

April 11, 2011
DCARA Board Meeting Minutes

Meeting Called to Order: 6:12 PM

Present: Lindsey Feuer, Chris Held, Cherese Holland, Patty Lessard, Katie Murch, Jane Newkirk, Sharif Rashedi

Excused: none

Unexcused: none

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

Visitors: none

Interpreters: none

<p>MO041111-1 Lessard (Holland) moved that we accept as written the financial reports for January, 2011</p>
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Corrections to the January 2011 Minutes:

The January 2011 Minutes were approved as read.

Corrections to the March 2011 Minutes:

The March 2011 Minutes were approved as read.

Action Items

Board Orientation

Chriz Dally, Director of Community Relations, presented to the Board about her duties at DCARA.

Officers' Reports

President: Sharif Rashedi

No report

Vice President: position is vacant

Secretary: Jane Newkirk

None

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Treasurer: Patty Lessard

The Investment Committee met with our investment advisor on March 24th. We discussed the allocation of funds in the various accounts. Details of amounts will be explained at the April 12 Board meeting.

A copy of the Investment Policy needs to be sent to new Board members. Treasurer Lessard will get a list of those names at the meeting on the 12th as well.

The Finance Committee met with ED Brune and Director of Business and Administrative Services, Souza on April 5th.

A copy of the Financial Reports was sent to each member of the Board soon after the committee meeting.

The FC would like the Board to pay attention to the Statement of Activities every month, specifically the section that has Fundraising Income, more specifically the Events and Board Commitment numbers.

The Board should check and see what the budgeted amount is and compare it to the amount actually generated to see where we are each month with the understanding that they are looking at a number from two months ago. There are more current numbers that can be discussed at the Board meetings if desired.

The Fundraising Committee is supposed to appoint someone to help each member know where they stand in terms of meeting their commitment.

Falling short or failing in a Fund raising event has a two-fold impact on the budget. When we do not earn what was projected in the budget, it has an impact on the monies available for the general fund and also means we have less to contribute to the "set-aside" account. This is more serious of an impact when one thinks about it that way.

In the meeting minutes the FRC reported being ahead in some areas and behind in others. Those amounts are displayed on the reports. Please take a close look at them.

It will soon be time to review the first draft of the agency budget. Fundraising goals have a very important relationship with the budget. It will be a time to think long and hard about what we can accomplish and generate in the 2011-2012 FY.

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Standing Committees

Fundraising Chair: Jane Newkirk

The committee did not meet. However, the committee will present to the Board on meeting the Board financial commitments at the May meeting.

Strategic Planning Committee (SPC): Chris Held

The Taproot Grant was denied. The organization will be contacted to see how our application can be made more attractive to receive the grant.

Board Development and Recruitment Chair: Patty Lessard

No action this month.

Reports from DCARA

Executive Director: Jim Brune

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.
- Executive Assistant: Conducted interviews for EA position.

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.

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- 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.

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.
- NAD Spring Gala meetings
- Transition meetings with Chriz Dally, Director of Community Relations, to ensure all Community Relations department tasks are completed before she leaves for maternity leave.
- Attended Ed Roberts Campus grand opening in Berkeley.

Old Business

none

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New Business

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ANNOUNCEMENTS

Meeting Adjourned at 9:14 PM

Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected