

## California Grand Jurors' Association Board of Directors Meeting April 23, 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, , Rich Knowles, Jerry Kunkle, Joann Landi, Jim McClary, Lou Panetta, Barbara Sommer, Andi Winters, Ron Zurek; Parliamentarian Jim Ragan, LLRC and BPRC Chair Karen Jahr

Absent: Travis Gibbons

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, 2/26/19: Sommer

C-2 Acknowledge Committee Minutes and other documents in 03/26/19 and 4/23/19 meeting packets: 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)

The dissolution process of the Monterey chapter is proceeding. If there were a movement to revitalize it, it could be reinstated. The MRC chair McClary has been in contact with CGJA members and IMs in the county.

Herbst expressed concern about members having the necessary information should they wish to attend a board meeting. Although the agenda, with the link to WebEx, is readily available, the packet is not. To solve the problem, upon request by a member, the secretary will send a selected set of BOD materials – e.g., committee reports and related information. There was some discussion about encouraging attendance. The June *Journal* issue will carry a notice informing members of that option.

##### D-2 Officer Reports

**Vice President (Panetta)** – asked that we codify the three strategic goals generated at the March retreat: succession planning, public awareness and membership initiatives. President Herbst stated that with regard to committee goals, those will be left to the committees to develop and implement. He is working on the final wording for the three strategic goals and hopes to inform the membership of them in an e-blast in May.

**Treasurer Gibbons** – absent.

**Secretary Sommer** – no report.

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

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

Chair Ragan stated that a major goal of the committee is to revise the grand jury system book, creating an online version available on the website. The committee is open to input on the project. The remaining books will be sold at a discounted price.

Webmaster Herbst reviewed the monthly website analytics (see summary in packet). There was a discussion about what constituted a “unique visitor” and whether or not that was in fact reset each month. Herbst and Zurek will follow up. McClary noted the frequent hits on the Procedure Manual and wondered if we should consider posting a generic one. Caranci and Jahr provided a history of the topic and how a few years back, it was decided that counties had sufficient documents and the generic version was discontinued.

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

Chair McClary reported that on April 8 the committee sent an email message concerning organizing to members in 16 counties without a CGJA chapter or association. He received six responses, some positive, some requesting information, and a couple venting frustration at the local level. All were provided with additional member contact information and information about chapter formation.

On April 16 he sent an email message to 23 CGJA Chapter presidents requesting information and chapter membership data. Follow-up phone calls by MRC members to chapter presidents will commence this week.

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

The committee is working on operational goals and succession planning. Zurek and Panetta are helping them develop an online registration form for training sessions. The committee is wrapping up the new trainer orientation and is moving ahead on the training video “Cleveland Community Services District” retaining the much-loved Larry figure. In May they will send an e-blast on “Record Retention.” They continue working with Panetta on the capacity to search grand jury reports by topic. Training manuals have been printed (6 weeks ahead of time).

D-7 **Finance Committee (FC)** – see committee minutes in packet.

D-8 **Nominations-Elections Committee (NEC)** – Chair Bell sent a note to chapter presidents regarding nominations for the board of directors. He received two responses. Those individuals are being vetted. The committee tested an online voting form for the BOD election. That is still in progress. BOD positions for Central and South are full but not contested. We are missing a second nomination for North.

D-9 **Awards Committee (AC)** – see committee minutes in packet.

D-10 **Annual Conference Committee (ACC)** – Chair Bell pointed out that the next conference has a more member-centric theme. The State Controller, Betty Yee, will be the keynote speaker.

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

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

D-13 **Technology Committee** – see committee minutes in packet.

E. **Action Agenda** – none

F. **Director Comments**

Winters is following up on two grant leads – the *National Endowment for Democracy and Change Happens*. She will sit in on a *TechSoup* webinar on grants.

Ragan commented that he is working with trainers to familiarize them with our website resources. He is sponsoring a WebEx review tomorrow. Directors were invited to join in.

G. **Adjournment** (8:24 PM).

Respectfully submitted,  
Barbara Sommer, Secretary