

October 25, 2011
DCARA Board Meeting Minutes

Meeting Called to Order: 6:15 PM

Present: Chris Held, Jane Newkirk, Sharif Rashedi, Lonnie Tanenberg

Excused: Patty Lessard, Katie Murch

Unexcused: none

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

Visitors: none

Interpreters: none

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

MO102511-1 Rashedi (Held) move to approve the Revised Budget for November, 2011. MSPassed

MO102511-2 Newkirk (Held) move to accept the electronic vote for July, 2011 minutes. MSPassed.

MO102511-3 Tanenberg (Held) move to revise the ByLaws (Article 6, Section 1, b) to show that the offices of President, Vice-President, Secretary, and Treasurer be changed from a one year term to a two year term. Newkirk (Held) move to amend the motion by adding the President and Treasurer terms shall end on December of even number years, and Vice-President and Secretary terms shall end on December on odd number years. The amendment passed. The main motion passed.

Officers' Reports

President: Sharif Rashedi

Oktoberfest: This year's event was both good and bad. It turned a small profit compared to last year, and had only three people on the committee. Despite that, it was very enjoyable. The goal for next year is to include the new Director of Community Relations and more people on the committee.

Recruitment: This is a critical need now. According to the skill analysis we filled out, the skills we need the most as of now are legal knowledge, financial knowledge, grant writing for fundings, and fundraising. Due to the fact that the

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board is small, we need to recruit across the board for all skills. Our strengths at this time include public relations, client services, and education.

First we need the names of potential applicants. As the Board expands to the proper size, then the Board Members will be able to focus on just one area instead of several.

Second, we need to come up with incentives for people to join the Board. Some Boards pay a stipend, others provide discounts. We want to keep the Board commitment but need to promote it in a way that doesn't scare off potential members.

Vice President: Katie Murch – no report

Secretary: Jane Newkirk – no report

Treasurer: Patty Lessard –

The Finance Committee met on September 29th. We will meet again Oct 27.

On October 7th, Treasurer Lessard went to HQ to make a vlog regarding DCARA's finances and financial health. It was not on the website yet as of early this week. Keep an eye peeled!

During the preparation for the vlog, ED Brune, Director of Business and Accounting Souza and Lessard discussed investment allocations. We determined the break down should be the following:

\$104K to Bonds -- protected

\$82K to Money Market

\$25K stays locked where it is.

*The figures were approximates until Lessard could get the exact numbers from Mr. Lacey.

Status: The holdings in the DCARA investment accounts are holding up very well despite the current stock market situation. Investors are moving funds into bonds, which is what we have, so this helps push the prices up for the holdings in the DCARA account. Rest assured, the accounts have no exposure to stocks.

Standing Committees

Fundraising Committee: no report

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Board Development and Recruitment Chair: President Rashedi

See President's Report

Finance committee – Treasurer Lessard

The following is the recommended script to follow when recruiting new Board Members:

Members of the Board of DCARA have always honored a financial commitment to DCARA.

At the present time, each member of the Board has committed to generate \$500 worth of pledges of support.

Collection of these funds can happen in many ways. The most direct way of course is money directly from the Board member in the form of cash.

The Board member can also solicit donations from others to equal the pledge amount.

However, the commitment can also be met in making donations of approved goods that DCARA needs; and hosting private fundraisers.

If you are not sure what counts towards your commitment, please talk with a member of the Finance Committee.

We look forward to working with you!

Reports from DCARA

Executive Director: Jim Brune

Personnel:

- Director of Community Relations: Linda Drattell has been hired for this position and will begin her new duties on October 31
- Family Advocate: Jolene Mahoney-Beaver has been hired for this position and began her new duties on October 10th.
- Hard of Hearing/Late Deafened Specialist: The deadline for applications has just passed and interviews will soon begin.
- Job Developer/Interpreter (Campbell): This position continues to be vacant.

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50th Anniversary Gala:

- Contracts have been signed with the MC and main entertainment.
 - Announcement to be made within the next week or two.
- The sponsorship menu has been finalized.
 - Linda is to bring the menu this week to ALDACon and speak with exhibitors and sponsors there.
 - Contacts have been made with Hamilton and AT&T already.
 - We have a list of over 60 companies and corporations to contact and have prioritized the top 10-15 we will contact in the next couple of weeks with the intention of going through the list to solicit potential sponsors.

Grant Writing:

- Contra Costa County RFP meeting
 - City of Concord Community Services Commission
 - City of Concord RFP
 - Due December 5th
- City of Dublin RFP meeting
 - Due December 16th
- Silicon Valley Council of NonProfits meeting

Employment Services:

- DCARA does not have a fully executed contract with EDD yet despite repeated requests for one to be sent to us. This is highly unusual and we have not received a clear explanation of why. The same is true for the other sister agencies who have contracts with EDD.
- EDD accepted 2 of our 3 requests for budget modifications:
 - Accepted:
 - Funding designated - within our EDD contract - to add an Employment Services section to our new database
 - Funding designated – within our EDD contract – to purchase 4 laptops and 4 scanners.
 - Goal: improve the quality of the services we provide by allowing access to vlogs, getting around state firewalls to allow access to clients' emails for the purpose of translation of English to ASL.
 - Scanners to facilitate communication (including important documents) between clients and ES staff as well as clients and current/potential employers
 - Rejected:
 - The use of some EDD funding for some start-up costs related to the Deaf Employment Training Center.

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- Rationale given was: it was a duplication of services currently provided.
- Staff have questioned the rationale saying that the justification for the establishment of DETC and how its different from current services was given during the August meeting with EDD staff.
 - No response yet.

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.
 - The program will be in transition as Linda moves to the Director of Community Relations position and we recruit and screen for a new HOH/LD Specialist.
- Family Connections Program
 - Deaf Role Model Program: The MOU has been finalized with CSD, training was provided to DRMs on October 1st and home visits have begun.
 - Club Saturday was last Saturday, October 22nd and 12 families were present.
- BART Accessibility

California Coalition of Agencies Serving the Deaf and Hard of Hearing

- ED Brune attended the Coalition meeting of all agencies serving the deaf and hard of hearing at the Deaf and Hard of Hearing Service Centre in Fresno.
- Among the issues we discussed:
 - Our collective concern about the predicted difficulty in being fully reimbursed for all services provided in our respective contracts because of the new, more strict budget modification policy which makes it more difficult to make modifications to our budget.
 - Our collective curiosity about the future direction of the Office of Deaf Access.
 - Coalition members discussed ways we'd like to see ODA partner with us to engage in systemic advocacy at the State level.

Important Dates:

- October 28th: Deafhood Forum at DCC
- November 19th: Thanksgiving Feast
- December 3rd: Deaf Community Night

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Agency Request for a Motion:

- Agency staff would like the Board of Directors to consider a motion to revise current officers' term structure so that the 4 officers serve a two-year term instead of one.
 - Rationale: This would provide the E.D. with more consistent support.
 - History: DCARA has gone through 6 *different* Board Presidents in the last 6 years. This means that every year in January, the ED has to utilize time and energy to forge a new relationship with a new Board President and educate the President on pertinent issues related to DCARA governance.

Old Business

T-shirts: Christine Kanta fine tuned the design and submitted it for an estimate . The estimate was more than anticipated. Board member Lonnie Tanenberg will ask a contact person for a comparable quote. Board member Jane Newkirk will send Tanenberg an attachment of the design.

Recruitment: President Rashedi stated that all skill areas should have at least 2 people. A timeline needs to be set up in order to recruit new Board members by January. Each one of us is responsible to come up with 2-5 names and invite them to apply. At this time, personal invitations and discussions have been more successful than people going to the website. Incentives for Board members need to be created. For example, perhaps Board members can rent DCC for discounted price such as 50% off for Board sponsored events (staff also), 50% off all DCC events/25% off all others? Tanenberg suggested contacted Apple to donate an iPad to each Board member when they sign up and serve a full 3 year term.

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. We all need to research potential locations between Oakland, San Leandro, and Hayward and will vote in November.

New Business

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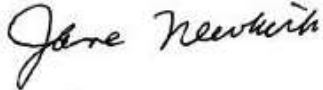
ANNOUNCEMENTS

DCARA will have a booth November 11th at Open House at the California School for the Deaf.

Meeting Adjourned at 8:45 PM

The Board went into executive session.

Respectfully submitted,



Jane Newkirk
Secretary

____Accepted as read

__X__Accepted as corrected