

AGENDA  
GJAOC Board of Directors' Meeting  
Orange County's Credit Union, 856 N Ross St, Santa Ana, CA 92701  
MAY 2, 2019

1. Call to Order—Roll Call and Determination of Quorum.... Stan Ness/Bart Harlan
2. Approval of Board Minutes of April 4, 2019
3. Acknowledgement of Guests
4. Treasurer's Report.... John Gallie
  - (A.) Audit Committee (Lynn Fenton/Bill Underwood)
5. Membership Report.... Alf Lyle
6. Programs.... Lynn Bonas
  - (A) Status of luncheon speaker for June meeting –
  - (B) Suggestions for future speakers.
7. Newsletter.... Mike Morris
  - (A) Need for articles, photographs, future schedules.
8. Committee Reports:
  - (A) Measure M.... Bill Underwood
  - (B) Speaker's Bureau.... Sandy Dunkin
    1. Additions to website
    2. Scheduled events
  - (C) Legislative.... John Moohr
  - (D) Bylaws Committee.....Dave Chapel
    1. Update re: Bylaws Editing.
  - (E) Continuity Committee.....Diana Merryman (absent/medical)
    1. Recent meetings (Marie, Lynn B., April L.)
9. Unfinished Business (See Attached item 1).
  - (A). Decision re: association liability insurance.
  - (B). Change in agenda format....(Dave Chapel)
10. New Business:
  - (A). GJAOC "Established Practices" (Dave Chapel)

1. Standing Rules Revisions (Dave Chapel, Bart Harlan) (See attached item 2)

(B) Report from Grand Jury Award Ceremony of April 30, 2019 (Stan Ness)

11. Adjournment

## ITEM 1

### **GJAOB – List of Unfinished Business as of March 6, 2019**

**(Revised 04/14/19)**

**From the Secretary** – The following is a partial list of past agenda items that either need further action or that the Board may feel is worthy of further consideration.

#### **Date of Board Meeting:**

**April 4, 2019** – Under **Programs** – **Suggestions for future speakers** – There was a brief discussion concerning inviting D.A. Todd Spitzer to speak about the relationship between his office and the current Grand Jury. **Stan is meeting today with the Grand Jury Foreperson and will make an inquiry.**

Under **Measure M** – For the record, the Secretary had previously asked Chairman Underwood for the updated procedure to be used for notifying OCTA when there is a change in the office of President of the Association's Board of Directors. Bill had provided an e-mail with that explanation. (see **Attachment #2**) **(Secretary's note: This information will be in effect for the next five (5) years and should be added to the "Standing Rules" of the Association.)**

Under **Speaker's Bureau** – A reminder was made that the Association's Speaker's Bureau will be participating with a vendor's table at the Senior Summit in May, to be held at Soko University in Aliso Viejo. **Four to five volunteers will be needed to man the table and speak with Summit participants.**

Regarding producing a **DVD** – **Kostas should be talked to first. We should check with Chapman University, or other schools, for assistance.**

Under **(D) Bylaws Committee** – **(Due to Dave's absence, no report was given at this time.)**

Under **Unfinished Business** – **See the Bart Harlan memo** (dated 03-06-19) for issues to be addressed and closed. A brief discussion followed. It was noted that a few of the listed items had been dealt with. **The Secretary will update the list and send it out to the Board.** **Decision re: association liability insurance.** (SEE SECOND PAGE BELOW) – **(Attachment #3)** Stan went over the points covered by the

attached memo. This was followed by a general discussion. Previously, Lynn Bonas had said that she would make a contact to get some additional information and some quotes. Stan stated his position that, out of an abundance of caution, if the cost is reasonable the Association should get the coverage.

Under **New Business – Change in agenda format....** Dave Chapel – Due to Dave’s absence and the lack of time this item was **tabled** until the next meeting.

See **Attachment #3** – Under **Recommendation:** Make sure our bylaws are intact. Discuss the feasibility of the insurance expense.

**March 7, 2019** – Under **Membership Report** – Stan said that he would send out another President’s message and, again, encourage those who have not yet paid to please do so. Stan reported that he had been approached today by Judy Davidson and that she was interested in the Continuity Committee and the Speaker’s Bureau. Lynn suggested that a call be put in to Virginia Zlacket because she has indicated that she is back and wants to be active again.

Under **Programs** – Lynn also indicated that, in the near future, she will contact Judge Carter’s office to inquire about his availability to again be our speaker for the December 2019 luncheon and swearing-in of the new Board members. However, Lynn will also look for an alternative speaker. She recommends that Judge Nakamura be considered.

Under **New Business** – (A) **Establishment of an awards program (No action was taken.)**

**February 7, 2019** – Under **Treasurer’s Report** – Per the Association Bylaws, an *ad hoc* Audit Committee was appointed by President Ness. The committee is composed of General Members, Bill Underwood and Lynn Fenton. They will make a report of their findings for review to the Board by the April 2019 meeting. (Note: No report was made at the April 4, 2019 meeting.)

**Membership Report:** There was a brief discussion as to why only one member of the 2016-17 jury has joined the Association. No definitive answer to this question was determined.

**Program Report:** Lynn indicated that former O.C. Board of Supervisors member, Bill Steiner would like to speak briefly at one of our luncheons (he would like to thank the Association for previous support). It was suggested that, in the future, we invite The Voice of OC to some of our luncheons to listen to main speakers.

Under “**New Business**” – = A previous concern of the Board was to improve our communication with the General Membership. Stan said that he will send out another e-mail to all concerned. = It was suggested that we obtain some more token gifts to be given to future luncheon guest speakers, e.g., coasters with our logo. A brief discussion followed but no action was taken. = The Board Secretary requested that we make (or update, if one exists) a list of the permanent/non-expendable assets owned by the Association. Some expendable assets, such as the coasters (above) and the OC Grand Jury lapel pins should also be inventoried and accounted for. We need to establish (or re-establish, as the case may be) inventory lists, showing where items are stored or maintained and who is responsible for what. A brief discussion followed but no action was taken.

**January 3, 2019** – The Public Service Committee is not currently active, and **its' status needs to be determined.**)

**December 6, 2018** – A student intern might be obtained from one of the local colleges or universities whereby they would be able to earn class credits. There are resources out there that could be of help that should be investigated. **The current Grand Jury should be asked for a list of duties, etc., for an intern. The Association might want to consider paying for, or helping to pay for, a stipend for a student intern.**

**November 1, 2018** – Under “The City Managers Issue” – Regarding the Association of Orange County Cities, Stan is not sure from where they spun off. . . . Initially, he wanted to consider making a presentation in an effort to try to improve the relationship between them and the Grand Jury. **This topic will be further considered at a future Board meeting.**

**October 4, 2018** – Under “New Business” – **Discussion re: distribution of vaping study to cities and city managers** – **We should read the full study.** If the association wants a “horse to ride” – this is the one! It was suggested that we can hand carry it to a meeting of the City Managers’ Association. Ian indicated that this is an epidemic in the schools – especially the middle schools. **Alf suggested that we write an article about the study for the Voice of OC.**

**Invitation to all past presidents and foremen to board meetings** – Stan would like to see a sub-committee of past grand jury forepersons. **Board members should spread the word. Stan will e-mail his contacts.**

**September 13, 2018** – Under “New Business” – Stan indicated that he hopes we can hang on to Bob Niccum, the out-going Grand Jury foreman. **We might consider inviting a few city council members to future luncheons.** Additionally, we might want to talk about inviting the head of the City Managers association to come to future board meetings just to listen and observe.

Under “**Should the Grand Jury Association consider authoring its own reports?**” – Stan asked if we can, and the answer is yes, we can! Just look at the association’s Mission Statement. The issuing of “reports” is encouraged within the Mission Statement’s goals and objectives. Marie Whittington offered a list of topics for the Board to look at in the future. **(Note: This subject has not come up again for discussion.)**

By:

**Barton Harlan** Secretary / Parliamentarian

**ITEM 2**

**~~Established Practices~~ **Standing Rules****

**(Subject to change at the discretion of the Board)**

**(May, 2019)**

## Attendance

- Directors (are expected to) **(should)** attend all meetings including luncheons; if **an** absence is anticipated **the** Secretary is to be notified in advance; three consecutive unexcused absences may result in a Director being asked to leave the Board **(dismissed from) or (“replaced on”) the Board.** **(Note: two suggestions were offered here.)**
- Board meetings are held on the first Thursday of January, February, April, May, ~~June~~ **August, October** and November (note – no meeting in July **unless called for by the President or three Board members**); **the** President gives **the** list of dates to ~~OCCFCU~~ **Orange County’s Credit Union** before **the** January meeting.
- Quarterly luncheons are held on the first Thursday of March, June, September and December at the Phoenix Club; arrangements **are the** responsibility of **the** 1<sup>st</sup> Vice-president.

## CGJA (California Grand Jurors’ Association)

- Membership in CGJA (paid by GJAOC) for **the** President and Chair of Newsletter (~~\$25.00~~ **\$30.00** membership is from July to June)
- Attendance at **the** annual conference ~~in October~~: registration, transportation, lodging (two nights), conference meals and reasonable per diem for non-conference meals **will be** paid by GJAOC for **the** President **and/or** for **a** designated representative; **the** amount differs year to year since **the** location of **the** conference changes **annually.** **Note: In addition to the above suggested changes, the following is a second suggestion for wording of this bullet point.** *The GJAOC pays for the President and/or a designated representative to attend the annual conference, to include* registration, transportation, lodging (two nights), conference meals and reasonable per diem for non-conference meals. **The** amount **may** differ year to year since **the** location of **the** conference changes **annually.**
- Receipts **are** required for reimbursements.

## Financial Arrangements

- Checking account and CD **will be** held with ~~OC Federal Credit Union~~ **Orange County’s Credit Union.**
- Signature cards are redone each time new officers are elected (President, 1<sup>st</sup> Vice-**P**(p)resident, Secretary and Treasurer); a copy of **the** minutes reflecting such authorization **is** required **to be given to them** by ~~the OCCFCU~~ **OCCU.**
- **Whenever there is a change in the office of President of the Association’s Board of Directors, OCTA (per the Contract) must be notified in writing, to be delivered in person or by US mail, registered or certified mail, return receipt requested.**

**Gifts** (\*Usually **will be** a GJAOC coaster **for the first two categories shown below**; other **gifts may be** purchased by ~~Secretary~~ **an officer** or ~~other~~ **another** Director)

- \*Speakers; except for Judge Carter (**Question:** Does the exception for Judge Carter apply to any judge or only to this specific judge?)
  - \*Outgoing **D(d)**irectors
  - Outgoing **P(p)**residents
  - Any others as determined by **the** Board
  - Yearly gift to **the** Credit Union
  - Yearly gift to servers at Phoenix Club (**Question:** Do we really want to do this? Those who serve during the year get an 18% tip. A yearly gift will not necessarily get to all of those who actually served us during the year. Probably, only a few will benefit.)
- (**Question:** Are the references to Phoenix club and Credit Union permanent Rules, or do the rules apply to our restaurant of choice and bank of choice?)

*Coasters are stored with President; there are enough for the next ten years*

### **GJAOC Membership**

- Complimentary regular membership to **each** outgoing **current Grand Jury** panel **member** from July to December **awarded** at **the** end of **their** service.
- ~~Honorary Membership: Mary Hennessy (restricted rights—see Bylaws)~~

### **Legislative Activities**

- Directors who actively participate in lobbying legislators who are considering matters directly pertaining to grand jury legislation may be subsidized either fully or partially.
- Receipts **are** required **for reimbursement**.

**Lunches**--Complimentary lunches ~~are~~ **may be** provided for the following:

- Speakers and any accompanying assistants,
- Outgoing **Grand Jury** panel at June luncheon

*The person who invites the speaker, also sends ~~the~~ a follow-up thank you note.*

*A note of caution—no Board ~~should~~ **will** obligate the Association to a perpetual gift; all gifts should have a designated end date.*

### **OC GO (formerly Measure M) Selection Panel**

- Chair for two-year term
- Chair selects four others as committee members and designates one as co-chair (committee members need not be directors)
- Co-chair takes over as Chair at end of two years
- Contract with OCTA renegotiated periodically, **every five years at this time** (GJAOC receives \$4500 **\$6,000** a year currently)
- Actual processing of Taxpayers' Oversight Committee applications is contracted out by GJAOC for cost of **\$1,500**
- **Per the Contract, OCTA will be notified in writing of any change in the office of President of the Association's Board of Directors.**

### **Minutes**

- Minutes ~~are~~ **will be** e-mailed no ~~earlier~~ **later** than ~~ten~~ **five** days before a board meeting.
- **Note: In addition to the above suggested changes, the following is a second suggestion for the wording of this bullet point. MINUTES: The Board Secretary emails the minutes from the previous meeting to Board members at least five (5) days before the next Board meeting.**

### **Writing Style**

- = The APA Style Manual will be used for all documents

~~January 29, 2008~~