

January 25, 2011
DCARA Board Meeting Minutes

Meeting Called to Order: 6:10 PM

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

Excused: none

Unexcused: none

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

Visitors: none

MO012511-1: President Sharif Rashedi (VP Lessard) moved that the Board establish a "Past-President" position, and that Chris Held accept that position. MSPassed.

MO012511-2: VP Lessard (Held) moved that Executive Director Jim Brune set up a schedule for staff to come to the board meetings to present about their roles and responsibilities as well as program information to provide for continuing education of the Board. This will be done on a quarterly basis to start at the March, 2011, Board meeting. MSPassed.

MO012511-3: VP Lessard (Held) moved that Executive Director Jim Brune establish an "Employee of the Quarter" program to recognize outstanding employees, effective immediately. MSPassed

MO012511-4: VP Lessard (Newkirk) moved to accept the electronic voting results of the Board authorization for a funding proposal for the city of Pleasanton. MSPassed

MO012511-5: VP Lessard (Newkirk) moved to accept the electronic voting results of the Board authorization for a funding proposal for the city of Livermore. MSPassed

Corrections to the December 2010 Minutes:

The minutes were approved

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Officers' Reports

President: Sharif Rashedi

President Rashedi shared his experience at the "Board Match" event. It was great event, but not good for recruitment. The event did give us ideas about board information and networking information for DCARA.

The Launch Party was a good event.

Please feel free to contact Rashedi any time. If Board members feel overwhelmed, let him know.

Vice President: Patty Lessard

Lessard requested Executive Assistant Galindo print out the Board match spread sheet.

Lessard will assist Board members in keeping track of their \$500/yr donation commitment.

Dates and location for a Board Retreat were discussed.

Interviews for new Board Members will happen next Tuesday, January 31.

Secretary: Jane Newkirk

Please send me your reports electronically.

Treasurer: VP Lessard

VP Lessard noted no red flags on the November financial reports and no changes were recommended.

Standing Committees

Fundraising Chair: Report by Jane Newkirk

The committee reviewed the financial report at the 6th month mark to measure our progress. Overall, we are on target. Some items are ahead of budget, and others are behind budget. Direct mailing donations are ahead of budget, and house parties are lagging.

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The "Murder Mystery Dinner" has been postponed due to a conflict with another Deaf organization hosting a similar fundraiser the night before.

Strategic Planning Committee (SPC): Chris Held

No report.

Board Development and Recruitment Chair: VP Patty Lessard

Interviews will happen Tuesday, January 31, at DCARA headquarters at 6:30 pm. Committee members are VP Lessard, President Rashedi, and Held.

Reports from DCARA

Executive Director: Jim Brune

Personnel

- Director of Client Support Services:
 - This position continues to be vacant. The next application deadline is February 4th.
- Director of Employment Services
 - Mike Baer has been hired to fill this position and he is slated to start February 14th.

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

- Board Match event
 - This is on January 11th and 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.

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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!

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.

Old Business

President Rashedi reported that the job description for Past-President consists mostly of advising all officers. The job includes recommending changes in procedure.

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Board retreat – VP Lessard will send out more information through email. It will be a day event. Date will be determined after Lessard contacts possible venues regarding availability for the dates of March 20, 27th and April 10th.

New Business

MO012511-1: President Sharif Rashedi (VP Lessard) moved that the Board establish a “Past-President” position, and that Chris Held accept that position. MSPassed. Held will research duties for this role and the procedure to amend the bylaws.

MO012511-2: VP Lessard (Held) moved that Executive Director Jim Brune will set up a schedule for staff to come to the board meetings to present about their roles and responsibilities as well as program information to provide for continuing education of the board. This will be done on a quarterly basis to start at the March, 2011, Board meeting. MSPassed.

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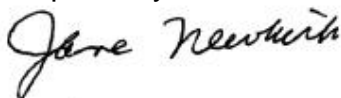
MO012511-5: VP Lessard (Newkirk) moved to accept the electronic voting results of the Board authorization for a funding proposal for the city of Livermore. MSPassed

ANNOUNCEMENTS

Jim Brune announced that “Friends of Deaf Community Center” (FODCC) has postponed the town hall meeting from March 19 to April 16th.

Meeting Adjourned at 9:01 PM

Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected