

January 13, 2015

DCARA Board Meeting Minutes

Meeting Called to Order: 6:20 p.m.

Present: Steve Longo, President; Lonnie Tanenberg, Vice President; Mary Therese Garcia, Secretary; Sharif Rashedi, Past President; Kenton Twidt, Judy Gough, Sina McCarthy, and Pamela Cavazos

Absent: David Martin, Treasurer (Excused); Jerry Grigsby (Excused)

Staff Present: Deborah O'Willow (DOW), Interim Executive Director (ED), Patti Vanni, and Mark Vanni

Visitors: Mark Didero, Diedre Tubb

Officers' Reports

President's Report (Longo):

I want to thank you for voting me in as your new President and confiding in me the tasks that's upon me. I apologize if this report is rather long but we need to start the New Year with a new beginning. Before I go on, I'd like to once again thank Sharif for his service as President and we plan to have a small party to show our appreciation.

First off, we need to re-evaluate our priority on Action Items (AI) that are open so we can process them faster and get DCARA ahead. Last month, I met with Sharif to brief me on the role and he transfer files/keys to me. Then, I have updated AI spreadsheet, which has been sent to our secretary who now has all the files needed for her role. I'm going to implement Google Drive for all of us to share documents on dcara.org account. Our minutes up to December has been finalized and submitted. Yesterday, after SFDC meeting on Jan 10th, I met with Deborah O'Willow to cover organization plans, issues, and progress. As we agreed, we will be meeting on a weekly basis and communicate via VP when needed. I explained why we need the reports in advance to give the board their time to review the reports prior to our monthly meeting. The board meeting time would be better spent on other important matters.

We need to finish the Board's strategic plan that was last worked on June 19, 2014. I think a couple of hours should be needed to complete what we started. A committee needs to be formed. I think it is essential that we all know the vision and mission of DCARA because if anyone should ask (potential board candidate, etc.), we should show that we know our responsibilities. An ASL version of our vision and mission statement would show the Deaf community that we have a Deaf Heart.

Vision: Global recognition, pride, respect for ASL, equality, and justice exist for all Deaf, Hard of Hearing, Late-Deafened, and Deafblind people.

Mission: Promote and advocate for the rights of full access to American Sign Language and English, education, employment, and cultural identity of, by, for, and with Deaf, Hard of Hearing, Late-Deafened, and Deaf-Blind people.

Mary, our secretary spotted some errors in our bylaws and I would think it's time to revisit and make revisions. I would welcome anyone to join our bylaw committee. We need to revise the Board commitment form and begin with changing the word contract with agreement and go from there. This would be the sensible approach to welcome new board members.

This is will be an exciting year of change that's already in the air. I have made contacts with an investor/friend who is about to market his product and he has made a commitment to make ongoing contributions to DCARA. Secondly, Marilyn Smith and I are working on DV/SA men training provided by DCARA with sponsorship by Legal Service. Although it is in the works, I see this an opportunity for community accountability.

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I would like to have our pictures taken and a short video from each board member introducing who they are so we can update the outdated website. Please dress accordingly.

Secretary's Report (Garcia):

Thank you for having me as a Secretary. I'm looking forward working with Steve Longo and all of you. First off, I will send out meeting minute as draft after the board meeting, or a week after the board meeting so it will give me time in between after the board meeting. Secondly, for the visitors, I have created a sign-in sheet for them to sign in and what's their reason to visit. This would be easier for me to make sure their name spelled right. If you are planning to invite the visitor, please let me know so I can have this paper in hand to give it out. Third, as for receiving reports, it would be great to send it to me two days before the board meeting and/or a week before prior to the meeting would be nice. I have class on Tuesdays, which is why I would like to receive reports early so I can gather all reports and prep before the board meeting starts. I also wanted you all to know that I am using Google Drive since I am using Chrome-book laptop. I do not have PC or Mac software. Last, please let me know if there is anything that needs some changes or some improvement.

Treasurer's Report (Martin):

My apologies for not being here tonight. I've been not feeling well the last few days. Thanks for your confidence in voting me as your Treasurer. I'll certainly will do my best of my abilities to serve the board. I didn't accomplished much as I hope for in 2014 for some reason. I do hope to accomplish more this year such as finance reports to be more clear and up to date for board to understand easily and clearly. Committee roles needs to be written and approved. Investment policy needs to be drafted and approved. Also be proactive in mortgage issue and ways to get funding for DCC. These are some of things I hope to make progress for this year.

I spoke with Angelina last Saturday if she could find the thermostat chart board that was used years ago in fundraising for DCC. This is what I think and I hope that all agree will have a significant role not to just the community but financial institutions seeing us working towards a common goal. This is starting point to show the community that the board has significant plans for DCARA and the Deaf Community.

Reports from DCARA

Executive Director – (DOW):
(See attached ED Report – Appendix A)

Committee Report

FODCC (Garcia and Gough): Our goal is to establish our new guidelines/plans for DCC.

Old Business: (See Action Items in Appendix B)

New Business:

MO011315-1 Tanenberg (seconded by Sina) moved to have Deborah O'Willow as Interim ED is authorized to sign any documents representing DCARA. In her absence, Marta Ordaz as an alternative representative is authorized to sign any documents. MSP

MO011315-2 Tanenberg (seconded by Kenton) moved to approve Auditors report as of June 30, 2014. MSP

MO011315-3 Tanenberg (seconded by Sina) moved to remove Linda Drattell and add Marta Ordaz on Bank of the West Line of Credit. MSP

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MO011315-4 Tanenberg (seconded by Kenton) moved to remove Linda Drattell and Chereese Holland as signature of Bank of the West with five different accounts to replace with Marta Ordaz. MSP

Announcements: None

Meeting Adjourned at 8:26 p.m.

Executive session followed afterwards.

Respectfully submitted,



Mary Therese Garcia
Secretary

Accepted as read

Accepted as corrected

Appendix A:

Interim Executive Director's Report
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INTERIM EXECUTIVE DIRECTOR

- o Facilitated Deaf Community Night event, December 6th
- o Worked closely with Brad and completed DeafLink
- o Completed Annual Report 2013-14
- o Coordinated Annual Campaign (still active)
- o Met with Pamela Cavazos and Mary Lou Aranguren Legislative and Policy Chair for California Federation of Interpreters to address VRI issue (agency advocacy)

ADMINISTRATION/ NON DIRECT SERVICES

- GRANT WRITING & GRANT DEVELOPMENT:
 - o Kaiser Permanente Community Grant not awarded due to limited funding.
 - o City of Livermore/Pleasanton grant not pursued due to insufficient data of Deaf/DB/HH and LD clients.

DIRECT SERVICES PROGRAM

- FAMILY CONNECTIONS DEPARTMENT:
 - o December 17th, Club Saturday event, storytime signed by our new Family Mentor
 - o New full time Family Mentor, December 9, 2014
- CLIENT SUPPORT SERVICES DEPARTMENT:
 - o Deaf Services Network Meeting
 - o Agency Emergency Prepared Committee Meeting
 - o Town hall meeting in the works for Fremont area
 - o Housing issues, ADA and caregivers for D,DB,HH,LD individuals and seniors need to be addressed. CSS and Family Connections departments will meet to develop advocacy strategies.
- EMPLOYMENT SERVICES DEPARTMENT:
 - o Scheduled to meet with DOR Charlene Crooks at North San Jose EDD to talk about continuing DOR Vendorization for PVSA and CLST.

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Active Clients: 193	Enrollments	Placements
Concord: 41 SF: 41 Oakland: 32 Fremont: 40 San Jose: 39	Concord: 0 SF:3 Oakland: 1 Fremont: 2	Concord:1- (total of 4 since 7/1/2014) SF: 1 - (total of 5 since 7/1/2014) Oakland: 3 (total of 16 since 7/1/2014) Fremont: 3 (total of 10 since 7/1/2014) San Jose:3 (total of 11 since 7/1/2014)

- o DETC closed on 12/16/2014. Two students graduated with one student also graduated from Job Club through SVCF.
- o As of December 31, 2014, we have placed 46 people in jobs, 11 jobs in the month of December.
- ACCOUNTING AND ADMINISTRATIVE SERVICES
 - o Draft Audit report received and reviewed at the monthly Finances committee meeting – Jan 12, 2015. OUTSTANDING and POSITIVE report of DCARA’s FINANCES!
 - o Finance Committee recommends that the Board accept the audit, as is.
 - o Board Approval for the report requested
- DEAF COMMUNITY CENTER
 - o FODCC meeting scheduled January 13th
 - o CSDF Student internship

PERSONNEL:

- o Director of CSS, Reese Holland is no longer with DCARA since December 18, 2015.
- o Full Time Family Mentor, 12/9/2015
- o 2 positions: Interpreter/ Employment Specialist/ Fremont and North San Jose EDD office still vacant

SUPPORT FROM THE BOARD OF DIRECTORS

What does IED need from the Board of Directors? How can the Board of Directors support DCARA?

~COMMUNICATION:

- Anytime you need something from our staff, communicate with IED directly via deborah.owil-low@dcara.org email from your **dcara.org email**. Please do not communicate directly with staff.
- If you are on the committee with some of the staff, there is no need for you to email me directly but cc’ed me on your correspondence.
- Please ask IED for clarification or information about our services or staff rather than making assumptions.

~EVENTS:

- January 22nd- VRI issue event meeting in Oakland.
- Strategy planning about the issue will be discussed at FSM on Jan 16th
- January 24th – Club Saturday at DCC

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- January 31st - PaintNite fundraising event hosted by the Board member, Kenton

~PROTOCOLS TO FOLLOW FOR THE SUBMISSION OF articles for Deaflink, event flyer and vlogs –

Appendix B:

DCARA Board Action Items:

01-070814: To work with DCARA IT Support to advise, assist and help launch the new website. (SM) Open
Update: (McCarthy) Website committee's most recent meeting was cancelled. Scheduling a meeting is becoming a problem. As a board member, where does she stand with giving staff deadlines to complete projects?
Feedback: (DOW) The IT department has a full plate. She suggests McCarthy set a meeting with Linda Drattell (Community Relations), DOW (Family Connections), and Bradley Rodrigues (IT) to establish IT priorities together

02-070814: DCARA logo revamp. (SM) Open Same as 01-070814

03-070814: General Improvement of DCARA Facebook, Videos and Photographs to achieve consistency with the Assistance of McCarthy. (SM) Same as 01-070814

02-040814: To work with Bradley to fix the Board Recruitment Form on the Website. (SL) Closed. Update: Longo will now work with Bradley Rodrigues (IT) on this item. Further testing needed.

04-040814: To work with Patty Vanni to get a Investment Portfolio Report for Board to follow and track our Investment performance (DM/SL). Open

08-070814: To expand and explain the Arbitrary Council aspect of the Board Grievance Procedure and finalize it for vote at next Board Meeting (SL). Closed.

06-040814: 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

10-070814: To expand on the Financial Stability Plan of the Strategic Report (ALL). Open

03-040814: To email vendors and to check for potential discounts as incentive for Board (SR). Open
New Action Needed: DCARA to renew membership at Restaurant Depot ASAP (Jethro). Update: Steve and Deborah have renewed the membership.

01-111214: To initiate DBART (Deaf Bay Area Round Table) with Tom Murillo chairing. Open. Update: Need someone to chair

01-120814: KT will coordinate Art/Wine event on Jan 31 at DCC. Open. Update: Date of event changed

02-120814: KT will chair second annual Drag event on April 18 at location to be determined. Open. Update: Committee is needed.

03-120814: Longo will contact Deafhood Foundation regarding the provision of Deafhood 101 course for the board in terms of time and money. Open. Update: Left message with Deafhood Foundation.

01-011315: Need outdoor lighting outside of DCC. Open.