

October 20, 2009
DCARA Board Meeting Minutes

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3 **Meeting Called to Order:** 6:10 PM
4

5 **Present:** Liann Osborne, Joe Fercho, Andrew Phillips, Jaime Jackerson, Roberto
6 Solorzano, Patty Lessard, Michael Higgins, Jenny Cantrell, Sunnie Kaufmann,
7 Chris Held
8

9 **Excused:** Karina Pedersen
10

11 **Staff Present:** Executive Director Jim Brune, Leona Galindo
12

13 **Interpreters:** Leah Bartell and Jewel Jauregui
14

15 **Presenters:** None
16

17
18 **MO102009-1**

19 Phillips (Higgins) moved change the frequency of board meetings from monthly to
20 every other month.

21 Higgins (Phillips) amended "effective January 1, 2010" at the end of the
22 motion.

23 APASSED

24 MTABLED
25

26 **MO102009-2**

27 Cantrell (Osborne) moved to transfer signature authority from Katie Canfield to
28 LaRonda Zupp, effective immediately.

29 MPASSED
30
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32
33

34 **Officers' Reports**
35

36 **President: Liann Osborne**

37 None
38

39 **Vice President: Roberto Solorzano**

40 Solorzano encourages all board members to actively recruit new members.

41 Solorzano and Phillips have made a Vlog and it will be posted on DCARA
42 website about board recruitment. Solorzano will also email board members with
43 a flyer regarding this issue soliciting new members.

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1 **Secretary:**

2 None

3
4 **Treasurer: Patty Lessard**

5 **Report made by Michael Higgins**

6 For the fiscal year of 2008-2009, DCARA ended the year with a deficit of
7 approximately 52 thousand dollars. For the first month of the new fiscal year,
8 DCARA came in over budget by approximately 16 thousand. Since the board has
9 a deficit target of 22 thousand dollars for the year, this will require careful
10 monitoring to ensure we are on trend to meet this goal.

11
12 However, we are seeing positive signs in the area of fundraising, and a balanced
13 budget may be achieved with careful expense reduction. At our next meeting, we
14 will review the first quarter report and there may be additional actions to take to
15 ensure we have a manageable deficit.

16 **Standing Committees**

17 **Board Development and Recruitment: Pedersen**

18 None

19
20 **Fundraising Committee: Chris Held**

21 None

22
23
24 **Reports from DCARA**

25
26 **Executive Director:**

27 **Jim Brune**

28
29 **Personnel:**

- 30 • Director of Community Relations position is now vacant. Katie Canfield's
31 last day with us was September 25th.
32 • Webmaster/IT Support Specialist will become vacant. LeRoy Boren's last
33 day with us will be November 13th.
34 ○ The position has been internally posted. If there are no results
35 from the internal post, it will be posted externally tomorrow
36 morning.
37 ○ I will be working with LeRoy to develop a transition
38 plan/contingency plan if we are not able to hire someone by the
39 time he leaves so that our technology infrastructure remains
40 intact.
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1 DCARA Presentations/Workshops/Events in September:

- 2 • We staffed a booth at the San Leandro Senior Resources Fair on
3 September 11th.
4 • We staffed a booth at Great America Deaf Awareness Day on September
5 26th
6 • We staffed a booth at DeafNation on October 10th.
7 • We have begun a new series of parenting skills classes in both San Jose
8 and San Leandro within our Family Connections program. This is exciting
9 as we are expanding our services to include Deaf parents!
10 • We are continuing to provide an exercise class for Deaf seniors at FOG.
11 • We had an Ojo workshop provided for our Deaf community at the San
12 Jose office.
13

14 Upcoming Presentations/Workshops/Events in October/November:

- 15 • We will be staffing a booth at CSD's Homecoming game during the 150th
16 Anniversary Weekend this Saturday October 24th. This is a great
17 opportunity to recruit potential board members.
18 • We will begin a new computer class series in San Jose. There will be
19 more computer classes coming in the New Year.
20 • An ADA and Self Advocacy workshop is coming up for the Walnut Creek
21 Deaf seniors.
22

23 Grant Writing:

- 24 • We received notice from two sources of stimulus funding that we were
25 denied funding:
26 ○ **Department of Rehabilitation**
27 ○ **US Department of Education: Funding for the Improvement**
28 **of**
29 **Post Secondary Education (FIPSE).** They received 291
30 applications
31 and awarded funding to just 29 organizations.
32 • **First Five Alameda County:** After much discussion, a decision was
33 made not to apply for First Five Alameda County. This was a difficult
34 decision to make because we had been waiting for this RFP to come out
35 to make our Family Connections program stronger. However, it was
36 agreed upon that our focus right now needs to be making the Family
37 Connections program stronger and assessing what the needs are among
38 hearing parents of Deaf children and Deaf parents of either hearing or
39 Deaf children before we seek further funding.
40 • **Department of Labor:** I had reported last month that we would review
41 this possible stimulus funding through DOL. Upon further review, it was
42 decided that it was not the right fit for the Deaf Employment Training
43 Program.

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2 50th Anniversary Celebration Committee:

- 3 • The 50th Anniversary Celebration Committee has been meeting monthly
4 and we are working now on scouting locations. Each of us on the
5 committee has been doing research and scouting potential locations and
6 venues based on the criteria we agreed upon. We have begun to visit
7 locations as well and expect to continue scouting locations through the
8 next few months including Yerba Buena Center in San Francisco and the
9 Claremont Hotel and Spa in Berkeley.

10
11 Personnel Manual Committee:

- 12 • I reported last month that the Personnel Manual has been meeting to
13 address many much needed revisions to the Personnel Manual. No new
14 news to report other than that the "Language Subcommittee" continues to
15 meet to address the tedious but necessary language changes that are
16 necessary.

17
18 Fundraising:

- 19
20 • Recent fundraising results:
- 21 ○ Chevy's: Just under \$200 was raised at our Chevy's Restaurant
22 Night
23 Event in San Leandro on August 27th.
 - 24 ○ California Pizza Kitchen: Just under \$200 was raised at our
25 CPK
26 Restaurant Night event in San Jose on September 21st.
 - 27 ○ Oktoberfest Event on October 3rd:
 - 28 ▪ Live Auction: \$2,955
 - 29 ▪ Silent Auction: \$624
 - 30 ▪ Sponsorships: \$5,900
 - 31 ▪ Ticket Sales: \$4,840
 - 32 ▪ After expenses, our profit was approximately \$11,400.
 - 33 *hands wave*!
 - 34 • Upcoming fundraising opportunities:
 - 35 ○ Tom Holcomb and Sandra Ammons' Show on Friday evening
36 December 4th at DCC. This is to celebrate their 50th birthdays
37 and the show will be about taking a look at the last 50 years in
38 Deaf Culture. Tickets are \$50. Maximum attendance: 125
39 people. I expect tickets to sell FAST. Flyers and tickets will be
40 available starting this Saturday October 24th at CSD's booth.
41 Goal: raise \$5,000 after expenses.
 - 42 ○ I am hoping to schedule a house party with Shelly Lawrence,
43 the coordinator of Ohlone's IPP program. The Ohlone IPP

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1 program has been a wonderful partner with us sending
2 interpreting students to our various offices and with DCARA
3 providing Ohlone with mentoring opportunities with our Deaf
4 professionals. The house party would be focused mainly on the
5 interpreting community – an untapped resource in terms of
6 fundraising.

- 7 ○ We are hoping to have ASL Films' 4th movie "Gerald" show at
8 DCC in January. Details to come soon.
- 9 ○ We've just finished Oktoberfest. Now we will need to start
10 thinking about the planning of Deaf Community Night in Spring
11 2010.
- 12 ○ The next Fundraising Committee meeting is next Tuesday
13 October 27th.

14
15 Concerns:

- 16 • I would like to address a couple of concerns that I have:
 - 17 ▪ I had mentioned at the last meeting that at our Chevy's
18 Restaurant Night, we had just 1 out of 12 board members
19 show up. The next event, our CPK Restaurant Night on
20 September 21st, we had just 3 out of 11 board members
21 attend.
 - 22 ▪ Direct Mail: Thank you very much to the 7 board members
23 who submitted names for the Direct Mail and to the 1 board
24 member who will pass out a generic letter. I would like to
25 stress – again - that we had a long discussion about the
26 2009-2010 and agreed to increase our fundraising goals.
27 The Direct Mail campaign is a very NOT-labor-intensive
28 effort to fundraise just by submitting names. It **CAN** (and
29 should be) be an easy way for 100% of this Board of
30 Directors to be involved in this aspect of our fundraising
31 initiatives.
 - 32 ▪ I had mentioned last month that I am very concerned about
33 board recruitment and having a large enough of a board
34 starting January 2010 with people leaving/being termed out.
35 However, I am confident that with the vlog and the
36 application being posted this week and our recruitment
37 efforts this coming Saturday, we can and will get a great pool
38 of candidates if we are proactive about recruitment.
39 However, my next big concern is the leadership on the
40 board. Liann is leaving and my understanding is that no one
41 has expressed interest in the President position. This
42 greatly concerns me as I do rely on Board leadership to

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1 support my work and support DCARA. Without Board
2 support, I will burn out fast in my job.

3
4 Ending my report on a more positive note: **Toronto Deaf Culture Centre.**

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6
7 **Old Business**

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9 None

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11 **New Business**

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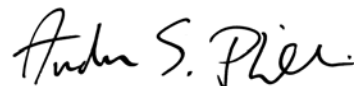
24
25 ***In a closed session, the Board voted unanimously to cut the salary of the
26 Director of Community Relations position by 20%. This cut limits the salary of
27 this position to only DSS money and no money can be added from the general
28 fund. (One member of the Board had to abstain from this closed session).

29
30 **ANNOUNCEMENTS**

31
32 Osborne announced that a former board member is hosting a black tie event on
33 Nov 14, 2009. Tickets are \$45 for couples and \$25 for singles.

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35 **Meeting Adjourned at 8:29 PM.**

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38 Respectfully submitted,

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41 Andrew Phillips
42 Secretary

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_____Accepted as read

_____Accepted as corrected