

March 12th, 2013

DCARA Board Meeting Minutes

Meeting Called to Order: 6:05 PM

Present: Sharif Rashedi, Steve Longo, Lonnie Tanenberg, and Chris Held

Excused: Kenton Twidt

Unexcused: None

Staff Present: Patty Souza, Executive Director James Brune and Assistant to ED Rebecca Chow

Visitors: none

<p>MO031213-1 Longo (Tanenberg) – Longo moved to accept the Finance Committee’s recommendation that the Board approves the November, December, and January finance reports. MSPassed.</p>
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Staff Spotlight: Debbie O’ Willow (cancelled)

Officers’ Reports

President:

Murder mystery was great – large amount of revenue, but don’t have expenses calculated for net profit. Deaf Business Symposium and Deaf Fashion Show coming up— hope to see more board presence at these events. Minutes are being updated and should have some of them ready by the next board meeting. Keep in mind we have two open positions – treasurer and secretary so think about that for our next meeting. VP Tanenberg’s duty to keep track of committees. He will keep track of who’s on them, how they’re doing, and meeting brief on each committee during board meeting.

Vice President: Lonnie Tanenberg – no report

Secretary: Vacant – No Report

Treasurer: Interim Treasurer Longo – No report

Recruitment Committee: President Rashedi – We are working hard on recruitment, however, many potential candidates are just talking about it but not showing commitment. We need to see action. The application on the website is still static,

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We would like to see an interactive application on the website with a submit button. Steve Longo will follow up on this. ED Brune suggested a DCARA Staff Recommendation: Do we want to add a gender equality statement to bylaws? President Rashedi polled Board of Directors for input, determined amending bylaws not necessary, made it an action item of the recruitment process.

Reports from DCARA

Executive Director: Jim Brune

- **Agency request for motion: Increase gender percentage on board**
- **Agency Budget 2013-2014: Process begins. Consider board priorities**

Request for Proposals (RFPs):

- We are still in the middle of RFP season and in addition to the 6 grants that I reported on last month, we submitted the following grants:
 - United Way Silicon Valley:
 - We submitted a grant on March 1st for \$65,000 that is a project combining 3 departments: Client Support Services, Family Connections, and Employment Services to provide wrap-around and employment services to families in the South Bay
 - First Five Alameda County:
 - We were asked by Center on the Early Intervention of the Deaf to partner on the grant with First Five
 - CEID submitted a grant on March 1st that includes a partnership with DCARA to provide 4 Club Saturdays as well as expand our Family Mentoring Program

Strategic Planning:

- The Management Team continues to make progress with the strategic planning process.
- ED Brune is requesting the Board to review the current version of the Values document and offer feedback.
- The following is a timeline of what will be happening in upcoming months:
 - March 12th: Board to complete discussion of the Values
 - March 13th: Management Team will complete SWOT discussion and start discussing the format and content of the community input meetings
 - March 15th: Staff to complete discussion about values during Full Staff Meeting

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- March 27th: Management Team to discuss draft mission and vision statements
- Beginning of April: Staff to begin PR about community input meetings
- April 9th: Board to discuss draft mission and vision statements
- April 19th: Staff to discuss draft mission and vision statements
- April 27th: Management team to continue planning the community input meetings
- May-June: Staff to host community input meetings
- July 19th: Staff at Staff Retreat to review community input and begin discussing strategic objectives
- July – August – September: Continue discussion of strategic objectives at staff, management, and board meetings
- September – October – November: Development of Strategic Plan Report
- December 7, 2013: DCC-20 and Deaf Community Night:
 - Annual community awards
 - Release of 5 year Annual Report (2008-2013)
 - Release of Strategic Planning Report

Family Connections Department

- We have begun ASL classes for parents/families on Wednesday nights at DCC
- We are continuing parent skills classes on Tuesday nights
- The Literacy Camp is slated to happen the week of July 22nd. Deaf Youth Arts will be partnering for this event

Employment Services:

- Starting March 18th, DCARA will EXPAND to a new office:
 - We will be providing employment services out of the Concord One Stop Career Center
 - This means that going forward, there will be one full-time staff at the SF One Stop Career Center and one full-time staff at the Concord office

Community Relations Department:

- Murder Mystery fundraising event:
 - On March 11th, we had a very successful event with 80 people!
 - We have not yet received the expense report but our total revenue was \$2,690!
- Deaf Business Symposium:
 - We have gotten over \$6,250 in sponsorship for this event!

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- We are working on continuing PR efforts to increase the number of registrants. We would appreciate the board's help with this effort.

Deaf Community Center:

- A new traffic light will be installed at San Leandro Blvd and Parrott. This will result in some construction chaos from now through November.
 - ED Brune has instructed staff to do a vlog, send out a E-News and post on our website alerting our tenants and prospective tenants of this traffic change

Personnel:

- Job Developer/Interpreter – Fremont EDD office: job is now posted
- Hard of Hearing/Late Deafened Specialist: job is now posted

Events attended by ED Brune:

- Department of Rehabilitation certification visit @ Campbell office: March 4
- Meeting at Facebook Headquarters to discuss increasing the employment opportunities of Deaf people as well as people with disabilities: March 5
- Murder Mystery fundraiser event @ DCC: March 9
- City of Fremont Grant presentation: March 11th

Important Dates:

- March 16th: ASL Interpreter Agency Panel at DCC; followed by a meet and greet event with RID Executive Director Shane Feldman
- March 21st: Deaf Services Advisory Council
- April 19th – 21st: Deaf Business Symposium fundraiser at Ed Roberts Campus in Berkeley
- May 11th: For a Cause event: Deaf Fashion Show. We will split the proceeds with Deaf Youth Arts
- May 15th: GradFest event for graduating seniors at DCC
- May 18th: Multi-Cultural Program: Day with Dr. Stephen Chough @ DCC
- June 2nd: Tilden 5K event at Golden Gate Park in San Francisco
- July 22 – 26: Family Connections' Literacy Camp @ DCC
- December 7th: DCC-20 and Deaf Community Night:
 - Annual community awards
 - Release of 5 Year Annual Report (2008-2013)
 - Release of Strategic Plan Report

Old Business

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President Rashedi is working on the minutes and will have December and January minutes ready soon. It is very difficult, gave me new respect for the hard work Jane Newkirk did with the minutes.

New Business

MO031213-1 Longo (Tanenberg) – Longo moved to accept the Finance Committee’s recommendation that the Board approves the November, December, and January finance reports. MSPassed.

3 Board goals

President Rashedi will set up to do tasks and give out homework to each person rather than just one doing everything:

1. Electrical for stage – lights are done, but wiring along the front is not done yet
2. Hot water heater – someone is coming to look at it
3. SL house
 - a. Electrician coming to evaluate (is the electricity on?)
 - b. Inspection report sent out from before
 - c. Committee start with ED Brune and President Rashedi – decide on long term plan for the house vs. assessment of what needs to be fixed/cost to get house into working order – do both

ANNOUNCEMENTS

Meeting Adjourned at 8:20 PM

Respectfully submitted,



Sharif Rashedi
President

____ Accepted as read

__X__ Accepted as corrected