

December 13, 2011 DCARA Board Meeting Minutes

Meeting Called to Order: 6:22 PM

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

Excused: Katie Murch

Unexcused: none

Staff Present: Executive Director, Jim Brune; Executive Assistant, Rebecca Chow; Director of Business and Accounting Patty Souza; Employment Specialist – Campbell Mark Vanni

Visitors: Margie Cooper, Hilary Crosby and Justin Azama from Crosby and Kanada

Interpreters: Aaron Brace and Robin Mills

MO121311-1 Lessard (Tanenberg) moved that the Board approve the 2011 agency audit performed by Crosby and Kaneda at the recommendation of the Audit Committee. MSPassed

MO121311-2 Lessard (Held) moved that the Board approve the September 2011 Financial Reports at the recommendation of the Finance Committee. MSPassed.

MO121311-3 Lessard (Tanenberg) moved that the Board remove \$2309 from the permanently restricted category and designate it for the same purpose (Hal Ramger Award) and place it in the unrestricted category at the recommendation of the Finance Committee. Friendly amendment: Strike “unrestricted” and insert “temporary restricted”. MSPassed.

MO121311-4 Lessard (Held) moved that for the purpose of signing checks, Michael Baer and Reese Holland be added and Chriz Dally removed from the list of authorized signers. MSPassed.

The meeting opened with a report from the auditors from Crosby and Kaneda, Justin Azama and Hilary Crosby

Margie Cooper continued her workshop on reading DCARA financial reports.

November 2011 Minutes: The minutes will be approved in January, 2012

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Officers' Reports

President: Sharif Rashedi

This is a reminder that the chain of command when the President is absent is as follows: vice president, and then past president.

Vice President: Katie Murch – absent

Secretary: **Jane Newkirk** – no report

Treasurer: Patty Lessard –

The Finance Committee met on December 1st to review the September Reports of DCARA's Financial Activity and to review the FY 10-11 audit. There will be a motion to accept the Financial Reports at the end of this report.

In addition, we discussed what would be included in the second part of Margie Cooper's presentation to the Board.

DCARA received a very good "mark" from the auditors this year. They did not find any significant deficiencies in the internal control system.

There was one concern (design deficiency) regarding the lack of segregation of duties for the DCC.

When there is a small staff, it is possible that the same person might have to do two tasks that would ideally be done by two individuals. Having two staff do the tasks creates a sense of "checks and balances" which assures that there are controls in place.

This has been brought to the attention of the Audit Committee and DCARA's ED Brune. He has proposed measures which will address the issue and will take care of it right away.

Standing Committees

Fundraising Chair: Katie Murch (absent)

Chris Held reported that he visited a sister agency in Fresno and was able to chat with some of their staff about fundraising. He suggests the idea of a Bay Area Deaf Expo similar to that hosted in Fresno. It will be a great idea for the next fiscal year as the Gala is our major fundraiser this year.

Board Development and Recruitment Chair: President Rashedi

One candidate was interviewed. Two more candidates will be interviewed in January.

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Finance committee – Treasurer Lessard

Jane Newkirk reminds the Board members to bring in their receipts for their “in-kind” donations as the tax laws require documentation.

Reports from DCARA

Executive Director: Jim Brune

Agency Request for Motion:

- Staff would like to request board authorization to remove Chriz Dally as an authorized signatory for checks and add Cherese Holland and Michael Baer as additional authorized signatories.

Agency Request:

- Staff would like to request board members to consider candidates for the:
 - **Hal Ramger Distinguished Service Award**
 - **Board President Award**for presentation at the 50th Anniversary Gala

Personnel:

- Hard of Hearing/Late Deafened Specialist: Marissa Musso has been hired for this position and started on December 12th. A warm welcome to DCARA, Marissa.
- Job Developer/Interpreter (Campbell): This position continues to be vacant.

Fundraising:

- **50th Anniversary Gala:**
 - Ticket sales: Sales continue to grow. The goal is to reach 180 tickets by December 31st. A friendly reminder that ticket prices increase on January 1st.
 - Sponsorships: We have secured a \$10,000 sponsorship from Sorenson and a \$750 sponsorship from Hamilton. Responses from AT&T, Sprint, and Purple are pending. We hope to get responses after the holidays.
 - Main Entertainment: Sammy Ruiz, Jr., the Deaf magician has been announced as the main entertainment for the Gala.

Program Development

- City of Concord
 - A proposal was submitted on December 5th to the City of Concord for funding a part-time position to create Club Saturday events in Concord as part of the Family Connections program.

Important Dates:

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- January 21: Deaf Community Night
- March 24th: 50th Anniversary Gala!

Miscellaneous:

- DCARA will remain open through the holidays.
 - The agency will be closed on the following dates:
 - Friday December 23rd at noon (half day)
 - Monday December 26th (in observance of Christmas Day)
 - Monday January 2nd (in observance of New Year's Day)
 - Half of the agency's staff will be off Christmas week and the other half will be off New Year's week.
- Executive Director Brune will be on vacation Thursday December 22nd through Monday January 2nd and returning to the office Tuesday January 3rd.
 - Director of Employment Services Michael Baer will act as the designated agency representative during ED Brune's vacation.

Old Business

None

New Business

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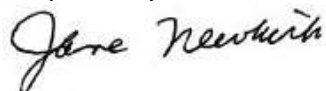
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Patty Lessard invites us to see the elephant seals at Ano Nuevo on days that she leads the tours.

Meeting Adjourned at 9:25 PM

The Board then went into executive session.

Respectfully submitted,



Jane Newkirk
Secretary

Accepted as read

Accepted as corrected