

**November 9, 2010
DCARA Board Meeting Minutes**

Meeting Called to Order: 6:34 PM

Present: Chris Held, Joe Fercho (via speaker phone), Patty Lessard, Jane Newkirk, Sharif Rashedi

Excused: Steven Richardson

Unexcused: none

Staff Present: Executive Director, Jim Brune; Interim ED Assistant Joanne Otsuki

Visitors: none

Interpreters: Jennifer Mantle and Leah Bartell

MO110910-1 Rashedi (Newkirk) moved to approve the October, 2010 minutes as corrected. MSPassed

MO110910-2 Newkirk (Rashedi) The Finance committee recommends that the Board accepts the financial reports for July 31, 2010 and August 31, 2010. MSPassed

Corrections to the October 2010 Minutes:

The minutes were approved as corrected

Action Items

- Board members are reminded to send in addresses and emails for annual giving direct mailing. This is past due.
- The Board will review the minutes and give any edits or minor corrections back to the Secretary by the **last Tuesday of the month.**
- The Secretary will email the final version of the **draft** minutes to the Board by **the first Tuesday of the month.**
- The Board will read the minutes and be ready to approve the minutes **as read** or **as corrected** before the meeting.
- The Board will come up with a way to reflect non monetary giving by Board Members in the annual budget.

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Officers' Reports

President: Chris Held

CSD (California School for the Deaf) is having its Open House on Thursday, November 11, 2010. DCARA will have a booth there; it would be nice to have Board participation. It will be a great opportunity to recruit new Board members and educate the community about DCARA.

Vice President: Patty Lessard

VP Lessard wanted to reiterate the procedure for getting officer and committee reports in to the secretary. It is as follows:

1) Ideally all board members who have a report will get an electronic version to the secretary **the Friday before the board meeting**.

If that is not possible, then a hand written full report is given to the secretary **the night of the board meeting**.

Worst case scenario, a full report is given to the secretary **no later than the Friday after the meeting (3days)**.

2) The secretary will prepare **draft** minutes and get them to the board by the **third Tuesday of the month**.

3). The board will review the minutes and give any edits or minor corrections back to the secretary by **the last Tuesday of the month**.

Any substantive corrections will need to be dealt with during the meeting.

4). The secretary will email the final version of the **draft** minutes to the board by the **first Tuesday of the month**.

5). The Board will read the minutes and be ready to approve the minutes **as read** or **as corrected** before the meeting.

VP Lessard proposed that the Board have two all-day retreats instead of an overnight, to cut down on expenses and to keep the focus of each on its own day.

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The first one would consist of time to assess personal strengths and weaknesses (as the Board) and determine what we could do individually and collectively to strengthen the weakness as well as maintain or further develop the strengths.

The second retreat would follow along the same lines as the one the Board had last January, i.e, more of an orientation for the new board members.

A tour of the agency facilities and staff mixer has also been proposed.

VP Lessard will get Board input on possible dates beginning January 2011 so as to include new Board members.

Secretary: Jane Newkirk

none

Treasurer: Joe Fercho

July and August finance reports remain constant with no changes over all. However revenue has been adjusted to reflect a deficit budget for FY 2010-2011.

Standing Committees

Fundraising Chair: Report by Jane Newkirk

The Fundraising Committee is working to solidify commitments for House Parties and events. During the joint Fundraising and Finance Committees meeting, estimates for fundraising events were lowered to be more conservative. Our expectations are still high, yet we want the budget to be conservative.

Board members are reminded to send in addresses and emails for annual giving direct mailing. This is past due.

Future events that are now on the 2011 calendar include:

January 22 - Launch Party for 50th Gala

March 13 - Deaf Community Night (not a fundraiser)

April 9 - Murder Mystery Event (afternoon and night)

April 16 - Spring Event (5K Walk/Run)

May 14 or 21 BADAR - (Bay Area Deaf Amazing Race)

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Strategic Planning Committee (SPC): Chris Held

Jack Levesque is now chair of FODCC (Friends of DCC). There will be a Town Hall meeting in March.

The committee agreed that Top Pro Bono was not suitable for their needs and will apply to Taproot. The next application deadline for Taproot is March, 2011.

The committee plans to set up a Google group so everyone can check in and know what is going on.

Board Development and Recruitment Chair: VP Patty Lessard

VP Lessard checked in with Board members who committed to contacting various members of the public to see the status of those contacts.

Reports from DCARA

Executive Director: Jim Brune

We held interviews for Director of CSS yesterday and today. Out of 12 applicants, 5 were invited to interview, and 4 accepted. Several of the applicants are very strong candidates.

We hope to have new person start in January, 2011.

Kay Tyhurst (Director of Employment Services) is retiring. We are now posting externally for a larger pool of applicants. the job description includes an expectation of expanding the Deaf employment training program.

Leona Galindo, ED Assistant is returning from maternity leave on Monday. We thank Joanne Otsuki for covering the position during Leona's absence.

DCARA will be "on the map" statewide and nationally soon. We are hosting a summit on Thursday, November 11, 2010, to strengthen the coalition of organizations that worked together against AB2072. We will focus on SWOT: Strengths, Weaknesses, Opportunities and Threats. Our goal is to become more proactive instead of reactive to Legislature written by others that do not meet the needs of the Deaf Community. ED Brune is the facilitator for this summit. We are also working with **PERC**, Preparedness and Emergency Response Corps. This is a federally funded project from the CDC (Centers for Disease Control). There are 3 parts.

- 1) We guide them as they do research. Our consultation hasn't started yet.
- 2) DCARA convened a National Advisory Board in May, 2010 at the Claremont Hotel in Berkeley.
- 3) Convene a second National Advisory Board in Atlanta, Georgia, next week. ED Brune has facilitated both the first meeting and will do this one also.

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Thanksgiving Feast, ~~Our, Our~~ annual Thanksgiving Feast will be Saturday, ~~November, November~~ 20 at three locations: San Jose, FOG (Fremont Oak Gardens) and DCC (Deaf Community Center, San Leandro). This is free and by invitation only. We do not advertise and is intended for truly low income people. We have ~~received \$~~received \$2225 in sponsorship as of now.

Old Business

none

New Business

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MO110910-2 Newkirk (Rashedi) The Finance committee recommends that the Board accepts the financial reports for July 31, 2010 and August 31, 2010. MSPassed

For budget purposes, the Board needs to decide how to document Board Member commitment donations that are not monetary (i.e. receipts). This discussion was tabled until the next meeting.

ANNOUNCEMENTS

none

Meeting Adjourned at 9:03 PM

Respectfully submitted,



Jane Newkirk
Secretary

____ Accepted as read

____ Accepted as corrected

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