

**Grand Jurors' Association of Orange County**  
**Board of Directors' Meeting Minutes**  
**March 7, 2019**

Phoenix Club, 1340 S. Sanderson Ave., Anaheim, CA at 11:45 am.

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

**1. Call to Order** – Following the quarterly luncheon, the meeting was called to order by President Stan Ness at 1:25 pm. **Roll Call:** The minimum quorum of seven members was established by the presence of the following: Alf Lyle, April Lancaster, Barton Harlan, Dave Chapel, Diana Merryman, Ian Guajardo, Joe Moreland, John Gallie, Lynn Bonas, Marie Whittington, Sandy Dunkin, and Stan Ness. Also, in attendance: General Member, John Moohr.

**2. Approval of Board Minutes** of Feb. 7, 2019.... Stan Ness – Stan moved, seconded by Lynn, that the minutes be approved as amended (i.e., the correction of the typographical error in the Treasurer's Report). Motion passed without objection. As part of Agenda item #9, Stan referred to his previous comments about "By when" (setting a time limit on action items). He, therefore, moved that the Secretary's "List of Unfinished Business" (sent out by e-mail to all Board members) be incorporated in today's minutes as an Attachment. Seconded by Lynn, and passed by voice vote after a brief discussion. (See [Attachment #1](#))

**3. Acknowledgement of Guests**.... Stan Ness – (Note: No guests were in attendance.)

**4. Treasurer's Report**.... John Gallie – John acknowledged that there was a typographical error on the 2018 Financial Statements that were distributed at the February 7, 2019 Board Meeting. That error has been corrected and all other totals were verified as accurate as published. John reported that as of the February 28, 2019 Credit Union statement the Checking Account had earned a \$0.82 dividend and the ending balance was \$10,378.80. The 6-month CD earned a dividend of \$10.92 and the ending balance was \$9,260.23. (See [Attachment #2](#))

The Treasurer also reported that a check for approximately \$1,300 will be issued today to the Phoenix Club to cover the expenses for today's luncheon (this debit will appear on next month's statement).

**5. Membership Report**.... Alf Lyle – It was reported that a few checks for membership dues were received today, giving the Association a current total of about 60 paid memberships. 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.

**6. Programs**.... Lynn Bonas –

**(A) Status of luncheon speaker** for the June meeting – Congressman Lou Correa is scheduled to be our luncheon speaker in June. 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.

**(B) Suggestions for future speakers** – It was suggested that we consider the newly appointed Director of the Internal Audit Department. Stan mentioned that he had heard from Eric Woolery, OC

Auditor-Controller. Stan recommended that Board members go to the Auditor-Controller website on the Internet and read the Annual Financial Report.

**(C) Completion of Biographical sketches** for the newsletter – This task is almost complete. Lynn has received a biographical sketch from everyone except Mike Morris.

**7. Newsletter....** Mike Morris – Due to the absence of Mike Morris, no report was given.

**8. Committee Reports:**

**(A) Measure M....** Bill Underwood – Before leaving, Bill indicated that the status had not changed. Stan reported that the contracts with OCTA had been signed and submitted appropriately.

**(B) Speaker's Bureau....** Sandy Dunkin – A handout was provided to each member. Sandy spoke on behalf of Lynn Bonas, to a very receptive audience, at her P.E.O. meeting in San Juan Capistrano. Future speaking engagements are currently scheduled for the Orange Rotary Club, Irvine Rotary Club and the Men's Leisure Club in Laguna Woods. Sandy also reported that we will be participating, with a vendor's table, at the Senior Summit on May 15<sup>th</sup> to be held at Soko University in Aliso Viejo. She will need four or five volunteers to man the table and speak with Summit participants.

**1.) Status of Court tour materials** – (in progress).

**(C) Legislative....** John Moohr – John indicated that there was nothing concerning the Grand Jury system which was currently working its' way through the State legislature to report on.

**(D) Bylaws Committee....** Dave Chapel –

**1.) Update re: Bylaws Editing.** It was reported that many excellent suggestions have been made by the committee. Dave indicated that a Writing Style Guide (e.g., the Publication Manual of the APA) was needed/requested for the use of the committee. Without it the committee cannot finish the editing of the proposed new Association Bylaws. Stan asked if the committee couldn't just make the decisions themselves until it is time for the Board and General Membership to vote on the proposal in its' final form.

**(E) Continuity Committee.....** Diana Merryman – Diana reminded everyone of the change in the name of the committee. It is no longer called "Tracking and Implementation Committee." In regards to the law relevant to Grand Jury Reports, there is a giant loophole giving respondents an easy way out of their required accountability. The code allows for up to six months for a respondent to analyze and research the findings of a report and determine their course of action. However, there is no provision for announcing the results and to whom specifically they are to report. This seems to be a way around compliance. Stan said that as an Association we can make it publicly known that we believe the response to be inadequate (in other words, "we are watching you") and put some pressure on.

**9. Unfinished Business....** Stan Ness – He referenced Agenda item #2 and the Secretary's list of unfinished business from prior Board meetings. Stan moved that this list be incorporated in today's minutes as an Attachment. Seconded and passed by voice vote. (See [Attachment #1](#))

**10. New Business....** Stan Ness –

**(A) Establishment of an awards program** for GJAOC members and members of community organizations and/or governmental agencies. – Stan feels that for the over-all benefit of our Association and the furtherance of our goals and objectives that we establish an awards and recognition program. This could be accomplished with something as simple as a computer generated “Certificate of Appreciation.” We should acknowledge the contributions of our own members on, at least, an annual basis. This could also be extended to include City Managers and others. People love to receive praise for a job well done. Everyone benefits.

**(B) Liability Insurance for GJAOC?** – Stan asked the question, “Are we going to be doing things that would create a liability exposure for defamation, etc., and therefore the need for Errors and Omissions (E&O) Insurance?” Stan said that he would research this and report back to the Board. Dave suggested that Stan check with the State Association about this subject.

**(C) GJAOC “Established Practices”....** Dave Chapel – Each member was provided with a handout of the Association’s “Established Practices,” dated January 29, 2008. Dave indicated that *Established Practices* is the same as an organization’s “Standing Rules” (or operating rules). It was suggested that the subjects of “Business Cards” and “Association Pins” be added to this list. Stan asked everyone to go over this handout and send any suggestions for additions, deletions, etc., to Bart who will compile a list of the responses for future consideration.

1.) Agenda Template – Dave handed out a copy of a proto-type agenda that meets the requirements of non-profit organizations’ agendas (using this Associations’ information on the handout). Due to the lack of time, only a brief discussion followed.

2.) GJAOC Inventory – The Secretary recommended that this item be tabled. The President so ordered without objection.

**11. Adjournment** – The meeting was adjourned by President Ness at 2:40 pm without objection.

The next meeting is scheduled at the OCCU (856 N. Ross St., Santa Ana), April 4, 2019 at 10:00 am.

By:

Barton Harlan

Secretary

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

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

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

**February 7, 2019** – Treasurer’s Report: It was pointed out that a clarification seemed to be needed for a couple of the entries, i.e., on the “2018 Financial Statement” page under **EXPENSES** the Membership total is shown as \$604.99. However, on the “Expenses 2018” page the total for the **Membership** column is \$304.99. It appears that there may be a transcription typo error. John said that he would look into this and report back. If any changes will be necessary, John will revise and reissue the statements.

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.

Measure M Report: Bill also noted that OCTA wants to be notified of any change in the position of President of the Board of Directors for the Association. **Bill will send an e-mail to the Secretary of what OCTA needs and wants, etc.**

Under “Unfinished Business” – Alf indicated that he would accept orders for business cards up to the end of February after which there will be no further orders taken for this year.

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.**)

The current address of the CD Owner is that of the former Treasurer, Tom Cagley. **John will make arrangements with the CU to change this to his home address.**

**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.

#### Attachment #1 (page two)

(agenda item) **Continue discussion of the status of TIC** (Tracking and Implementation Committee). How do we involve the association membership in this project? How do we involve the current GJ panel? (This agenda item was **not** covered.)

**November 1, 2018** – Under “Bylaws Review” – As a side note, the Treasurer, John Gallie recommended that the checking account amount requiring two signatures be increased from \$500 to \$1,500. A brief discussion followed. No action was taken. (Note: This subject has been included in the recently proposed changes to the Bylaws and will be voted on by the General Membership on a future date to be determined.)

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.

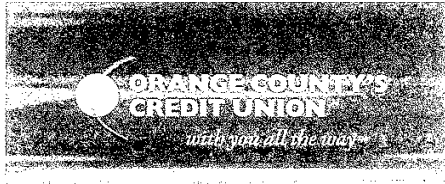
Under “**Should the Grand Jury Association consider authoring its own reports?**” – Stan asked if we can, and the answer is yes, we can! Just look at the association’s Mission Statement. The issuing of “reports” is encouraged within the Mission Statement’s goals and objectives. Marie Whittington offered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

By:

Barton Harlan

Secretary / Parliamentarian

Attachment #2



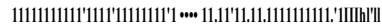
P.O. Box 11777, Santa Ana, CA 92711-1777  
 (888) 354-6228  
 OrangeCountySCU.org

**STATEMENT OF ACCOUNT**

Account No. 91960540      Statement Period 02/01/19 Thru 02/28/19      Page 1 of 1

0008 BUSINESS EDGE CHECKING	\$ 10,378.80
1011 6 MONTH CERTIFICATE	\$ 9,260.23

GRAND JURORS ASSOC OF OC  
 1109 CABRILLO PARK DR  
 SANTA ANA CA 92701-4420



BUSINESS EDGE CHECKING # 0008				
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends
\$ 11,357.98	\$ 20.82	\$ 1,000.00	\$ 10,378.80	\$ 1.78

I Date	Posting Date	Withdrawal	Deposit	Balance	Transaction Description
02111/19	02111/19	-1,000.00		10,357.98	Check 1386
02127/19	02/27/19		20.00	10,377.98	Deposit by Check
02128/19	02128/19		0.82	10,378.80	Deposit Dividend Dividend Post

Annual Percentage Yield Earned 0.10 for period 02101/19 to 02128/19

Authorized Signer(s): JOHN Z GALIE, ALFRED E LYLE, APRIL J LANCASTER J, STANLEY NESS, BARTON D HARLAN

Cleared Share Draft Recap:

\* Indicates check or share draft out of sequence

DRAFT# DATE	AMOUNT	Transaction Description
1386	1,000.00	Deposit Dividend Dividend Post
02111		Annual Percentage Yield Earned 1.55% for period 02101/19 to 02128/19

Transaction Date: 02128/19

Authorized Signer(s): JOHN Z GALIE, ALFRED E LYLE, APRIL J LANCASTER J, STANLEY NESS, BARTON D HARLAN

**YTO ACCOUNT SUMMARIES:**

6 MONTH CERTIFICATE # 1011					
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends	Maturity Date
\$ 9,249.31	\$ 10.92	\$ 0.00	\$ 9,260.23	\$ 22.88	07/02/19

Posting Date	Withdrawal	Deposit	Balance
02/28/19		10.92	9,260.23

Total Dividends Paid Year to Date: \$

Total Dividends (Checking and CD) Paid Year to Date: \$24.66 (\$1.78 + \$22.88 = \$24.66)