

December 10, 2013

DCARA Board Meeting Minutes

1 **Meeting Called to Order: 6:23 PM**

2
3 **Present:** Sharif Rashedi, Lonnie Tanenberg, Alison Amable, Chris Held, Steve Longo

4
5 **Excused:** Kenton Twidt

6
7 **Unexcused:** None

8
9 **Staff Present:** Executive Director, James Brune; Assistant to ED, Vanessa Phillip

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11 **Visitors:** Patty Vanni

12
13 **Interpreters:** None

14
15 **Moment of silence for Don Baer**

16
17 **Staff Spotlight:** None

18
19 **Officers' Reports**

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21 **President Rashedi:**

- 22
23 • Sharif would like people presenting during Board meetings to submit a copy of their presentation
24 electronically to Vanessa by 12:00pm Thursday the week before. Vanessa will print out materials
25 and bring to the meeting.

26
27 **Vice President Tanenberg:** None

28
29 **Secretary:** None

30
31 **Interim Treasurer Longo:** None

32
33 **Reports from DCARA**

34 **Executive Director – Jim Brune:**

35
36 **Agency Requests for the Board:**

- 37 • Please select recipient of Hal Ramger Award by Tuesday December 18th
- 38 • Please select recipient of Board President Award by Tuesday December 18th

39 **Family Connections Department:**

- 40 • Parent Education classes have just completed. 7 families registered for the class. Classes will
41 resume again in January 2014.
- 42 • Family ASL classes have just completed. 16 families registered for the class. Classes will resume
43 again in January 2014.

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- 44 • Family Mentoring Program (as part of our First Five grant partnership with CEID) continues to do
45 well. 5 families are receiving Family Mentoring services from Family Advocate Tracy Husted.

46 Client Support Services:

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- 48 • We are contemplating a move for the San Jose office. We are continuing the negotiation
49 process.
- 50 • Multi-Cultural Program:
- 51 ○ Diwali event was held on November 23rd and very well attended.

52 Community Relations Department:

- 53
- 54 • We had a very successful DCC-20 weekend:
- 55 ○ Open House on Friday evening was attended by approximately 50 people.
- 56 ○ DCC-20 Celebration/Fundraiser was attended by approximately 75 people.

57 Employment Services:

- 58
- 59 • For the month of November:
- 60 ○ Active Clients: 229
- 61 ○ Enrolled Clients: 6
- 62 ○ Placements: 7

63 *Because we are under EDD, we want to be consistent with their rules and prove that our clients are
64 actively looking for work. Clients who are not looking for work will be classified as “inactive.” Inactive
65 means: No contact with DCARA after 2 notices and 90 days since last visit

- 66
- 67 • Deaf Employment Training Center:
- 68 ○ We graduated the first 5 students on Tuesday November 26th
- 69 ▪ One has already obtained a job.
- 70 ▪ All the others have experienced job interviews.
- 71 ○ The next cycle begins in January and we have 3 people already signed up (who joined
72 mid-cycle this past fall) and 2 who are very interested.
- 73 ▪ We will be hosting informational meetings.

74 Accounting and Administrative Services Department:

75

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- 76 • We had our audit visit on November 4th and 5th. We passed with no management letter!
- 77 ○ Audit Report will hopefully be reviewed by the full board on Tuesday December 10th.
- 78 • Investment Policy:
- 79 ○ Investment Policy Draft has yet to be reviewed by Finance Committee on Tuesday
- 80 December 3rd and hopefully reviewed by the full board in January 2014.
- 81 * Patty Lessard developed the text for the Investment Policy (IP) to help guide the Board
- 82 in making an (aggressive, moderate, conservative) investment portfolio.
- 83

Personnel:

- 84
- 85
- 86 • Deaf Community Center Coordinator – Angelina O’Willow has begun in this position as of
- 87 Wednesday November 6th
- 88 • Interpreter/Employment Specialist @ Concord EDD office: continuing to advertise this position.
- 89 • Interpreter/Employment Specialist @ Fremont EDD office: continuing to advertise this position

Meetings/Events attended by ED Brune:

- 90
- 91
- 92 • November 16th: Thanksgiving Feast: ED Brune attended all 3 Thanksgiving Events
- 93 • November 23rd: Diwali event
- 94 • December 3rd: ED Brune gave a presentation to the San Martin Lions Club
- 95 • December 6th: ED Brune attended DCC 20th Anniversary Open House
- 96 • December 7th: ED Brune attended DCC 20th Anniversary Celebration/Fundraiser
- 97 • December 9-10: ED Brune attended the 3rd Summit of the National Campaign for Language
- 98 Equality for All Deaf Kids

Important Dates:

- 99
- 100
- 101 • February 1: Deaf Community Night at DCC
- 102 ○ Release of Strategic Plan Report

- 103 **Action item:** Jim needs to add Beethoven’s Nightmare event to the spreadsheet of events
- 104 **Action item:** Jim will add the Silicon Valley Community Foundation (SVCF) grant info to his ED report-
- 105 -Any time there is an electronic vote regarding finances, a Board member must bring it to the next board
- 106 meeting, so that it is recorded in the minutes.
- 107 -Board will submit their award recipient name(s) to Vanessa ASAP
- 108
- 109

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110 **Old Business**

111

112 a) Gift cards: Alison requests Board members let her know about any deals (i.e. Buy \$100 worth
113 of cards, get \$25 back)

114 b) Surveillance camera (needs to be wireless)

115 c) Alison gave an update on the DCC "Facelift"

116 **New Business**

117

118 **Motions:**

119 (MO121013-1) Lonnie (Alison 2nd) moved that Sharif's presidential term be extended until March
120 2014. MSP

121 (MO121013-2) Chris (Alison 2nd) Moved that the July financial report be approved. MSP

122 (MO121013-3) Chris (SL 2nd) Moved that the August financial report be approved. MSP

123

124 **Action Item:** Receipt reimbursement (Jim will follow up with Patty about it) \$500

125 Steve will give Vanessa his e-signature soon for her records, as he is now an interim Board officer

126

127 **ANNOUNCEMENTS :**

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129 **Board Recruitment Party**

130 -Board members will send their list of names to Sharif

131 -Party guests will leave at 3:15pm, Board members will clean up and leave by 4pm.

132 -Alison will use leftover wine and utensils from DCC-20 event

133 - Each board member will bring 2 bottles of wine

134 -3 members (Sharif, Chris and Lonnie) will bring plates of their favorite cheeses and crackers,

135 -Alison will bring a meat platter

136 -Steve a vegetable platter

137 **Reminder: to let Alison know when you have any in-kind donations**

138

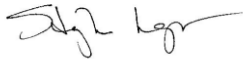
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140 **Meeting Adjourned at 8:38 PM**

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142 Respectfully submitted,

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144

145 Steve Longo

146 Secretary

147

148 _____Accepted as read

_____Accepted as corrected