

**August 24, 2010**  
**DCARA Board Meeting Minutes**

**Meeting Called to Order:** 6:13 PM

**Present:** Joe Fercho, Nancy Hammons , Chris Held, Patty Lessard, Jane Newkirk

**Excused:** none

**Unexcused:** none

**Staff Present:** Executive Director, Jim Brune

**Visitors:** none

**Interpreters:** Jennifer Mantle and Terry Tibble

**MO082410-1** Fercho (Hammons) The Finance Committee moves that the Board approve the financial information for April, 2010. MSPassed.

**MO082410-2** Fercho (Hammons) The Finance Committee moves that the Board approve the financial information for May, 2010. MSPassed.

**MO082410-3** Fercho (Newkirk) The Finance Committee moves that the Board approve the agency budget for fiscal year 2010. MSPassed

**MO082410-4** Newkirk (Lessard) moves that we authorize Evenflow to start the work as soon as possible while the board finds the best way to pay for it. MSPassed

**MO082410-5** Newkirk (Hammons) moved that Gary from Evenflow has approval from the board to proceed with the work on the bathroom pipes. MSPassed

**MO082410-6** Lessard (Hammons) moved the Board approved appointing Steven Richardson and Sharif Rashedi as new Board members effective September 14, 2010 for a three year term to August, 2013. MSPassed.

**Corrections to the July 2010 minutes:**

The minutes were approved as corrected.

**Action Items**

**Officers' Reports**

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**President:** Chris Held

- 1) In “New Business”, we will need to vote again to confirm that we voted electronically about replacing new sewer pipes.
- 2) Lessard, ED Brune, and Held met last Friday to discuss about Board retreat on October 15 & 16. We will be discussing this during “Old Business”.

**Vice President:** Patty Lessard

- 1) During “Old Business” we will talk about the Board Retreat

**Secretary:** Jane Newkirk

No report

**Treasurer:** Joe Fercho

See handouts for budgets for the months of April and May, 2010  
See handout for 2010-2011 Agency Budget.

Investment Update

Finance Committee (FC) Chair Fercho is setting an appointment with Kramer Investment Rep, Danny Lacey to review and recommended several changes that would bring a greater rate of return.

Lacey would like to talk about what DCARA is thinking about the cash amount that is currently in the account. If there are no immediate needs for cash within 12 months, it will make sense to allocate some funds into bond funds. Lacey will need an idea of what or how much DCARA is currently considering before investing time into building up a portfolio allocation.

Presented are the Financial Reports for the month of April and May 2010. Also, Agency Budget for FY 10-11.

Revenue, Expenses, & Deficit are accurate and remain constant from last report, with no major changes. Balanced budget funds are \$36,421 and the deficit of fund raising is (\$30,458).

Fundraising totals have not yet been updated and will be at a later date.

Grants not awarded include:

City of San Leandro \$10,000

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City of San Jose     \$27,686

Reduction in grants include:

City of Fremont – Human Service \$529

City of Fremont – Senior Citizens \$51

New grants for FY 2010-11 include:

PERRC (\$24,025) for Fiscal Year 10/11

TEAM (\$37,000) for Fiscal Year 10/11

Points of interests that should be noted and the Board needs to discuss further include: 2010-11 FY will include operating with a deficit of \$24,270. Two large expenses contributed to the deficit that could not be avoided: 50<sup>th</sup> Anniversary deposit of \$22,000 and unexpected DCC plumbing and sewer repairs of \$34,559.

Several questions that should be addressed: *What dollar amount is projected for fund raising? What additional activities can be generated to increase donation income?*

The next FC meeting is 10/7, 11/1, and 12/6 respectively.

### **Standing Committees**

**Board Development and Recruitment Chair:** Report given by Jane Newkirk

On Tuesday, August 3, from 6-8:30 pm at DCC, there were 5 candidates, and 4 came. Interviewers were Pres. Held, Hammons, and Secretary Newkirk.

We need to add a line on the application regarding communication needs.

Another recruitment round will start in October and will be announced at a Town Hall meeting.

**Fundraising Chair:** Chris Held

No meeting

Nancy Hammons reported that the chili cook-off scheduled for Aug 28 at FOG was cancelled due to a conflicting event with the City of Fremont.

**Strategic Planning Committee:** Chris Held

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The committee met on August 2nd to discuss FODCC (Friends of DCC), their first meeting and their progress. We also discussed about our role as SPC committee. We were given homework, "What is Strategic Planning in 1 or 2 words". What are our roles as SPC? We will discuss more on that in our next SPC meeting which will be on September 7th.

### Reports from DCARA

**Executive Director:** Jim Brune

#### Personnel:

- Program Developer position: Susan Gonzalez started in this position on Friday, July 16<sup>th</sup>.
- Job Developer/Interpreter (Campbell) position just became vacant at the end of July. The interview process is complete and an offer has been made as of yesterday, August 23<sup>rd</sup>.
- Job Developer/Interpreter position (San Francisco) is now vacant. Position has been advertised.
- Job Developer/Interpreter position (Fremont) will become vacant August 27<sup>th</sup>. Position is now advertised.
- Director of Client Support Services position will become vacant September 17<sup>th</sup>. Internal posting process will occur this week.

#### Agency Budget for 2010-2011:

- The agency budget for 2010-2011 has been revised and will be presented for approval this evening.

#### Advocacy:

- AB 2072:
  - Correspondences sent:
    - Letters were sent to all members of the Senate Appropriations Committee as well as to all of our State Senators that represent the 14-county region that we serve urging them to vote against AB 2072.
    - ED made two trips to Sacramento to assist the Core Team with lobbying efforts.
- HR 3101 (Twenty-first Century Communications and Video Accessibility Act):
  - Would allocate \$10 million for equipment for deaf-blind individuals
  - Would ensure that TV programs made available on the internet would be captioned.
  - Reauthorizes the Lifeline Service

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- Requires video programming owners and providers to convey emergency information accessible to blind and visually impaired individuals
- Correspondences:
  - Letters sent to Waxman, Eshoo, Radanovich, and Bono – the California Congresspeople who sit on the House Energy & Commerce Committee.
  - Letters sent to Boxer and Feinstein urging them to pass HR 3101.
- One glaring problem with this Act – and ED mention this in his letter – is that it does not include language requiring accessibility of for-internet only television programming.

### DCC:

- DCC sewer line has been replaced outside.
- DCC waste line has been replaced below the bathroom floors.
- We are working on refurbishing the floors.
  - We have received quotes for re-tiling work from 3 companies
  - However, we are looking at a more cost effective way to refurbish the floors: concrete acid wash.
    - We've begun the process of getting quotes for acid wash work.
- The Strategic Planning Committee has established a new group called The Friends of DCC.
  - The first meeting was July 22<sup>nd</sup>.
  - Next meeting is scheduled for September. Exact date TBA.

### Old Business

1) Board Retreat – October 15-16

This is at Pigeon Point; the earliest check in time is 3 pm

Discussion about the agenda included the topic on the “fitness of DCARA”.

Some of the orientation will occur at the September and October Board meetings.

### New Business

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**ANNOUNCEMENTS**

Newkirk reminded the Board to help advertise for Oktoberfest, post flyers, sell tickets, and help solicit items for the Silent Auction.

**Meeting Adjourned at 9:11 PM**

**The board went into Executive Session at 9:15 PM**

Results from the Executive Session are that the Board approved appointing Steven Richardson and Sharif Rashedi as new Board members effective September 14, 2010 for a three year term to August, 2013.

**MO082410-6** Lessard (Hammons) moved the Board approved appointing Steven Richardson and Sharif Rashedi as new Board members effective September 14, 2010 for a three year term to August, 2013. MSPassed.

Respectfully submitted,



Jane Newkirk  
Secretary

\_\_\_\_\_Accepted as read

\_\_\_\_\_Accepted as corrected