MEETING CALLED TO ORDER: 6:20 PM

PRESENT: Don Baer, Clark Brooke, Jenny Cantrell, Jennifer Cook, Dodi Ellis, Charles Farr, Tim Gough, Jeannie Leighton, Patty Lessard, Ken Mikos, Liann Osborne, Karina Pedersen, Jesada Pua, Phillip Smith, and Robert Solorzano

EXCUSED: Raine Cheng, Michael Mac Aulay and Yen Trinh

STAFF PRESENT: CEO Herron

VISITOR: Sharif Rashedi

MO5/8/07-1
Mikos (Pua) moved to approve the April 2007 minutes as corrected. MSPASSED

MO5/8/07-2
Osborne (Brooke) moved to see if we can alter our meetings (i.e.: rap session - one month and another month for board meeting).
Gough (Solorzano) amends that we proceed to have a rap session starting next month (June 20, 2007) during a regular board meeting and decide the frequency of future rap sessions. Amendment passed. MSPASSED

CORRECTIONS TO THE APRIL 2007 MINUTES:

Page 2, Lines 44 - 46: Should now read.

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

MO5/8/07-1
Mikos (Pua) moved to approve the April 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: Attached
DCC Facilities: Attached
Board Development & Recruitment: No report
Bylaws & Policy Update: No report

CEO Herron: Attached

UNFINISHED BUSINESS
None

NEW BUSINESS

MO5/8/07-2
Osborne (Brooke) moved to see if we can alter our meetings (i.e.: rap session) one month and other month for board meeting).
Gough (Solorzano) amends that we proceed to have a rap session starting next month (June 20, 2007) during a regular board meeting and decide the frequency of future rap sessions. Amendment passed. MSPASSED

MEETING ADJOURNED 9:11 PM to go into executive session.

Respectfully submitted,

Don C. Baer
Secretary

_______Accepted as read
_______Approved as corrected

DCARA Regular Board Meeting
May 8, 2007
Deaf Community Center, San Leandro, CA
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REPORTS ATTACHED

President Report: Dodi Ellis

EXCUSED: Raine Cheng (illness), Yen Trinh (Washington, D.C.)
Congratulations and welcome Roberto (officially) to the Board!
With regrets, Yen Trinh submitted her resignation letter. She’s taking on a new account for
work, has new project and will be traveling as well as planning upcoming wedding, she feels
it’s not fair to the rest of the Board and DCARA that she’s unable to fully commit and
contribute.
Now, without Pam and Yen, but with Roberto, we have 17 board members.
After much thought and discussion, I asked and appointed Liann Osborne and Jesada Pua
to represent the Board on the Leadership Team of the Self Study.
The "Meet New CEO" BBQ event was a success! Thank you all who showed up and
helped!
Now looking forward to the Progressive Dinner. So far only three Board members
confirmed. Please join us!
Met with CEO Herron more than a week ago. We’ve decided to meet every last Thursday of
the month.
We need to address on communication channels between the Board and Staff. This should
be covered during the Retreat.
I’ve submerged myself into DCARA’s website and got to know DCARA more! I encourage
you all to do the same. Feedback, comments, or suggestions highly encouraged!
Membership of SFCD encouraged – only $5 and next General Meeting is this Saturday
morning at 9:00! Hope to see most of you there!

Board Members: (* = need photo; @ = need bio in ASL)
Charles Farr
Clark Brooke @
Dodi Ellis
Don Baer
JAC * @
Jeannie Leighton
Jenny Cantrell @
Jesada Pua * @
Karina Pedersen
Ken Mikos @
Liann Osborne * @
Michael Mac Aulay @
Patty Lessard * @
Phillip Smith
Raine Cheng
Roberto Solorzano * @
Tim Gough

Vice President Report: Karina Pedersen

Dodi and I are almost done with meeting with each one of you individually. We hope to have
this completed by the summer, which will allow us to present concerns and provide attention
to weak areas according to you. Thank you for your time in meeting with us and ensuring we
improve the Board in general.
The facilities committee has a new chair, Jeannie Leighton. I want to thank her for her willingness to step up. I'll continue working with her and ensure transition and completing our DCC project.

The Board recruitment and development committee continue to need a chairperson. The new DCC fund committee is to work with the Finance committee until further notice. We see this as a great opportunity for the DCC fund committee to fully understand finances and operating expenses during the self-study months. We hope this will allow us to focus on finances and apply to our future plans once the self-study is completed in December.

We also want to push the chairs of committee to be more effective in presenting their reports. Please report new information and don't elaborate your report by discussing issues. Thank you!

COMMITTEE REPORTS

Fundraiser Committee: Chair Mikos

1. Meet the New CEO BBQ on April 29th was a success. About 140 people attended and a good time was had by all. Total income was $2,310. After expenses (792.79), we realized a profit of $1,517.21. Hand waves to Don Baer, Jeannie Leighton and other committee members for their outstanding work.

2. Update on progressive dinner. So far, we have received responses from 25 people. Plus 4 more people have indicated they will pay. Thus far, we have received $2505.

A reminder – Ken Mikos has promised to match every dollar each Board members raises for DCARA. If a Board member contributes 25 dollars to DCARA, Ken will match that and give $25 to DCARA. Ken will give a maximum of $5,000 if the Board as a whole can donate that much by December 15, 2007. Just be sure to let us know if you were able to get your friends and family members to donate to DCARA, as this will count.

Deaf Lecture Series: Chair Cook

DAW- Sept. Deafhood workshop at DCC
Refreshment.
Sept 15. Free.
Lecture fees.

Trudy Suggs-10th Anniversary Saturn story
Oct 19th.
Refreshments.
Admission fee
Lecture fees. Donate to a cause
Lodging fee
Per Diem fee

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Chris Wagner, revisit for fall- SBG involvement not just CAD board.

* $$$ needed more sponsorship opportunities to cover lecture fees and etc.
* Admission fee? Once a year with DAW partnership only?

**DCC Facilities: Chair Leighton**

Currently I and DCC Facilities committees were working together to discuss on many new ideas for kitchen at DCC. We hopefully will work with IKEA for kitchen renovation. Janelle Hailenberg, who just became new Facilities Manager will involve in this committee. She has a lot of ideas for DCC. We discussed with Di Herron for new facelift at DCARA headquarter to make it more pleasant environment for staff and clients.

**CHIEF EXECUTIVE OFFICER'S REPORT: Di Herron**

**Announcements:**

Tracee Marizette has been hired as Executive Assistant effective June 18, 2007. Tracee has been with California School for the Deaf for over 7 years. She was employed as a “teaching assistant” specializing in job coaching, office assistant, and classroom assistant. She has worked in my department, Career Center, when I was employed over there. Tracee will be responsible for getting materials ready for the board meeting each month as well as working closely with the board secretary on the minutes of the meeting.

Sharif Rashedi has announced resignation from DCARA. He has accepted a new job with a company that allows him to keep up with the current computer skills as well as to pay him a better salary. Sharif will be missed by all DCARA staff members. He has contributed significantly to DCARA by upgrading the computers and the network system.

We are in the process of interviewing for the Information Technology (IT) Specialist. Hopefully, we do not have to wait for long before we can hire someone. In the mean time, we have contracted with Sharif to handle emergencies, upkeep of the WebPages and training new IT specialist.

**UPDATES ON GOALS**

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

**Action Taken:**
- Met with the board at the April 17, 2007 board meeting.
- Board approved the proposed self-study plan.
- Met with President Ellis on April 25, 2007 to review my first 2 weeks on the job experience and suggestions for improvements with the website.
- President Ellis named 2 board members, Liann Osborne and Jesada Pua, who will represent the board on the Leadership Team.
• Briefly met with Jeanne Leighton to review staff’s plan for a “face-lift” of the Headquarter office.

Future Action:
• Clarify Board’s and President’s communication system with CEO.
• Clarify CEO’s communication system between Staff and Board.
• Clarify working relationship between CEO and/or Staff and the Board on projects or committees.
• Board’s preferred report format (CEO Report).
• Performance evaluation expectations of CEO.
• Establish and clarify CEO’s authorization boundary.
• Clarify or develop CEO and board’s vision of DCARA.
• Develop a new 5-year strategic plan (2008-2013). (Including plans for a new DCC)

Goal #2: To boost employee and community morale.

Action Taken:
• CEO visited each employee at his/her work site to greet him/her.
• CEO scheduling a one-on-one meeting with each employee during the months of May and June.
• CEO maintains communication with employees via weekly updates.
• The new DCARA website has launched on April 16th. Staff and community have given the new design a thumbs-up approval.
• A new weekly series of ASL vlog, “Di’s Perspective,” has launched successfully. The first vlog was held over another week to allow the community who had just found out about the new website a chance to see it. The second vlog was released on April 30th.
• “The Power of We” campaign was launched at the Full Staff Meeting (FSM) on April 25th and at the board’s fundraising event, “Meet the New CEO BBQ” on April 29th. 140 tickets were sold for the BBQ event. The community expressed excitement and support for DCARA’s future.

Future Action:
• Deaf Pride Project
  o Headquarter office face-lift
  o DCARA history museum
  o Media project
    o ASL and Deaf Culture Center
• Recruit community members to serve on the self-study committees
• Board hosting a “Staff Appreciation Night”
• 360 degree evaluation system
• Public relations project
• Community forums on Deafhood, DCC project, DCARA services/programs
Goal #3: To maximize the organizational infrastructure and fiscal management during the transition period.

Action Taken:
- Staff reorganization
- Creation of Business Development Services Department
- Identified the need for increased ratio of unrestricted funds raised through grants and donors
- Identified the need to work closely with the Finance Committee to align our revenue and expenses with our strategic goals
- Requested that Margie Cooper, CFO, to attend all finance committee and board meetings to provide all the information the board and I need to make decisions on the finances. Margie has arranged for interpreting services for all board meetings. We are still working with the finance committee to set up a regular meeting schedule so that Margie can request interpreting services in advance.

Future Action:
- Develop a budget plan to support Agency-growth
- Develop a budget and fundraising plan to support the needs of the Agency services and programs
- Develop a budget and fundraising plan including capital campaign for the new DCC
- Creation of the Deaf Employment Training Center (DETC)
- Media and Communications Center
- Create a Chief Business Officer position.
- Expand programs for clients and community to promote self-determination and independence.
- Donor program
- DETC fundraising plan
- Parents of Deaf Children Program