

**DCARA Regular Board Meeting**  
**Tuesday, January 10, 2006**  
**Deaf Community Center, San Leandro, CA**

**MEETING CALLED TO ORDER:** 6:35 PM

**PRESENT:** Don Baer, Liz Brading, Clark Brooke, Jenny Cantrell, Cat Cassidy, Raine Cheng, Dodi Ellis, Charles Farr, Tim Gough, Jeannie Leighton, Michael MacAulay, Ken Mikos, Karina Pedersen, Beth Ann Prinz, Phillip Smith, Nora Yates, and Butch Zein.

**EXCUSED:** Pam Snedigar.

**STAFF PRESENT:** iCEO Brune and EA Carlson.

**VISITORS:** Patty Lessard, Deborah Goodman, and Emilio Ramponi.

**GUEST:** Liann Osborne.

**MO011006-1** Ellis (Prinz) moved to approve the December 2005 minutes as corrected. MSPassed.

**MO011006-2** Ellis (Farr) moved to change the corporate name from "East Bay Counseling and Referral Agency of the Deaf (EBCRAD) to "Deaf Counseling Advocacy & Referral Agency" (DCARA). Cantrell (Yates) amended: change the name from EBCRAD to DCARA on every document. Amendment passed. MSPassed.

**MO011006-3** Yates (Gough) moved to reinstate the DCC Fund Committee. MSPassed.

**MO011006-4** Pedersen (Ellis) moved to open discussion on the alternative dates for February 14 meeting. Zein (Prinz) amended to have meeting on February 7<sup>th</sup>. Amendment passed. MSPassed.

**MO011006-5** Yates (Pedersen) moved to choose someone to do the research on food establishment at the board meeting. Gough amended to implement the food fund. Amendment failed. Farr (Pedersen) amended, selecting Prinz and Leighton as coordinators for providing food. Amendment passed. MSPassed.

**MO011006-6** Pedersen (Zein) moved to revive the "SF GIANTS Night" for the DCARA fundraising event. Cantrell (Zein) amended to re-title the "SF GIANTS Night" to the "SF GIANTS Game". Amendment passed. MSPassed.

**MO011006-7** Leighton (Prinz) moved to start the Board meeting at 6 PM. MSPassed.

## **CORRECTIONS TO THE DECEMBER 2005 MINUTES:**

Page 1, Line 31: "Passed" should be added to MS: *MSPassed*.

Page 4, Line 9: Should now read: *The California State Bar is one of the funders of CalCLAD. They came and did a site visit to CalCLAD recently. They asked many questions. The visit went well.*

Page 4, Line 5: "Interim" should be included in front of CEO's title: *iCEO*.

Page 4, Line 23: Should now read: *There will be a training for first responders and the Deaf community in the spring of 2006.*

Page 4, line 24: Should now read: *There will be meetings to develop the first responders curriculum, with the result being three pilot workshops.*

Page 4, line 29: Quotes should be added to Flashback to the 80s: *"Flashback to the 80s"*.

Page 5, Line 2: Correct spelling: *MacAulay*

Page 4, Line 39 and Motions Box: Should now read: *MO121395- 2 Smith (Prinz) moved to approve the July-September 2005 Financial Report.*

Page 5, Line 14: Replace nominate with *nominated*.

**MO011006-1** Ellis (Prinz) moved to approve the December 2005 minutes as corrected. *MSPassed*.

## **OFFICERS' REPORTS:**

### **President Report: Ken Mikos.**

Mikos welcomed new board members to the first DCARA Board meeting of the year. Liann Osborne was here as a guest until she gets approval from her supervisors at DOR to serve on the Board. Brenda Lyons is no longer on the Board.

His personal goals for the 2006 DCARA Board are:

1. Hiring new permanent CEO.
2. Revitalizing the New DCC Fund Committee.

He reviewed the DCARA Mission Statement to the Board. Each of the board members should be familiar with his/her role and responsibility as a member of the Board of Director. For any matters concerning the agency, Board members should speak with the President directly who would then relay concerns to the CEO.

VP Nora Yates would handle standing committee assignments. Board needed to elect new Secretary tonight. They needed to stay after this meeting for Executive Session to vote on a deserving candidate for the Hal Ramger Distinguished Service Award.

He reminded the Board about DCARA Major Donors Night which would be held on Tuesday, January 24 from 6 to 7:30 PM. All board members are expected to attend. Another event, Deaf Community Night (DCN) would take place on Saturday, February 11<sup>th</sup>. All board members are expected to attend to that event, too.

He recommended the Board continue DCARA tradition of hosting the SF Giants Game this summer.

The Board regular meeting is on the 2<sup>nd</sup> Tuesday of each month but the next Board meeting would fall on Tuesday, February 14<sup>th</sup> which is Valentine Day. Some of the board members may have other plans on that day. They may want to postpone the meeting to February 21<sup>st</sup>.

He also suggested that the board meeting could start at 6:00 PM instead of 6:30 PM. He asked the Board to see if they could set up light dinner before the board meeting.

**Visitor Deborah Goodman:**

We (SFCD and DCARA Board) would have fundraising event called CRAB FEED on March 11<sup>th</sup>. We would work with EA Carlson to develop flyers and hope to send them out by next month. We would try to encourage a representative from San Francisco Club of the Deaf to donate 100% of the proceeds to the new DCC Fund. The admission would be \$40.00. Drinks would be sold separately at the bar.

**Vice President Report: Nora Yates.**

Yates explained the goals of each standing committee. She encouraged the board member to sign up for at least one of these committees. There will be training workshop on fundraising next month in San Francisco. Brading thought that Board Development and Deaf Culture Lecture Series should be combined. Yates would like to see the Board to reinstate the New DCC Fund so it could continue the goal of building the new DCC.

**Secretary Report:** New secretary has not yet been appointed.

**Treasurer Report: Dodi Ellis.**

Ellis got the financial report at the last minute and she did not have the chance to review it. She would deliver updated reports at the next Board meeting.

**STANDING COMMITTEE REPORTS:**

**Finance Committee: Chair Ellis**

It was conducted under Treasurer's Report.

**New DCC Fund:**

The committee is still on hold.

**Board Development Committee: Former Chair Mikos.**

There will be a lecture about audism by Genie Gertz at the CSDF campus on February 24<sup>th</sup>.

**Fundraising Committee: Dodi Ellis. (On behalf of former Chair Morrison)**

DCARA's New Year Party was very successful. We sold 147 tickets and 138 people attended the party. Forty-three tickets were sold from the Deaf Store online. SFCD donated \$4,000. There would be an announcement on how much money we made from that party at the DCN on February 11<sup>th</sup>. She suggested that the Board would send a thank you card to City Beach for their donation. Ellis would deliver the final amount from that party on next report.

**Personnel Manual and Bylaws Committee: Dodi Ellis (On behalf of Chair Pam Snedigar).**

They reviewed and did some revisions in the Bylaws. It looks good. They would start working on the Board and Fundraising policies.

## **AD HOC COMMITTEES:**

### **CEO Search Committee: Chair Liz Brading.**

Brading briefed about past going-on in CEO Search Committee to new board members. They decided that all past applicants had not met the criteria to be the new CEO.. They would re-advertise job announcement on January 20<sup>th</sup>. The deadline for submitting application would be in the middle of March. She would need two more volunteers to be on the CEO search committee. She would bring paper copies of job description of the CEO at the next meeting. EA Carlson would take care of emailing attachment for the Board as well.

### **INTERIM CHIEF EXECUTIVE OFFICER'S REPORT: Jim Brune.**

Brune will have a meeting with Clifford Allenby, the new director from Department of Social Services (DSS). Zein asked him what DCARA was doing with the \$20,000 settlement with SFO. DCARA had not yet decided what to do with this settlement money. He needed to discuss with finance committee as DCARA may face some cuts for the Year 06-07 budget. Jan Sterling of Sterling Medical had donated \$15,000. It would be used to develop employment program for deaf community. He wanted board members to sign a thank-you card for Jan Sterling for her generous donation.

MacAulay asked if DCARA had ever thought about doing an email campaign. It was already discussed and the online donation was established. Yates mentioned that Pay Pal service would charge \$5.00 if someone wants to make donation through the Pay Pal system. Brune would investigate it. He has received the final audit report for Year 04-05. Yates recommended that Audit Committee approve the report first before it is passed on to the Board.

So far thirteen people had replied for Major Donor's Night. He also would like for the board members to invite their people to the reception as well.

He recommended the Board change the corporate name from EBCRAD to DCARA and amend the article of incorporation.

## **OLD BUSINESS:**

Cantrell moved to vote Don Baer as the Secretary by acclamation. Passed.

## **NEW BUSINESS:**

**MO011006-2** Ellis (Farr) moved to change the corporate name from "East Bay Counseling and Referral Agency for the Deaf (EBCRAD) to "Deaf, Counseling, Advocacy & Referral Agency" (DCARA). Cantrell (Yates) amended: change the name from EBCRAD to DCARA on every document. Amendment passed. MSPassed.

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**MEETING ADJOURNED:** 9:30 PM to go into executive session for open nomination on the Hal Ramger Distinguished Service Award.

Board members discussed on few potential nominees and they selected one to receive the Hal Ramger Distinguished Service Award.

Respectfully submitted,



Don C. Baer  
Secretary

 Accepted as read

 Approved as corrected