

**California Grand Jurors' Association
Board of Directors Meeting – August 28, 2012**

MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 7:00 P.M.

Present: Boultinghouse, Caranci, Hern, Hoffman, Landi, Mufson, North, Ragan, Small, Trautman
Absent: Jahr, Lewi(ex), Walker(ex)
Also: Diane Shepp

Agenda and Comments:

B-1 Agenda Approval: North

The President said that the matter of an advance to the Annual Conference Committee came up after the agenda was published and he finds no provision to add this to the Agenda. It will be placed on the September Agenda.

A motion was made by Director Hern, seconded by Director Boultinghouse and passed by voice vote to approve the Agenda.

B-2 Member Comment (maximum 10 minutes total)

None

Consent Item

C-1 Approval of 6/26/12 CGJA Board Meeting Minutes: Landi

C-2 Acknowledge Committee Minutes and reports in 8/28/12 packet: North

A motion was made by Director Trautman, seconded by Director Hern and passed by voice vote to approve the Consent Items.

Officer and Committee Chair Reports:

D-1 Legal and Legislative Resources Committee (LLRC) – Trautman: The LLRC met this month but did not have a quorum due to vacations, surgeries and work. They have had 12 inquiries and written 10 substantive responses. The other two were criminal questions which we do not deal with. They are tracking SB 1474, clean up legislation for AB 1133 which defines what an agency is in terms of recusal of someone who has worked for an agency within the last 3 years. The LLRC is also following up on a survey of all grand juries re AB 622 which will be the basis for one of the Annual Conference (AC) panels. Sixty percent of counties have responded. Sacramento has been most impacted since they subpoena all witnesses.

D-2 Public Relations Committee (PRC) – North for Lewi: The Committee continues to add and tweak the website. There is still work to do. The blog continues to grow.

D-3 Membership Relations Committee (MRC) – Mufson: As of August 27th, there are 286 regular members and 428 Introductory Members. Sutter County is our 24th Chapter and there are other groups perking along.

Director Boultinghouse reported that the Bay Area Regional meeting was held on Saturday. There was a good exchange of information. Representatives of CGJA's Award Committee gave a presentation on the various awards. There was discussion about the Journal and some potential improvements.

Director Trautman provided a summary of the AC program. And Director Hern reported on the Training Committee activity. There is a regional meeting on September 17th in Chico hosted by the Butte County Chapter. There will also be one in Fresno. President North hosted a regional in Humboldt and there will be another in January. It is hoped that regional meetings will encourage formation of more chapters and that in general, chapters will be more participatory. The President said the issue in his area of the State is the travel time. They may have to make it an annual meeting after new juries are sworn and training has taken place. Another possibility is to purchase a Skype hookup and do some video conferencing.

Director Mufson's goal is to attain 29 affiliated chapters representing half the counties in the State.

D-4 Training Committee (TC) – Caranci: The TC took off this month. About 900 jurors and alternates from 50 counties, at 17 locations throughout the State, over a 6 week period were trained. Seventy forepersons and pro-tems were trained at 5 locations. The numbers were good again this year. The TC used a reorganized program this year. The Curriculum Subcommittee headed by Director Jahr revamped the program for better flow and more time for questions. Some of the longer sessions had a brief stretch break. It seemed to work really well. This year, a scenario was introduced that began the first day and was used throughout the program for investigations, report writing, etc. It seemed to pull everything together for the jurors to have this interactive instruction. The 17 members of the training team worked very hard. There were times when there were 3 seminars going on at the same time. They are wrapping up the season working on the internal TC evaluation process and compiling the 900 evaluations turned in by the attendees. The TC is gearing up for the report writing workshops that will be held in 5 locations throughout the State later this year. In response to a question, Director Caranci said we trained jurors from 50 different counties, two of which participated in the foreperson workshop only. Some of the smaller counties who do not participate in the training are those who have trouble finding and seating juries. So far Alpine County has not been able to seat jury.

D-5 Finance Committee - Ragan: The Committee is going to meet in October to begin 2013 budget preparation. They are having discussions about procedural items. Director Hoffman reported that she is getting good response from the Finance Committee about the monthly financial report. She added that July and August generate hundreds of transactions and there is a lot of data to be entered into the accounting system. There are a couple issues with the Quickbooks program and it has been suggested that a consultation with an accountant who understands Quickbooks would be helpful. Our chart of accounts needs to be reviewed by an accountant. Director Hoffman has found someone who will do a free review and provide an estimate to clean up the books. This typically takes 2-4 hours at \$150 per hour. Director Hoffman will submit a proposal for consideration at the September meeting but added that we could wait until 2013 since it is not critical. Director Hern asked if there is a better or equivalent software system other than Quickbooks. Director Hoffman believes that the original setup is at the root of some of the problems being experienced. Quickbooks is cost effective and the service is good. Director Caranci said here are a couple line items that have exceeded their budgeted amount. We don't have a policy that allows the Treasurer to make payments that exceed approved budget amounts. Director Hoffman said that one cost overrun was caused by dual printing of the tri-fold brochure. The other was Compendium printing; however, sales have been good. The AC supplies account has exceeded the budgeted amount. In 2011 we voted to approve a \$1,000 advance for out-of-pocket expenses. A check for \$1,000 has been prepared for supplies but the account was funded in the amount of \$500. Director

Hern expressed her disgust that we are quibbling about the advance. Director Landi read the default policy which states “Any commitment of funds for the Annual Conference which exceeds the approved budget by \$500 or more, must be approved by the Executive Committee before the commitment is confirmed.” The President will call a meeting of the Executive Committee.

D-6 Awards Committee – Small for Mattea: The minutes reflect the Committees activities. Director Small believes that Betty Mattea is doing a good job of bringing the awards to the attention of others such as the presentation at the regional meeting.

Ad Hoc Committee Reports (as needed)

D-7 Policy Manual Subcommittee – Hern, Jahr, Landi: Director Landi reported that Director Jahr did a great job editing and hopes the Committee will meet soon and have a draft ready to be considered by the existing Board.

D-8 2012 Annual Conference – Boultinghouse, Trautman, Shepp & Mufson: Diane Shepp reported that only 11 people have registered for the AC. The maximum capacity is 130 so she encouraged everyone to register soon. The deadline for the \$119 rate at the Embassy Suites is October 24th. She thanked Director Mufson for his design of the logo which is eye catching and colorful. The preliminary schedule is posted on the website and was in the latest issue of the Journal. The Chapter will take care of securing someone to take photos suitable for publication in the Journal. So far, regional Chapters have donated 4 cases of wine. The AC Committee can arrange pickup of wine since the hotel requires that the wine be delivered in advance of the AC. Items for the goody bags must be received by September 30th. Director Boultinghouse mentioned that she has circulated an email to the local chapters and others with information on how to make contributions for the AC. Some of the chapters have expressed interest in participating in the silent auction. The Napa Chapter voted and decided that they would welcome regional participation. It would be limited to the donation of two items with a minimum value of \$150 and the profit would be split between the Napa Chapter and the donating chapter. All purchases must be by cash or check—no credit cards will can be accepted.

The Board Retreat and meeting will be held offsite on Wednesday, November 14. Director Mufson asked how much time the Board needs. Director Trautman asked that we save this discussion for later in the meeting.

Director Trautman said that all panel participants are confirmed and he is slowly turning the panels over to the chairpersons. They have not secured a keynote speaker but are working on a few possibilities. The rest of the program is shaping up well.

D-9 Nominations-Elections Committee - North: The Committee will meet October 13th and finalize a slate of officers since by that time, the League of Women Voters will have conducted the ballot count.

Action Agenda

E-1 Change timing of officer election at the Annual Conference

Director Dan Mufson

Recommended Action: That the Teller’s Committee report the results of the election for Directors to the President immediately following the ballot counting and that he in turn invite these new Directors to attend a special meeting of the Board to be held prior to the Board Retreat scheduled for Wednesday, November 14, 2012, the day prior to our Annual Conference. At said meeting the new Directors will be sworn in to be followed by the Board election of officers.

The motion was seconded by Director Hoffman. Director Mufson said that since the Tellers Committee is reporting the election results in October, it seems to him that everyone will know who won

the director slots and we should be able to elect officers before the retreat. Director Trautman read Bylaw Article 5, Section (e) which states “In even-numbered years, the Nominations-Election Committee will also nominate a candidate for each of the officer positions on the Board of Directors. The Board of Directors holding office will meet at the annual meeting for the purpose of electing and announcing the new officers of the Corporation.” That section is in conflict with this motion. Director Ragan said he sees no positive reason to adopt this motion. He believes that even if we have to interrupt the AC to elect officers, it preserves the transparency of the process.

Director Mufson withdrew his motion.

E-2 Establish policy regarding the extension of liability insurance to chapters exempted by CA Code
President North

Recommended Action: Move to cease extending insurance coverage to chapters.

We have been providing coverage to 5 chapters under our liability policy at an annual cost of \$250. We cannot take on the expense or liability of covering all 24 chapters. Most will not need the coverage if they follow the requirement to seek insurance and determine it exceeds 5% of their budget. Director Hern asked if we have looked into the possibility of increasing our coverage to 2 million. Speaking for the Marin Chapter, insurance coverage along with the CGJA non profit status, is a benefit to a chapter. Directors Ragan and Hoffman agreed that this is a selling point for chapter formation. Director Hern volunteered to work with our insurer and others to price additional coverage.

President North withdrew his motion.

E-3 Clarify and standardize disclosures regarding use of contact information on CGJA Membership and IM forms
President North

Recommended Action: Move to standardize all such disclaimers to read – “The California Grand Jurors’ Association will not knowingly provide, sell, trade, transfer or in any other way deliberately reveal any such private member information to any party outside of the California Grand Jurors’ Association.”

The President proposed this change to provide some clarification to our current disclaimer. It was suggested that “knowingly” be replaced with “voluntarily” and “deliberately” be removed. There were some heated and passionate opinions expressed about the language and the President amended his motion to read as follows: “The California Grand Jurors’ Association does not provide, sell, trade, transfer or in any other way deliberately reveal any such private member information to any party outside of the California Grand Jurors’ Association.” Director Small seconded this amended motion. In response to a question, it was confirmed that Introductory Membership contact information is used internally only. After continued acrimonious debate, Director Ragan moved to table the matter. The motion was seconded by Director Hoffman and the motion passed by the following roll call vote:

Ayes: Boultinghouse, Caranci, Hern, Hoffman, Landi, Mufson, Ragan

Noes: North, Small, Trautman

F. Directors Brainstorming Session—The President said he was willing to stay on the line after the meeting if anyone wanted to share ideas. In regard to the logo issue, he said the PR Committee is working on a policy. There was concern that a chapter had been contacted without prior discussion with the Board.

G. Adjournment

The meeting ended at 8:41 P.M. The next meeting is September 25, 2012.

Information Items Submitted Directly by Sponsor

- H-1 Critical date reminder: North
- H-2 Budget/Actual - July, 2012: Hoffman
- H-3 Balance Sheet: Hoffman
- H-4 Insurance email: North
- H-5 Chapter insurance analysis: Choi/Boultinghouse

Submitted by,
Joann Landi