

California Grand Jurors' Association Board of Directors Meeting January 22, 2019

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:06 PM.

Present: Directors Larry Herbst (president), Marsha Caranci, Travis Gibbons, Rich Knowles, Jerry Kunkle, Joann Landi, Jim McClary, Lou Panetta, Barbara Sommer, Ron Zurek;
Parliamentarian Jim Ragan, LLRC and BPRC Chair Karen Jahr

Absent: Directors Lloyd Bell, Andi Winters (all excused)

Quorum is present.

B. Agenda and Comments

B-1 Agenda Approval: Herbst

Board members unanimously approved the agenda.

B-2 CGJA Member Comments - none

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 11/27/18: Sommer

C-2 Acknowledge Committee Minutes and other documents in 01/22/19 meeting packet: Herbst
Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 President's Report (Herbst)

- Noted the new year's increase in activity among grand juries and CGJA committees.
- Recognized the contributions of the following committees to our increased income: Financial, Membership Relations, Annual Conference, and Training. Expense controls were notable for the Public Relations and Training committees. At this time last year our budget was \$1,900 in the red.
- With regard to the request from committees for goal suggestions, there is a need for more time. Please provide the president with suggestions in the next few weeks so that they can be determined at the February board meeting.
- The end-of-year financial campaign was very successful. The president sent out nearly 20 thank-you notes.
- With regard to the spring retreat scheduled for March 31, whether in-person attendance is required will be determined by the impact of the topics on the agenda. Please submit agenda items to him as soon as possible.

D-2 Officer Reports

Vice President Panetta – no report.

Treasurer Gibbons – no report.

Secretary Sommer – no report.

D-3 **Legal and Legislative Resources Committee (LLRC)** – no report.

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

Chair Ragan reported that the blog for last year covered 534 articles, 40 more than previously. Webmaster Herbst reviewed the website analytics (included in the packet). Assistant webmaster, Zurek continues to install website updates, thereby protecting it from invasion by an onslaught of bots.

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

Chair McClary has received inquiries from Calaveras, San Francisco, Glenn and Plumas counties about organizing or re-organizing chapters. Monterey chapter is in limbo following the death of its president. The committee is focusing on increasing contact with chapters. Letters were sent to all the presidents, with follow-up. Committee members will represent the 3 regions in order to facilitate personal contact with chapters. Details are provided in the committee minutes.

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

Chair Caranci reported that

- the committee is busy ramping up for summer training sessions.
- there are 2 new members and 8 highly qualified new trainers.
- the first webinar session in Santa Barbara at the end of November was successful and they learned a lot about format.
- Train the Trainers will have 28 participants.
- all the PowerPoint presentations and manual text are being reviewed. The former are being put into a consistent format across presentations.
- Committee member Karen Jahr will speak at the Jury Commissioners meeting on recruitment in March in Orange County. She is revising the guide for presiding judges.

Gibbons asked about online registration as it saves a lot of time for the Treasurer and provides prompt payment. Caranci replied that at present it does not work well for large numbers of registrants which is generally the case for the regional trainings.

Herbst asked about counties dropping out. Caranci noted that San Francisco did not sign up for any training this year and that San Benito county was having difficulty paying for it.

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

Chair Zurek said it was a great year – going from a \$2,000 loss to \$14,000 profit. The next event is filing the tax return which will be done by the Treasurer.

D-8 **Nominations-Elections Committee (NEC)** – no report.

D-9 **Awards Committee (AC)** – Chair Landi said the committee would have an article in the *Journal* on the Local Achievement Award. The committee will be brainstorming on generating more interest in the various awards.

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

- Decided that the registration fee would be set at \$116 with dinner included with each paid reservation. Guest dinner pricing is \$66. Wine is included for each table.
- Jim McClary joined the ACC and has committed the MRC to providing a two-hour block of content for the program.
- Topics and panels are still being conceptualized by the committee, and board suggestions would be welcomed. If anyone has an idea for a catchy ACC Theme, let us hear it!
- Not included in the minutes is the issue of newly-named members failing to participate in committee activities, creating quorum issues. Chair Bell is personally revisiting commitments with these members and will be revising the ACC membership roster accordingly.

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

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

D-13 **Technology Committee**

Chair Panetta reported that the committee has two sides: support (database, Dropbox) and development (integrations of data sources and contacts).

They are working on a searchable base of grand jury reports across the state.

E. Action Agenda

E-1 **Ratify the appointments of Lloyd Bell as Chair of NEC; Ron Zurek and Medsie Bolin (Southern Region); Barbara Sommer and Karin Hern (Central Region); and Jerry Kunkle and Tim Hafner (Northern Region) as committee members.**

[Motion made by Herbst, seconded by Panetta]

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

E-2 **Approve an expenditure of up to \$9000 for the production of two new training videos from the general fund and authorize President Herbst to sign a contract with the video company for up to that amount.**

[Motion made by Caranci, seconded by McClary]

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

E-3 **Retroactively approve the Administration expenses exceeding the Board approved 2018 CGJA Budget.**

[Motion made by Zurek seconded by Caranci]

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

F. **Director Comments** - none

G. **Adjournment** (8:20 PM).

Respectfully submitted,
Barbara Sommer, Secretary