

February 8, 2011
DCARA Board Meeting Minutes

Meeting Called to Order: 6:13 PM

Present: Chris Held, Cherese Holland, Jane Newkirk, Sharif Rashedi

Excused: Patty Lessard, Lindsey Feuer

Unexcused: none

Staff Present: Executive Director, Jim Brune; ED Assistant Leona Galindo

Visitors: Margie Cooper

Interpreters: Jennifer Mantle and Terry Tibble

MO020811-1 Lessard (Held) moved to approve the financials for November, 2010. MSPassed

MO020811-2 Rashedi (Held) moved to open an account at Fremont Bank to hold 5% of all fundraising profits as a cash reserve. The Board had questions about what the minimum amount would be for the account, how long will the special offer of matching donations continue, and is there a fee associated with it. Held (Newkirk) moved to table the motion. MSPassed

MO020811-3 Rashedi (Held) moved to accept the electronic vote to accept Lindsey Feuer as a new Board Member. MSPassed

MO020811-4 Newkirk (Held) moved that all officer and committee reports are due to the secretary and Executive Assistant at least three (3) days prior to a Board meeting. MSPassed

Corrections to the January 2011 Minutes:

Corrections are postponed to March 2011 meeting

Action Items

- Submit reports by Saturday, March 5th to both Secretary Newkirk and Executive Assitant Leona Galindo.

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Officers' Reports

President: Sharif Rashedi

Officer and Committee Reports need to be submitted sooner rather than later. Please bring or send your report to the meeting as an electronic file. Next year, for the annual Board Match event, Client Support Service staff should attend because there were good networking opportunities for that department.

Vice President: Patty Lessard (submitted prior to meeting)

In January VP Lessard attended the Board Match event with President Rashedi, ED Brune and EA Galindo.

Lessard has made contact with Pamela at ASL Wave about scheduling the Board retreat for March 20, March 27 or April 10th. She will report back to the Board as soon as I get a confirmation.

We had interviews for new Board members February 1st, which will be discussed during the meeting tonight. .

Lessard is in the process of selecting dates to film the Craneway with Dan Veltri to make a promotional video for the 50th Anniversary website.

Secretary: Jane Newkirk

None

Treasurer: Patty Lessard

Joe Fercho is stepping down as Treasurer; however VP Lessard will continue to be the chair of the Finance Committee.

We are in the process of recruiting new members, including from the community. Margie Cooper has graciously accepted to join the committee and attended the Finance Committee meeting last night. She will be a wonderful addition. Welcome Margie!

The Finance Committee met last night and is proposing a motion regarding the reports of DCARA's financial activity, for the month of November, 2010, for Board consideration and approval.

We have yet to successfully have a meeting with our investment broker.

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A gentle reminder: the Board needs to be mindful of their Board commitment. The representative selected by the Fundraising Committee will be tracking and privately reporting to each member the donations acquired or made in-kind by that member.

Standing Committees

Fundraising Chair: Report by Jane Newkirk

Chris Held has contacted Nancy Hammons about hosting an event in May.

Strategic Planning Committee (SPC): Chris Held

The Strategic Planning Committee met on February 1, 2011.

We focused on Taproot Grant Project Questions that we were planning to submit by March 1st. The questions on the application for this grant were:

- 1) Why do you need Strategic Prep grant (discuss why organization need this grant)?
- 2) How does Strategic Planning grant fit your Strategic priorities?
- 3) How do we measure the impact of this Strategic Planning grant?
- 4) If we do not receive the grant, how will we meet this need?

We completed questions # 1 and #2, and briefly discussed #3. We did not discuss question #4 as we ran out of time.

There will be Deaf Town Hall hosted by Friends of Deaf Community Center (FODCC) on April 16th.

Future Strategic Planning meetings will be on the first Tuesdays of each month from 3:00 to 5:00 p.m.

Board Development and Recruitment Chair: VP Patty Lessard

Lindsey Feuer has been accepted as a new Board member via an electronic vote. However, she was not able to attend tonight's board meeting. Her first meeting will be in March.

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Reports from DCARA

Executive Director: Jim Brune

Opening Remarks: A warm welcome to Cherese Holland to the DCARA family! I look forward to working with you!

Community News: Roland James passed away this morning. He is a long-time community leader who was very much involved in East Bay Club for the Deaf's significant donation to DCARA for the purchase of DCC in 1991.

Personnel

- Director of Client Support Services:
 - This position continues to be vacant. The most recent application deadline yielded no qualified applicants.
 - Because it has been very difficult to find qualified applicants, we need to become more aggressive about recruiting potential candidates. To this end, I will be attending the ADARA (American Deafness and Rehabilitation Association) convention in April in San Diego and plan to bring another staff person with me as well.
- Job Developer/Interpreters (San Francisco and Campbell):
 - One application was received; a review/screening will take place upon the arrival of the new Director of Employment Services, Mike Baer, starting February 14th.

Grant Writing

- City of Pleasanton
 - We submitted an application on January 24th for \$25,000 in funding from the City of Pleasanton to establish the Tri Valley Deaf Services Program.
- City of Livermore
 - We submitted an application on January 27th for \$10,000 in funding from the City of Livermore to establish the Tri Valley Deaf Services Program.

CHANGES

- This subcontract with Self-Help for the Elderly "officially" begins February 1st but I am still waiting to receive the subcontract. The subcontract will bring DCARA \$18,900 between February 1st and November 1st (spread over two Fiscal Years).
 - This subcontract will focus on education to the community about how they can resolve billing issues with PG&E.

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Important Dates:

- March 13th: Deaf Community Night Brunch
 - Bancroft Hotel
 - 11am to 3pm
 - Classic style brunch
 - \$25 per person
 - Return to our roots: this will be a community event FOR the community to honor community members and not a fundraiser.
- April 16th: FODCC Town Hall Meeting
- 5K Run (Fundraising Event with other organizations)
- May 21st: BADAR!
- June 4th: Tilden 5K Run (4 partner organizations involved in this: DCARA, Deaf Bilingual Coalition (DBC), Deafhood Foundation, and San Francisco Club for the Deaf).

Meetings Attended:

- Meeting with Brenda Lyons who is a former Board member and who is affiliated with CUPED (Cultivating Unity, Pride, and Empowerment of the Deaf), a non-incorporated group that focuses on empowering the Black Deaf community. Discussions took place to explore ways to partner with each other to empower the Black Deaf community.

Old Business

Secretary Jane Newkirk noted that there is some unfinished research about job duty descriptions for the office of "Past President". Chris Held will do the research and report to the Board.

Nominations for Board Treasurer are postponed to the March meeting when all members will be present.

New Business

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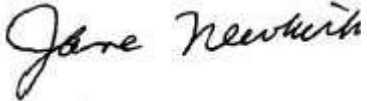
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ANNOUNCEMENTS

President Rashedi reminded the Board to be on time for the March meeting. We will have a one hour orientation.

Meeting Adjourned at 8:12 PM

Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected