DCARA Regular Board Meeting
Tuesday, April 17, 2007
Deaf Community Center, San Leandro, CA

MEETING CALLED TO ORDER: 6:20 PM

PRESENT: Don Baer, Jenny Cantrell, Raine Cheng, Dodi Ellis, Charles Farr, Tim Gough, Patty Lessard, Jeannie Leighton, Ken Mikos, Liann Osborne, Karina Pedersen, Jesada Pua, Phillip Smith, Pam Snedigar.

EXCUSED: Jennifer Cook, Michael Mac Aulay and Yen Trinh

STAFF PRESENT: NEW ELECT CEO Herron and CEO Brune

VISITOR: Robert Solorzano

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MO041707-1
Farr (Smith) moved to approve the March 2007 minutes as corrected. MSPASSED

MO041707-2
Mikos (Farr) moved that the Board moves to implement the Self-Study Process for 2008-2013 Strategic Plan. MSPASSED

MO041707-3
Mikos (Gough) moved that the Board delegates Dodi Ellis, the task of selecting two board members to serve on the Leadership Team. MSPASSED

MO041707-4
Cantrell (Mikos) moved to transfer authorization of signatures (legal) from Jim Brune to Diana Herron, effective immediately. MSPASSED

MO041707-5
Lessard (Leighton) moved that the Finance Committee recommends that the Board accept the February 2007 financial report. MSPASSED

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CORRECTIONS TO THE MARCH 2007 MINUTES:

Page 3, Lines 23: Should now read.

 ....until new COO is hired.

MO041707-1
Farr (Smith) moved to approve the March 2007 minutes as corrected. MSPASSED
OFFICERS’ REPORTS

President Dodi Ellis: Attached
Vice President Karina Pedersen: Attached
Secretary Don Baer: No report
Treasurer Patty Lessard: No report

STANDING COMMITTEES

Finance Committee:
It was conducted under Treasurer’s Report.
Audit Committee: No report
Fundraiser Committee: Attached
New DCC Fund: No report
Diversity Committee: No report
Deaf Lecture Series: No report
DCC Facilities: Attached
Board Development & Recruitment: No report
Bylaws & Policy Update: No report

CEO Brune: Attached
NEW ELECT CEO Herron: Attached

OLD BUSINESS

The Board has rescinded its September 2005 decision to cease any and all collaborations with Deaf Hope. In spirit of community partnership and in spirit of ensuring our clients receive services.

NEW BUSINESS

MO041707-2
Mikos (Farr) moved that the Board moves to implement the Self-Study Process for 2008-2013 Strategic Plan. MSPASSED

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Mikos (Gough) moved that the Board delegates Dodi Ellis, the task of selecting two board members to serve on the Leadership Team. MSPASSED

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MO041707-5
Lessard (Leighton) moved that the Finance Committee recommends that the Board accept the February 2007 financial report. MSPASSED
MEETING ADJOURNED 9:49 PM to go into executive session.

Respectfully submitted,

Don C. Baer  
Secretary

_________Accepted as read ___________Approved as corrected

REPORTS ATTACHED

President Report: Dodi Ellis

Thanks for your patience and understanding with the rescheduled meeting this month. Very critical, need most of you present. Especially with the new CEO starting her job. Karina and I discussed about the Board and my desire to meet with each individual but since the VP is responsible for the Board and I’m responsible for the CEO, we decided to work together to meet with each of you. We want you to feel free to share your thoughts, feelings, vision, and whatever’s on your mind.

Pam Snedigar has been with DCARA board for six years, her term is expiring. We will need someone to take over the Bylaws/Policies Committee. Pam will be sorely missed!

Met with Jim and Di; discussed about Di’s exciting, kick-off proposal

Common vision, remember what Clark Brooke said? Need to get everyone involved, find common interest and goals from various organizations, agencies, etc… to set a concrete, tangible plan for building new DCC (“field of dreams” versus meet community needs)

Met with Jerry Grisby, SFCD sponsorship/donation director

Deaf Hope, the “unwritten rule” – need to rescind it, let it go

Roberto Solórzano… still in process

Committees update – Karina

Membership of SFCD encouraged – only $5 and next General Meeting is on May 12th

New Board members need to write up their bio for the website, also those who haven’t as of yet.

Vice President Report: Karina Pedersen

I have shared with all of you via e-mail regarding monthly reports and individual meetings. If you haven’t responded to me to schedule your meetings, please do so soon!

Board recruitment and development, Facilities and By-Laws/Policies committees need chairs for their committees. Please consider stepping up and contributing time for the committees.
Dodi and I will continue working on listening on topics and improving Board policies. We are also pushing for Board retreat where we will have an opportunity to have a better understanding of our roles.

COMMITTEE REPORTS

Fundraiser Committee: Chair Mikos

Please plan to attend these upcoming DCARA fundraising events:

* Sunday, April 29 – Meet the New CEO BBQ at DCC

* Saturday, June 2 – Progressive dinner at 3 houses in the Oakland Hills.

* Saturday, October 13 – Wine appreciation workshop followed by wine tasting at DCC

As a Board member, your attendance and support is crucial. Let the community know that we care about the agency.

1. Sunday April 29 – please contact Don Baer if you need to confirm your committee assignments.

2. Ken Mikos has made a proposal to the Board – for every dollar each Board member donates to DCARA, Ken will match the contribution. For instance, if a Board member donates $50 to DCARA, Ken will match that and give an additional $50 for a total of $100. If we can get 10 Board members contribute $50 each ($500 in all), Ken will add another $500 for a total of $1000. The more each of you can give the better. Ken will give a maximum of $5,000 if the Board as a whole can donate that much by December 15, 2007.

Tickets you buy for the progressive dinner on June 2nd count.

DCC Facilities: Chair Pedersen

We have few exciting projects confirmed. Jim Brune and I along with Gerri and Rafael met with Ron Rhodes to discuss the re-modeling the stage. We have agreed on how we will re-paint; re-construct the storage underneath the stage. We also are going move the stairway to the right side for more concealing access with sleeker rails for better viewing pleasure. It also will be easier to conceal entryway when any performing group decides to use DCC for entertainment purposes. Ron Rhodes will lead the team and we hope to have the remodeling done over the summer. Giving it a face-lift will save us money and give the stage a new look. We voted against installing wood floors due to glare of lights when used. We also will have CSD team look into installing more tracking lights, which will allow DCC to be used for theatre purposes as well.

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We also agreed to start measuring the kitchen for new cabinets. We are going to receive several quotes for new cabinetry, which will allow us to store and provide better kitchen use. Once that’s completed, we will be able to have our spring-cleaning once we have storage system arranged in the kitchen.

INTERIM CHIEF EXECUTIVE OFFICER’S REPORT: Jim Brune

Meetings and Presentations by CEO:

- East Bay Policy Day on March 23, hosted by The CBO Center
- Represented DCARA/the community at Community Meeting portion of the CSDF CAESD Accreditation site visit
- 2 meetings with Diana Herron related to the transition
- City of San Jose site visit on March 27
- VP meeting with Joel Barish related to Deaf Nation Expo in October
- CSDF CAC meeting on April 3rd
- Meeting with Facilities Committee and Ron Rhodes at DCC about stage reconstruction project
- Strategic Planning workshop hosted by Compass Point on April 13

Personnel:

- We currently have 6 positions open:
  * Executive Assistant (Di will conduct interviews the week of 4/30)
  * CSS – Fremont
  * EDD - San Francisco Job Developer/Interpreter
  * EDD – Oakland Job Developer/Interpreter
  * EDD – Fremont Job Developer/Interpreter
  * Staff Interpreter (part-time)

EDD:

- 3 placements during the month of March
- Attendance and advocated for clients at the Concord Hilton Job Fair on March 12th
- Collaborated with Goodwill Industries and sent 8 clients to meet employers at “How to get a job with SFO” event at SFO Airport
- Presentation and tour to 23 Foreign Born Deaf Adults at Campbell EDD office

DCARA Presentations/Workshops/Events for March/Beginning of April:

- John Bosco Conama on Irish Deaf Community and Equality Framework, 4/13/07, 81 participants
- Identity Theft/Fraud Workshop at DCC, 4/14/07 – 11 participants
- Diabetes at San Jose, 4/4/07, 19 participants
- First of a series of Driver’s Education classes at San Jose, 4/12/07, 4 participants

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NEW ELECT CHIEF EXECUTIVE OFFICER'S REPORT: Di Herron

First of all, I wanted to take this opportunity to share with the Board of Directors that I am very excited about my new job and working with the board, staff, and community. I sense a great relief from many people about my appointment as the next CEO. I am feeling honored by the magnitude of support coming from the board, staff and community.

As Jim Brune will share with you, we had our first formal meeting on March 26, 2007 and subsequent meetings after that. I feel very optimistic about the transition between him as the outgoing CEO to me as the new CEO. I want to compliment Jim for the outstanding job he has done to keep DCARA moving ahead. He obviously was thrown into the deep waters and he successfully got his head above the water and swam forward with his staff in tow. There is nothing better than attending a school of hard knocks to learn the intricacies of leadership and administration. Jim is observant of what needs to happen during the transition and the direction that DCARA needs to take. I look forward to working closely with him during the transition period.

I have been in frequent communication via email, videophone, and in person with Dodi Ellis as the Board President to learn about the organization’s vision and goals. Together, we are identifying things that need to happen on a short- and long-term basis. I am thrilled to be working with President Ellis because she is enthusiastic about working with the board to move the Agency forward in the direction that the community want to see happen.

In meeting and talking with some community members, I sense a great urgency to meet with various groups to listen to their issues and to act on their requests to address the problems. This, in itself, is quite overwhelming to try to be available and to connect with the community as soon as I come on board. Nevertheless, this need for communication will be addressed immediately to allow the community to feel involved with DCARA.

I have developed short-term goals and action plans to help the board, staff and me to have a sense of direction effective on my first day of employment on April 16, 2007 and to stimulate motivation and focus for everyone involved. I ask that the board approve the following goals and action plans.
SHORT-TERM GOALS AND ACTION PLANS
April 2007 – March 2008

Goal #1: To establish a communication system and working relationship between the new CEO and the Board.

Action Plan:
1. Work with the board to clarify communication expectations and methods.
2. Develop a new 5-year strategic plan (2008-2013). (Including plans for a new DCC)

Goal #2: To boost employee and community morale.

Action Plan:
1. Meet with individual employees and solicit their feedback about their employment experiences, desires and vision of DCARA in the future. 
2. Create positive public relations with the employees and the community.
3. Create a system for the community to be able to provide input towards DCARA's vision and goals. (Note: ties in with #1.2. Develop a new 5-year strategic plan.)
4. Provide a forum for discourses among community members on: (Note: ties in and supports #1.2 Develop a new 5-year strategic plan and #2.3 Create a system for the community to be able to provide input towards DCARA’s vision and goals.)
   a. language and culture empowerment,
   b. issues related to raising the self-determination of Deaf individuals, and
   c. the relationship among Deaf individuals and groups to gain a better understanding of and respect for the diversity of Deaf people from different backgrounds and experiences as Deaf persons and diversity of Deaf people who are ethnic minorities.

Goal #3: To maximize the organizational infrastructure and fiscal management during the transition period.

Action Plan:
1. Study and reorganize, if needed, the organization infrastructure to meet the current service level needs.
2. Develop and revise or amend, if needed, the 2007-08 budget to accommodate the current operating needs.

Request to approve motions:
1. To create an ad-hoc committee to draft a resolution to declare DCARA’s position on unity of sign language community and diversity. Sponsored by Jenny Cantrell
2. To implement a self-study process to develop a 2008-2013 strategic plan. Sponsored by (Charles Farr)