: The AC is ready for their participation at the AC.

(D-10) Annual Conference Committee (ACC) - Chair Bell: A program schedule has been provided to everyone who is participating in the program. We have 34 registrations, just 16% of the membership. This low attendance will result in a loss of about \$600. The meal orders for the retreat have been submitted to hotel staff.

(D-11) Ad Hoc Committees (as necessary) None

(E) Action Agenda

(E-1) Ratify the President's appointment of Lou Panetta to the Board to fill a vacancy - Jahr: This is to fill a one year vacancy in the Southern Region. Director Small is moving out of the Southern Region and therefore not eligible to hold the position. Karen has appointed Lou Panetta who was the 2015 Protem on the Monterey Grand Jury. He is a professor at Cal State Monterey Bay and a consultant in international strategic planning. Karen thanked Lou for accepting the appointment. Lou's appointment was unanimously approved by voice vote.

(F) Director Comments - Jahr

Jerry said that the Implementation Review Guidelines posted on the website do not include Attachment B. Do we want to post Attachment B? The source of the guidelines was a committee under President Bill Trautman. Karen suggested that the Board take a look at the document and submit comments to Jerry. Jerry said that the document with attachments was previously approved by the Board but the attachments, for some reason, were never posted. Karen said that the error should be corrected and the documents be posted per the earlier Board direction. There was Board consensus.

Jerry said this is his last meeting as a Director; he wishes the new Board well. He will still be actively involved in various roles. This is also Marsha's last meeting as a Director and Karen thanked them both for their extraordinary service and acknowledged that they will continue to serve in non-director positions. Reflecting on her tenure, Marsha said there were highs and lows including a nasty lawsuit, downsizing the Board from 24 to 12 Directors, and Bylaw changes that have altered the Association in ways still to be determined. She has gone through the death of a CGJA President and the sudden resignation of a President. Since Karen has taken over the Presidency she has lifted the Association to new heights. She looks forward to continuing the relationships she has built. Karen said that we will continue to look to Jerry and Marsha for their enthusiasm and historical knowledge.

(G) Adjournment

The meeting was adjourned at 8:20 P.M.

Submitted by
Joann Landi for
Jim Ragan, Secretary