

California Grand Jurors' Association Board of Directors Meeting

June 27, 2017

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:01 PM.

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Larry Herbst, Karen Jahr, Rich Knowles, Jerry Kunkle, Joann Landi, Lou Panetta, Jim Ragan, Barbara Sommer, Kathy Wylie (departed prior to votes on the action items); Training Committee Chair Marsha Caranci

Absent: None

B. Agenda and Comments

B-1 Agenda Approval: Winters

Board members unanimously approved the agenda.

B-2 CGJA Member Comments

None

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 05/24/17: Ragan

C-2 Acknowledge Committee Minutes and other documents in 06/27/17 meeting packet:
Winters/Ragan

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

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

Winters said there would not be a board meeting in July. She said that there had been some board member discussion about forming an ad hoc committee on fundraising. She is still considering who might chair it.

D-2 **Officer Reports**

Vice President Bell – no report.

Treasurer Bolin – said that we had received a \$100 donation from Dorothy Trautman in memory of two of her friends who had recently passed away. She said she would answer questions about the financial information presented in the meeting packet. There were none.

Secretary Ragan – no report.

D-3 **Legal and Legislative Resources Committee (LLRC)**

LLRC Vice Chair Jahr announced that the *Compendium of Grand Jury Law* has been fully updated and is now printed. We will begin selling it at the regional training seminars, first promoting the sale of our remaining stock of compendiums (with an updated insert) at a reduced cost.

D-4 **Public Relations Committee (PRC)**

Chair Ragan reported that Jerry Lewi had been contacted by Bob Geiss' widow saying that she was upset that CGJA had removed her husband's name from the Excellence in Reporting (EIR) Award. He suggested a formal response to her from the president. Winters said that she will send a note.

He then discussed website transition: specifically, transferring pages that may no longer be in use from our current site to the new one. These documents pages are identified in the June 12 PRC meeting minutes. He said that the main reason for not transferring them is cost. But, generally, we are talking about removing documents from the website older than three to five years; Board meeting minutes would be three years. We would just remove these files from our website. We would still retain them in some other way (e.g., DropBox). Knowles asked about the cost of transferring files from our current to the new website. Herbst responded that, in the new website, we tell Elevation what pages we want. The cost for transferring to content of each page is \$75. We found about a half-dozen pages that, because of their dates, we could easily leave behind. Jahr and Landi expressed support for having a time period for retention of records on the website, saying that she prefers a five-year retention. Herbst said that this five-year-retention standard would not add to the cost of website development.

Herbst then discussed the transition period: there will be a period when, in transition, we will cease all non-essential data updates and only accept major data updates, such as information on the fall Report Writing Workshops (which we might post on both the old and new websites, allowing for a seamless transition). Bolin asked whether this major-update rule could also apply to the Annual Conference registration. Herbst replied YES.

Turning to the new website, Herbst presented three screen shots of slightly different home-page designs, where we will have the capability to alter graphics at whatever interval we decide. Herbst then shared his screen. Sommer then described the screens. Kunkle asked whether the background photos could rotate. Sommer said YES, at any frequency. We could also add photos, even our own. Herbst then described each of the pages and the text functions.

Bolin asked where the ability to donate money appears. She suggested that it be more prominent and higher up. Discussion led to agreement that the button should be join/renew/support.

Several Board members expressed great support for the design.

Herbst then updated for the Board on "coming attractions" in implementation.

- As of June 26, all the initial current website content (44 pages) have been uploaded to Elevation, whose job now is to fold this content into the interior pages and to make all the links and connections. This is called the "Alpha" site (first working draft implementation of the site). We expect the Alpha site to be ready around the third week of July. Our committee can then work with Elevation to check things out and make necessary changes.
- Once this is done, we will have the "Beta" site (mature final draft) in August for further testing. We'll then be ready to launch.
- We expect to launch around Labor Day, which is after the summer training.
- The moratorium period for not uploading non-critical will be on both sides of that.

Winters, Herbst, and Ragan suggested an eBlast to IMs about the new website in late August.

D-5 Membership Relations Committee (MRC)

Chair Knowles said that there was no MRC meeting in June due to a lack of a quorum. He stated that, so far, he has received responses to the survey of chapter presidents from about half of them. He also met with the Madera chapter, which our records showed that they didn't have the required five CGJA members; but now they do. Bolin asked about the number of current members. Knowles responded: 251 whose membership has not expired, but he is working on reconciling the numbers of new members and returning members. We have received a number of renewals, but we have many expirations coming up. This is the time of year for most renewals, and Knowles has sent out many renewal emails. In the past two months, five or six IMs have converted to full membership.

Jahr asked if MRC is planning to send an email to IMs asking them to convert their membership. Knowles answered that MRC sent such an email about a month ago and would send another one in the middle of August. There was general consensus that the middle of July would be better. Knowles said that he would get this started before the next MRC meeting.

D-6 Training Committee (TC)

Chair Caranci announced that training began on June 20 in Contra Costa County, with Sonoma and Mendocino under way. All eleven subject teams met via WebEx to go over their PowerPoint presentations, and individual county information forms have been prepared. Registrations are coming in for the regional seminars and forepersons' workshops. Fifteen people so far have signed up for the legal advisors' workshops (for which we are charging \$50). Our goal is thirty. We're planning to send out another email on this. Caranci asked if this is a new communication that requires a copy to the Board before sending. Jahr said yes.

She said that Jahr, Herbst, and she worked many hours updating the sample documents under jury resources on the website. She added that results from the recent survey of grand jury forepersons indicated that few jurors are using our website. We plan to emphasize it more in our training.

We are training fewer jurors this year, she said. Jury pools are smaller, with only three or four alternates. In addition, we're not training in two counties where we trained last year. Knowles said that there are more jurors in the pool this year in Madera County. This was probably because of the court's using a summons – even though it was for volunteer service. Caranci mentioned that the survey of grand juries contains valuable information on recruitment efforts in each county.

D-7 Finance Committee (FC)

Chair Bell referred to the FC meeting minutes. FCC is now supporting training and annual conference registrations. Winters asked about the Finance Review Committee (FRC). Bell deferred to Knowles, FRC chair, who said that FRC had not yet met – although it does have as new member.

D-8 Nominations-Elections Committee (NEC)

Chair Kunkle referred to action items later in the meeting. He noted that the sample ballot for the central region included with Action Item E-1 contained an error and has been changed.

D-9 Awards Committee (AC)

Chair Landi said that the AC met briefly in June. She is working on the Rolando Service Award. Sommer, chair of the EIR Subcommittee, said that she has received two applications and two

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additional inquiries. The good news is that most applications are always submitted close to the June 30 deadline.

D-10 Annual Conference Committee (ACC)

Chair Bell said the program is now complete. The keynote speaker for the annual conference will be the Hon. Steven Jahr, retired superior court judge. Bell said that two new items have come up that the ACC hasn't yet had a chance to discuss:

- Centennial First Publishing had committed to publishing the annual conference program, giving us money to do so. But in canvassing for advertisers, they found no interest. The publisher decided to exercise its opt-out provision, to which Bell agreed. The publisher said that the company would make a donation to CGJA. Bell directed her to the treasurer. CGJA will publish the program.
- The Napa Chapter has expressed interest in sponsoring an annual conference. The chapter is discussing this. The ACC will discuss this in July.

D-11 Ad Hoc Bylaws & Policy Review Committee (BPRC)

Chair Jahr said that updating BPRC procedures is currently on hold, because many committee members are immersed in the training program.

D-12 Finance Review Committee (FRC) – Previously discussed under D-7 above.

D-13 Public Education Committee (PEC) – No report.

E. Action Agenda

E-1 Approve the 2017 Director Ballots (north, central, south regions). [Motion submitted by Kunkle, seconded by Landi]

Pursuant to the NEC report under D-8 above, Kunkle moved, and Bell seconded, an amendment to the central region ballot to replace the name Barbara Sommer with the name Joann Landi.

The amendment passed unanimously, 11-0-0, by voice vote.

The original motion passed unanimously, 11-0-0, by voice vote.

E-2 Ratify the president's appointment of Jerry Kunkle, Janet Clark, and Scott Law to the Tellers' Committee. [Motion submitted by Kunkle, seconded by Bell]

Section 13.50 of the Policy Manual requires the president to appoint three tellers (the "Tellers Committee") who will count the votes, and, at the annual meeting, verify and report the results of the election. Kunkle is chair of NEC. Clark is president and Law is vice president of the newest CGJA chapter: Alameda.

The motion passed unanimously, 11-0-0, by voice vote.

- E-3 **Adopt the following corrections to paragraph C of Policy 12.50, Chapter Formation.** [Motion submitted by Jahr, seconded by Bell]

The changes are all editorial.

C. Optional provisions for chapter bylaws:

1. With regard to paragraph ~~B-4~~, **B-3**, above, the chapter may add purposes of its own as appropriate for its particular situations in its home county, so long as those purposes do not conflict with CGJA's purposes or the requirements for tax exemption under ~~paragraph~~ **section 501(c)(3)** of the Internal Revenue Code.
2. With regard to paragraph ~~B-6~~, **B-5**, whether or not an organization has attempted to influence legislation as a substantial part of its activities is determined based upon all relevant facts and circumstances. However, most 501 (c)(3) organizations use Form 5768, Election/Revocation of Election by an Eligible 501(c)(3) Organization to Make Expenditures to Influence Legislation, to make an election under section 501(h) to be subject to an objectively measured expenditure test with respect to lobbying activities rather than the less precise "substantial activity" test. Electing organizations must report lobbying expenditures and are subject to tax on lobbying activities that exceed a specified percentage of their exempt function expenditures.
3. With regard to paragraph ~~B-8~~, **B-7**, the chapter shall choose to have its officers elected by either the chapter directors or the members. Its bylaws may also provide for officers in addition to the president, secretary, and treasurer.

The motion passed unanimously, 11-0-0, by voice vote.

- E-4 **Act on the motion introduced on April 25, 2017, to replace the current CGJA logo. On that date, the board referred the motion to PRC for consideration and to report back to the board for action.**

The Board received a report from PRC recommending rejection of the motion.

Barbara Sommer, who made the original motion, withdrew it. According to Roberts Rules of Order, the person making the motion can withdraw it with unanimous consent of the board members present.

The board unanimously consented to the withdrawal, 11-0-0, by voice vote.

F. Director Comments:

Knowles said that the YouTube videos from Marin County about recruitment and reports that Barbara Sommer found are excellent. He said that he has shared them with his chapter in Contra Costa County as to something they might wish to do. Ragan said that he has posted links to them on our blog and that we should consider providing links on our Chapter Resources page. Sommer added that these videos are very professional, and that we at CGJA might want to consider putting aside some money to do similar videos ourselves. Bolin suggested that grant money might be available for this. Winters said this might be a topic for our next board retreat.

G. Adjournment (8:32 PM).

Respectfully submitted,

Jim Ragan, Secretary