

MCCGJA DIRECTORS' MEETING MINUTES

Tues. Jan. 3, 2017, Marin Civic Center, Room 410B, 10:00-12:00

- Present: Jack Nixon, Gene Dyer, Helene Marsh, Nadine Muller, Kevin Hagerty, Vaughan Acton, Scott Drotman, Phyllis Berger, Jay Hamilton-Roth, Steve Barlow, John Dower, Carol Sartori

- Meeting called to order by President Jack Nixon at 10:00

- Approval of minutes –motion to approve with the following changes:
 - a. Dec. 1 minutes approved with amendment acknowledging Linda's gift of cookies to the Board
 - b. Nov. 1 minutes approved with supplemental information on MFR

- Treasurer's Report—Kevin Hagerty
 - a. Dec. 1, 2016: Beginning balance \$18,193.40, no additional revenue or expense
 - b. Dec. 31, 2016: Ending balance \$18,193.40

- Committee reports

Outreach—Vaughan Acton and need for volunteers

1. Open Houses

- i) Volunteer to post ads/announcements, developed by Vaughan, on all neighborhood NextDoor websites 10 days prior to each Open House, plus a notice of Apr. 22 application deadline date
- ii) Volunteer for each Open House to schedule dates, location, speakers; coordinate AV, and announcements in newspapers and social media; Open Houses to be scheduled in Mill Valley, Central Marin, San Rafael, Novato, West Marin, Canal district
- iii) Gene to coordinate all NextDoor Open House communications
- iv) Vaughan to create PowerPoint outline for Open House talks; volunteer to create a Speakers Bureau
- v) Vaughan to write Open House announcements for Calendars and Press releases, Phyllis to place them in the I.J., Marinscope calendars, and other media

- vi) Vaughan, Jack and ad executive to create ads, Vaughan to place them
- vii) Vaughan to create a geo-centered Facebook ad announcing Open Houses and application deadline
- viii) Proposal to videotape an Open House talk and post on website
- ix) Jack needs a list of who will be doing what for Open Houses

2. Grand Jury Website

- i) Vaughan and Jay Hamilton-Roth to spearhead efforts to revise website
- ii) Vaughan to work on wireframes and copy, Outreach committee to provide input

3. Referral Emails and Former Grand Jurors

- i) Volunteer(s) to gather email addresses of former grand jurors
- ii) Vaughan to create a sample email, send to Jean who, in turn, will forward it to former grand jurors who in turn, will send to potential jurors

4. Ongoing Communications with Potential Jurors

- i) Volunteer(s) to follow up via phone with referrals from Jay's email campaign
- ii) Need a database of prospective jurors to whom emails will be sent; Helene to send emails
- iii) Emails can include link to 2 minute grand jury video, Vaughan to determine cost, Jay to help manage link
- iv) Kevin to phone those who signed the Senior Fair list

5. Articles

- i) Jack to write a column for publication in Marin Voice
- ii) Jack also to approach IJ editors to create a series of Marin Voice articles, each with a different story angle; if approved, Vaughan will write a second editorial
- iii) Volunteer to approach Marinscope publisher re writing an article connected to a news event relevant to the work of the grand jury

6. Miscellaneous

- i) Jack unable to talk either with the recently elected Judge, who is "too busy," or with Mr. Kim, who is apparently uninterested in the work of the grand jury and the MCCGJA
- ii) Better coordination desirable between Jay Hamilton-Roth and the MCCGJA
- iii) Vaughan to manage plan and review all communications for consistency

- iv) Kevin suggested a request to County to pay fees (e.g., for Open House locations) directly to entities rather than to repay MCCGJA; proposed insurance policy for entire year rather than for each event

Communications—Gene Dyer on future of website and newsletter

1. Descriptions of email accounts: 2 free, separate gmail bulk mailing accounts:
 - i) MCCGJA@gmail.com contains 2 group mailing lists--one for active members, another for past non-members; both: to announce new Newsletter / other important matters; to allow electronic voting on important membership issues; to respond to inquiries; to post announcements from President
 - ii) MCCGJABOARD@gmail.com set up for use only by President to present items to the board
2. History of www. MCCGJA.ORG website
 - i) Website originally to give public greater access to grand jury reports; County protested and, at urging of MCCGJA, created a Grand Jury page on County's website with a link to MCCGJA site
 - ii) Site grew with addition of historical information, later converted to monthly Newsletter format, 4 years ago, Rich Treadgold worked with Gene to create present website
 - iii) Web server changed to enable use of easier on-line writing program ; annual cost of \$125
 - iv) Utility program added, with support of Jay Hamilton-Roth, to allow obtain better readership information; indicated that our own membership is the primary audience
3. Options for the future of the Website and Newsletter
 - i) Continue as we are doing (if so, Gene will need a successor)
 - ii) Discontinue website and save \$125/year
 - iii) Issue Newsletters as attachments to group mailing lists
 - iv) Membership to maintain only gmail group mailing lists and consequently, lose MCCGJA history, committee accomplishments, minutes, bylaws
4. Comments/Suggestions/Etc.
 - i) Nadine to meet with someone who sets up websites; suggested a link with Paypal to pay for events more easily
 - ii) Gene to meet with Nadine and Scott to discuss the future of the website and its contents
 - iii) Updated information needed on the temporary suspension of IRC
 - iv) Proposal to replace "MCCGJA" with a more descriptive and informative name

Status of Citizens' Advisory Committee for MFR—Larry Bauer absent, no report

Training—Rich Treadgold absent but received unanimous agreement to seek feedback from present grand jurors on their training experiences

Temporary Membership Chair—Nadine Muller

1. Jack to send membership list, including lifetime members, to Kevin
2. Nadine to contact last year's jurors who have not renewed membership after a free year

Selection—Tom Borden absent, no report

Social—Linda Glasscock absent, but speaking requests approved:

1. Request Supervisor Rodini to speak at MCCCJJA social gathering rather than a Board meeting
2. Request Bob Silvestri to speak on venture capital farming

- Old Business—Board photos have been posted on the website
- Meeting adjourned--11:45
- Next meeting Feb. 2—Groundhog Day

Minutes submitted by Phyllis Berger, Secretary