

April 13, 2010
DCARA Board Meeting Minutes

1 **Meeting Called to Order: 6:26 PM**

2
3 **Present:** Joe Fercho, Chris Held, Patty Lessard, Jane Newkirk

4
5 **Excused:** Sunnie Kaufmann, Jaime Jackerson

6
7 **Unexcused:** Nancy Hammons

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

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11 **Visitors:** Kathleen Bieling

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13 **Interpreters:** Gabrielle Grigsby and Jennifer Mantle

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15
16 **MO041310-1** Fercho (Lessard) moved that the authorized signators for DCARA's
17 four bank accounts be: James Brune, Chriz Dally, Kay Tyhurst, LaRonda Zupp
18 and Marta Ordaz. MSPassed

19
20 **MO041310-2** Lessard (Newkirk) moved that Nancy Hammons be appointed as
21 Secretary and Joe Fercho be appointed to Treasurer. MSPassed

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23 **MO041310-3** Lessard (Newkirk) moved that Crosby and Kaneda be approved as
24 the audit company for the FY 2010 agency audit. MSPassed

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26 **MO041310-4** Fercho (Lessard) The Finance committee recommends that the
27 Board accepts the financial reports for December 2009 January 2010, and
28 February 2010. MSPassed

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31 **Action Items**

- 32
- 33 ED Brune will ask Chriz Dally to come and present.
 - 34
 - 35 Fundraising committee chair give the Board a full report at the July
36 meeting.
 - 37
 - 38 President Held recommended that the Board give a "Big Thank You" to
39 Leah Bartell for providing the catering for Deaf Community Night. He
40 will do this.
 - 41 Business Manager Souza and ED Brune will investigate and provide
42 updates as to the slight discrepancy in both Salaries and Occupancy
43 which was discussed at the FC meeting in June.

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Officers' Reports

President: Chris Held

President Held thanked Board for their attendance at the Deaf Community Night on March 20th. ED Brune did a great job taking over as Master of Ceremony.

President Held passed out a calendar for the Board to document meeting dates and help keep track of committee meetings.

We are still recruiting Board members. Please refer people to DCARA at board@dcara.org.

Vice President: Patty Lessard

- VP Lessard will meet and discuss secretary responsibilities with Nancy Hammons and will meet with Joe Fercho to assist him in taking over Treasure duties.
- VP Lessard, Joe Fercho, Sunnie Kaufmann will meet to prepare for the ED evaluation. Then will meet with Chris Held to set up schedule.
- Everyone needs to check contact information and term information.
- ED Brune suggested that VP Lessard develop written protocols of duties and make a binder for Nancy and Joe.

Secretary: Nancy Hammons

None

Treasurer: Joe Fercho for Mike Higgins

Presented are the Financial Reports for the month of March 2010.

Revenue, Expenses, & Deficit are accurate for the most part; however, there seems to be a slight discrepancy in both Salaries and Occupancy which was discussed at the FC meeting in June. Business Manager Souza and ED Brune will investigate and provide updates as to the difference at a later date. Fundraising totals have not yet been updated and will be at a later date and as a result, the deficit may be reduced. In the future, the FC will meet with the Fundraising Committee for current and relevant totals. A better determination of the deficit will be projected in July.

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2 There is a small deficit of 13K. As stated last month it was initially projected to
3 have a \$40K deficit; however, money was moved from the General Fund and
4 billed to DSS (program). We are still projected to operate at deficit due to
5 cancelled events such as the Wells Fargo event. ED projected the deficit to be
6 under \$23K and, in fact, it is at \$23K as stated above. Individual Board
7 contributions have not been met for this past fiscal year. It is expected that each
8 Board member contribute which will assist in the overall agency budget.
9 Individual donations can be done in many forms: cash, contributions (such a
10 rummage sale), selling tickets, renting the DCC etc...

11
12 **Points of interests that should be noted and we need to discuss further**
13 **include:** Agency Budget for 2010-2011

14
15 **Several questions that should be addressed:**
16 ***Are board commitments the same for the upcoming year? To be discussed***
17 ***and decided upon.***
18 For instance, this past year it was agreed that each Board Member would donate
19 \$500 each by cash donation or contributing in some way that generated \$500.

20
21 ***Do we anticipate board expenses for the upcoming year? To be discussed***
22 ***and decided upon.***
23 For instance, board workshops or training and/or miscellaneous events provided
24 for board members. This could also include refreshments or other related
25 expenses.

26
27 **Additional Notes:**
28 The next FC meeting is not yet determined but to be scheduled for the first or
29 second week of July.

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32 **Standing Committees**

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34 **Board Development and Recruitment Chair:** Chris Held

35
36 none

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39 **Fundraising Chair:** Chris Held

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41 President Held recommended that the Board give a "Big Thank You" to Leah
42 Barton for providing the catering for Deaf Community Night. He will do this.

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1 **Strategic Planning Committee:** Chris Held

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3 None submitted

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6 **Reports from DCARA**

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8 **Executive Director:** Jim Brune

9
10 **Staff Requests for Motions:**

- 11 • Request to adopt a conflict of interest policy.
12 • Request to approve authorized signers for Purchase Authorization forms
13 and checks.

14
15 **Personnel:**

- 16 • Program Developer position has been advertised internally. Deadline is
17 today, April 13th 5pm. At the time of the writing of this report, there are no
18 internal applicants. If there are none by 5pm, we will be advertising
19 externally and hope to fill the position by June 1st. The position is effective
20 July 1st.

21
22
23 **Upcoming Presentations/Workshops/Events in April/May/June:**

- 24 • Family Connections program's Club Saturday
25 • 4/24: Lawrence Hall of Science – Race/Ethnicity Exhibition ASL
26 Interpreted deaf tour - Berkeley
27 • 5/12: Grad Fest – DCC
28 • 5/14: Estate Planning: Wills & Trusts – at DCC to BACDSC
29 • 4/9, 5/14, 6/11: Sign and Dine continues – DCC
30 • 4/30,5/28 and 6/30: Deaf/Deafhood Forum at DCC
31 • April – June: ASL Classes for hh/ld/hearing seniors at FOG
32 • April – June: Computer classes to begin at FOG
33 • April – June – TBA: ASL Classes for FRC and the General population -
34 Tanja
35 • April – June: ASL and Computer classes continue in SL and SJ
36 • May - TBA: Immigration Information workshops for the Deaf community in
37 SL and SJ
38 • May – June: Do-it-yourself Estate Planning classes (5 classes)
39 • 6/ 18 & 6/19: Ethnic Mosaic Workshop – DCC

40
41 **Additional Events happening in May:**

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- 1 • We are bringing back GradFest after a several years hiatus! It is slated to
2 be held on May 12th at DCC. We will be co-hosting this with CSD and
3 intend to invite mainstream programs from around the Bay Area to join us.
- 4 • Garage Sale in the DCC parking lot on May 15th
 - 5 ○ Board Involvement:
 - 6 ▪ Can help clean/organize SL House on May 1st
 - 7 ▪ Assist on May 15th
 - 8 ○ Community involvement:
 - 9 ▪ Can donate items. DCARA keeps profit from sales
 - 10 ▪ Can set up a booth. DCARA charges \$25 per booth

11 Grant Writing/Contracts:

- 12 • Please see attached RFP Schedule for the list of grants we have applied
13 for and the results thus far.
- 14 • We just learned yesterday we did not get the United Way Silicon Valley
15 grant that we had applied for.
- 16 • This leaves Santa Clara County Parent Connections funding we are
17 waiting for.
- 18 • There are two new potential contracts that DCARA is working on:
 - 19 ○ University of California, Berkeley's Health Research for Action
20 program:
 - 21 ▪ Preparedness and Emergency Response Research Centers
22 (PERRC)
 - 23 ▪ See attached draft MOU.
 - 24 ○ Self Help for the Elderly
 - 25 ▪ Grant with the California Public Utilities Commission to
26 perform activities in "limited English proficiency (LEP)"
27 communities to address telecommunications issues:
 - 28 • Outreach (booths, media contact)
 - 29 • Consumer education workshops
 - 30 • Complaint resolution
 - 31 ▪ This is pending. They have not yet been awarded the
32 contract because another bidder is protesting the award
33 results.

34 Fundraising:

- 35 • Updated Report on Tom and Sandra Event in December 2009:
 - 36 ○ Revenue: \$5,960.60
 - 37 ○ Expenses: \$1,303.63
 - 38 ○ Net Profit: \$4,657.57
- 39 • Unofficial Report on DCN 2010:
 - 40 ○ Revenue: \$5,327.01

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- 1 ○ Expenses: \$2,280.08
- 2 ○ Net Profit: \$3,046.93
- 3 ○ Does not include food and tent expenses (approximately \$675)
- 4 • Upcoming fundraising opportunities:
 - 5 ○ We will have ASL Films' 4th movie "Gerald" show at DCC on
 - 6 April 17th.
 - 7 ▪ The April 17th event promises to be bigger and better! We
 - 8 plan to also have a panel of actors from the Bay Area who
 - 9 were involved in the film come up on stage after the film and
 - 10 talk about their experiences being involved in the film – Mary
 - 11 Telford, Sandra Ammons, and David Reynolds. There will
 - 12 also be two panelists who have family members with autism,
 - 13 Stefanie Ellis-Gonzales and Susie Giansanti.
 - 14 ▪ Ticket sales remain SLOW. Please talk it up among your
 - 15 friends and family and encourage people to go. Again, if we
 - 16 do not have 100 heads in DCC at 1pm on Saturday, we will
 - 17 need to pay ASL Films \$700.
 - 18 ▪ We do need Board members assistance in selling candy,
 - 19 popcorn and water.
 - 20 ○ Deaf Fashion Extravaganza to be held on May 22nd and to feature
 - 21 Miss DCARA/Miss Deaf California Kayla Thomas. We will have
 - 22 Deaf models showing off fashions. We are working on getting
 - 23 sponsorships from Nordstroms to assist in dressing the models.
 - 24

San Jose Lease:

- 25
- 26
- 27 • In my March 9th ED Report, I had reported that the lease for our San Jose
- 28 office is up in June. We have been exploring options for our office space
- 29 needs because we had applied for additional funding to hire a second
- 30 Family Life Educator for the South Bay Area. We have decided to go
- 31 ahead and renew the lease for our current space. This includes the use of
- 32 the next suite that just became vacant from April to June for free and start
- 33 paying rent July 1st. However, we did not get UWSV funding. We are
- 34 waiting to hear about Santa Clara County funding. Whether or not we will
- 35 keep the second suite has yet to be discussed.
- 36

DCC:

- 37
- 38
- 39 • Major repairs need to be completed on the bathroom pipes as well as the
- 40 sewer lines leading out to the city main.
 - 41 ○ We are in the process of getting quotes
 - 42 ○ We are also in the process of discussing with our insurance carrier
 - 43 about covering the costs of the repairs.

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- 1 o Many issues need to be discussed including whether or not to keep
2 DCC open during repairs. If we keep DCC open, we have safety
3 concerns to address. If we close DCC, we have revenue loss to
4 absorb.
5

6 Agency Budget for 2010-2011:

- 7 • I had reported in my March 9th ED Report that it is a work in progress. It
8 continues to be a work in progress.
9 o Last night, I gave the Finance Committee 3 questions to consider
10 for for the agency budget:
11 ▪ What is the total amount for the board commitment line
12 item? In 2009-2010 it was \$6,000 based on a \$500
13 commitment from each of 12 board members. Will that line
14 item amount remain the same?
15 ▪ Will there be any workshop/training expenses for the Board
16 for 2010-2011? Now is the time to decide/plan for it for
17 inclusion in next year's budget.
18 ▪ Will there be any refreshments or related expenses for
19 Board Recruitment activities in 2010-2011?
20 o The Fundraising Committee meets next Monday evening and I will
21 have a similar list of questions for the Fundraising Committee to
22 consider for the agency budget including what our proposed
23 fundraising events will be, what the projected expenses will be, and
24 what the projected net profit will be.
25

26 Old Business

27 None
28
29

30 New Business

31 **MO041310-1** Fercho (Lessard) moved that the authorized signators for DCARA's
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ANNOUNCEMENTS

Meeting Adjourned at 8:09 PM

Respectfully submitted,



Jane Newkirk for Nancy Hammons
Secretary

____Accepted as read ____X_Accepted as corrected