

**GRAND JURORS' ASSOCIATION OF ORANGE COUNTY**  
**Board of Directors' Zoom Meeting Minutes**  
**March 4, 2021**  
**(Revised)**

**Note:** Prior to the beginning of the Board meeting, Mr. Kostas Kalaitzidis, OC Courts PIO, provided information on the status of the current Grand Jury recruitment efforts. His appearance was much appreciated by the Association.

1. **Call to Order** – The meeting was called to order by President pro tem, Mrs. Lynn Bonus, at 2:35pm.
2. **Roll Call and determination of a Quorum** .... Bart Harlan – The Secretary (who was available by telephone only) took the roll with the following Board members being present on the Zoom call: Alf Lyle, April Lancaster, Barton Harlan, Diana Merryman, Ian Guajardo, Joe Moreland, Lynn Bonas, Tim Ogata, and Wanda Shaffer. Members absent were: Marie Whittington and Stan Ness. With nine (9) members present, a quorum was established. Also, in attendance were Bill Underwood – chair of the Measure M/OC Go Committee, and John Moohr – chair of the Audit Committee. From the General Membership Steve Belasco, Robin Bowen, Cheryl Brothers, Lynn Cudd, Sandy Dunkin, Theresa Elders, Peter Hersh, Natalie Miles, Pat Place, Birgit Sale and Jean Watson were also present on the Zoom call.

**Notes/minutes** from the February 4, 2021 2:00 pm Zoom .... Bart Harlan – The minutes from February 4<sup>th</sup> were modified and corrected. The revised copy will be republished and sent to Board members, Committee Chairs and members, and interested General Members.

3. **Membership** .... Alf Lyle – For the Board members, and for the record, everyone was reminded that no membership dues will be collected for the calendar year of 2021.
4. **Treasurer** .... Joe Moreland – The Treasurer referenced the “GJAOC Director’s Budget – - Through February 2021” statement that was sent to members via E-mail. (See [Attachment #1.](#)) Also see the copy of the OCCU account statement for February 2021. ([Attachment #2.](#))
5. **Audit Committee Report** – Approval .... John Moohr with Bill Underwood – Referencing the corrected minutes covering the February 4<sup>th</sup> Zoom meeting as indicated in the E-mail from Bill Underwood, the audit/review for 2019 and 2020 was complete as submitted. Tim Ogata moved that the Audit Committee’s Report be approved as revised. Seconded by April Lancaster and approved unanimously.
6. **Measure M / OC Go** .... Bill Underwood – There was no updated report to be presented. Bill did Indicate that a status meeting with OCTA is pending.
7. **Old Business** .... Lynn Bonas –
  - A. **Board Member open seat / elections?** – The Board was reminded that Diana Merryman has previously indicated her desire to not run for reelection to the Board nor does she want to hold the position of a committee chair. She has been attending the Zoom

meetings to help insure the presence of a quorum, for which, we thank her. The Board/Nominating Committee needs to find one or more replacements as soon as possible.

**B. Instructions for Board Positions/Committee Chairs** – (Temporarily referred to as “*Position Instructions*”) .... Lynn Bonas – At the last meeting we talked about creating folders or booklets of instructions and information covering each Board officer’s and committee chair’s positions. (See Zoom meeting minutes for February 4, 2021 – Item #8., D.) The President pro tem reminded those members who this applies to that they should be working on putting together the booklet content for their areas of responsibility.

**C. Externship** – waiting to hear from Judge Larsh .... Lynn Bonas – It was explained to the guests in attendance what the Externship program is about and the Association’s role in developing and supporting it. Lynn reported that we still have not heard back from Judge Larsh. It was asked how much would be paid to the student extern. In answering that question Lynn felt that it would probably be between \$500 and \$1,000. But until we can discuss this matter with Judge Larsh, no further action will be taken at this time.

**8. New Business (Action/Discussion)** .... Bill Underwood – There was a discussion regarding the Audit/Review recommendation to improve the handoffs and continuity of a currently strong Treasurer function for the Association. The handoffs in the past have often gotten disconnected due to the unavailability of past Treasurers to have a central place to store the following items:

- a. The Treasurer calendar of events from the GJAOC Bylaws, and the regulatory deadlines of the four governmental agencies that require annual or bi-annual information filings.
- b. The list of Treasurer tasks, electronic reporting templates, and key regulatory agencies and their web sites to access, among others.

Past governmental employees on the Board described these as "Desk Instructions". However, the GJAOC has no desks nor employees. Therefore, the temporary reference to “*Position Instructions*.”

Some Board Members said that a central, accessible storage was needed for other GJAOC functions, which needed to also be documented. Bill Underwood stated that the Audit Committee Financial Review process had never been documented until this year and this, too, needs a central storage home for future years. April Lancaster suggested that the GJAOC web site could be a centrally accessible place where those documents could be stored electronically.

The Audit Committee agreed.

Lynn asked John Moohr to contact Mike Morris to see if our website could be used successfully for that purpose safely, and what would need to be done to make that work, to access it, and to let future Board members be able to make changes and improvements to the documentation as future conditions and ideas evolved.

Bill Underwood asked Lynn Bonas if this subject could be put on the next Board meeting's agenda and she responded that it would be.

**9. Adjournment:** The meeting was adjourned by the President pro tem at 3:03pm.

The next Zoom meeting of the Board is scheduled for April 1, 2021 at 2:00pm.

By:

*Barton Harlan*

Board Secretary

**Attachments (2) enclosed:**

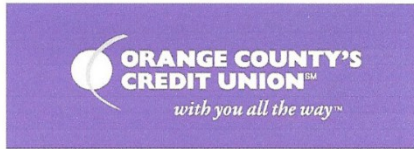
Attachment #1.

**GJAOC Director's Budget  
2021**

Through February 2021

INCOME	Budget	Actual
Luncheon Income	\$2,200.00	-0-
Measure M Income	\$6,000.00	-0-
Membership Dues	\$1,800.00	-0-
Interest Income	\$175.00	\$13.67
Misc. Income	-0-	-0-
<b>Total Income</b>	<b>\$10,175.00</b>	<b>\$13.67</b>
EXPENSE		
Luncheon Expense	\$4,250.00	-0-
Measure M Expense	\$500.00	-0-
Membership Expense	\$900.00	-0-
Badges	-0-	-0-
Newsletters/Web Expense	\$400.00	-0-
Recruiting Expenses	\$500.00	-0-
Association Expenses	\$900.00	-0-
<b>Total Expense</b>	<b>\$7,450.00</b>	<b>\$0.00</b>
<b>INCOME VS EXPENSE</b>	<b>\$2,725.00</b>	<b>\$13.67</b>
ASSETS		
Checking Account		\$17,929.51
CD		\$9,548.42
Net Cash Assets		\$27,477.93

Attachment #2.



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

GRAND JURORS ASSOC OF OC  
PO BOX 354  
ORANGE CA 92856-6354

STATEMENT OF ACCOUNT 0

Account No.	Statement Period	Page
91960540	02/01/21 Thru 02/28/21	1 of 1

ACCOUNT SUMMARY		
0008 BUSINESS EDGE CHECKING	\$	17,929.51
1011 12 MONTH CERTIFICATE	\$	9,548.42

## 2020 IRA Contributions

IRA Contributions may reduce your taxable income and help you save for the future. You have until April 15, 2021 to make 2020 contributions of up to \$6,000 or \$7,000 if you're age 50 or older. Call (888) 354-6228.



Consult your tax advisor for tax information.

BUSINESS EDGE CHECKING # 0008				
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends
\$ 17,928.13	\$ 1.38	\$ 0.00	\$ 17,929.51	\$ 2.90

Transaction Date	Posting Date	Withdrawal	Deposit	Balance	Transaction Description
02/28/21	02/28/21		1.38	17,929.51	Deposit Dividend Dividend Post Annual Percentage Yield Earned 0.10% for period 02/01/21 to 02/28/21

Authorized Signer(s): ALFRED E LYLE, STANLEY NESS, BARTON D HARLAN, JOE A MORELAND, LYNN M BONAS

12 MONTH CERTIFICATE # 1011					
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends	Maturity Date
\$ 9,543.31	\$ 5.11	\$ 0.00	\$ 9,548.42	\$ 10.77	07/02/21

Transaction Date	Posting Date	Withdrawal	Deposit	Balance	Transaction Description
02/28/21	02/28/21		5.11	9,548.42	Deposit Dividend Dividend Post Annual Percentage Yield Earned 0.70% for period 02/01/21 to 02/28/21

Authorized Signer(s): ALFRED E LYLE, STANLEY NESS, BARTON D HARLAN, JOE A MORELAND, LYNN M BONAS

**YTD ACCOUNT SUMMARIES:**

Total Dividends Paid Year to Date: \$ 13.67

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