

California Grand Jurors' Association Board of Directors Meeting
February 25, 2020
MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 3:00 PM.

Present: Directors Larry Herbst, Lloyd Bell, Marsha Caranci, Janet Clark, Travis Gibbons, Tim Hafner, Jerry Kunkle, Joann Landi, Chuck MacLean, Lou Panetta, Barbara Sommer, Ron Zurek.

Absent: none.

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, 01/28/20: Sommer

C-2 Acknowledge Committee Minutes and other documents in 02/25/20 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 board retreat is scheduled for Sunday, April 5, at the *Holiday Inn Express & Suites Sacramento Airport Natomas*, following the Train the Trainer sessions in Sacramento. We will begin at 9:00 AM continuing through lunch, if necessary. The agenda has been circulated. Please notify Herbst of any additions.

D-2 **Officer Reports**

Vice President (Panetta) – no report.

Treasurer (Gibbons) – the 2020 CGJA Committee Expense Reimbursement Form for non-training related expenses has been placed in Dropbox. The easiest way to find it is to search on “expense” or “Reimbursement”. It should be downloaded, the data entered, and a copy of the EXCEL file with the necessary receipts in PDR format attached to and emailed to the committee chair for approval, or if the chair is reporting, emailed to me.

The NTO/TTT and Training Seminar Expense Reimbursement Forms likewise have been put in Dropbox. The same instructions apply except the form and attachments should be sent to Marsha for approval.

For all the forms, instructions for critical cells are placed as notes in the cell (red triangles in the upper right corner of the cell). Placing the mouse symbol over the cell will display the note contents.

Secretary (Sommer) – send me any updates to committee rosters.

- D-3 **Legal and Legislative Resources Committee (LLRC)** – the committee is concentrating on updating the website FAQs by the end of March.
- D-4 **Public Relations Committee (PRC)** – Herbst gave a brief description of website activity.
- D-5 **Membership Relations Committee (MCRC)** – Clark reported that 38 people from San Francisco, Marin, Contra Costa, Alameda and Santa Clara counties attended the bay area regional meeting on January 31. It was a relaxed and social event that went well. They hope to have another regional meeting next year in the spring coordinated by the chapter presidents.

Caranci requested that directors suggest possible members for the committee (which has a great need).

- D-6 **Training Committee (TC)** – three more counties confirmed training dates. The training schedule is in good shape and has been sent to trainers for confirmation. It is a busy year. The curriculum subcommittee is reviewing the 2-day curriculum. The Legal Advisors' workshop has a new format involving a full day of training and a 72-slide PowerPoint presentation. The committee will publish a spiral-bound legal guide.

In response to a question from Herbst, Caranci reported that there has been no push-back with regard to the shift from regional to local training. Everyone is very happy about it. There had been an attempt to combine some adjacent counties for training, but that did not work out.

- D-7 **Finance Committee (FC)** – we have a \$2,000 profit. There was an issue with a 2017 delinquent tax return that has been settled with the Charitable Trust.

The chapter formation guide has been updated (by Zurek and Caranci) and must next be approved by MCRC, and then the board. When those steps are completed, it will be posted on the website replacing the current version.

- D-8 **Nominations-Elections Committee (NEC)** – see Action Item E-1.
- D-9 **Awards Committee (AC)** – no report, see packet notes.
- D-10 **Annual Conference Committee (ACC)** – Annual conference planning is proceeding along nicely. We've selected "Celebrating Grand Jury Successes at the Local Level" as our theme and are working toward providing a program that includes highlighting successful implementation review practices, a PRC-led discussion on how to successfully publicize success stories, as well as an open forum-type discussion where chapters/associations can share their success stories. We'll sprinkle in a few speakers to keep things moving. Dick Spotswood from the *Marin Independent Journal*, a true grand jury supporter who has been a true partner with the Marin Chapter, has agreed to speak.

Marin has agreed to act as the Host Chapter, and Tom Borden, Marin Chapter President, has been attending our ACC meetings.

It is not too early to begin searching for a location for 2021. We look for sites that are centrally located within California, with conference and banquet capabilities, and preferably near a destination location to encourage attendance. If you know of such a venue, please let Bell know.

D-11 **Bylaws & Policy Review Committee (BPRC)** – no report. Caranci pointed out the need for committees to review, and where appropriate, upgrade their procedures.

D-13 **Technology Committee** – after some sleuthing, the nature of the six Dropbox interlopers was determined to be the result of the technological setup rather than a security breach.

The committee could use additional members.

Committee chairs were asked to notify Zurek or Panetta as people come on or leave committee service so that Dropbox access can be adjusted accordingly. Sommer pointed out that this could be coordinated with the committee roster.

E. Action Agenda

E-1 **Ratify the appointments to the Nominations & Elections Committee (NEC)** [Motion made by Herbst, seconded by Panetta]

The motion passed, 11-0-0, by voice vote.

Discussion: Herbst said that the three directors are Panetta (South), Landi (Central) and Hafner (North). Member representatives are Birgit Sale (South), Bob Finlayson (Central) and Ray Frisbie (North). Finlayson subsequently resigned as he will be running for the central director position to be vacated by Bell. Herbst is seeking a replacement member, perhaps from the Mother Lode chapter.

E-2 **Approve paying up to \$5000 in additional expenses to be used by the Training Committee for trainer development in 2020.**

[Motion made by Caranci, seconded by MacLean]

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

F. **Director Comments** – none.

G. **Adjournment** (4:11 PM).

Respectfully submitted,
Barbara Sommer, Secretary