

California Grand Jurors' Association
Board of Directors Meeting – October 23, 2012

MINUTES

Call to Order & Roll Call:

The roll was taken and the meeting began at 7:02 P.M.

Present: Boultinghouse, Caranci, Hern, Hoffman, Jahr, Landi, Lewi, Mufson, North, Ragan,
Trautman, Walker

Absent: Small (ex)

Agenda and Comments:

B-1 Agenda Approval: North

In an email sent to Directors today at 2:59 PM, Director Mufson requested that an item be added to the Action Agenda. The President said we will consider that following E-3. The Agenda was accepted as submitted.

B-2 Member Comment (maximum 10 minutes total)

None

Consent Item

C-1 Approval of 9/25/12 CGJA Board Meeting Minutes: Landi

C-2 Acknowledge Committee Minutes and reports in 10/23/12 packet: North

Director Mufson asked that a correction be made to the 9/25/12 minutes. He requested that B-1 read as follows: Agenda Approval: Mufson. A motion was made by Director Trautman, seconded by Director Boultinghouse and passed by voice vote to approve the Consent Items with the minute correction as noted above.

Officer and Committee Chair Reports:

D-1 Legal and Legislative Resources Committee (LLRC) – Trautman: The Committee has received inquiries about a grand jury budget being controlled by a board of supervisors, what constitutes a quorum when a grand jury loses member(s), whether or not a grand jury can inquire into a court's e-filing procedures, and a question about investigations vs. inquiries—what is the difference.

D-2 Public Relations Committee (PRC) – Lewi: The minutes speak to the Committee's activity. The membership forms on the website have been cleaned up. The California Grand Jury System book stock is running low. Director Lewi reported that he has begun updating The Book which will include some discussion about grand jury indictments. Lew Avera will assist on that portion of the rewrite. Ron Miguel has agreed to review the updated version. We have about 100 copies left and those unsold will be come obsolete when the updated version is published. The revised edition will be available for the 2013 training seminars. The President remarked that he learned that the regular grand juries in 15 counties do criminal indictments.

The next issue of the Journal will cover the Annual Conference.

D-3 Membership Relations Committee (MRC) – Mufson: The highlight of the past month was a regional hosted by the Fresno Chapter and included people from five counties. Another meeting was tentatively scheduled for January. There are a few other counties moving toward forming a chapter. Director Boultinghouse said there are four areas in the State where there are regionals which include a total of about 18 chapters.

D-4 Training Committee (TC) – Caranci: The Report Writing Workshops are having an outstanding response this year. We have 175 registered so far; a 75% increase from where we were this time last year. As a result, additional manuals had to be printed. Three of the five venues are sold out.

The Train-the-Trainer will be held in February again and a Board retreat has been scheduled for February 24.

The Curriculum Sub-committee has begun their curriculum review for the 2013 season. There was an on-site in Sierra County last Friday—our first time training there.

D-5 Finance Committee - Ragan: The Committee met yesterday to discuss their section of the Policies. They also set up a schedule for the 2013 budget process. Director Hoffman is going to send committees their portion of the budget document for their consideration. It will be due back by November 30th. Each committee should be mindful of how much funding it will need and where it's going to get the income. The Finance Committee will handle the administrative portion of the budget planning.

D-6 Awards Committee – Mattea: The President said that Betty Mattea offered her resignation as Committee Chair as of November 16th. He indicated that Betty will not stand for reappointment. He added that the awards for the Annual Conference (AC) are in the works. Director Lewi said the press releases are ready for release to coincide with the AC.

Ad Hoc Committee Reports (as needed)

D-7 Policy Manual Subcommittee – Hern, Jahr, Landi: See E-2. Ten directors were on line for 3 hours on October 17th for the Study Session.

D-8 2012 Annual Conference – Boultinghouse, Trautman, Shepp & Mufson: There are 57 paid registrants. We have reached our maximum of 60 rooms for November 15th. Director Mufson has notified chapters about the hotel availability and suggested expedia.com for those who need accommodations for Thursday night. There are 10 rooms left for November 14th. The panels are going well with just one glitch.

Director Hoffman reported that we are dealing with a temporary employee at the hotel and she requested a \$19,000 increase to our credit card. She will be advised that payment will be handled as it was in 2011; it will be settled at the end of the AC and we will pay by check.

Director Lewi, speaking as Chair of the PR Committee, asked if there any expectations of him at the AC. He also requested that he be provided copies of notes/presentations for committee reports, panel participants, speakers, etc. Having copies of those will help him create articles for the Journal. Director Caranci said that in prior years committees have made reports. President North said that as part of his address he will have chairs give verbal reports. Director Boultinghouse said that, because there are time limitations, she thought the AC Planning Committee was going to have written committee reports in the AC packet. There was agreement that the Treasurer's report (as of September 30th) should be printed and put in the AC packet. Alternatively, copies could be made available for those members who are interested.

D-9 Nominations-Elections Committee - North: The election results have been distributed and the Committee has a suggested slate: President, Bill Trautman; Vice President, Beate Boultinghouse; Secretary, Jim Ragan; and Treasurer, Dianne Hoffman. There can also be nominations from the Board.

Action Agenda

E-1 Establish travel fund for Annual Conference speakers

Director Trautman and AC Committee

Recommended Action: Establish a \$1,000 fund to reimburse select individuals for long distance travel to/from the 2012 Annual Conference. Directors Trautman and Jahr will donate \$250 each to match CGJA's \$500 for the 2012 AC, if approved

Director Trautman said one panelist is traveling from San Bernardino County for the legal advisors panel and will have travel expenses. Most of the other panelists are not further away than Sacramento or Stockton and have not been offered travel reimbursement. The entire amount may not be needed and would be for the 2012 AC only. Director Jahr has made room reservations for the San Bernardino panelist. The Treasurer said there is sufficient cash on hand to cover this \$500 expense if needed. The motion was passed by voice vote.

E-2 Draft Policy Manual revision

Policy Editorial Review Committee, Karen Jahr, Karin Hern, Joann Landi

Recommended Action: Approve the revised Policies.

The President mentioned that we met for a Study Session on October 17th and went through the draft section by section.

Director Mufson said there are three different ways expressed about how bylaws for new chapters are to be reviewed. He thinks that 7.006 C 2 would be an added burden and doesn't think that the Board would want to wade through the documents. So unless there is a compelling reason, he would ask that 7.006 C 2 be removed. A motion was made by Director Ragan, seconded by Director Caranci and passed to delete 7.006 C 2. Directors Hern and Lewi abstained and Director Hoffman voted no.

Director Jahr said there were some sections which were not complete at the end of the October 17th session. Director Hern revised Section 2.012 subsequent to that time. The thrust was to try to distinguish member requests vs. officer/director/committee requests. Director Mufson questioned the need for the Secretary to handle list requests in 2.012H when the MRC maintains the list. He also pointed out that there is a conflict in 7.005 C in that it states that phone and email contact information will be provided. In other instances it has been agreed that only physical addresses will be provided. Director Hern said that we are talking about external and internal requests and she doesn't agree that there is a conflict. Director Trautman solved the issue by suggesting that the title for 7.005 be changed to Membership Lists.

Section 2.014 Logo. This was originally a section in the PR Policies but during the Study Session it was thought to be more appropriately located in Chapter 2.000. Director Lewi understands why it should be in Chapter 2 but offered a minor suggestion to the Review Committee. That was that in paragraph D questions about use of the Logo would be directed to the PR Chair and exceptions to the policy would be referred to the Board for approval.

Section 3.002 Annual Conference. Paragraph C was reviewed/edited by Directors Hoffman and Caranci. The third sentence was changed to begin, "The AC budget should include line item detail..."

Section 4.002 Chairpersons and Committee Members. After some discussion, Director Jahr proposed an amendment to the language of the third sentence of paragraph A as follows: "Committee chairpersons shall appoint the members of their committees, except that the President shall appoint the members of the Finance Committee, the Finance Review Committee, and the Nominations-Elections Committee, after consulting with the committee chairs." Director Hern disagreed with the suggested

wording. A motion was made by Director Ragan, seconded by Director Caranci and passed to accept the change. Director Hern voted no.

Director Caranci asked for clarification of the second sentence of paragraph A of Section 4.002. . Director Jahr suggested that sentence be changed to read “The chairpersons of committees other than the Executive Committee and the Steering Committee need not be members of the CGJA Board of Directors (OK?). A motion was made by Director Trautman, seconded by Director Jahr and passed to accept the change. Director Hern voted no.

Section 4.002 B. Remove phrase in parenthesis.

Section 6.003. Advice to CGJA Chapters and Sitting Grand Juries. Director Trautman thinks the first sentence should be broader. Director Jahr offered to supply amended language as follows: “Upon request, the LLRC will provide CGJA Chapters, affiliated associations, court personnel, sitting grand juries and any other interested parties guidance...”

Section 5.004 A. The 10% and \$500 limits are acceptable.

Section 7.002. It was clarified that a special criminal grand jury, is a second grand jury. Therefore, the last sentence will be deleted.

Section 7.003 E. Delete phrase in parentheses.

Section 7.006 B 9. There was a question about the statement that a Chapter shall have a board of directors and/or officers elected by the membership. Director Trautman suggested that the language doesn't need to be changed; however, he and Director Hern will research to determine if a chapter needs to have a board of directors.

A motion was made by Director Ragan to approve the Policy Manual as modified during this discussion. The motion was seconded by Director Landi and passed by voice vote.

E-3 Dissolve Publications Committee

President North

Recommended Action: Dissolve the Publications Committee

The motion was withdrawn by the maker.

Director Mufson said he has merchandise sent to him by John Sitton. In his opinion it should be used for the AC goody bags. President North said that in the future we will sell premium items on the website. Director Lewi said that distribution of the Compendium and the California Grand Jury System Book will be handled by committees. Director Hoffman said she is willing to store the inventory (cookbooks, pins, hats, shopping bags, pens). She also reported that there have been no merchandise sales this year. The President decided that the pens can be put in the goody bags.

A motion was made by Director Ragan, seconded by Director Jahr and passed by the following roll call vote to add an item to the Action Agenda.

Ayes: Boultinghouse, Caranci, Hoffman, Jahr, Landi, Mufson, North, Ragan, Trautman, Walker

Noes: None

Absent: Hern, Lewi, Small

E-4 Approve Tulare County Chapter Affiliation

Director Mufson, Chair MRC

Recommended Action: Approve petition from Tulare County to become a CGJA Chapter, contingent upon receipt of a signed copy

The motion was approved by voice vote.

F. Directors Brainstorming Session (2013 AC location)

This is an issue that should have been taken care of earlier in the year. Directors were asked to give this some thought and be ready to discuss at the November retreat.

G. Adjournment

The President expressed his thanks to Directors Lewi and Landi for their service to CGJA.

A motion was made by Director Boultinghouse, seconded by Director Trautman and passed to adjourn the meeting at 9:27 P.M. The next regular meeting is November 27, 2012.

Information Items Submitted Directly by Sponsor

- H-1 Critical date reminder: North
- H-2 Budget/Actual - September, 2012: Hoffman
- H-3 Balance Sheet: Hoffman

Submitted by,
Joann Landi