



**Deaf, Counseling, Advocacy & Referral Agency
Deaf Community Center**

Meeting called to order: 6:05 p.m.

Roll Call

Board Members: Dave Martin, President; Judy Gough, Vice-President; Steve Longo, Treasurer; Jerry Grigsby, Pam Cavazos, Phillip Smith Jr., and Stan Smith

Absent: Tom Murillo (excused), Mary Therese Garcia (excused) and Priscilla Moyers (excused)

Staff Present: Raymond Rodgers, Executive Director

Visitors: N/A

Approval of Minutes

Board Secretary Minutes was read from the last meeting of January 18, 2017 when it was cancelled due to severe weather condition.

Officer's Reports

President's Report (Martin):

- I hope all stayed dry with all these wet storms cruising across the Bay Area these last couple months. Everyone should have read the January reports even though the meeting was cancelled. Hold your questions until an appropriate time during the meeting.
- The Board Retreat meeting appeared to have been success with many topics discussed. I do hope everyone left with a positive feeling and that this will be very productive this year. I have encouraged committees to start meeting and posting their meeting dates and such on Google calendar for you all to see.
- You all know how to get in touch with me, if you have any concerns. Feel free to do so. I look forward to working with all of you making DCARA successful.

Vice-President's Report (Gough):

- By-laws meeting with Dave, Jerry, and Stan at Holiday Inn Restaurant.

Secretary's Report (Garcia):

- Committee meetings/reports/dates
- Rules for Report
- Google Drive Training Workshop
- Action Items

Treasurer's Report (Longo):

- Dave and I met with Stephen Hlibok to discuss investment policy, its status, and next course of action. We agreed the policy needs to be revised and make it streamlined for current and the next board officers. The reason for not deploying monies in investment is because of unstable market however we have instructed him to start with moderate approach with \$100,000 on cash reserve for non-penalty investment so we can access whenever there's a call for it and also \$27,000 is restricted leaving about \$120,000 for growth purpose. More update on that later.
- Now that the events are being planned, I will need to estimate profits, high and low from each chairperson and the cost estimate for expenses because we don't want any surprises.
- It's time to remind the board on the pledges you all have committed to per the agreement we signed. Arrangement can be made with installments.



**Deaf, Counseling, Advocacy & Referral Agency
Deaf Community Center**

- Take a look at the financial snapshot in ED's report and shoot any question you might have. We will work on the full version to give you an idea what's what with the budget and its flow.

Committee Reports

Finance Committee: No report at this time

Events Committee:

- Deaf Bay Area Round Table (DBART): My next phase is to produce two minute VLOG sometime this week on February 6-10th. I will include: what is the purpose of DBART? Why is this important to attend DBART? How it will impact to Deaf Community in Bay Area, State-side and National? Where, Date, Time, we meet. Do you have any suggestions? Please reply back to me for suggestions.

Reports from DCARA

**Executive Director's Report (Rodgers)
(See ED Report attached)**

New Business

MO021517-1 Longo (seconded by Gough) be it moved to replace from Marta Ordaz to Debby Buchan for Bank of the West line of credit as authorized signature. MSP

MO021517-2 Longo (seconded by Gough) be it moved to add Debby Buchan and Patricia Vanni as authorized signatures for five different checking and savings accounts at Bank of the West along with remaining signatories, Raymond Rodgers and Nathaniel (Robin) Horwitz effective 2/15/17. Patricia Vanni will sign in second signature on as needed basis and Patricia be authorized access to Bank online. MSP

MO021517-3 Longo (seconded by Gough) be it moved to authorize Raymond Rodgers, Executive Director, to sign an documents representing DCARA and authorize Debby Buchan, as an alternative representative, to sign any documents in his absence effective 2/15/17. MSP

MO021517-4 Grigsby (seconded by Stan) be it moved that DCARA Board receive 10% from any DCARA Board fundraising event and that money raised to go to Board's General Fund. MSP

**Announcements: Next meeting is on March 15, 2017
Meeting Adjourned at: 8:03 p.m.**

Respectfully submitted,

Steve Longo
Treasurer substituting for Secretary

Mary Therese Garcia
DCARA Board Secretary

____ Accepted as read

__X__ Accepted as corrected

**Board Meeting Minutes
February 15, 2017**