

California Grand Jurors' Association Board of Directors Meeting

June 26, 2018

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:02 PM.

Present: Directors Andi Winters (president), Lloyd Bell, Medsie Bolin, Travis Gibbons, Larry Herbst, Rich Knowles, Jerry Kunkle, Joann Landi, Jim Ragan; LLRC Chair Karen Jahr; TC Chair Marsha Caranci

Absent: Directors John Heckel, Lou Panetta, Barbara Sommer, Kathy Wylie (all excused)

Quorum is present.

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, 05/22/18: Ragan

C-2 Acknowledge Committee Minutes and other documents in 06/26/18 meeting packet: Winters

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

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

Winters reported on four items:

- There will be no board meeting in July because of training. The next board meeting will be August 28.
- The Executive Committee met on June 28 to approve the filing of an amicus curiae brief or other intervention in the matter of People v. Tuteur, regarding an accusation brought by the Napa County Grand Jury against the assessor-recorder of Napa County in which the trial judge is requiring the grand jury to give over discovery notes and other records. The Executive Committee also appointed Gregory Winters as counsel, pro bono, in this matter. The Executive Committee minutes are part of the June 26 board meeting packet. G. Winters has reviewed the amicus curiae brief with LLRC and expects to file it on June 27.
- CGJA has received the annual report from the Shasta chapter and says that she would like to include it and subsequent chapter annual reports as information items in board meeting packets (H items). Ragan said that it is not required in our policy manual and didn't think it

necessary. Herbst said that he would like to see them included in our Drop Box repository (cloud storage) that we are working on. Board members would then be notified when such reports are submitted.

- Discussion of cloud storage (information items H-4 and H-5) is postponed until the August 28 meeting because of Panetta's absence.

D-2 **Officer Reports**

Vice President Bell – no report.

Treasurer Gibbons asked for any questions on the financial statements included in the board meeting packet. Herbst asked about the discrepancies reported in May on membership figures in QuickBooks and in our membership database. Gibbons and Knowles said that they are working on eliminating the discrepancies.

Secretary Ragan – no report.

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

Chair Jahr said that the amicus curiae brief prepared by G. Winters is excellent.

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

Chair Ragan said that PRC is continuing to improve CGJA's social media presence. Dennis Frahmann has made a few changes to our Facebook page and has posted a link to the annual conference registration. He highlighted some of the information on the news blog.

Webmaster Herbst said that, starting in August, he will report statistics for each month (it will be for June and July in August). GoDaddy only reports statistics by the month. This will give a better comparison. He expects site usage to drop when new jurors are in training and to increase for annual conference registration once members see the full program.

Herbst said that there has been additional interest in establishing user accounts since the June Journal was released – we now have 88 out of our current 254 members. Many new user accounts came out of the Bay Area. More chapter members appear to be joining CGJA, as well.

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

Chair Knowles said that Santa Clara is forming a new chapter. He hopes that MRC can work with LLRC to review the chapter bylaws via email so that the board can act in August – or earlier by Executive Committee action. An action item this evening is to approve the Siskiyou County chapter. The Santa Cruz chapter is revising its bylaws.

Only two chapter presidents attended the Chapter Presidents' WebEx meeting (Knowles represented Contra Costa). There was a good discussion about the relations between chapters and courts. Several presidents have indicated an interest in attending future meetings, and Knowles plans to hold another meeting in July. Gibbons asked whether the chapters have been in contact with the court executive officers (CEOs) – this may be the opening. Herbst said that CEOs can be a friend or foe. He added that much can depend on the commitment of the presiding judge.

Winters asked whether thank yous have been sent to IMs. Knowles said yes, and there was an article in the Journal.

Herbst then thanked Knowles for working with him and Ron Zurek in established a semi-automatic link between the membership database and the website. We continue to make improvements.

Herbst next addressed two items discussed at the April board retreat: the need for another person to back up the database manager and the need to have more than master copy of the database. Then the computer of the database manager (Dianne Hoffman) crashed. After the retreat, we learned that, with DropBox, there is an update capability. Knowles said that the database was up to date at the time of the crash. The computer is now back online. But, he said, he is working with Hoffman to ensure that all updates have been made in DropBox.

Knowles said that the June-July-August period is when the greatest renewals and new memberships occur (85 percent).

D-6 Training Committee (TC)

Chair Caranci presented several items:

- With respect to the discussion during the MRC report about chapter relations with the court, she said that Jahr spoke at the Presiding Judge and CEO Management Program in February about civil grand juries and delivered a document produced by CGJA, *A Practical Guide to Supervising Civil Grand Juries*. Chapters could forward the guide to the court if then had not received it.
- The news blog that Ragan mentioned during the PRC report is so very informative on news coverage of grand jury reports. Everyone should “subscribe.”
- The training season has begun with a few sessions already completed – full steam ahead after July 4. Registrations for the regional seminars and the forepersons’ workshops are coming in. Ten people have registered for the legal advisors’ workshop in Sacramento.
- One 2017-18 grand jury has voted to resign; there will be no grand jury report this year. In two other counties, the release of reports was delayed to ensure that they would not influence June elections.

D-7 Finance Committee (FC)

Chair Bell said that financials in good shape with little activity. Receipts and expenses will increase due to training. FC will not meet in July, but it will review the financials by email and submit any comments for the August board packet.

D-8 Nominations-Elections Committee (NEC)

See action items below.

D-9 Awards Committee (AC)

Chair Landi referred members to articles in the June Journal requesting award submissions.

D-10 Annual Conference Committee (ACC)

Chair Bell said that all identified speakers have confirmed they will attend and present. Only one slot remains, and that is the focus for the July ACC meeting. Through May, there have been 10 registrations and 5 guest dinners. Winters will send out invitations in mid-summer to chapter presidents to attend the AC.

D-11 **Bylaws & Policy Review Committee (BPRC)** – no report.

D-12 **Finance Review Committee (FRC)** – no report.

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

D-14 **Ad Hoc Fundraising Work Group (FWG)**

Chair Herbst reported that FWG has submitted a grant request to one foundation for \$5,000 to support non-training expenses.

E. Action Agenda

E-1 **Approve 2018 Director Election Ballots.** [Motion made by Landi, seconded by Bell]

The motion passed, 9-0-0, by voice vote.

E-2 **Authorize the Tellers' Committee to count the ballots of the 2018 CGJA election of directors.**

[Motion made by Landi, seconded by Gibbons]

The motion passed unanimously, 9-0-0, by voice vote.

Winters announced, for the record, that she appointed three members of the Santa Cruz chapter – Jim Kerr, Sara Cordell, and Judi Lazenby – to comprise the Tellers' Committee.

E-2 **Approve the Siskiyou County Chapter as a CGJA Chapter, directing the issuance of a Certificate of Chapter Formation, or Charter, signed by the president, to be presented to the new chapter.**

[Motion made by Knowles, seconded by Gibbons]

The motion passed unanimously, 9-0-0, by voice vote.

F. Director Comments –none.

G. Adjournment (8:17 PM).

Respectfully submitted,
Jim Ragan, Secretary