

**December 8, 2009**  
**DCARA Board Meeting Minutes**

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

**Present:** Jenny Cantrell, Joe Fercho, Chris Held, Michael Higgins, Patty Lessard, Liann Osborne, Roberto Solorzano,

**Excused:** Sunnie Kaufmann, Andrew Phillips, Jaime Jackerson

**Staff Present:** Executive Director, Jim Brune and Executive Assistant, Leona Galindo

**Visitors:** None

**Interpreters:** Robin Mills, Leah Bartell

**Presenters:** None

**MO 1120809-1**

Solorzano (Held) moved to approve the October 2009 Financial Report.  
MSPASSED

**MO 1120809-2**

Higgins (Solorzano) moved to approve the investment policy report as submitted by the Finance Committee. MSPASSED

**MO 1120809-3**

Held (Cantrell) moved to approve the audit report. MSPASSED

**MO 1120809-4**

Cantrell (Held) moved to implement the proposed budget cut of \$20,000 in the current 09-10 fiscal year. MSPASSED

**MO 1120809-5**

The DCARA Board voted and approved the following officers for 2010: Chris Held as President; Patty Lessard as Vice President; Andrew Phillips as Secretary; and Michael Higgins as Treasurer. MSPASSED

**MO 1120809-6**

The DCARA Board accepted the Board Development and Recruitment Committee's recommendation of Nancy Hammons and Jane Newkirk as new Board Members in an executive session. MSPASSED

**Corrections to the October and November 2009 minutes:**

The minutes were approved as corrected.

**Officers' Reports**

**December 8, 2009**  
**DCARA Board Meeting Minutes**

**President:** Liann Osborne

Tonight is my last meeting as the Board President and serving on the Board of Directors, as I am leaving. It will be tough leaving this wonderful group of old and new Board members. I will still be around within the Deaf community, so please know that I will continue to show DCARA my continuous support as a Community member. I want to conclude this report with a gratitude to each of you especially ED Brune for making it fun and easy to serve as your Board President.

**Vice President:** Roberto Solorzano

A Board member, Karina Pedersen is no longer on DCARA Board Due to having more than three unexcused absences. Therefore, we will comply with the Board policy and remove her from the Board officially.

**Secretary:** Andrew Phillips

None

**Treasurer:** Patty Lessard

I met with ED Brune and Business Manager Souza to go over the Finance Reports for the month of October 2009. A copy was sent to all the Board. The reports look good, with zero balance in the Line of Credit (LOC) and at least one month's operating expenses available. The Board will be asked to pass a motion to accept these reports.

In addition, last month the Board requested ED Brune to bring in three scenarios to reduce the deficit by \$10K, \$15K and \$20K. He will be presenting his results to the Board during his report.

The audit report is now complete. The Board will need to pass a motion tonight to accept the auditor's report.

The investment Policy Draft was sent out to the Board prior to the meeting for their review. At the meeting they will need to make a motion to accept the Investment Policy. A copy will be sent to our Investment Advisor, Danny Lacy for his review and approval as well.

\*\* This is my final report as Treasurer for the Board of DCARA. At the December meeting my Three-year term ended, but I am proud to say that I am being succeeded in 2010 by Michael Higgins who has been a member of the Finance Committee and is very competent when it comes to money matters. He and I will work together to ensure a smooth transition.

When I became Treasurer, I had made two personal goals for myself. One, to establish some kind of "set aside" account where a percentage of certain funds

## December 8, 2009 DCARA Board Meeting Minutes

received, e.g., fundraising dollars, would collect and eventually be large enough to help reduce the dependency on government funding. This fund was created last year and has been growing little by little. The second goal was to create an investment policy for the investment account that DCARA holds. The policy draft was completed and ratified by the Board at the December meeting.

### **Joe Fercho on DCARA's Investments**

Investments have been relatively flat over the last three months. However, investments are up \$20K since the start of 2009.

207,229.74    December 2009  
207,879.94    November 2009  
207,532.82    October 2009

### **Standing Committees**

#### **Board Development and Recruitment Chair: Jenny Cantrell**

The recruitment process yielded a measured success. We are going to submit two candidates' names for full Board evaluation during the executive session. The Recruitment Committee turned down some candidates for a variety of reasons, including not having been separated from DCARA employment for the requisite minimum of 36 months, for example. This is a lower number of new Board members than we wanted, but we went for quality rather than quantity. We want Board members who are talented and who can contribute positively to DCARA. We have discussed and recommended a second round right away, with applications being due in mid-January, interviews late January or early February, and voting on the candidates during the February meeting. A special meeting can be called if this is not a regular meeting month. We need to act quickly, hence the suggested timetable. Chris is now the new recruitment chair. I have been asked, and have agreed to remain available for consultation, even though I cannot be directly involved after this month.

#### **Fundraising Chair: Chris Held**

**Chairperson-** Chris Held

**Volunteer Coordinator-** Liann Osborne

- Get Oktoberfest volunteers to work DCN
- Need several for intake
- Volunteer Photographer- Allison

**When:** March 20<sup>th</sup>

**Where:** DCC

**Food:**

- Need kitchen near here
- Christine

## December 8, 2009 DCARA Board Meeting Minutes

- Cassandra

### **Strategic Planning Committee: Jim Brune**

The SPC has been working on finding money to renovate the San Leandro house. Some ideas include working with Habitat for Humanity, organizations that preserve historic buildings or even money for making buildings more environmentally friendly. \*Report written by Andrew Phillips\*

### **Reports from DCARA**

#### **Executive Director: Jim Brune**

#### Personnel:

- Director of Community Relations position: external posting deadline was last Friday. We are in the middle of the screening process.
- Outreach Specialist position: the position will be posted this week.

#### DCARA Presentations/Workshops/Events in November:

- Thanksgiving Feast was a success again this year! The turnout:
  - o San Jose – 55 people
  - o FOG – 60 people
  - o DCC – close to 100 people
- We have wrapped up a series of parenting skills classes in both San Jose and San Leandro within our Family Connections program.
- We are continuing to provide ASL classes in San Leandro and San Jose.
- We are continuing to provide an exercise class for Deaf seniors at FOG.
- ZVRS Forum in San Jose – 15 attendees

#### Upcoming Presentations/Workshops/Events in January:

- ADA and Self-Advocacy workshop at San Francisco Public Library
- Ongoing computer classes
- Ongoing Sorenson Drop-in services at FOG and San Leandro
- Four different mosaic-making workshops in four different locations

## December 8, 2009 DCARA Board Meeting Minutes

### Grant Writing:

- We are entering RFP season.
  - o City of Hayward – due December 21<sup>st</sup>. We plan to submit a proposal that will amount to less than \$10K. This RFP is very, very simple and we have decided to do this proposal in-house (rather than have our contract grantwriter take this on).
  - o Our contract grantwriter will be focusing on the following:
    - City of San Leandro – due January 5<sup>th</sup>
    - City of Fremont – due January 5<sup>th</sup>
    - City of San Jose – due January 20<sup>th</sup>

What we plan to propose in each RFP will be similar to our current contract with each respective city.

### Personnel Manual Committee:

- I had previously reported that the Personnel Manual would be ready for review by the Board in January. However, because the language revision phase (now) is a very tedious, time-consuming process and done by staff with other duties as well, the review by the Board will happen in May, probably.

### Fundraising:

- Direct Mail:
  - o Letters sent – 2,635
  - o Responses to date – 45
  - o Donations to date - \$2,035
    - Of the \$2,035, \$100 was donated electronically.
- Tom Holcomb and Sandra Ammons' Show on December 4<sup>th</sup>
  - o A huge success!!

## December 8, 2009 DCARA Board Meeting Minutes

- o We had just under 100 people attend
- o The goal was to raise \$5,000 and I am very happy to report that we reached our goal! We raised \$4,964.10 after expenses!
- Upcoming fundraising opportunities:
  - o I had previously reported about my hope to host a house party with Shelley Lawrence. After a brief conversation with her at the CSD Open House, it does not look like it will happen any time soon. I will be looking to the new board in January for assistance with recruiting a host for a house party in the early part of 2010.
  - o We will have ASL Films' 4<sup>th</sup> movie "Gerald" show at DCC on  
January 23<sup>rd</sup> – two showings: 3pm and 7pm.
  - o With Michael Higgins' assistance, we are looking to hosting an event at the Wells Fargo Museum in San Francisco on March 27th. I have been in communication with Michael Higgins and begun the planning for this event.

### Mosaic Mural Project:

- We are aiming for a large community involvement project. We would like to build a mosaic mural on the outside wall of DCC. We are aiming to select a theme in the next few weeks and establish a design competition. We would like to involve Deaf community groups including CSD, Ohlone, SFCD, CAD and others from all over the Bay Area to be a part of this process. We are aiming to build this mosaic mural in late September 2010 to coincide with Deaf Awareness Week/Month.
  - o Why have the mural?
    - To have the community, staff, board, consumers feel connected to, involved & invested in DCARA
    - To help DCARA become more visible to the community
    - To motivate people to donate
    - To tell a story

## December 8, 2009 DCARA Board Meeting Minutes

- To make history – it's permanent!

### Final Note:

- I would personally like to thank Jenny Cantrell for her years of service on the DCARA Board of Directors and her involvement in Board Recruitment. Thank you, Jenny and I wish you well. This isn't good-bye; I know I'll see you around.
- I would like to personally thank Liann Osborne for her ongoing support and commitment as Board President this year. She worked tirelessly on DCARA's behalf this year by being very involved on the Strategic Planning Committee as well as the Fundraising Committee. Thank you, Liann! I know I'll see you around as well. ;-)
- I wish everyone a Happy Holidays and Happy New Year!

**Old Business** : none

### **New Business**

#### **MO 1120809-1**

Solorzano (Held) moved to approve the October 2009 Financial Report.  
MSPASSED

#### **MO 1120809-2**

Higgins (Solorzano) moved to approve the investment policy report as submitted by the Finance Committee. MSPASSED

#### **MO 1120809-3**

Held (Cantrell) moved to approve the audit report. MSPASSED

#### **MO 1120809-4**

Cantrell (Held) moved to implement the proposed budget cut of \$20,000 in the current 09-10 fiscal year. MSPASSED

#### **MO 1120809-5**

The DCARA Board voted and approved the following officers for 2010: Chris Held as President; Patty Lessard as Vice President; Andrew Phillips as Secretary; and Michael Higgins as Treasurer. MSPASSED

#### **MO 1120809-6**

The DCARA Board accepted the Board Development and Recruitment Committee's recommendation of Nancy Hammons and Jane Newkirk as new Board Members in an executive session. MSPASSED

**December 8, 2009  
DCARA Board Meeting Minutes**

**Meeting Adjourned at 8:45 PM**

Respectfully submitted,

Patricia Lessard for  
Nancy Hammons  
Secretary

Accepted as read

Accepted as corrected