

# California Grand Jurors' Association Board of Directors Meeting

## August 22, 2017

### MINUTES

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#### A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:09 PM.

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Larry Herbst, Karen Jahr, Rich Knowles, Joann Landi, Jim Ragan, Barbara Sommer, Kathy Wylie; Training Committee Chair Marsha Caranci, Nominations-Elections Committee Vice Chair Jerry Lewi

Absent: Jerry Kunkle, Lou Panetta (both excused)

#### 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, 06/27/17: Ragan

C-2 Acknowledge Committee Minutes and other documents in 08/22/17 meeting packet: Winters/Ragan

The Board unanimously approved the consent items, incorporating editorial items sent by the president to the secretary.

#### D. Officer and Committee Chair Reports

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

Winters made the following comments:

- The Napa Chapter has sent us their Annual Report; she will send it out to all board members.
- She sent Bob Geiss' widow a note explaining our decision to eliminate using former members names on our awards. She hasn't received any response.
- It was suggested at the June meeting that an e-blast be sent in August about our new website. However, since the website isn't yet online, an e-blast will be sent to the Introductory Members welcoming them and letting them know about the annual conference. This should be going out next week.
- She said that there was good reception at the regional training seminars. Overall, the trainees were impressed with the quality and professionalism of the trainings and trainers. Sacramento was very large with about 150 trainees. It was crowded and unwieldy. The

Training Committee may be looking splitting the training for counties attending this regional into smaller venues.

- She said that committee procedures are still needed from two committees: Bylaws and Policy Review and Finance Review. In addition, updated procedures are due from the following committees: Annual Conference, Finance, Membership Relations, Nominations-Elections, Public Relations, and Training. All are due at the annual conference.
- She announced that the next board retreat will be in Monterey on Sunday, October 29, 8:30 to 11:30 AM, just before our annual conference. CGJA policy is that directors attend at their own expense. She requested suggestions for retreat topics. At the moment, there are two: fundraising and grant writing.

Jerry Lewi commented that the “moved up” deadline for annual reports from committees is September 20, so that Winters can use them to prepare her annual report for the annual conference. She said that she will be gone from September 28 through October 22.

#### D-2 **Officer Reports**

**Vice President Bell** – no report.

**Treasurer Bolin** said that she would answer questions about the financial information presented in the meeting packet. There were none.

**Secretary Ragan** reported on four items. First, he reminded committee chairs to use the board action template when submitting action items (included in the meeting packet). Second, he referred to the updated committee roster (also included in the meeting packet). He asked that, when committee chairs have roster changes, he would appreciate them giving him, in addition to their names, their email and postal addresses and their phone numbers. Third, he asked each committee chair to send him their committee report notes (under agenda item D). This he said, will facilitate production of the meeting minutes. Fourth, he reminded the board that our Policy Manual states that all standing committee chairs who are not board members are automatically invited to attend all board meetings and participate in discussions about matters relating to their committees.

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

Vice Chair Jahr reported that the committee met on August 16. The committee adopted its procedures and will forward them to the board for the September meeting. She highlighted one item with respect to questions that come directly to trainers. The procedure is that if the trainer can answer the question by referring to a relevant part of the Training Manual, then the trainer can respond directly to the inquirer without involving LLRC. She said that answers to more than half of the questions can be found in the manual.

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

Chair Ragan first referred to the recent email to all board members from an internet news source in Lake County about not receiving permission from the source to publish a news article on our website’s news blog. PRC’s action and response are contained in the August meeting minutes. This is the first such instance in the posting of over three thousand articles. PRC removed the article in question from the blog and so notified the source. Current procedures will continue.

Ragan then asked Herbst to provide an update on transitioning to our new website. Herbst began by thanking board members for their review of the optional home page designs and their suggestions. These have been communicated to Elevation. PRC approved Elevation moving forward. Herbst has uploaded all of the content of the interior pages to the Elevation server, allowing Elevation to begin implementation. It started with the website store, with full participation by Dianne Hoffman with respect to our requirements. Elevation will then transfer the interior pages, with instructions as to formatting, from the server to the new site. Elevation is expected to produce the Alpha (operating draft) site about the first week of September. We will then have access. Herbst said that the three principals (Sommer, Hoffman, and he) will test it focusing on formatting, navigation, and connectivity – to make certain that everything is operational. They will then provide directions to Elevation, which will make the necessary corrections to produce the Beta site (mature final draft). The ideal outcome would be approval of the Beta site for implementation launch.

With respect to the moratorium period for not uploading non-critical that he discussed at the June board meeting will be a little longer than expected because there are more documents that have been uploaded than he expected. Making these changes after we see the Alpha site may slightly extend the time it will take to get to the Alpha site.

Ragan then asked Lewi to update the board on the grand jury survey. Lewi said that the survey workgroup reviewed the responses to the questions and came up with about eight items that we might want to address to improve our service to grand juries. None is major. Most of them would involve the Public Relations, Training, or Membership Relations committees. One item, for example, is to remind chapters about the content of the Chapter Resources page on our website. Lewi said that the survey produced a lot of useful information and that the work group will be recommending an action to the board that we should redo the survey every four years. Winters asked whether Lewi would prepare a written report to the board. Lewi responded YES. Bell asked whether we might also include a survey wrap-up in the Annual Conference program. Lewi responded YES.

#### **D-5 Membership Relations Committee (MRC)**

Chair Knowles discussed the MRC survey of chapter presidents. The simple survey consisted of questions that could be answered “yes” or “no.” MRC received responses from twenty of twenty-six chapters. The summary of responses was part of the board meeting packet. Most chapters are involved in outreach and grand juror recruitment. Chapter use of the CGJA website also ranked high. There was also a high interest in attending regional meetings. Seven chapters indicated an interest in hosting regional meetings. Knowles said that this gives us valuable information where we can follow up to get more detail. The reporting chapters have 172 CGJA members, accounting for about three-fifths of our membership. But these chapters have 391 chapter members meaning that there are a lot of chapter members who have not joined CGJA.

Knowles then turned to chapter formation. A group of members in Imperial County is in the process of forming a chapter. There is a problem, however. Earlier this year the board changed some policies which haven’t yet been included in the chapter bylaws templates. Knowles said that MRC has appropriately revised the templates, but it now has to give them to LLRC for a more thorough review, which may take some time. He asks how this situation affects Imperial, who wants to form a chapter. They need help. The best help we can give them is to provide a

template. Winters said that she understands that LLRC will approve the templates by the next board meeting. Knowles replied that this time lag is not ideal. Discussion ensued as to whether Imperial could use the current templates even though there are about a half-dozen items where the current templates are not consistent with the new policies. One point was whether, with the changed policies, we are going to go back to all current chapters to ask them to change their bylaws to conform. Jahr said that LLRC's role in reviewing a chapter's bylaws (required by the new policies) is to determine whether they are in substantial compliance with CGJA's bylaws and policies – and not approving or disapproving. There was agreement, as articulated by Knowles and Jahr, that he should send Imperial the draft revised Chapter Formation Guide and bylaw templates as a work in progress which they can confidently use.

With respect to membership renewals, Knowles said that the recent effort has resulted in a small increase. He was complimented on his personalizing this through postal letters. Some suggested enclosing a return envelope (perhaps with a stamp).

**D-6 Training Committee (TC)**

Chair Caranci announced that the Training Committee met on August 21, and the meeting minutes are in preparation.

She first reported on the training season: 29 venues encompassing workshops for grand jurors and alternates, forepersons, and legal advisors. The evaluations are good. The new trainers this year are good. The new trainers starting last year are amazing. Finance-wise, it was more expensive this year. The Sacramento site may no longer be viable. Eleven new trainers live in distant counties and had to drive a lot of miles. Overall attendance was down slightly because of fewer venues. The curriculum seems to be fine tuned. We filmed the exit-interview video last week and are now preparing for the fall Report Writing workshops. Winters and Bell expressed their great appreciation for the training effort.

**D-7 Finance Committee (FC)**

Chair Bell reported on two items:

- The IRS form CP 119 (nonprofit) has been forwarded to the IRS in Utah and is being tracked.
- The FC procedures and the annual report for inclusion into the annual conference printed program will be reviewed at the next meeting on September 12.

**D-8 Nominations-Elections Committee (NEC)**

Vice Chair Lewi said that the director election ballots will be mailed on August 25. Chair Kunkle is doing the mailing, with Lewi providing the mail labels. This year, for the first time, Kunkle put a stamp on the return envelope. The deadline for receiving ballots is September 24, and the Tellers Committee consisting of Kunkle and two members from Alameda County will tally them. The total cost is about \$625 – within budget. NEC will meet in September to review its procedures and modify them as appropriate.

**D-9 Awards Committee (AC)**

Chair Landi referred board members to the committee minutes contained in the board meeting packet.

**D-10 Annual Conference Committee (ACC)**

Chair Bell reported that currently there are eighteen paid registrations (target of forty-five). Based on hotel reservations, there appear to be about ten more registrations forthcoming. He did note that six directors have not yet registered.

He said that hotel reservations are healthy. There are currently thirteen reservations (of fifteen secured) for October 28; nineteen reservations (of forty secured) for October 29, and two reservations (at shoulder rates) for October 30. There appear to be about eight more reservations forthcoming based on conference registrations and including five directors who will most likely need sleeping rooms who have not made hotel reservations. Herbst said that he hadn't been successful in registering for the third night. Bell suggested that Herbst try to register by phone; if that, doesn't work, contact him.

Bell concluded by saying that there is now a 30-minute program vacancy that we hope to fill with a presentation on our new website. There is no additional charge by the hotel as long as we bring the necessary laptop, projector, and screen. If we need a screen, we'll have to buy a package. We don't yet know what the price of the package is.

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

No report.

**D-12 Finance Review Committee (FRC)**

No report.

**D-13 Public Education Committee (PEC)**

Chair Wylie said she intends to write an article for the October Journal announcing a teleconference inviting people to present ideas about what the committee should be going in terms of public education – looking at what others are now doing trying to get some teachers on the committee, and examining how might publicize current efforts. We would then come back to the board with an action item.1:16:24

**E. Action Agenda**

**E-1 Ratify the president's appointment of Karen Jahr as chair of the Legal and Legislative Resources Committee (LLRC).** [Motion submitted by Winter, seconded by Bell]

At the May 23 board meeting, President Winters announced that Larry Johnson was stepping down as chair and a member of the LLRC. This action ratifies the president's appointment of a new chair, Karen Jahr, who previously served as LLRC chair.

CGJA Policy 6.20A states that the president shall appoint all chairpersons of all standing and ad hoc committees, subject to ratification by board.

**The motion passed unanimously, 10-0-0, by voice vote.**

**E-2 Approve the regular sending of timely messages to current IMs by the Training Committee as appropriate throughout the year.** [Motion submitted by Caranci, seconded by Jahr]

Caranci said that the Training Committee wishes to start communicating with IMs on a more regular basis to remind them of certain aspects of grand jury work that was covered during their training sessions. This would be in the form of an Eblast to all current IMs which will be sent at a

time when the information is relevant to what they are doing. The TC will prepare at least five or six seasonal messages that can be sent during the year, every year. This would be coordinated with the president's e-blast CGJA news messages in the odd-numbered months when there is no Journal. TC would send these messages around the first of the month. The president's message goes out in the middle of the month. Caranci said that, in some months, IMs would receive two e-blasts.

According to CGJA Policy 20.00, Communications Policy and Matrix, communications to IMs from the MRC or the TC require Board approval if sent more frequently than every 3 months. Advance copy of the communication will be sent to the Board at least 24 hours in advance.

**The motion passed unanimously, 10-0-0, by voice vote.**

- E-3 **Approve using up to \$3,000 from the Jack Zepp Fund for video production of training modules.**  
[Motion submitted by Caranci, seconded by Bell]

Caranci said that the Training Committee wishes to film several 30-minute videos of training modules that can be offered on our website or by email link to grand juries covering topics such as Detention Facility Inspections, Continuity, and/or other modules. The estimated cost for the first two videos is \$3,000. Panetta has found a videographer in Monterey, and the Technology Subcommittee has met with her. The videos would be shot in Monterey just before the annual conference.

The Third Amendment to the Frederick John Zepp Revocable Trust, dated February 17, 1992, states, in part: "The Trustee shall distribute cash in the amount of five thousand dollars (\$5,000) outright and without interest, to the California Grand Jurors Association, ...said amount to be used for the general purposes of such organization, ...."

The Training Committee feels that this would put the funds that have sat dormant for many years to good use. Jack was a member of the Training Committee and a CGJA Trainer prior to his passing.

**The motion passed unanimously, 10-0-0, by voice vote.**

- E-4 **Approve, subject to completion of review by Karin Hern, the Chapter Formation Guide, the Chapter Bylaws Template for a Director-Managed Chapter, and the Chapter Bylaws Template for a Members-Managed Chapter.**

Based on discussion of this matter under agenda item D-5 above (MRC report), Wylie moved, and Knowles seconded, a motion to table this action.

**The motion to table passed unanimously, 10-0-0, by voice vote.**

**F. Director Comments:**

None.

**G. Adjournment (8:45 PM).**

Respectfully submitted,  
Jim Ragan, Secretary