



Meeting Minutes

Grand Jurors Association of Orange County

Thursday, February 1, 2024 at 1:00 pm

1. **Call to Order-** Meeting was called to order at 1:15 pm
2. **Roll Call**
 - a. In-Person Attendees- Board Members: Ken Blake, Chris Evans, Doug Gillen, Greg Tetterer. Others: Lynn Bonas, Ian Guajardo.
 - b. Zoom Attendees- Board members: Sandy Dunkin, Terri Elders, Karen Kindschi. Others: Bill Underwood, Alf Lyle.
 - c. Secretary Rick Barker did not attend so Greg Tetterer agreed to record the minutes for the meeting.
3. **Approval of January 2024 Meeting Minutes**
 - a. Corrections- April Lancaster was present on Zoom, John Siragusa was not present, Item 6 should list the speakers, Item 7B should include April Lancaster, Sandy Dunkin's name was misspelled in one location.
 - b. Motion to approve Minutes with the above corrections was approved.
4. **Membership-** Greg Tetterer provided a summary of the Membership. He also provided the website Contact list and Website email list and forward information. See attached tables. Note that the personal emails in the tables will be redacted in the version of the Minutes that are uploaded to the website to keep them private.
5. **Treasurer's Report-** Ken Blake provided the latest 2024 budget information. The only change from last month's report was the addition of a \$1,100 Measure M charge. See attached spreadsheet.
6. **Programs Report-** Lynn Bonas and Karen Kindschi are working together. Lynn reports Kostas wants to add two more guests to the Luncheon invitations: Debbie Watson and Hailey Erickson. Greg will ensure they are included in the Luncheon emails.
7. **Committee Reports**
 - a. **Measure M/OC Go-** Bill Underwood reported the status of several issues he described at the January Board meeting. The 4 items are summarized in the attached Table. He reported the following:
 - i. Items 2 and 4 are in progress and on schedule.
 - ii. For Item 3 to be completed in March
 1. Formally budgeted for 2024
 2. A candidate has been identified and is preliminarily in place
 3. The draft of the 1-2 pp GJAOC sub-contractor contract needs to be finalized with the candidate & reviewed/approved by:

- a. GJAOC TOC screening steering committee,
 - b. GJAOC Treasurer for financial & possible 1099 reporting,
 - c. President (for signature).
- b. **Speakers Bureau-** Sandy Dunkin reports we have a list of Senior Centers in Orange County. Other lists are also available. The Board was reminded to give organization information and lists to Sandy.
- c. **Recognition-** It was pointed out that officially there is no Recognition Committee described in the current By-Laws. A motion was approved to create a Recognition Committee but since this is not in the By-Laws, it is unclear whether this is allowed. The Committee section in the By-Laws is one of the areas currently under review. This year's organizations to receive commendations will be in the Orange County flora/fauna areas. The committee will nominate 2 organizations for recommendation. The award will be presented at the September luncheon where the speakers will be from the Orange County Parks and Recreation organizations. The Board discussed whether we should require that nominations be made only from paid GJAOC members.

Unfinished Business

8. **Updated By-Laws-** The Board members working on the By-Laws were not present so there was no significant discussion. However, current GJAOC activities are not consistent with the current By-Laws, particularly regarding the Committee structure. This issue has been pending for some time.
9. **Audit Committee-** The annual Audit Committee must be established now to review the 2023 year end financials. Ideally, the committee should consist of 3 members with at least 1 Board member and 1 non-Board member. The time commitment is typically no more than 3 or 4 hours. The committee reviews the financials with the Treasurer then presents a brief report, typically about 2 pages, to the Board during the April Board meeting. At that time the committee will be disbanded.
10. **Court Ambassador Program-** No one from the committee attended the meeting but it was emphasized that the Board needs to continue to recruit volunteers so that this program can continue. It is a wonderful opportunity for young people to learn about the legal system and the courts.
11. **Outside Event Promotions-** It was reiterated that all should be looking for opportunities to promote the Grand Jury during outside events. It was suggested the Board support the Orange County Fair. Karen reported the requirements that the table must be constantly manned for an entire week and the conditions (heat) are often uncomfortable. Karen looked into this last year but could not garner enough volunteers to completely man the station. She also reported the Placentia Tamale Festival that she and Ken manned was fun and successful. Perhaps these types of events are most suitable to attend.
12. **Insurance Coverage-** No new information was presented. The Board agreed that insurance would be provided on a case by case basis when it was required by a venue.
13. **Updated Logo-** The organization representative who developed the new logo would like to be involved but we probably will not use their version.

New Business

14. **Recruitment Recap-** Kostas reports that as of January 26, there were 121 applications for the 2024-2025 Grand Jury. The numbers from each District are as follows: #1-28, #2-17, #3-35, #4-9, #5-32. The applicants were asked how they heard about the Grand Jury. They received their information from the following sources: Community presentations-17, Former GJ members-13, Petit jury presentations-14, Newspapers/electronics version-12, General referral-35, No answer-30.
15. **New Business Items-** An active former GJAOC member recently passed away. A relative reached out to several current members to get the word out. The Board discussed how we might handle such requests in the future and whether we should announce this in the Newsletters or on the Website. It was agreed that word-of-mouth was the best way to do this respectfully.
16. **Adjournment-** The meeting was adjourned at 2:24 pm.

Prepared by Greg Tetterer, Secretary Pro-Tem for the meeting

Category	Number
Historical master list	236
Current GJAOC members (potential newsletter/luncheon)	177
Dues paid for 2023-24	87
Members on current 2023-24 GJ	3
In Newsletter email list	170
In Luncheon email list (This number does not include Court staff)	166
Attended at least 1 luncheon in last 5	76
Have attended no luncheons in last 5	101

Table 1. Membership Summary

GJAOC Board- 2024		
Board members are elected for 2 year terms and may serve up to 6 consecutive years.		
President	Doug Gillen	president@gjaoc.org
1st VP Programs	Karen Kindschi	programs@gjaoc.org
2nd VP Membership	Greg Tettermer	membership@gjaoc.org
Secretary	Rick Barker	secretary@gjaoc.org
Treasurer	Ken Blake	treasurer@gjaoc.org
Parliamentarian	Klem Klemntowski	
Director	Sandy Dunkin	
Director	Terri Elders	
Director	Chris Evans	
Director	John Siragusa	
Director	Virgina Zlaket	
Committees- Chairs		
Committee Chairs may be any GJAOC member.		
Standing Committees		
Editorial/Public Relations (Newsletter)	Sandy Dunkin	newsletter@gjaoc.org
Membership	Greg Tettermer	membership@gjaoc.org
Program	Lynn Bonas	programs@gjaoc.org
Public Service	Vacant	
Speakers Bureau	Sandy Dunkin	speakers@gjaoc.org
Ad Hoc Committees		
Audit	John Moohr	
Continuity	Vacant	
Legislative	Vacant	
Nominating	Vacant	
OC Go- Taxpayer's Oversight Committee Selection Panel	Bill Underwood	ocgo@gjaoc.org
Recognition	Terri Elders	recognition@gjaoc.org
Other GJAOC Emails		
Ambassador Lead – April Lancaster Email	April Lancaster	ambasador@gjaoc.org
General Info – Email		info@gjaoc.org
RSVP to Events – Email		rsvp@gjaoc.org
Newsletter – Sandy Dunkin Email	Sandy Dunkin	newsletter@gjaoc.org
Webmaster – Greg Tettermer Email	Greg Tettermer	webmaster@gjaoc.org

Table 2. Contact List from the Website

Function	Email	Contact	Forwarding Email(s)
Ad Hoc	adhoc@gjaoc.org	Teri	
Ambassador	ambassador@gjaoc.org	April	
Info	info@gjaoc.org	Greg	
Membership	membership@gjaoc.org	Greg	
Newsletter	newsletter@gjaoc.org	Sandy Greg	
Nominating	nominate@gjaoc.org	Lynn	
OC Go	ocgo@gjaoc.org	Bill	
President	president@gjaoc.org	Doug	
Programs	programs@gjaoc.org	Lynn	
Recognition	recognition@gjaoc.org	Terri	
RSVP	rsvp@gjaoc.org	Greg	
Secretary	secretary@gjaoc.org	Rick	
Speakers Bureau	speakers@gjaoc.org	Sandy	
Treasurer	treasurer@gjaoc.org	Ken	
Webmaster	webmaster@gjaoc.org	Greg	

Table 3. Email List (Note that personal emails will be redacted from the version of the Meeting Minutes uploaded to the website to maintain privacy.)

1. Contract with OCTA
 - a. Status Update on 2024-28 GJAOC/OCTA Contract in Process
 - b. Good News, but not yet finalized through OCTA elongated process
2. Replenish Future GJAOC Panelists Pool
 - a. Select GJAOC Prospects contacted
 - b. Open GJAOC volunteer opportunity at December luncheon
 - c. New contract may allow for selected backfills on Panel
3. Reinstitute GJAOC Paid TOC Application Screener
 - a. Need dedicated paid role to increase TOC supplications quality
 - b. To compensate for lack of system data screen edit logic
 - c. Will require a GJAOC subcontractor as we did in past
4. Enhance the GJAOC TOC Applicant Screening Process
 - a. Better utilize our experienced pool who are not on panel
 - b. Continue documenting our learnings from this year
 - c. Divide up Panel Chair's role by delegating more tasks to Members

Table 4. Summary of Measure M/OC Go Tasks

**Grand Jurors' Association of Orange County
Financial Statements For 2019-2023 & 2024 Budget**

	2019	2020	2021	2022	2023	Budget 2024
INCOME						
Luncheon Income	\$ 4,110.00	\$ 985.00	\$ 2,445.00	\$ 4,000.00	5,230.00	5,400.00
Measure M Income	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,500.00
Membership Dues	1,800.00	480.00	140.00	900.00	1,460.00	1,500.00
Interest Income	<u>174.76</u>	<u>147.53</u>	<u>60.06</u>	<u>30.00</u>	<u>460.46</u>	<u>850.00</u>
Total Income	\$ <u>12,084.76</u>	\$ <u>7,612.53</u>	\$ <u>8,645.06</u>	\$ <u>10,930.00</u>	13,150.46	<u>14,250.00</u>
EXPENSE						
Luncheon Expense	\$ 7,075.67	\$ 2,012.02	\$ 6,667.88	\$ 5,200.00	9,888.45	10,000.00
Measure M Expense	1,074.49	0	0	0	0	1,100.00
Membership Expense	776.70	233.75	445.94	500.00	894.81	900.00
Badges/Bus Cards/Conf.	0	297.98	0	0	1,172.92	1,200.00
Newsletter/Web Expense	208.49	283.59	125.39	200.00	334.60	350.00
Donations					1,000.00	1,250.00
Recruiting Expenses	186.00	0	0	200.00	458.98	600.00
Association Expenses	<u>431.25</u>	<u>126.00</u>	<u>553.90</u>	<u>500.00</u>	<u>1,007.19</u>	<u>1,000.00</u>
Total Expense	\$ <u>9,752.60</u>	\$ <u>2,953.34</u>	\$ <u>7,793.11</u>	\$ <u>6,600.00</u>	14,756.95	<u>16,400.00</u>
Net Income	\$ <u><u>2,332.16</u></u>	\$ <u><u>4,659.19</u></u>	\$ <u><u>851.95</u></u>	\$ <u><u>4,330.00</u></u>	-1,606.49	<u><u>-2,150.00</u></u>
Assets						
Luncheon Change					25.00	25.00
Checking Account:	\$ 13,519.92	\$ 17,926.61	\$ 18,738.11	\$ 23,068.11	6,529.95	4,130.00
CD:	<u>9,405.83</u>	<u>9,537.65</u>	<u>9,578.10</u>	<u>9,600.00</u>	<u>20,446.36</u>	<u>21,296.00</u>
Net Cash Assets:	\$ <u><u>22,925.75</u></u>	\$ <u><u>27,464.26</u></u>	\$ <u><u>28,316.21</u></u>	\$ <u><u>32,668.11</u></u>	27,001.31	<u><u>25,451.00</u></u>

Luncheon Expense—total cost for 4 luncheons each year.

Measure M Expense—costs for copies and processing applications each year.

Membership Expense—invoices submitted by members for Board expenses.

Badges/Bus. Cards/Conf—Pins for Grand Jury members; Bus Cards for Board; Calif GJA Mtg

Newsletter/Web Expense—printing and mailing newsletter and expenses to maintain our Web site.

Recruiting Expenses—producing and distributing recruitment materials.

Association Expenses—expenses for office supplies, ACH fees and government filing fees.

2024 Budget