June 8, 2010
DCARA Board Meeting Minutes

Meeting Called to Order: 6:25 PM

Present: Nancy Hammons, Chris Held, Patty Lessard, Jane Newkirk

Excused: Joe Fercho

Unexcused: Jaime Jackerson

Staff Present: Executive Director, Jim Brune; Executive Assistant, Leona Galindo; Director of Administration and Accounting Services, Patty Souza

Visitors: none

Interpreters: none

MO060810-1 Hammons (Held) moved for to approve the December minutes by electronic vote. MSPassed

Action Items

- Jane Newkirk will investigate possibility of having Board retreat at a local timeshare.
- VP Lessard will make edits to Board application form and send to staff
- Staff will post edited Board application by June 14, 2010
- President Held will contact people who applied recently to inquire about their continued interest on serving on the Board.
- President Held will make Vlog; staff will caption it; Vlog will be posted by June 15, 2010

Officers’ Reports

President: Chris Held

- The board needs to be more active in supporting DCARA. President Held referred back to an Email he sent on May 18th to Board about Board
commitment to help DCARA raise money as well as hosting events for DCARA.

- Need to reinstate monthly Board meetings.
- Sunnie Kaufmann has resigned from the Board.

Vice President: Patty Lessard

- Recently met with Patty Souza, Finance Committee, and ED Brune regarding the EDD contract and evaluation.

Secretary: Nancy Hammons
None

Treasurer: Patty Lessard for Joe Fercho

Clarification of action item from April 13 minutes: ED Brune reports there was such a difference between the staff salaries amount in February and March ’10 because

- two staff members transitioned from part-time to full-time, Chriz Daly and Brian Martinez.
- Employees insurance, DCARA switched to a more cost effective health insurance provider, Kaiser which required the next month be paid in advance.

Standing Committees

Board Development and Recruitment Chair: Chris Held
none

Fundraising Chair: Chris Held
Committee met 6/7/10 and focused on the Fundraising Income portion of the DCARA Proposed 2010-2011 Budget.
Fundraising:

- Plan to have 4 House Parties, one each quarter
- Octoberfest
- Spring event

Discussed what defined “Board Commitment”. Discussion to be continued.
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ED Brune and C. Daly are currently exploring relationships with other agencies.

Strategic Planning Committee: Chris Held

Committee met 6/1/10 to further discuss renovation DCC/San Leandro House. B. Martinez has been asked to join the committee. Committee created FOD (Friends of DCC) to focus on renovating DCC/San Leandro House and plan to have a Town Hall meeting.

Reports from DCARA

Executive Director: Jim Brune

Staff Requests for Motions:
- Request to consider making and approving a motion for the Board of Directors to return to a monthly meeting.
  - Rationale: the current schedule of every other month has not been efficient or productive. We have already seen instances when board meeting minutes are not approved. This means it is four months before a final version of minutes is produced and finally sent to our funders (which means that we sometimes submit quarterly reports with no meeting minutes attached which reflects poorly on DCARA).

Personnel:
- Program Developer position: We are currently in the interview phase and expect to complete interviews this week. This position will begin July 1st.

Grant Writing/Contracts:
- We applied for EDD funding and should learn by mid-June the results.
- We are still awaiting word on funding from Santa Clara County for our Family Connections program.
  - I, along with LaRonda Zupp the Director of Client Support Services and a parent who currently receives services from our Family Connections program, testified at a Santa Clara County Board of Supervisors budget hearing about the one-time funding issue.
  - The Board President has endorsed re-funding and has forwarded his request to the County.
  - We will learn of the results by June 18th.
- University of California, Berkeley’s Health Research for Action program:

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- Preparedness and Emergency Response Research Centers (PERRC)
- We co-facilitated the first National Advisory Board meeting which was extremely successful. We received rave reviews about how well DCARA facilitated the meeting.

- Self Help for the Elderly
  - Grant with the California Public Utilities Commission to perform activities in “limited English proficiency (LEP)” communities to address telecommunications issues:
    - Outreach (booths, media contact)
    - Consumer education workshops
    - Complaint resolution
  - At the last meeting, I reported that this is still pending. They have not yet been awarded the contract because another bidder is protesting the award results.
    - I emailed the Executive Director again today requesting an update and expressed my concern that this partnership may not materialize. Just before this meeting, I received an immediate response saying that they won the contract and will

Fundraising:

- Updated Report on DCN 2010:
  - Revenue: $4,327.00
  - Expenses: $2,880.00
  - Net Profit: $1,447.00

- Garage Sale:
  - Revenue: $796.00
  - Expenses: $30.49
  - Net Profit: $765.51

- At the last meeting, I reported that the Deaf Fashion Extravaganza was to be held on May 22\textsuperscript{nd} and to feature Miss DCARA/Miss Deaf California Kayla Thomas. This has been postponed until next spring due to the inability to get sponsors involved with this event.

- The Fundraising committee met last night and developed the framework of a fundraising plan for 2010-2011. It should be exciting and I think we’ve set ourselves up for success with a good structure and realistic numbers.
  - I am hoping that the board will discuss putting into place a mechanism for communication between the Finance Committee and the Fundraising Committee to monitor our fundraising revenue and how it corresponds with the projections in the agency budget that the board is reviewing and will eventually adopt.
San Jose Lease:

- At the last meeting, I had reported that we had not yet decided if we would keep the second suite (because we had applied for UWSV money). I had also reported that we did not get the UWSV funding. We have since decided to let go of the second suite and renew our existing lease with Suite #3 because even with increased funding from DSS for our Family Connections position and hopefully continued funding from Santa Clara County, it would be financially unwise to keep the second suite.

- While on the topic of the SJ office, we had a break-in last night.
  - Our VideoPhones were stolen. A box of chocolate and a box of pens as well. Some wires too. Nothing else, not even the computers.
  - It was not a forced entry. The property manager kept the master key in a key box outside of the building. The burglar stole the box, broke into it and entered several offices.
  - The property manager is having the locks changed tomorrow. This means that we’re “sitting ducks” this evening. They would not arrange for the police to come and patrol the area for safety. We are having to do this ourselves.
  - I am having LaRonda Zupp contact the owner of the property to express our outrage and our concern for the safety of our property inside the offices this evening since the burglar still retains the key to the offices.

DCC:

- The Strategic Planning Committee has established a new group called The Friends of DCC. The Friends would be charged with the task of:
  - Increasing marketing and usage of DCC to the Deaf community.
  - Developing an “on-call” crew of people to be available at the last minute should there be an emergency.
  - Hosting a town-hall meeting this summer to garner ideas for improvement of DCC.
    - One additional goal of the town hall meeting is to create a Restoration Committee to address DCC and San Leandro house issues.
- Major repairs need to be completed on the bathroom pipes as well as the sewer lines leading out to the city main.
  - At the last meeting, I reported that we are in the process of getting quotes.
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- Update: We have gotten four quotes with quite VARIED prices and problem areas. We are continuing to get quotes.
  - At the last meeting, I reported that we are also in the process of discussing with our insurance carrier about covering the costs of the repairs.
  - Update: They will not cover the costs of the repairs.
  - The estimate of the repairs is NOT included in the draft agency budget.
    - There are several options we could consider:
      - Adding an estimate to the agency budget (using the upper end of the range we received - $25,000) and accept a NOT balanced budget for 2010-2011.
      - Adding an estimate to the agency budget, increase fundraising revenue projections, and commit to a balanced budget.
      - Explore the option of re-financing our mortgage.
      - Use up the remaining EBCD money ($7,000) and determine where the rest of the funding will come from.

Old Business
None

New Business
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Guidelines for recruiting new Board members was created:
Application:
  - Editing – add “qualified applicants will be interviewed the week of July 25, 2010”
  - Due to post by June 14, 2010. – staff will post.
  - President Held will contact previous applicants to inquire about their interest by June 10, 2010
  - Vlog –
    - President Held – Will arrange to video the vlog with staff for June 10, 2010. Staff will caption it.
    - ED Brune will contact Liann Osborne to have past member make a Vlog also
Both Vlogs will be Posted by June 15, 2010

Public Release:
- From now until July 9, 2010

Application Review & Contacting Qualified Applicants:
- Week of July 11, 2010

Schedule interviews:
- Week of July 25, 2010

Selection of candidates:
- Done by the committee
- Due first week of August

Vote/approval of candidates:
- Done by full Board
- Due August 24, 2010

Orientation:
- TBA

ANNOUNCEMENTS

Meeting Adjourned at 9:40PM

Respectfully submitted,

Jane Newkirk for Nancy Hammons
Secretary

_____Accepted as read  _X____Accepted as corrected