

**August 11, 2011**  
**DCARA Board Meeting Minutes**

**Meeting Called to Order:** 6:23 PM

**Present:** Chris Held, Patty Lessard, Katie Murch, Jane Newkirk, Sharif Rashedi, Lonnie Tanenberg

**Excused:** none

**Unexcused:** none

**Staff Present:** Executive Director, Jim Brune; Executive Assistant, Rebecca Chow

**Visitors:** none

**Interpreters:** none

**MO081111-1** Rashedi (Lessard) moved to suspend Board dinners at the monthly meetings for the next 4 meetings in order to finance the staff picnic on September 23, 2011. Tanenberg (Held) moved to amend by striking “suspend” and inserting “limit the dollar amount for”. Amendment lost. Main motion passed.

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**MO081111-3** Lessard (Held) The Finance Committee recommends that the Board approve the Financial Reports for May 2011. MSPassed.

**MO081111-4** Newkirk (Lessard) moved to give the secretary permission to purchase a guide for writing Board motions for the minutes, and not spend more than \$30. MSPassed.

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**MO081111-6** Murch (Held) moved to limit the Board Member meal expenses to \$10 per Board Member. MSPassed.

**MO081111-7** Murch (Held) moved to relocate the monthly Board meetings. Lessard moved to amend by striking “relocate” and inserting “investigate the

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possibility of relocating”. Amendment passed. MSPassed. Criteria for a new location includes WiFi ability, close to BART, adequate parking, open past 9 pm, safe, free, permits food to be brought in, “deaf friendly”, and can seat 20 people.

**MO081111-8** Murch (Lessard) moved to set up a committee of Katie Murch and Rebecca Chow to coordinate the Staff Appreciation Picnic which is Friday September 23 from 2 to 6 pm. MSPassed

**July 2011 Minutes:** The minutes will be approved at the September meeting.

### **Officers' Reports**

**President:** Sharif Rashedi

President Rashedi announced that Lindsey Feuer has resigned from the Board due to a new job out of state. He also introduced our new Board Member, Lonnie Tanenberg. He led a discussion on recruiting new Board Members.

The Board-Staff social will happen on Friday, September 23, 2011

**Vice President:** Katie Murch – no report

**Secretary:** Jane Newkirk

Please send me corrections to the minutes and an electronic copy of your report. Please write your motions down on the motion slip to make sure the motions are recorded correctly.

**Treasurer:** Patty Lessard

### **Standing Committees**

**Fundraising Chair:** Jane Newkirk

Newkirk gave each Board Member their page to document their “commitment” donations. This will be done each month. She asks that the page be returned to her.

The Fundraising Committee met, and decided there would be no consequences for those not meeting their Board Commitment. A breakdown of the \$500 commitment over 12 months averages about \$42 per month. In-kind donations were discussed and it was agreed that all donations must be either cash or has a tangible value to DCARA. A copy of receipts must be submitted within 30 days of the end of the event for credit to be given.

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Fundraising ideas include a kickball tournament, pool party, bake fest, girl's party in February, and a booth at CSD Homecoming. Other ideas were food/drink booths at street fairs.

**Strategic Planning Committee (SPC):** President Rashedi

This committee is being phased out due to duplication of other committees.

**Board Development and Recruitment Chair:** President Rashedi

President Rashedi led a discussion on what needs to be done to recruit new members. We need to be mindful of the skills desired on the Board when we recruit.

**Finance committee** – Treasurer Lessard

The Finance Committee (FC) met and discussed the plans for the 2011 Direct Mail campaign. Each Board member should be prepared to bring at least 10 names to the September Board meeting.

ED Brune will be giving each Board member the information that people need in order to have money donated to DCARA through "Work Place Giving" or other similar payroll deductions available at work sites.

We are still digging into the details of the Hal Ramger Award that was discussed last month.

We are also working on a new and improved version of the application form for using the DCC.

The FC has made getting the DCC and Parrot Street house appraised its goal for 2011.

The Finance Report has a new format to make it easier to read and understand.

Our next audit will happen Nov 3rd and 4th, 2011.

The attendees at the Town Hall Meeting in April had many questions about selling the Deaf House and the "New DCC Fund" as it was formerly called. As a result, Lessard's goal this year is to vlog about DCARA finances and provide the community with the most current information.

Margie Cooper will teach train the Board how to read the monthly financial

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documents. The Board needs to submit questions to Lessard by next week so she can forward them to Ms. Cooper and arrange for her to come either to a Board meeting or a separate training session at another time.

### **Reports from DCARA**

**Executive Director:** Jim Brune

#### **Personnel:**

- Job Developer/Interpreter (San Francisco): This position continues to be vacant.
- Director of Community Relations: this position is being advertised internally. The deadline is Wednesday, August 10<sup>th</sup> at noon.
- Family Advocate: .5 FTE position. Currently posted externally. Will conduct interviews soon.

#### **Employment Development Department:**

- Executive Director Brune and Director of Employment Services Baer will be meeting with our contract analyst on August 30<sup>th</sup> to discuss a number of issues.
  - One issue we will be bringing up is how to use salary savings to increase the employability of Deaf people.

#### **Client Support Services Department:**

- San Jose Picnic hosted on July 31<sup>st</sup>
  - It was a very successful event with 119 people in attendance.
- New Database:
  - We have rolled out a new client database

#### **Community Relations Department:**

- Sponsorships
  - California Association of the Deaf Conference
  - Deaf Youth Town Hall meeting with NAD CEO Howard Rosenblum
    - DCARA is sponsoring this event and providing free space and some supplies.

#### **Meetings attended:**

- Hearing Loss Association of America:
  - Meeting with Jim Montgomery – California Chapter President
  - HLA-CA Conference in February 2012
  - Pushing for full access
- Family Connections Program Parent Retreat
  - Parents see the value of classes – want to see them continue

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- Meeting at Google
- DYUSA West Coast Camp
  - Presented about DCARA services

### **Important Dates:**

- August 10<sup>th</sup>: Deaf Youth Town Hall meeting with NAD CEO Howard Rosenblum
- August 11<sup>th</sup> – 13<sup>th</sup>: CAD Conference
  - DCARA will have a visible presence in the following ways:
    - A booth at the ASL Celebration as well as during the conference
    - Sponsoring the ASL Celebration
      - We are providing staffing support to coordinate the program and invite elected officials to come to the event.
        - City of Fremont Vice Mayor Sue Chan has confirmed her attendance.
- August 27<sup>th</sup>: Club Saturday
- October 1<sup>st</sup>: Oktoberfest
- October 16<sup>th</sup> or 23<sup>rd</sup>: Shelley Lawrence House Party

### **Miscellaneous:**

- National Deaf Blind Equipment Distribution Program
  - We will not be pursuing the proposal submitted to us by Bapin.
- Director of Employment Service Mike Baer will be present at the next Board meeting on September 13<sup>th</sup> to present about the Employment Services department.
- ED Brune will be on vacation out of state Monday, August 15<sup>th</sup> through Wednesday August 17<sup>th</sup> and returning in time for the 50<sup>th</sup> Gala committee meeting at 5pm on Thursday August 18<sup>th</sup> as well as the agency-wide staff meeting on Friday, August 19<sup>th</sup>. In his absence, Mike Baer, Director of Employment Services will be the agency representative.

### **Old Business**

None

### **New Business**

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### **ANNOUNCEMENTS**

Keep advertising the 50<sup>th</sup> Anniversary Gala!

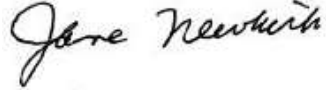
President Rashedi will send Board Members the skill assessment list. Please respond back to him.

Another date to continue “Fit at 50” discussions will be set after September 23.

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**Meeting Adjourned at 10:16 PM**

Respectfully submitted,



Jane Newkirk  
Secretary

Accepted as read

Accepted as corrected