

**California Grand Jurors' Association**  
**Board of Directors Meeting—April 23, 2013**

**MINUTES**

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**A. Call to Order & Roll Call**

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

Present: Directors Hern, Hoffman, Jahr, Monaco, Mufson, North, Ragan, Trautman  
(president)

Absent: Directors Boultinghouse, Caranci, Greenberg, Walker

**B. Agenda and Comments**

B-1 Agenda Approval: Trautman  
The agenda was accepted as submitted.

B-2 Member Comments  
None

**C. Consent Items**

C-1 Approval of the CGJA Board Minutes, 03/26/13: Ragan  
This item was pulled from the consent agenda because of a proposed amendment to the minutes.

C-2 Acknowledgement of Committee Minutes in the 04/23/13 board meeting packet:  
Trautman

The Board unanimously approved Consent Item C-2.

**C-1. Board Minutes, 03/26/13**

Under D-5, the Minutes have been amended to show that Hern (rather than Jahr) has researched tax and corporation filing requirements for CGJA and chapters. Hern added that, under E-3, the discussion should be amended to state that chapters are on their own in filing their own tax returns. In response to a question from Trautman about CGJA seeking the group exemption for the chapters (see E-4), Hern said that the effort is in progress.

Hern moved, Hoffman seconded, and the Board unanimously approved the Minutes as amended.

## **D. Standing Committee Chair Reports**

### **D-1 Legal and Legislative Resources Committee (LLRC)**

Chair Jahr said that since the past Board meeting LLRC has received seven questions and answered six of them with the seventh answer going out tomorrow (April 24). Since LLRC did not have a meeting in April, Jahr summarized the questions and answers. Monaco asked about the number of repeats. Trautman said that when he was the LLRC chair, there weren't very many. Monaco asked whether we're getting any questions that our training doesn't address. Jahr said no and that the response usually begins with, "as we say in our training...." Ragan asked about the titles of the files for saving. He suggested that the subject should be in the title. Jahr said that she is now doing that.

### **D-2 Public Relations Committee (PRC)**

Chair North said that the PRC is discussing the number of Grand Jury Handbook copies it might want to print as a part of a potential grant project discussed at the February 24 Board retreat. Audiences include court personnel, legislators, city councils, county boards of supervisors, etc. PRC hasn't yet come up with a final number, but it has the production costs down to \$2/copy. Distribution is still a challenge that PRC is working on. PRC is continuing to update the website as requested. PRC will make the volunteer interest form automated one way or the other. North said when he returned from abroad, he found that the Newsome PSA wasn't running in Humboldt County. He said that he would write an article for the Journal in the fall providing a step-by-step in how to approach broadcasters with the PSA, trying to get a head start on next year's recruitment period. Addressing the Board's request at the retreat that the Journal be printed in color, North said that the printing cost would roughly double. The cost today is \$3,000/year; in color, it would be \$6,000. PRC has experimented with a method, "flip page," to distribute a color copy via email, but found software problems in downloading it. It would be too complicated for most people. We have tried out some of the mass distribution email services. We would be forced to change the format of the Journal and use the templates that these services offer. We're looking at embedding the Journal in the email. The resolution isn't as good, but it is in color. So, we're still working on it.

### **D-3 Membership Relations Committee (MRC)**

Mufson said that we have an action item this evening to approve Santa Cruz as a new chapter, and he'll wait to discuss it when it comes up under Action.

### **D-4 Training Committee (TC)**

In the absence of Chair Caranci, Jahr said that she could only speak to the work of the Curriculum Subcommittee. She said that Caranci is on a mission: she provides the formatting for all of the training PPTs and manuals and does all the organizing and scheduling. She gives tremendous support to the subcommittee's work.

Everything for the upcoming training season is on time. Trautman commended the work of the Curriculum Subcommittee in going through each of the PPTs and manuals.

#### D-5 Finance Committee (FC)

Chair Monaco presented highlights of the FC's work over the past month. The committee chair now has digital copies of tax returns from 2009 through 2012. At some point in the not-too-far future, the FC will submit a Board Meeting Agenda Item Transmittal Form for approval to exceed FC 2013 budget by 10 percent or \$500 (whichever is less). FC will keep monthly service charges rather than allocate them out to the other committees. Transaction fees will continue to be billed to appropriate committee budgets. Tax-filing guidelines for chapters have been revised per last Board meeting's agreement. A cover letter needs to be generated for distribution by MRC and/or the president. Illnesses have delayed completion of this. Hern and Monaco are working on this. CGJA received funds from the dissolution of the Nevada chapter in the amount of \$842. It may receive monies from Monterey, San Benito, and Kings county chapters in the future. Discussion commenced on one of FC's 2013 goals: develop an investment policy. More discussion will occur before development of a proposal for Board consideration and approval. Concepts to date include: very conservative; retain liquidity to enable shifting of funds between savings and checking (certificates of deposit are an option and earn a little more than standard savings rates); and consider a different investment policy for large grants. Implementation would be sometime after closure of Bank of America accounts.

Discussion ensued on actions related to the potential revocation of the San Benito and Kings chapters and what the next steps are. The president has sent letters to each indicating that they are in violation of chapter status due to not having enough CGJA members. In one case, there is a dispute as to the number of CGJA members the chapter has. Two course of action for the president to take were offered: phone calls to representatives in each chapter or letters advising that if the chapters did not comply with CGJA rules for membership by a certain date, the charters would be revoked.

#### D-6 Awards Committee (AC)

Trautman said that the policy for making Local Achievement Awards includes that the president sign each award and that the president or designee be present in making each award. The AC should work out the proper procedures in accordance with the policy. Discussion ensued on the difference between Local Achievement Awards and Certificates of Special Recognition. In the former case, in seems that the chapters initiate the process, with CGJA joining in. In the latter case, anyone can initiate the process. Ragan suggested that the AC provided clearer distinctions between the two. AC member North agreed to take the issue to the committee.

## **Ad-Hoc Committee Reports**

### **D-7 Annual Conference Committee (ACC)**

Trautman will follow up with Greenberg.

### **D-8 Education Committee (EC)**

No report. Trautman said that Boultinghouse is waiting to hear from her contacts.

### **D-9 History & Archives Committee (HAC)**

No report.

### **D-10 Fundraising Committee (FrC)**

Trautman said that FrC Chair Shepp asked for Board volunteers to write a brief description and budget for each of the three fundraising priorities: (1) Printing and distribution of GJ Handbook to legislators, teachers, judges, legal advisors, students, etc.; (2) Free training seminars for judges and court staff; and (3) Paid administrative support for the training program. As discussed under D-2 above, PRC is working on #1. Since Caranci should have a say in #2 and #3, specific assignments will be deferred until she is present.

### **D-11 Chapter IR Guidelines Committee (CIRGC)**

Trautman said that the Ad Hoc CIRGC, now consisting of 7 directors and 7 chapter representatives, met by conference call on April 22. With good comments, Trautman prepared draft 5, which became draft 5A with Hoffman's input and sent to all committee members for final input by May 6. The intent is to bring the final guidelines to the Board for approval at its May 28 meeting. In the interim, those holding chapter regional meetings before then are free to present the draft guidelines to the attendees of those meetings (stressing that the Board has yet to act).

## **E. Action Agenda**

### **E-1 The motion, submitted by Mufson, is to approve the petition from CGJA members residing in Santa Cruz County to become a chapter of the CGJA.**

The CGJA members on Santa Cruz County have submitted all required documents, which MRC has determined are in order. There are currently 14 CGJA members in the county.

Motion approved unanimously.

### **E-2 The motion, submitted by Mufson, is to approve a policy stating that all CGJA members, both introductory and voting, should be encouraged to volunteer to support the association and that, when approved by an appropriate committee chair or officer, with funds in their budget, can be reimbursed for any expenses incurred.**

Mufson said that MRC thought that since we encourage voting and introductory members to volunteer, it is fair to extend expense reimbursement to introductory

members (IMs). Trautman said this came up because we had a trainee who was an IM, and the question was whether the person could be reimbursed for out-of-pocket expenses incurred. Hoffman said that the problem was, in trying to reimburse this person, he wasn't part of the treasurer's membership for her to do the reimbursement. She subsequently figured out how to pay him, but she is glad the issue is now before the Board. The treasurer does not now have a list of IMs in the payment database. Hoffman said that we have reimbursed other volunteers who are not CGJA members for mileage in helping out at regional training seminars. Hern said that we have to have enough limits on it to control what is being reimbursed.

Discussion then ensued as to where in the Policy Manual this motion should be placed.

Given the discussion, here is the amended motion: ~~approve a policy stating that~~ All CGJA members, both introductory and voting, should be encouraged to volunteer to support the association and that, when approved by an appropriate committee chair or officer, with funds in their budget, can be reimbursed for any expenses incurred in accordance with existing CGJA policy. Accepted by Mufson.

Amended motion approved unanimously.

Board direction to MRC was then to come back to the Board with proposed action as to where this action should appear in the Policy Manual.

**G. Adjournment (8:17 PM)**

Respectfully submitted,  
Jim Ragan, Secretary