

November 13, 2012

DCARA Board Meeting Minutes

Meeting Called to Order: 6:12 PM

Present: Patty Lessard , Steve Longo, Jane Newkirk, Sharif Rashedi, Lonnie Tanenberg

Excused: Chris Held

Staff Present: Executive Director, Jim Brune; Executive Assistant, Rebecca Chow; Director of Accounting and Administrative Services, Patty Souza

Visitors: none

Interpreters: none

MO111312-1 Tanenberg (Longo) moved that for the purpose of signing bank checks, Marta Ordaz be removed from the signature card. The following names are to be added to the signature card: Jim Brune, Linda Drattell, Reese Holland, Deborah O'Willow, and Patty O'Sullivan. MSPassed.

MO111212-2 Tanenberg (Longo) moved that the Board remove \$2309 from the permanently restricted category it is currently in and transfer it into a Board designated account for the Hal Ramger award. MSPassed.

MO111212-3 Longo (Tanenberg) moved to accept the Finance Committee's recommendation that the Board approves the August and September finance reports. MSPassed.

MO111212-4 Newkirk (Longo) moved to accept the Finance Committee's recommendations as the process for adding funds to the Money Market account:

1. Cash in excess from the TIP (Inflation Protection Bond) account transferred into the Money Market account.
2. Dividends from the stocks (ROI from DCA) transferred into the Money Market account.
3. Once this account reaches \$100K, the excess can be transferred to the TIP account.

MSPassed

MO111212-5 Newkirk (Longo) moved to accept the Finance Committee's recommendation that we direct our investment account manager to maintain a range of no less than 50% and no greater than 70% in bonds, with a goal of 60%; and to maintain no less than 30% and no greater than 50% in stocks with a goal of 40%. MSPassed.

MO111212-6 Lessard (Tanenberg) moved to accept the August, September, and October, 2012 minutes as corrected. MSPassed.

November 13, 2012

DCARA Board Meeting Minutes

DCARA Staff Highlight

Patty Souza, the Director of Accounting and Administrative Services, presented about her responsibilities. She explained that the first draft Agency budget for is always bare bones because the agency must assume there may be no money from other sources. This year, each department has their own budget with input from that department's director.

Officers' Reports

President: Sharif Rashedi

Rashedi reminded the Board that the terms of service for Patty Lessard and Jane Newkirk both end in December, 2012.

Vice President: Lonnie Tanenberg

Tanenberg reviewed with the Board of the Vice President's duties to supervise committee chairs and their progress. Tanenberg also wants to increase Board visibility at DCARA sponsored and Deaf Community events. This includes the Thanksgiving Dinners on November 17 and 18.

Secretary: Jane Newkirk – no report

Treasurer: Treasurer Patty Lessard – see Financial Report

Standing Committees

Development Team (formerly known as Fundraising Committee): Sharif Rashedi

The Committee continues to meet monthly to work on upcoming events.

Board Development and Recruitment Chair: President Rashedi

The application to join the Board which is on the current website needs to be updated. It was decided that "Community Seat" members will have voting power and that the financial Board Commitment of \$500 per annum be waived. Rashedi intends to send invitation letters to "Community Seat" members before Thanksgiving.

Finance committee – Treasurer Lessard –

The auditors from Crosby and Kaneda will present at the December Board meeting on December 11, 2012. They have stated that Patty Souza is doing a great job! Board members need to email finance questions for the auditors to Patty Lessard before Dec 11, 2012

By-Laws committee – Steve Longo

No report

November 13, 2012

DCARA Board Meeting Minutes

Reports from DCARA Executive Director: Jim Brune

Donations from the memorial service for Jack "Jax" Levisque are designated for the DCARA "emergency fund" at the family's request. The Board members will survey community members and ED Brune will survey the DCARA staff in regards to an appropriate memorial in Jax's honor.

The audit is successful, as Crosby and Kaneda will not be presenting a "manager" letter.

The Zumba Craze fundraiser organized by Bobbe Skiles was very successful with a total profit of \$1400

ED Brune thanked Jane Newkirk for the new light covers in time for Oktoberfest. Perhaps the light covers will be replaced with light diffusers in the future.

Earnings from the Department of Rehabilitation pilot project at Campbell office will go to the DETC (Deaf Education Training Center) program.

Old Business

Everyone needs to submit 10 names and addresses for the Direct Mail campaign.

New Business

MO111312-1 Tanenberg (Longo) moved that for the purpose of signing bank checks, Marta Ordaz be removed from the signature card. The following names are to be added to the signature card: Jim Brune, Linda Drattell, Reese Holland, Deborah O'Willow, and Patty O'Sullivan. MSPassed.

MO111212-2 Tanenberg (Longo) moved that the Board remove \$2309 from the permanently restricted category it is currently in and transfer it into a Board designated account for the Hal Ramger award. MSPassed.

MO111212-3 Longo (Tanenberg) moved to accept the Finance Committee's recommendation that the Board approves the August and September finance reports. MSPassed.

MO111212-4 Newkirk (Longo) moved to accept the Finance Committee's recommendations as the process for adding funds to the Money Market account:

1. Cash in excess from the TIP (Inflation Protection Bond) account transferred into the Money Market account.
2. Dividends from the stocks (ROI from DCA) transferred into the Money Market account.
3. Once this account reaches \$100K, the excess can be transferred to the TIP account.

MSPassed

MO111212-5 Newkirk (Longo) moved to accept the Finance Committee's recommendation that we direct our investment account manager to maintain a range of no less than 50% and no

November 13, 2012 DCARA Board Meeting Minutes

greater than 70% in bonds, with a goal of 60%; and to maintain no less than 30% and no greater than 50% in stocks with a goal of 40%. MSPassed.

MO111212-6 Lessard (Tanenberg) moved to accept the August, September, and October, 2012 minutes as corrected. MSPassed.

ANNOUNCEMENTS

Comments about the FCC proposal for VRS are due Nov 29th

Upcoming Events:

- Murder Mystery Dinner - March 9, 2013
- Deaf Business Symposium will be the third or fourth weekend of April 2013
- Tilden 5k - April 27, 2013
- Tech Day fundraising event - May 11, 2013
- December 20, 2013 is the 20 year anniversary of DCC (Deaf Community Center). The "in memory of Jax" item will be unveiled at that time.

Meeting Adjourned at 9:31 PM

Respectfully submitted,



Jane Newkirk
Secretary

____ Accepted as read

____ Accepted as corrected