

December 14, 2010
DCARA Board Meeting Minutes

Meeting Called to Order: 6:46 PM

Present: Chris Held, Patty Lessard, Jane Newkirk, Sharif Rashedi

Excused: Joe Fercho

Unexcused: Steven Richardson

Staff Present: Executive Director, Jim Brune; ED Assistant Leona Galindo

Visitors: none

Interpreters: Jennifer Mantle and Leah Bartell

MO121410-1 Lessard (Held) The Finance Committee recommends that the Board approve the agency audit prepared by Crosby and Kaneda for Fiscal Year 2009-2010. MSPassed

MO121410-2 Lessard (Rashedi) The Finance Committee recommends that the Board approve the Financial Reports for September, 2010. MSPassed.

MO121410-3 Lessard (Newkirk) The Recruitment Committee recommends the Board approves the appointment of Cherese Holland to join the Board. MSPassed.

MO121410-4 Lessard (Rashedi) moves that the Board amend the bylaws to include a new officer position called "past president". Specific duties will be developed by January 25, 2011 to be voted on by the Board.

MO 121410-5 The DCARA Board voted and approved the following officers for 2011: Sharif Rashedi as President; Patty Lessard as Vice President; Jane Newkirk as Secretary; and Joe Fercho as Treasurer. MSPASSED

Corrections to the November 2010 Minutes:

The minutes were approved as corrected

Action Items

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Officers' Reports

President: Chris Held

Today is our last Board meeting for 2010. I'm looking forward to another year of Board meetings in 2011.

During new business, we will have elections of officers.

Vice President: Patty Lessard

VP Lessard represented the Board for a few hours at CSD's Open House on November 11th. It was fun to sit with Patty S. and interact with the public. It was a chance to talk to a few folks about potentially becoming Board members.

She is still working on the logistics for the retreat, which will possibly be held in February or March. She will send out schedule requests as the time gets nearer.

As the chair of the Recruitment Committee she, along with President Held and Secretary Newkirk, interviewed the current candidate for the Board. The result of the interview will be discussed under New Business.

Secretary: Jane Newkirk

none

Treasurer: VP Lessard

Vice President Lessard noted that there were no red flags in the Financial Reports for September, 2010. Everything is pretty much as expected. DCARA passed its Audit and also received a letter from Crosby and Kaneda, the audit company, giving explanatory information about the Audit; it was not cautionary or punitive. Also DCARA was given permission to continue to use the same audit company annually. One recommendation is to develop a risk assessment document for DCARA. ED Jim Brune requested help from the board in developing a risk assessment for DCARA.

Standing Committees

Fundraising Chair: Report by Jane Newkirk

No meeting this month.

President Chris Held hosted a Holiday Party which raised \$84 for DCARA.

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Strategic Planning Committee (SPC): Sharif Rashedi

The Taproot grant proposal application was postponed to the March 1st due date.

The committee plans to do a Vlog explaining what the SPC is, what it does, and who is involved. The committee needs more members. We concluded it would be a good idea to have one or two Board members attend FODCC and SPC.

FODCC (Friends of Deaf Community Center) will have a town hall meeting on March 19th and Sharif Rashedi will set up a forum for the FODCC members.

The time and day is still not confirmed for the forum.

Board Development and Recruitment Chair: VP Patty Lessard

See new business.

Reports from DCARA

Executive Director: Jim Brune

Personnel

- Director of Client Support Services: This position continues to be vacant. We conducted two rounds of interviews and this resulted in no one being hired. The position is being readvertised.
- Director of Employment Services
 - We have promoted one staff internally to assume the interim Director of Employment Services position.
 - We have conducted interviews this past week and are ready to make an offer.

Grant Writing

- City of Dublin
 - We submitted a grant proposal in the amount of \$25,000 for the establishment of the Tri Valley Deaf Services Program.
- City of Pleasanton
 - We will be applying for funding from City of Pleasanton for the Tri-Valley Deaf Services Program.
- City of Livermore
 - We will be applying for funding from the City of Livermore for the Tri-Valley Deaf Services Program.

Board Development

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- Board Match event
 - This is on January 11th and the staff have reserved a booth for DCARA Board members.
 - This is an excellent opportunity to network and do outreach.
 - It is also an opportunity to recruit new volunteers and potentially new board members.

Important Dates:

- January 11th: Board Match
- January 22nd: Launch Party
- March 12th: Deaf Community Awards
- March 19th: FODCC Town Hall Meeting
- April 9th: Murder Mystery Fundraising Event
- April 16th: 5K Run (Fundraising Event with other organizations)
- May 21st: BADAR! (Bay Area Deaf Awesome Race)

Meetings Attended:

- Fremont Family Resource Center Executive Council
 - Discussion about EDD's new online database, VOS (Virtual One Stop)
 - Presentation from staff member in Senator Corbett's office
 - Information about La Cocina
 - Business incubator
 - Potential partner for Deaf Employment Training Center
 - FRC's strategic planning process
- Meeting with ASL Wave
 - Discussed partnership opportunities
 - Russell Stein will MC our launch party on January 22nd
 - Exchanging referrals for our community centers

Closing Remarks:

- DCARA will be closed at noon on December 23rd and all day on December 24th in observance of the Christmas holiday. DCARA will be closed again at noon on December 30th and all day on December 31st. I will be on vacation from the afternoon of the 23rd through Sunday January 2nd and returning to work in the afternoon on Monday, January 3rd.
- I would like to thank the 2010 officers of the Board of Directors: Chris Held, Patty Lessard, Jane Newkirk and Joe Fercho. Your time, energy, and service as an officer is much appreciated. The 2011 Board of Directors will be bigger and better and I look forward to working with all of you! Happy holidays to each of you.

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Old Business

DCARA staff will develop a tracking system and track "in kind" and cash donated by DCARA Board Members. A report will be given to VP Lessard when it is requested.

New Business

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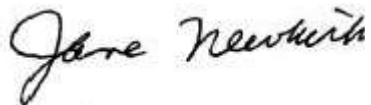
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ANNOUNCEMENTS

Direct mail letters are ready for Board members to send out. Board members will also receive an electronic copy to send out by email.

Meeting Adjourned at 9:15 PM

Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected