



**Marin Chapter**  
**California Civil Grand Jurors' Association**  
Board of Directors Meeting – **Tuesday** January 5, 2016  
Marin Civic Center Room #410B  
10:00AM

MINUTES

In attendance: Nadine Muller, Idgi D'Andrea (secretary for the meeting), Paul Premo, Scott Drotman, Gene Dyer, Dennis A. Brown, Jay Hamilton-Roth, Peter Kiers, Owen Haxton, John Erdmann, Tom Borden, Sarah Loughgran, Jack Nixon, Helene Marsh Rich Treadgold, and Jean Gunn.

1. Approve Board Minutes of Meeting December 1, 2015

Motion passed, seconded and approved.

2. Update on MCGJA Leadership & Committees and Introduce new Secretary, Idgi DAndrea

- Professional Photographs for Web Site (Nadine)

Following a brief discussion, it was decided to use a professional photographer for the web site photographs in order to ensure a uniform and professional appearance. The photographer is offering his services for free.

The photos will be taken following the Association meeting on the first Tuesday of the month following either the February 2 or March 1 meeting.

- Discuss Bylaw requirement to follow Robert's Rules of Order, Newly Revised Article 5 Section 6  
A very brief discussion resulted in agreement that the Committee should be following the Bylaw requirement to follow Roberts Rules of Order.
- Directors Meetings v. Full Membership Meeting
- The Board meets every month (Members are invited to attend)
- Only Board members vote on issues discussed in the Board of Directors meetings.
- Every third meeting is considered a Membership meeting. Then the Membership as a whole votes on the issues. Minutes should define if votes are membership or Board votes.

3. Membership Update (Owen Haxton)

Owen raised the question of whether a member of our chapter should have a representative on the CGJA Board. The member would have to run for the position. MCGJA is part of Central Region and currently we do not have any representative from our Chapter on the CGJA Board. Up to four representatives from each of the 3 Regions are allowed on the CGJA Board The CGJA dues are \$30/year

Motion: Approve Owen and Betty Mattea drafting a letter for Nadine to send to the membership on the question of whether any member(s) of MCGJA wish to stand for election as a representative from Central Region this Fall. Note: The Rules changed at the CGJA Annual meeting so that the CGJA membership only votes for representatives from their region, not the full state. Motion passed: Unanimous

4. Committee Updates

**Communication (Gene)**

Nothing to report at this meeting.

Nadine noted that the Chapter is on Facebook. So far, 6 people "like" us.

### **Treasurer's Report (Peter)**

There were no expenses since the last meeting. One thousand and twenty five dollars were received as donations, including the \$500 anonymous contribution that was more-than-matched dollar-for-dollar.. Twelve thousand dollars were in the Treasury at the year's end and \$7,000 will be set aside to cover the accrual of life members and the remainder for upcoming expense including the cost in revising the manual. Comment: --- We will also receive the "up to" \$1,300 or so that the County is providing (from County Counsel Budget) for reimbursement of recruiting costs as they arise.

### **Membership Update (Owen)**

There are three target groups: 19 current jurors; 43 members of MCGJA and 380 former jurors. It was suggested that contacting the forepersons of former juries and enlisting their support to increase membership might encourage more participation.

Other approaches included:

- Sending a "Why join?" letter;
- The IRC might be of interest to some former jurors;
- Invitations to participate in the interview process with prospective jurors;
- And preparing and disseminating in May/June a story about how the Grand Jury has made a difference coinciding with the release of the GJ reports.

### **Interview Committee (Tom)**

Tom described the revised interview process for prospective Grand Jurors as follows:  
25-30 minute group activity with interaction between interviewees; and  
30 minute interviews with each interviewee based on behavioral questions focusing on life and career experiences.

Interviewers are needed. Training and orientation will be provided. Betty will be sending out an email seeking applications from interested former GJs. The interviews will be conducted in April and May and it is anticipated that about 30+ people will apply.

Thursday, January 7 at 1 pm in the Cafeteria, there will a meeting to discuss the interview process and people should attend if interested. The Committee is waiting to hear back from the Judge regarding the group activity. The Judges will not conduct individual interviews this year. The Group Activity will take the place of the Judges' interviews.

### **Training Committee (Nadine)**

Nadine proposed that Rich act as Interim Chair of the Committee through August. The plan is for the Committee to start meeting next month.

Paul and Nadine are working on revising the Training Manual with Rich's initial re-organizing efforts a good start on it. Anyone who is interested can review the Manual. The revised manual will be sent to Board Members for review.

Paul suggested that we ask recent previous jurors to evaluate some of the speakers and the materials provided during the training. He proposed sending out an evaluation sheet for folks to recommend or not the previous speakers and their government role for resources during GJ Training. Sarah suggested that the detail in Paul's initial comprehensive spreadsheet was too extensive and that Survey Monkey might be a more successful approach. Paul will follow-up with Sarah. Fallback will be to go as in prior years with Training Committee to select the presenter organizations and their speakers using Training Committee's judgment alone.

### **Outreach Program (Jean)**

Jean reported the following recruitment efforts in full swing:  
Currently, referring interested folks to the web site; The Senior Fair in October generated interest;  
Conducting four information meetings;

- 1-21-16, 4pm - Margaret Todd Center, Novato
- 2-9-16, 4pm - Southern Marin Fire Protection District, Mill Valley
- 2-24-16, 3pm - San Rafael Comm. Center, San Rafael
- 3-3-16, 3pm - Central Marin Police Station, Larkspur

An ad will be placed in the IJ for informational meetings and how to apply.

The next meeting is Thursday, 10 a.m. January 21. Everyone is encouraged to attend.

Offering a College of Marin class

The COM class is set up and will be held on March 19<sup>th</sup>, a Saturday morning. It is non-credit. Rich and Susan (Simpson) will conduct it.

Jack suggested that it might be a good idea to approach Dominican College as well. He also reported that Joanne from San Rafael Chamber of Commerce is exploring a meeting with Autodesk to encourage that company to offer time off for employees to participate in the Grand Jury as apparently was done for Jane Czech by SF University Hospital for 2014-15 GJ.

It was also suggested that we might talk to the Chamber of Commerce about encouraging organizations/businesses to support similar programs for employees.

**Continuity Committee (Helene)**

Three more reports will be released in the next few months. Helene suggested reaching out to the membership and eliciting ideas on how to follow up on reports. Seeking ideas from them on what might have been successful in their reports from previous tenure.

Dick Spotswood has been invited to come in and learn about what the GJ is doing on the normal first Thursday regular IRC meeting in February.

Helene suggested sending one last notification about the intention to drop non-attending members of the IRC and perhaps also of the Outreach Committee. It was agreed to table this matter for next Board meeting.

**Social (Nadine)**

25 people attended the Holiday party generously hosted at Nancy Frease's house. Another social committee-coordinated luncheon meeting will be held in February or March in a restaurant---details to follow.

Adjournment:

Motion by Paul Premo to adjourn at 11:50.