

November 10, 2009
DCARA Board Meeting Minutes

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3 **Meeting Called to Order:** 6:11 PM
4

5 **Present:** Joe Fercho, Andrew Phillips, Jaime Jackerson, Roberto Solorzano,
6 Patty Lessard, Michael Higgins, Jenny Cantrell, Sunnie Kaufmann, Chris Held
7

8 **Excused:** Liann Osborne, Sunnie Kaufmann
9

10 **Unexcused:** Karina Pedersen
11

12 **Staff Present:** Executive Director Jim Brune, Patty Souza
13

14 **Visitor:** Rejane Butler
15

16 **Interpreters:** Robin Mills, Jennifer Mantle
17

18 **Presenters:** None
19
20

21 **MO102009-1**

22 Phillips (Higgins) moved change the frequency of board meetings from monthly to
23 every other month.

24 Higgins (Phillips) amended "effective January 1, 2010" at the end of the
25 motion.
26

27 MPASSED

28 **MO111009-1**

29 Higgins (Lessard) moved to approve the September Financial Report.
30

31 MPASSED
32

33 **MO111009-2**

34 Higgins (Held) moved that the Executive Director bring to the December 2009
35 meeting three scenarios for reducing the fiscal year budget by \$20k, \$15k, and
36 \$10k.
37

38 MPASSED
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40 **October 2009 Minutes:** on hold until December.
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1 **Officers' Reports**

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3 **President: Liann Osborne**

4 None

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6 **Vice President: Roberto Solorzano**

7 Sunnie Kaufmann and Leona Galindo not present because they both applied for
8 the Director of Community Relations position. The bylaws says nothing about
9 procedures for when a Board member applies for a staff position. Solorzano
10 wonders if when a Board member applies for a staff position, should the Board
11 member be allowed to attend board meetings during this time?

12
13 Liann Osborne and Solorzano met with Jim Brune last night and they are ready
14 to start the transition to the new officers. Solorzano encouraged the Board to take
15 time to review the Board binder and bring suggestions for revisions to the
16 December meeting. On December 4th Tom Holcomb and Sandra Ammons will
17 have their 50 Years of Deaf Culture birthday event. Solorzano asked the Board to
18 encourage people we know to attend, and each ticket is \$50.

19
20 Also the Board needs to work on board recruitment as we have only less than a
21 month left.

22
23
24 **Secretary:**

25 None

26
27 **Treasurer: Patty Lessard**

28 Lessard has been studying investment policies from different institutions and
29 agencies. She used them as a guide in creating an Investment Policy for
30 DCARA. This policy has to do with what the Board's investment philosophy
31 should be -- such as having a conservative or liberal investment strategy. The
32 Finance Committee reviewed the draft document and made a few edits and
33 additions. Lessard will send the revised draft to the Board via email before the
34 December Board meeting. Lessard will ask the Board to approve the policy at
35 that meeting.

36
37 The Finance Committee reviewed the Finance Reports for September as well as
38 the reports for the first quarter of FY 09/10. We are concerned with the possible
39 budget deficits that will occur at the end of the year unless some planning and
40 prevention takes place now. During the meeting, the Finance Committee will
41 recommend to the Board that the Executive Director bring three scenarios for
42 reducing the fiscal year budget by \$20k, \$15k, and \$10k to the December 2009
43 meeting.

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The Finance Committee would also like to have a motion made during New Business to approve the September Finance Reports.

5 **Standing Committees**

6 **Board Development and Recruitment: Jenny Cantrell**

7 There have been no Board member applications thus far, but the application had
8 no email address and had the incorrect mailing address. Cantrell encouraged the
9 Board to go over possible names of people we should contact and encourage to
10 apply for Board membership. The deadline to apply is November 25th. Chris Held
11 will join the interview committee along with Cantrell, Osborne and Lessard.

12

13 **Fundraising Committee: Chris Held**

14 None

15

16 **Strategic Planning Committee: Andrew Phillips**

17 The committee met and went through some questions asking the committee to
18 determine whether DCARA is ready to do long-term strategic planning. One of
19 the key questions was whether DCARA is financially stable. The committee
20 concluded that DCARA is not financially stable as DCARA gets the majority of its
21 support from the government (state/county/city) and the current economic
22 difficulties in California suggest that there is a high risk that DCARA's support
23 may be significantly cut. If DCARA's support is seriously reduced, then DCARA
24 may have to alter its long-term strategic plans. The committee felt that it should
25 focus on more pressing needs such as giving Jim Brune advice on applying for
26 grants, discussing how DCARA can better use the "Deaf House" next to the DCC
27 and also the DCC itself to generate more revenue. The committee will continue
28 to meet monthly and will keep the Board up to date on its activities.

29

30 **Reports from DCARA**

31

32 **Executive Director:**

33

Jim Brune

34

Personnel:

35

- Director of Community Relations position is now internally posted. I have received two applications.
- Webmaster/IT Support Specialist was just filled today. Daniel "Donny" Jacob will be joining us on Tuesday November 17th.

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1 DCARA Presentations/Workshops/Events in October:

- 2 • We have begun a new series of parenting skills classes in both San Jose
3 and San Leandro within our Family Connections program. This is exciting
4 as we are expanding our services to include Deaf parents!
5 • We are continuing to provide an exercise class for Deaf seniors at FOG.
6 • We had a Dia de los Muertos event last Saturday here at DCC which was
7 attended by 44 people. It was a successful event for our Multi-Cultural
8 Program.

9 Upcoming Presentations/Workshops/Events in October/November:

- 10 • We will be staffing a booth at CSD's Open House tomorrow.
11 • Our annual Thanksgiving Feast will be happening on Saturday November
12 21st. Just about all staff will be involved in our Thanksgiving Feast event
13 at 3 locations: San Jose, Fremont, and DCC.
14 • We will begin a new computer class series in San Jose. There will be
15 more computer classes coming in the New Year.

16 Grant Writing:

- 17 • We are entering RFP season.
18 ◦ I just received notice today for the City of Fremont RFP. It is due
19 January 20th.
20 ◦ We should be receiving notice any day now for the City of San
21 Leandro RFP. I hear it is due sometime in December.
22 ◦ We should be receiving notice soon for the City of San Jose RFP.
23 ◦ I received a notice today for the City of Hayward RFP. I would like
24 to go ahead and apply because it is the next town over from San
25 Leandro and we do serve a significant number of Deaf residents of
26 Hayward.

27 50th Anniversary Celebration Committee:

- 28 • The 50th Anniversary Celebration Committee has been meeting monthly
29 and we are working now on scouting locations. Each of us on the
30 committee has been doing research and scouting potential locations and
31 venues based on the criteria we agreed upon. We have begun to visit
32 locations as well and expect to continue scouting locations through the
33 next few months. Patty will be joining me at a site visit at the Claremont
34 Hotel and Spa in Berkeley.

35 Personnel Manual Committee:

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- 1 • I reported last month that the Personnel Manual has been meeting to
2 address many much needed revisions to the Personnel Manual. No new
3 news to report other than that the “Language Subcommittee” continues to
4 meet to address the tedious but necessary language changes that are
5 necessary.

6 Fundraising:

- 7 • Upcoming fundraising opportunities:
8 ○ Direct Mail: at this time, we’ll be sending out 2,700 letters. This is
9 approximately 200 less than the number we sent out last year. We
10 had a 55% rate for Board involvement (6 out of 11 board members
11 participated) and a 50% rate for Board involvement (14 out of 28
12 staff). This year, for the first time, we’ll be doing a joint mail and
13 email campaign. The email version will be completed shortly and
14 sent to each staff member and board member to forward to their
15 friends and family who will NOT be receiving an actual letter. We
16 are excited to see if this has a positive impact on our ROI.
17 ○ Tom Holcomb and Sandra Ammons’ Show on Friday evening

18 December 4th at DCC. This is to celebrate their 50th
19 birthdays and the show will be about taking a look at the last
20 50 years in Deaf Culture. Tickets are \$50. Maximum
21 attendance: 125 people. I expect tickets to sell FAST.
22 Flyers and tickets will be available starting this Saturday
23 October 24th at CSD’s booth. Goal: raise \$5,000 after
24 expenses.

25 ○ I am hoping to schedule a house party with Shelly Lawrence, the
26 coordinator of Ohlone’s IPP program. The Ohlone IPP program
27 has been a wonderful partner with us sending interpreting students
28 to our various offices and with DCARA providing Ohlone with
29 mentoring opportunities with our Deaf professionals. The house
30 party would be focused mainly on the interpreting community – an
31 untapped resource in terms of fundraising.

32 ○ We will have ASL Films’ 4th movie “Gerald” show at DCC on
33 January 23rd – two showings.

34 ○ We will need to start thinking about the planning of Deaf
35 Community Night in Spring 2010.

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- 1 ○ The next Fundraising Committee meeting is next Tuesday
- 2 November 16th.
- 3 ○ There is the possibility of hosting an event at the Wells Fargo
- 4 Museum in San Francisco. I have been in communication with
- 5 Michael Higgins and begun the planning for this event. We are
- 6 gunning for an early 2010 date for this event.

7 Concerns:

- 8 • I would like to address a couple of concerns that I have:
 - 9 ▪ Direct Mail: at this time, we'll be sending out 2,700 letters.
 - 10 This is approximately 200 less than the number we sent out
 - 11 last year. However, this year, for the first time, we'll be doing
 - 12 a joint mail and email campaign. The email version will be
 - 13 completed shortly and sent to each staff member and board
 - 14 member to forward to their friends and family who will NOT
 - 15 be receiving an actual letter. We are excited to see if this
 - 16 has a positive impact on our ROI.
 - 17 ▪ I had mentioned last month that I am very concerned about
 - 18 board recruitment and having a large enough of a board
 - 19 starting January 2010 with people leaving/being termed out.
 - 20 To this end, I had a brainstorming session with my
 - 21 management team and we came up with a list of almost 30
 - 22 names and 3 of us managers individually contacted these
 - 23 people and encouraged them to view the vlog and apply if
 - 24 they were interested.

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26 Old Business

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8 **ANNOUNCEMENTS**

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12 **Meeting Adjourned at 8:54 PM.**

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14

15 Respectfully submitted,



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18 Andrew Phillips

19 Secretary

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24 _____Accepted as read

_____Accepted as corrected

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