

**June 8, 2010**  
**DCARA Board Meeting Minutes**

1 **Meeting Called to Order:** 6:25 PM

2  
3 **Present:** Nancy Hammons , Chris Held, Patty Lessard, Jane Newkirk

4  
5 **Excused:** Joe Fercho

6  
7 **Unexcused:** Jaime Jackerson

8  
9 **Staff Present:** Executive Director, Jim Brune; Executive Assistant, Leona  
10 Galindo; Director of Administration and Accounting Services, Patty Souza

11  
12 **Visitors:** none

13  
14 **Interpreters:** none

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16 **MO060810-1** Hammons (Held) moved for to approve the December minutes by  
17 electronic vote. MSPassed  
18  
19

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21  
22 **Action Items**

- 23
- 24  Jane Newkirk will investigate possibility of having Board retreat at a  
25 local timeshare.
  - 26
  - 27  VP Lessard will make edits to Board application form and send to staff
  - 28
  - 29  Staff will post edited Board application by June 14, 2010
  - 30
  - 31  President Held will contact people who applied recently to inquire  
32 about their continued interest on serving on the Board.
  - 33
  - 34  President Held will make Vlog; staff will caption it; Vlog will be posted  
35 by June 15, 2010
  - 36

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38 **Officers' Reports**

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40 **President:** Chris Held

- 41
- 42 • The board needs to be more active in supporting DCARA. President Held  
43 referred back to an Email he sent on May 18<sup>th</sup> to Board about Board

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1           commitment to help DCARA raise money as well as hosting events for  
2           DCARA.

- 3           • Need to reinstate monthly Board meetings.  
4           • Sunnie Kaufmann has resigned from the Board.

5

6           **Vice President:** Patty Lessard

7

- 8           • Recently met with Patty Souza, Finance Committee, and ED Brune  
9           regarding the EDD contract and evaluation.

10

11

12           **Secretary:** Nancy Hammons

13           None

14

15           **Treasurer:** Patty Lessard for Joe Fercho

16

17           **Clarification** of action item from April 13 minutes: ED Brune reports there was  
18           such a difference between the staff salaries amount in February and March '10  
19           because

- 20           • two staff members transitioned from part-time to full-time, Chriz Daly and  
21           Brian Martinez.  
22           • Employees insurance, DCARA switched to a more cost effective health  
23           insurance provider, Kaiser which required the next month be paid in  
24           advance.

25

26

27           **Standing Committees**

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29           **Board Development and Recruitment Chair:** Chris Held

30

31           none

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33

34           **Fundraising Chair:** Chris Held

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36           Committee met 6/7/10 and focused on the Fundraising Income portion of the  
37           DCARA Proposed 2010-2011 Budget.

38           Fundraising:

39           • Plan to have 4 House Parties, one each quarter

40           • Oktoberfest

41           • Spring event

42           Discussed what defined "Board Commitment". Discussion to be continued.

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1 ED Brune and C. Daly are currently exploring relationships with other  
2 agencies.

### 3 4 **Strategic Planning Committee:** Chris Held

5  
6 Committee met 6/1/10 to further discuss renovation DCC/San Leandro House.  
7 B. Martinez has been asked to join the committee.  
8 Committee created FOD (Friends of DCC) to focus on renovating DCC/San  
9 Leandro House and plan to have a Town Hall meeting.

### 10 11 12 **Reports from DCARA**

13  
14 **Executive Director:** Jim Brune

### 15 16 **Staff Requests for Motions:**

- 17
- 18 • Request to consider making and approving a motion for the Board of  
19 Directors to return to a monthly meeting.
    - 20 ○ Rationale: the current schedule of every other month has not been  
21 efficient or productive. We have already seen instances when  
22 board meeting minutes are not approved. This means it is four  
23 months before a final version of minutes is produced and finally  
24 sent to our funders (which means that we sometimes submit  
25 quarterly reports with no meeting minutes attached which reflects  
26 poorly on DCARA).

### 27 **Personnel:**

- 28
- 29 • Program Developer position : We are currently in the interview phase and  
30 expect to complete interviews this week. This position will begin July 1<sup>st</sup>.

### 31 **Grant Writing/Contracts:**

- 32
- 33 • We applied for EDD funding and should learn by mid-June the results.
  - 34 • We are still awaiting word on funding from Santa Clara County for our  
35 Family Connections program.
    - 36 ○ I, along with LaRonda Zupp the Director of Client Support Services  
37 and a parent who currently receives services from our Family  
38 Connections program, testified at a Santa Clara County Board of  
39 Supervisors budget hearing about the one-time funding issue.
    - 40 ○ The Board President has endorsed re-funding and has forwarded  
41 his request to the County.
    - 42 ○ We will learn of the results by June 18<sup>th</sup>.
  - University of California, Berkeley's Health Research for Action program:

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- 1                   ▪ Preparedness and Emergency Response Research Centers  
2                   (PERRC)
- 3                   ▪ We co-facilitated the first National Advisory Board meeting  
4                   which was extremely successful. We received rave reviews  
5                   about how well DCARA facilitated the meeting.
- 6           • Self Help for the Elderly
- 7                   ▪ Grant with the California Public Utilities Commission to  
8                   perform activities in “limited English proficiency (LEP)”  
9                   communities to address telecommunications issues:
  - 10                      • Outreach (booths, media contact)
  - 11                      • Consumer education workshops
  - 12                      • Complaint resolution
- 13                   ▪ At the last meeting, I reported that this is still pending. They  
14                   have not yet been awarded the contract because another  
15                   bidder is protesting the award results.
  - 16                      • I emailed the Executive Director again today  
17                      requesting an update and expressed my concern that  
18                      this partnership may not materialize. Just before this  
19                      meeting, I received an immediate response saying  
20                      that they won the contract and will

21  
22 Fundraising:

- 23
- 24           • Updated Report on DCN 2010:
  - 25                   ○ Revenue: \$4,327.00
  - 26                   ○ Expenses: \$2,880.00
  - 27                   ○ Net Profit: \$1,447.00
- 28           • Garage Sale:
  - 29                   ○ Revenue: \$796.00
  - 30                   ○ Expenses: \$30.49
  - 31                   ○ Net Profit: \$765.51
- 32           • At the last meeting, I reported that the Deaf Fashion Extravaganza was to  
33           be held on May 22<sup>nd</sup> and to feature Miss DCARA/Miss Deaf California  
34           Kayla Thomas. This has been postponed until next spring due to the  
35           inability to get sponsors involved with this event.
- 36           • The Fundraising committee met last night and developed the framework of  
37           a fundraising plan for 2010-2011. It should be exciting and I think we’ve  
38           set ourselves up for success with a good structure and realistic numbers.
  - 39                   ○ I am hoping that the board will discuss putting into place a  
40                   mechanism for communication between the Finance Committee  
41                   and the Fundraising Committee to monitor our fundraising revenue  
42                   and how it corresponds with the projections in the agency budget  
43                   that the board is reviewing and will eventually adopt.

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1  
2 San Jose Lease:  
3

- 4 • At the last meeting, I had reported that we had not yet decided if we would  
5 keep the second suite (because we had applied for UWSV money). I had  
6 also reported that we did not get the UWSV funding. We have since  
7 decided to let go of the second suite and renew our existing lease with  
8 Suite #3 because even with increased funding from DSS for our Family  
9 Connections position and hopefully continued funding from Santa Clara  
10 County, it would be financially unwise to keep the second suite.  
11 • While on the topic of the SJ office, we had a break-in last night.  
12 ○ Our VideoPhones were stolen. A box of chocolate and a box of  
13 pens as well. Some wires too. Nothing else, not even the  
14 computers.  
15 ○ It was not a forced entry. The property manager kept the master  
16 key in a key box outside of the building. The burglar stole the box,  
17 broke into it and entered several offices.  
18 ○ The property manager is having the locks changed tomorrow. This  
19 means that we're "sitting ducks" this evening. They would not  
20 arrange for the police to come and patrol the area for safety. We  
21 are having to do this ourselves.  
22 ○ I am having LaRonda Zupp contact the owner of the property to  
23 express our outrage and our concern for the safety of our property  
24 inside the offices this evening since the burglar still retains the key  
25 to the offices.

26  
27 DCC:  
28

- 29 • The Strategic Planning Committee has established a new group called  
30 The Friends of DCC. The Friends would be charged with the task of:  
31 ○ Increasing marketing and usage of DCC to the Deaf community.  
32 ○ Developing an "on-call" crew of people to be available at the last  
33 minute should there be an emergency.  
34 ○ Hosting a town-hall meeting this summer to garner ideas for  
35 improvement of DCC.  
36     ▪ One additional goal of the town hall meeting is to create a  
37 Restoration Committee to address DCC and San Leandro  
38 house issues.  
39 • Major repairs need to be completed on the bathroom pipes as well as the  
40 sewer lines leading out to the city main.  
41     ▪ At the last meeting, I reported that we are in the process of  
42 getting quotes.

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- 1 • Update: We have gotten four quotes with quite
- 2 VARIED prices and problem areas. We are
- 3 continuing to get quotes.
- 4 ▪ At the last meeting, I reported that we are also in the process
- 5 of discussing with our insurance carrier about covering the
- 6 costs of the repairs.
- 7 • Update: They will not cover the costs of the repairs.
- 8 ▪ The estimate of the repairs is NOT included in the draft
- 9 agency budget.
- 10 • There are several options we could consider:
- 11 ○ Adding an estimate to the agency budget
- 12 (using the upper end of the range we received
- 13 - \$25,000) and accept a NOT balanced budget
- 14 for 2010-2011.
- 15 ○ Adding an estimate to the agency budget,
- 16 increase fundraising revenue projections, and
- 17 commit to a balanced budget.
- 18 ○ Explore the option of re-financing our
- 19 mortgage.
- 20 ○ Use up the remaining EBCD money (\$7,000)
- 21 and determine where the rest of the funding
- 22 will come from.
- 23

#### Old Business

24 None

#### New Business

29 **MO060810-1** Hammons (Held) moved for to approve the December minutes by  
30 electronic vote. MSPassed

31  
32 Guidelines for recruiting new Board members was created:

33 Application:

- 34 • Editing – add “qualified applicants will be interviewed the week of July 25,
- 35 2010”
- 36 • Due to post by June 14, 2010. – staff will post.
- 37 • President Held will contact previous applicants to inquire about their
- 38 interest by June 10, 2010
- 39 • Vlog –
- 40 ○ President Held – Will arrange to video the vlog with staff for June
- 41 10, 2010. Staff will caption it.
- 42 ○ ED Brune will contact Liann Osborne to have past member make a
- 43 Vlog also

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- 1           o Both Vlogs will be Posted by June 15, 2010

2  
3       Public Release:

- 4       • From now until July 9, 2010

5  
6       Application Review & Contacting Qualified Applicants:

- 7       • Week of July 11, 2010

8  
9       Schedule interviews:

- 10      • Week of July 25, 2010

11  
12      Selection of candidates:

- 13      • Done by the committee  
14      • Due first week of August

15  
16      Vote/approval of candidates:

- 17      • Done by full Board  
18      • Due August 24, 2010

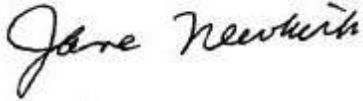
19  
20      Orientation:

- 21      • TBA

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23  
24      **ANNOUNCEMENTS**

25  
26  
27      **Meeting Adjourned at 9:40PM**

28  
29      Respectfully submitted,



30  
31      Jane Newkirk for Nancy Hammons  
32      Secretary

33  
34  
35  
36      \_\_\_\_Accepted as read

  \_X\_\_\_\_Accepted as corrected