

June 10, 2014

DCARA Board Meeting Minutes

Meeting Called to Order: 6:11pm

Present: Sharif Rashedi, Lonnie Tanenberg, Steve Longo, Kenton Twidt, Sina McCarthy, and Dave Martin

Board excused: Lonnie Tanenberg and Kenton Twidt

Staff Present: James Brune, Executive Director and Vanessa Phillip, Assistant to ED, Patty Vanni, Director of Accounting and Administrative Services, and Mark Vanni, Employment Specialist.

Officers' Reports

Secretary Longo:

Vanessa and Steve met last night to create clear procedures for board meeting notes and minutes so we came up with this as outlined below.

Reports procedures:

- Anyone presenting a report will send a copy of their report via email to all board members, Executive Director (ED) and Assistant (EA) one week before the meeting.
- Anyone who presents a report will need to stand up next to the presentation on screen for easier note taking including asking questions but need to wait their turn to ask
- ED Report will not be included in the notes but in the minutes in the order where the finalized minutes (approved and signed) will be followed by the ED Report (with typed notes of the Q&A) and be converted into a PDF file that will be sent to the EA for website posting and file.
- The Board President will spell out visitor's names if any for EA to include in the notes. Any DCARA staff attending will be noted as Staff not Community Member whether or not they are working that evening.
- The President will maintain an updated version of the action items to be included in the Agenda prior to the board meeting.
- The EA is allowed to interrupt anytime for clarification for notes accuracy.

Minutes procedures:

- EA will send notes one week after the board meeting to the Secretary for clarification before the Secretary distribute the final version to ED, EA, and President. Then the Secretary formats the final notes into draft minutes to be distributed to the board for review/edits.
- Once approved by Board, the Secretary will add the "x" for Passed as Read or Passed as Corrected, and adds signature in the final PDF Minutes with ED's report at the end once approved by the Board.
- Then EA sends to President, Program Developer (for funder reports), AAS Director (for funder reports), and Webmaster (for posting on the website)

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Treasurer Martin:

- Dave has been working with Danny Lacey, DCARA's financial investment broker, and discovered that DCARA's investment only has 4% growth and \$101,000 in cash. The agency's money has been sitting there earning little. DCARA has one restricted fund (\$25,000) that is untouchable. The remainder can be invested. Dave will have VP meeting with Lacey again on 6/25/14 at 4:00 pm at Headquarters (HQ) to go over more questions. Danny will fly out to come and present DCARA's whole portfolio when the schedule is agreed between him and us. He will combine this trip with other work he has in this area, so DCARA will not pay his travel expenses. He knows about our regularly scheduled meetings on the 1st and 2nd Tuesdays of each month. We can withdraw for 72 hr. without penalty. What DCARA does with the growth from the restricted and unrestricted funds is up to the board to decide.
- The finance committee wants to define on paper what its role and responsibilities are, not only for the current committee but also for future members. Martin asked Patty V. to give the board the report sooner, so that the committee has time to review. The committee also wants the report summarized. Dave hopes to have this by September. Things will change, hopefully for the better. After these changes are approved they will go into the official board policy book.

Reports from DCARA

Executive Director Brune:

- Grant Writing DETC- Since DETC was a brand new program built from scratch; there were a lot of procedures that Brune didn't realize needed to be in place. Shelley Bergum shed some light on how complicated starting DETC is. The Chase Community Foundation did not invite DCARA to reapply, unfortunately.
- DCARA recouped the 7.2 % funding cuts because the state will cover it instead of passing the cuts onto DCARA and its sister agencies. DSS omitted the clause in our contract permitting all-day staff training (FSMs). Initially they allowed 12 FSMs, then they were eliminated altogether (0), then 6 were allowed in the fiscal year. DCARA will have to settle for 6, for now.
- Linguabee is moving out of our HQ office, so the extra office at HQ will be vacant again.
- The staff that works closely with Deaf Hope (DH) is frustrated with the lack of communication between DH and DCARA's clients. Sina mentioned that there are other people and organizations in the Deaf community that feel just as frustrated as DCARA about the lack of communication from DH. Some board members of DCARA did not support Jim's decision to partner with DH, but he wanted to give the collaboration a chance

New Business:

- (MO061014-1) (McCarthy) "Be it moved that board secretary creates final minutes with ED report and Q&A in one PDF file for filing, web and funding" Martin Seconds. MSP

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- (MO061014-2) (Martin) "Move to stop providing dinner each month and replace to once a year board appreciation dinner with spouse/ significant other." Grigsby Seconds. TABLED

Action items:

Item Number	Description	Assignee	Status
040814-1	To pursue and help bring to the board options for DCC backyard and to make a decision.	SR	Open
040814-2	To work with Jim Brune to fix the Board Recruitment Form on the Website. Make it work.	SL	Open
040814-3	To email vendors and to check for potential discounts as incentive for Board	SR	Open
040814-4	To work with Patty Vanni to get an Investment Portfolio Report for Board to follow and track our Investment performance.	SL/DM	Open
040814-5	To expand and explain the Arbitrary Council aspect of the Board Grievance Procedure and finalize it for vote at next Board Meeting.	SL	Open
040814-6	To research into how the Board can help bring about awareness to ASL being taught by members of the Deaf community at the Collegiate Level.	SM	Open
040814-7	To expand on the Financial Stability Plan of the Strategic Report. Ongoing. Next meeting 7/1/14 at 7pm HQ	ALL	Open

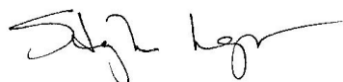
ANNOUNCEMENTS:

- (Jim) Is anyone interested in volunteering for SF Pride? DCARA will receive \$1,700 for hosting a Deaf/HH/LD/DB gathering space. Volunteers to staff the booth are needed!
- DCC Town Hall will be on July 26th
- The board will vote on the 2014-2015 agency budget next month

Executive Board meeting will take place afterwards.

Meeting Adjourned at 8:52 PM

Respectfully submitted,



Steve Longo
Secretary

____ Accepted as read

__X__ Accepted as corrected

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