

**California Grand Jurors' Association Board of Directors Meeting**  
**February 26, 2019**  
**MINUTES**

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**A. Call to Order and Roll Call**

The roll was taken, and the meeting began at 7:01 PM.

Present: Directors Larry Herbst, Lloyd Bell, Marsha Caranci, Travis Gibbons, Rich Knowles, Jerry Kunkle, Joann Landi, Jim McClary, Barbara Sommer, Andi Winters, Ron Zurek; Parliamentarian Jim Ragan, LLRC and BPRC Chair Karen Jahr

Absent: Lou Panetta (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, 1/22/19: Sommer

C-2 Acknowledge Committee Minutes and other documents in 02/26/19 meeting packet: Herbst  
Board unanimously approved the consent items.

**D. Officer and Committee Chair Reports** – see committee minutes in packet for details on current activities

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

See the agenda for the March 31 retreat. We will have a working lunch.

Thanks to all for the retreat topics input and format suggestions. Attendance is optional, but all the directors will be present.

Goals at both the CGJA and committee levels, are still being collected. If you have not done so already, please respond by March 20. Herbst and Panetta will collect suggestions and distribute them ahead of time to board members and committee chairs for review prior to the retreat discussion.

**D-2 Officer Reports**

**Vice President Panetta** – absent (excused).

**Treasurer Gibbons** – tax reports are completed and will be sent to the president for his signature.

**Secretary Sommer** – no report.

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

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

Chair Ragan noted the effective reporting on a grand jury report by the *Union Democrat* in Tuolumne County.

The system book will be revised and made available online instead of in print. Please send him any needed text corrections.

Committee member Herbst mentioned the need for updating the Jameson history of the grand jury. Ragan is looking into that.

Herbst summarized the website analytics (included in the packet). The website background image has been updated and that will occur about every 5 or 6 months.

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

Chair McClary reported the following:

MRC goals for 2019 are 275 voting members, 110 renews, 40 IM converts and 25 chapters.

Preparing to email (approx. mid-April) all CGJA members (both voting and IM) – in counties without a CGJA chapter or association – outlining help that is available for organizing. Draft will be provided BOD prior to sending.

After forwarding an email with a short list of questions, MRC members will be contacting all existing chapters by phone to obtain copies of current bylaws, affiliation records and membership data to update our chapter records and establish direct communications.

MRC has proposed a CGJA organizational goal of increasing civil GJ awareness and court GJ information website enhancement in all 58 counties which will be forwarded prior to March retreat.

Committee member Knowles has developed a spreadsheet titled “County Info” that summarizes chapter and membership data by county. It is filed in Dropbox and updated periodically. All committee chairs have access to most MRC folders in Dropbox.

After communicating with the Monterey county counsel’s office, all five of the current CGJA voting members within the county and a past chapter president (who no longer lives in the county) – it is apparent that the chapter has not functioned for over a year. The past president said that to his knowledge there were no assets or bank accounts. The MRC recommends that the superior court and current 19 Monterey CGJA members be formally notified that the chapter is no longer in existence, and members are no longer covered by covered by CGJA’s 501(c)(3) status.

Zurek stated that there needs to be an article about chapter obligations – tax filings, etc. McClary pointed out that this will be a topic of discussion at the retreat.

Caranci suggested that before dissolving the Monterey chapter, it might be worthwhile to contact the 14 current grand jury members about their possible interest in retaining the chapter. McClary will put together something in that regard.

Herbst asked for a description of the committee’s current interaction with the San Francisco chapter. McClary explained that MRC members Knowles and Clark met with two San Francisco chapter members. The president resigned and they were concerned about a replacement who would take on the “full-time job.” Knowles and Clark pointed out that it need not be a full-time

job; that it was not necessary to commit to 20-30 hours a week. There was relief at that news and hopefully the situation will be resolved.

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

President Herbst asked what shape the committee was in with regard to trainers. Chair Caranci responded that it was “in really good shape this year.”

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

Chair Zurek said the committee is developing a schedule of vendors with whom the organization has contacts, (e.g., WebEx, Constant Contact, Dropbox, etc.).

**D-8 Nominations-Elections Committee (NEC)** – Chair Bell stated that the committee is just getting off the ground. A teaser was placed in the last *Journal*, hopefully to create some interest in running for office.

**D-9 Awards Committee (AC)** – the website is ready to receive nominations.

**D-10 Annual Conference Committee (ACC)** – Chair Bell reported that the theme for 2019 is “Improving Grand Jury Awareness Throughout California” which should dovetail with CGJA goals to be discussed at the March retreat. The registration form is available for download on the Annual Conference page on the website, and online registration is being accepted. A link for reserving a hotel room also is active.

**D-11 Bylaws & Policy Review Committee (BPRC)** – no activity for a few months until the curriculum update is complete. Panetta will be submitting a description of the new technology committee.

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

**D-13 Technology Committee** – Vice chair Zurek mentioned that Dropbox is an easily accessed source for CGJA information

**E. Action Agenda** - none

**F. Director Comments** - none

**G. Adjournment** (7:57 PM).

Respectfully submitted,  
Barbara Sommer, Secretary