

**October 12, 2010**  
**DCARA Board Meeting Minutes**

**Meeting Called to Order:** 6:20 PM

**Present:** Chris Held, Joe Fercho, Patty Lessard, Jane Newkirk, Sharif Rashedi

**Excused:** Steven Richardson

**Unexcused:** none

**Staff Present:** Executive Director, Jim Brune; Interim ED Assistant Joanne Otsuki

**Visitors:** none

**Interpreters:** Jennifer Mantle and Leah Bartell

**MO101210-1** Held (Lessard) moved to recommend the Board accept the June 30, 2010 Financial Report. MSPassed.

**MO101210-12** Held (Fercho) moved that the Board vote to adopt the Fundraising Committee's recommendations regarding the Board Commitment of \$500 which is in the Fundraising Committee's report." MSPassed.

**Action Items**

- ED Brune will consult with Patty Souza regarding the proper placement of depreciation in financial reports
- Send electronic Board recruitment posters to current Board Members.
- Board Members will encourage potential Board Members to apply.

**Officers' Reports**

**President:** Chris Held

President Held stated that Nancy Hammons has resigned from the Board.

**Vice President:** Patty Lessard

VP Lessard passed around a congratulatory card for Leona.

VP Lessard volunteered to keep track of Board donations to help the Board Members meet their financial obligation.

VP Lessard will review Board Retreat information during Old Business.

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**Secretary:** Jane Newkirk

Please read minutes prior to the meeting and follow protocol for submitting reports for the minutes.

**Treasurer:** Joe Fercho

Two hardcopy reports were distributed at the meeting: 1) Statement of Financial Position for June 2010 and 2) Budget Amendment 10/8/10.

Treasurer Fercho states that revenues have been consistent, but expenses have increased. About \$10,000 is due to Office equipment, per Patty Souza (DCARA Accounting and Administrative Services). An unexpected annual depreciation cost of \$40,000 was assigned at end of June, 2010.

Fercho made two suggestions for keeping costs down: 1) Perhaps DCARA staff can make a list of items needed and get donations. e.g., his company has chairs and desks in storage that perhaps could be donated. 2) Depreciation items can be accounted for month by month as discussed during Financial Committee meetings.

Fercho announced that the Audit will happen November 3 and 4, and November 1<sup>st</sup> is a joint Finance and Fundraising meeting in San Jose.

**Investment update:** Fercho is finding it hard to schedule a meeting with Lacy from Kramer so there are no updates. He plans to discuss changing money market to investment portfolio which would be more aggressive.

### **Standing Committees**

**Fundraising Chair:** Report by Jane Newkirk

A Board Commitment is defined as efforts or activities performed by the Board member to meet their commitment of raising \$500 for DCARA. The following would count towards the Board Commitment:

- 1- Making a direct personal donation of cash/check/ credit card to DCARA
- 2- Making a deduction towards DCARA through workplace giving program
- 3- Getting cash donated by their employer, associations, or other companies
- 4- Covering the costs of expenses such as food or supplies specifically for DCARA House Parties or DCARA-sponsored events (turn in original receipts) \*Note- if a Board member wants to host their own private party, such as their own birthday bash, where they get individuals to donate

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towards DCARA in lieu of gifts, those personal party expenses will NOT be covered by DCARA.

- 5- Getting things, food or in-kind services that have been expressed as needed by the Executive Director donated by their employer, associations, stores, or other companies (retail value) \*Note- if a Board Member gets something that Executive Director deems not needed by DCARA, this donation will NOT count towards board commitment, so Board Member is encouraged to check in with Executive Director BEFORE getting the donation.
- 6- Hosting own private parties (not DCARA House Parties) where individuals make a gift towards DCARA in behalf of Board Member  
\*Note- these donations must state that this donation is being made on behalf of Board Member which can be written on the check, in a signed note with address by donor along with the cash, or as a side comment on PayPal
- 7- Recommending names for Direct Mail, and those names made a donation towards DCARA. \*Note- If more than one Board member recommends the same name, and that name donates, the value of that donation will be evenly divided among those Board members who recommended that same name

What does not count towards Board Commitment of raising \$500:

- 1- Selling tickets for events
- 2- In-Kind services (donating time or volunteering time for Board meetings and events)

Regarding DCARA House Parties (Goal- Host at least 4 house parties and raise \$1,000 each in profit):

- 1) ED Brune will communicate with Fercho about getting his coworkers to give towards DCARA during their United Kick Off party which was slated for Sept. 7th in lieu of Joe not being able to host a DCARA House Party
- 2) Held will follow up with his friend to see about doing a DCARA House Party over Halloween (not yet sure who target audience?)
- 3) Newkirk will continue to work with an "interested person" to organize a DCARA House Party where the target audience is geared towards interpreters sometime in January
- 4) Held will follow up with friends to see if they want to host a DCARA House Party sometime in June

Two big Events:

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- 1) Oktoberfest- Committee is working on getting the event together. Rashedi and Newkirk are on the committee. We discussed having all Board Members sell tickets for Oktoberfest, and as an incentive, if each Board Member sells 6 tickets, the Board member can get one free ticket.
- 2) Spring Event- Newkirk wants to plan a Murder Mystery event and is thinking of doing it on April 16th

Other items:

Dally and ED Brune will work on developing a checklist on how to plan/ organize for a DCARA House Party  
Dally will research what giving programs that are offered by Southwest Airlines, Lucky's and Safeway stores.

**Strategic Planning Committee (SPC):** Chris Held

Our last meeting was Oct 5<sup>th</sup>.

FODCC (Friends of Deaf Community Center) met and discussed again of purpose of FODCC because few members of FODCC did not attend the first meeting.

We discussed and defined the roles for FODCC Chair and FODCC Point of Contact.

We agreed to the following roles:

**FODCC Chair** -Jack Levesque  
Martinez

- Facilitate meetings
- Set an agenda
- Communicate with POC &
- Choose note taker
- E-Mail committee
  - dates of meeting
  - notes (minutes)
  - announcements
  - agenda
- Assigned to someone else?

**FODCC POC(point of contact)** Brian

- Reserve location/meeting room
- Attends all FODCC meetings
- Gets minutes
- Full participation
- Share DCC concerns with FODCC
- Receive DCC budget
- Report to FODCC

ED Brune discussed about Top Pro Bono Facilitation and felt that it will benefit SPC. After reviewing, the committee decided that we need more information. Jim will check with Top Pro Bono with more information. Also, Jim will check

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with Tap Root Foundation and bring it on the table to our next meeting which will held on November 2<sup>nd</sup>.

ED Brune received information on Center for Strategic Facilitation. They offer a deal if we apply and let them know of a short term project of less than 6 months (event, newsletter, fundraiser). They provide facilitation to develop tools for an event. This doesn't really fit our need for long term strategies. He is looking into Taproot Foundation.

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

VP Lessard volunteers to head up this committee for this round of recruitment. The Board looked at the proposed calendar submitted by Newkirk, and made revisions to make the calendar current.

The goal is to double the current number of Board Members with an eye on diversity. All members of the Board will work on recruitment. Lessard and Held will coordinate and conduct the interviews. Electronic copies of the Board recruitment poster will be sent to current Board members to post.

- Editing – add “qualified applicants will be interviewed the week of Dec 6, 2010”
  - Add something to clarify if we need interpreter for interview
  - EA to make edits.
- Due to post by Oct 8, 2010. – IEA contacts IT to post.
- Chris Held will contact previous applicants to inquire about interest by Oct 8, 2010
- Vlog –
  - Chris Held – Will arrange with IEA by Oct 15, 2010. IEA will caption.

#### **Public Release:**

- From Oct 15 until Nov 19, 2010

#### **Application Review & Contacting Qualified Applicants:**

- Week of Nov 29, 2010

#### **Schedule interviews: committee needs to reserve DCC or HQ for interviews**

- Week of Dec 6, 2010

#### **Selection of candidates:**

- Done by the committee
- Due Dec 14 Board meeting

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Vote/approval of candidates:

- Done by full Board
- Due Dec 14, 2010

Orientation:

- TBA

### **Reports from DCARA**

**Executive Director:** Jim Brune

#### **State Budget:**

- The California Legislature passed the budget on Friday morning, October 8<sup>th</sup>.
- Governor Arnold Schwarzenegger signed the budget into law on Saturday, October 9<sup>th</sup>.
  - The Governor made line item vetoes in the amount of \$900 million.
- The 2010-2011 State of California budget does not include any cuts to the Deaf Access Program (DAP) funding from DSS or to Employment Development Department (EDD) funding, DCARA's two largest funders.

#### **Cash Flow:**

- We received the June 2010 reimbursement check from DSS in the amount of \$100,000 (approximate).
- At the September 14<sup>th</sup> 2010 board meeting, I had reported that I had taken the following actions to address our cash flow crisis:
  - I have ordered an across-the-board freeze on expenses (this excludes payroll).
  - We contacted all of our debtors to inquire about the possibility of deferred payment without penalty.
    - The debtors to whom we pay mortgage and rent:
      - Frank Murray, our mortgage lender: 100% payment deferment without penalty.
      - Chavez Management: 65% payment deferment without penalty
      - Bill Schnyder: 0% payment deferment.
      - Fremont Family Resource Center: 50% payment deferment.
    - All other debtors:

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- Most would not grant us this request. Two are allowing a deferred payment plan – the company who provides for our liability insurance and Comcast.
- I have postponed all action on replacing the bathroom floors until we have cash flow coming in again.
- I have put the hiring process for the Director of Client Support Services position on hold until the state budget has passed and I know if DCARA will face a budget cut (or not).
  - I will be assuming the programmatic supervision of the Client Support Services department and will be promoting one of the Client Support Specialists to assume many of the administrative tasks.
    - Two team members from the Client Support Services Department have assumed the administrative tasks with a temporary salary increase.
- Our DSS contract always includes a cash advance of \$284,000 given to us at the start of the fiscal year. However, because the state budget was not passed until last Saturday, we have yet to receive the cash advance. I learned today that there will be a 45-day turnaround period.

### Personnel:

- Job Developer/Interpreter positions (San Francisco and Campbell) continue to be vacant. Interviews have been conducted for both positions recently.
- Director of Client Support Services position will become vacant September 17<sup>th</sup>. This position has been advertised; however, this position will not be filled for the time being. Please see “State Budget” below for rationale.
- Leona is on maternity leave and Joanne has taken her place.
- Kate Tyhurst retires Dec 1 after 26 or 28 years.

### Old Business

#### Board Retreat:

An electronic copy of objectives and schedule was displayed on screen. A draft of objectives and schedule were presented and opened to review and revision. After several conversations, the Board wanted to make goals more about the Board.

All Board Members agreed on objectives and schedule. The interpreter will be Jennifer Mantle.

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**New Business**

**MO101210-1** Held (Lessard) moved to recommend the Board accept the June 30, 2010 financial report. MSPassed.

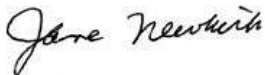
**MO101210-12** Held (Fercho) moved that the Board vote to adopt the fundraising committee's recommendations regarding the Board Commitment of \$500 which is in the fundraising committee's report." MSPassed.

**ANNOUNCEMENTS**

none

**Meeting Adjourned at 9:18 PM**

Respectfully submitted,



Jane Newkirk  
Secretary

\_\_\_\_\_Accepted as read

\_\_\_\_\_Accepted as corrected