

September 13, 2011
DCARA Board Meeting Minutes

Meeting Called to Order: 6:08 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, Director of Employment Services Mike Baer

Visitors: none

Interpreters: none

July 2011 Minutes: The minutes will be approved by electronic vote.

August 2011 Minutes: The minutes were approved as corrected.

Officers' Reports

President: Sharif Rashedi

Oktoberfest is coming up.

Please return the skill assessment survey as soon as possible to help plan what skills the Board still needs and to aid in recruitment of new Board members.

Jane Newkirk will join Patty Lessard on the Finance Committee. She will no longer be a member of the Fundraising Committee.

Vice President: Katie Murch –

A flier for the Board-Staff picnic will be sent out shortly, as well as an email listing items and jobs for Board members to volunteer for.

Secretary: Jane Newkirk – no report

Treasurer: Patty Lessard – reported in Finance Committee below

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Standing Committees

Fundraising Chair: Jane Newkirk

The Fundraising Committee did not meet because several members were ill.

Chris Held hosted a surprise 50th Birthday party for his friend Domingo as a fundraiser for DCARA and raised \$400. He will provide a write-up for DeafLink with pictures.

Board Development and Recruitment Chair: President Rashedi
There are two potential Board members that will apply in November.

Finance committee – Treasurer Lessard

The committee did not meet during the month of September because the DCARA staff was busy preparing for the annual audit.

Margie Cooper is available to train us on reading finance reports. Each Board member needs to inform Patty Lessard of days of the week during October that they are available (or unavailable) to meet. An interpreter will be hired, and the DCARA staff will also be invited.

Reports from DCARA

Executive Director: Jim Brune

Personnel:

- Job Developer/Interpreter (Campbell): This position continues to be vacant.
- Director of Community Relations: Interviews are currently being conducted and are expected to be completed this week.
- Family Advocate: .5 FTE position. Interviews are currently being conducted and expected to be completed this week.

Employment Development Department:

- Executive Director Brune and Director of Employment Services Baer met with our contract analyst on August 30th to discuss a number of issues:
 - Issues and trends that we are seeing in our 4 offices
 - Using salary savings to increase the employability of Deaf people
 - The importance of our Deaf Employment Training Center and our desire to use some EDD funds for this purpose

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Client Support Services Department:

- We are currently providing computer classes in San Jose and San Leandro.
- Hard of Hearing/Late Deafened Program
 - We have just begun providing lipreading skills classes.
- Family Connections Program
 - We are currently working on a partnership with CSD on developing the Deaf Role Model program. Staff will be developing a MOU this Friday and hope to meet with CSD in the next couple of weeks.

Community Relations Department:

- We are working on revamping our webpage for the 50th Gala.
- We have just published the September issue of the Deaf Link
- We will begin working on the next DeafLink issue.

Meetings attended:

- DSS site visit was last week and it went well for the most part.
 - Went to all offices to do equipment and furniture inventory.
 - Met with staff to discuss service trends and compliance issues.

Important Dates:

- September 16th: Deafhood Forum
- September 23rd: Board and Staff Social
- September 24th: Club Saturday
- October 1st: Oktoberfest
- October 8th: DCARA booth at DeafNation Expo
- October 16th: Shelley Lawrence House Party
- November 19th: Thanksgiving Feast

Friends of DCC (FODCC):

- An internal meeting was held on Monday September 12th to discuss the current status and future of FODCC in light of the changing composition of the membership.
- It was agreed that a change in structure would be beneficial.
- FODCC efforts would be categorized into 3 groups:
 - Security: efforts would be focused on assembling a cadre of volunteers to focus on overseeing the safety of the building during private parties and non-DCARA-hosted events.
 - Yard work: efforts would be focused on keeping the exterior of DCC tidy and neat and inviting

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- Maintenance/Repairs: efforts would be focused on fixing the sprinkler system, repairing holes in the walls, repairing the lighting, etc.

Old Business

Jane Newkirk reported on the cost for polo shirts embroidered with the DCARA logo. During the discussion, it was decided to switch to T shirts screened with the DCARA logo instead so that it is affordable to provide T shirts for the DCARA staff also. Katie Murch will work on the design and pricing. Hopefully the shirts will be ready by Oct. 8th at the Deaf Expo in Pleasanton

Jane Newkirk showed a library copy of the book on parliamentary procedures that was helpful to her in her job as secretary. Patty Lessard will check to see if she has it at home.

Relocating monthly Board meetings for the benefit of freeing up DCC for Parent Classes was discussed again. It was decided that we will not move before January, 2012. Katie Murch and Rebecca Chow agreed to research potential locations between Oakland, San Leandro, and Hayward.

New Business

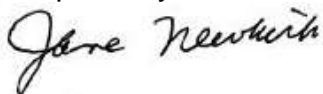
MO091311-1 Newkirk (Held) moved to make annual Board Commitments optional. Motion lost.

Secretary Newkirk will send action items to Board members as soon as possible to assist the members in meeting their commitments.

ANNOUNCEMENTS

Meeting Adjourned at 9:41 PM

Respectfully submitted,



Jane Newkirk
Secretary

____Accepted as read

___X___Accepted as corrected