



**Deaf, Counseling, Advocacy & Referral Agency
Board Meeting Minutes
May 17, 2017
Deaf Community Center at 6:00 PM**

Meeting called to order: 6:22 p.m.

Roll Call

Board Members: David Martin, President; Judy Gough, Vice-President; Mary Therese Garcia, Secretary; Steve Longo, Treasurer; Matthew Gilsbach, Stan Smith, Jerry Grigsby, Tom Murillo

Absent: Pam Cavazos (excused)

Staff Present: Raymond Rodgers, Executive Director

Visitors: None

Approval of Minutes

Board Secretary read that minutes from the last meeting of April 19, 2017. The minutes were approved as read.

Officer's Reports

President's Report (Martin):

A continuation of meetings or discussions over VP/Glide/Emails have been held covering a wide range of issues throughout the month such as Budget, DCC Future/Tomorrow, Investment, etc. An MOU was agreed and signed with developer Cardinal Capital for DCC Future/Tomorrow which allows for gathering information to put together a presentation to the board. This will take some time but will come. Exciting times to come for DCARA.

NO Board meeting will be held from June to August, unless otherwise announced at least 2 weeks in advance. The process will remain the same with submitting reports monthly from officers, committee, and Executive Directors.

Next scheduled Board Meeting will be September 20, 2017 at 6:00 p.m.

You all know how to get in touch with me, if you have any questions or concerns. Feel free to do so. I look forward to working with all of you making DCARA successful.

Vice-President's Report (Gough): No Report

Secretary's Report (Garcia):

The flyers for posting DeafBayArea Calendar, I want to stress that in the near future when you have a flyer ready to post. Make sure change the size adjustment to 72 ppi or pixels. You can either resize it yourself or you can send me the original flyer and I can do it for you. Either one is not a problem to me at all.

As for the Members' Report draft folder in google drive, I have created your report folder for each of you to type up your own report instead of sending me via email. I don't want any report via email anymore. I want it simple instead of searching through the email threads. And, board binders will move to new business to discuss further.



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Treasurer's Report (Longo):

I received a little good news on investment side now that a portion of monies has been invested the past month and net income is \$200 estimated which is a start and we're working on the rest of monies to generate more growth. Patty Vanni reported that their auditors have decided not to perform a single audits so they have request bids from others to do next audits. Financial Committee has not met until we secure participants to restart the meeting. Right now, things are good but need to understand why DCARA missed the boat on Sillicon Valley Gives and East Bay Gives which would have generated about \$4K to \$5K contribution that NorCal already have done recently.

Committee Reports

Orientation Committee:

Judy and Mary will possibly set up with a new member training to learn our system or move to Retreat. NOTE: Mary and Judy will figure out schedule and coordinate with Matthew to meet for new member training soon.

I'd like to know if you we want to do Google Drive Training together to schedule a day or we can move it to Retreat. NOTE: Mary Therese Garcia will coordinate with Stan and Judy together sometime on Wednesday or other day.

Ad-hoc Committee:

Steve Longo have submitted the final clean copy of By-Laws with revision in place to Mary and Dave to get signature in place for it to be official. As for Policy and Rules for Board revision has already been submitted for edit and review but I have not heard back on feedback, suggestion, or approval so hope it gets through without hiccups.

Events Committee:

Deaf Bay Area Round Table (DBART) - Tom Murillo:

It is set on July 15th, 2017 from 9:00 a.m. to 12:00 p.m. at DCC. I made a vlog to explain why we postponed April 15th to July 15th. The vlog and email sent out to signed up organizations and 43 tables from DCARA Deaf Expo. Three organizations were eliminated for email bounce. 47 organizations were reached out. There will be another vlog on agenda sometime in May or June.

Deafies in Drag - Mary Therese Garcia:

Anyone interested in volunteering or help us out in the event? NOTE: Mary Therese Garcia will send out email of volunteer duties.

Tropical Party - Mary Therese Garcia:

Anyone interested joining in our planning committee? We need to get this ball rolling and only less than two months left.

Oktoberfest - Steve Longo:

Sharif and I have discussed a bit on what should be included and how the event should be done this time. So far, he has secured two breweries and we are working on three others to get a variety of flavors (light to dark) then food selection. We plan to meet next Tuesday, the 16th to



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cover all areas then come up with content for the flyer design. The goal is to generate more profit and make it a fun event for all. If anyone is interested, let us know.

Reports from DCARA

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

Old Business:

Wonder where Pam placed our donation temperature at. We will find out from Pam soon.

New Business

MO051717-01 Longo (seconded by Tom) move that Nathaniel (Robin) Horwitz be removed and replaced by David Kerr as an authorized signatory for DCARA's five accounts in checking and savings at Bank of the West, effective 5/17/2017. MSP

MO051717-02 Longo (seconded by Judy) move that Patricia O'Sullivan be removed and add David Kerr, Debby Buchan, and Raymond Rodgers as authorized signatories for DCARA's credit cards at Bank of the West, effective 5/17/2017. MSP

MO051717-03 Longo (seconded by Judy) move that David Kerr be added as authorized signatory for any documents representing DCARA, effective 5/17/2017. MSP

The board discussed about our binders whether we decide if we want electronic google drive or change the binder to small folder or spiral manual book. We decide to try electronic google drive first and see how it goes.

Announcements: Next Board Meeting on September 20, 2017

Meeting Adjourned at: 7:58 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Mary J. Garcia".

Mary Therese Garcia
DCARA Board Secretary

____ Accepted as read

X Accepted as corrected