

March 8, 2011
DCARA Board Meeting Minutes

Meeting Called to Order: 6:23 PM

Present: Lindsey Feuer, Chris Held, Cherese Holland, Patty Lessard , Jane Newkirk, Sharif Rashedi

Excused: none

Unexcused: none

Staff Present: Executive Director, Jim Brune

Visitors: Katherine Murch

Interpreters: Jennifer Mantle and Shivani Saunders

MO030811-1 Newkirk (Lessard) moved that the job description for the office of Past President be to act as a consultant for other officers, to attend all executive and Board meetings, to replace the President should the President need to resign before the end of his/her term, advise the Board on changes needed to the Bylaws and Policies, and to have equal voting rights as other officers of the Board. MSPassed

MO030811-2 Lessard (Held) moved that the Board accept The Finance Committee recommendation that the Board approve the Financial Reports for the month of December, 2010. MSPassed

MO030811-3 Newkirk (Held) moved that the office of Vice President be vacated to fill the office of Treasurer. MSPassed

MO030811-4 Newkirk (Held) moved to amend MO030811-3 and state that the office of Vice President shall be filled within the next three months. MSPassed

MO030811-5 Lessard (Feuer) moved to accept the Board Recruitment Committee recommendation that the Board approve Katherine Murch as a new Board member with a three-year term to be effective April 12, 2011. MSPassed

Corrections to the January 2011 Minutes:

Corrections are postponed to April 2011 meeting

Corrections to the February 2011 Minutes:

The February 2011 Minutes was approved as read.

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Action Items

- Attend DCN Brunch on Sunday, March 13
- Attend Town Hall meeting on Saturday, April 16
- Submit April reports to Secretary Jane Newkirk and EA Leona Galindo by Saturday, April 9
- Save Friday, April 8th for a staff social at DCARA headquarters
- Attend DCARA Board retreat Sunday, April 10th

Officers' Reports

President: Sharif Rashedi

All the fliers on the DCARA website are now available to Board members electronically. If you still prefer to receive paper fliers, contact EA Leona Galindo. Tonight the Board will have an executive session.

President Rashedi encourages everyone to attend the Deaf Community Night Brunch this Sunday, and also the Town Hall meeting on Saturday, April 16th

Vice President: Patty Lessard

The Board Retreat is shaping up nicely. We will be meeting in San Francisco. Location and other details will follow soon.

A request to the Board asking for any dietary restrictions was sent. Please respond by Friday, March 11.

Secretary: Jane Newkirk

None

Treasurer: Patty Lessard

The Finance Committee met with Executive Director Ed Brune and Director of Business and Accounting Patty Souza on March 1, 2011. We had a good discussion regarding the layout of the reports and possible confusion for new Board members who don't know the financial activities and history over the last 10 years.

As a result, a few new lines, columns and headings have been added to help the Board read the reports more easily.

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Input is always appreciated.

The FC will also be meeting with our investment company later this month.

Lessard gave a reminder that the agency will be preparing a draft of its budget for the next FY soon. It will be reviewed by the Finance Committee and then brought to the Board for final review and approval. The agency is striving to have a zero deficit budget for FY 2011-12 and will work very hard to reflect that goal in its proposed budget.

Board Orientation

President Sharif Rashedi and Executive Director Jim Brune presented an overview of DCARA Board responsibilities and DCARA departments and staff.

Standing Committees

Fundraising Chair: Jane Newkirk

none

Strategic Planning Committee (SPC): Chris Held

The Strategic Planning Committee met on Tuesday, March 1, 2011 at DCC.

Town Hall topics related to FODCC were discussed while ED Jim Brune worked on the TapRoot grant which was submitted late that night. We encourage the Board to attend the Town Hall meeting.

FODCC (Friends of DCC):

The FODCC met on February 8th.

There will be Deaf Town Hall on April 16, 2011 from 10am-2pm. Daniel Girard will facilitate the Deaf Town Hall meeting. Marta Ordaz created and handed out the Deaf Town Hall flyer to SPC committee members. The Committee encourages the Board to attend the Deaf Town Hall meeting.

The Committee is currently working on creating a new form for sponsorships and donations. Sponsorships will be Chriz Dally's responsibility, and donations will be the FODCC chair's responsibility. The FODCC chair will report the donations to Chriz Dally as she will write thank-you letters. Donations of services will require three signatures so that all three people know what is happening. The three signatures are: Jim Brune, Patty Souza and the FODCC Chair.

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The FODCC meeting time change has yet to be made. The next FODCC meeting will be on March 8th. The purpose for changing the meeting time is to permit DCARA Board members to participate in this committee. Currently, it meets at the same time as the DCARA Board meetings.

Taproot:

ED Jim Brune was working on the grant during the meeting. It was submitted later that night. Kudos to Jim. We will hear back from TapRoot approximately April 23rd.

The SPC committee reviewed the minutes from the June 1, 2010 meeting to refresh their memories to the question "Why do we need SPC?" The minutes stated that the purpose for the "Friends of DCC" (FODCC) were to host Town Hall meetings, marketing, and provide an on-call crew.

Board Development and Recruitment Chair: VP Patty Lessard

We met on March 7th to interview another applicant. We are still seeking applications.

Reports from DCARA

Executive Director: Jim Brune

Opening Remarks: A warm welcome to Lindsay Feuer to the DCARA family! I look forward to working with you!

Personnel

- Director of Client Support Services:
 - This position continues to be vacant. The most recent application deadline yielded no qualified applicants.
 - Because it has been very difficult to find qualified applicants, we need to become more aggressive about recruiting potential candidates. To this end, ED Brune will attend the ADARA (American Deafness and Rehabilitation Association) convention in April in San Diego and plan to bring another staff person with him as well.
- Job Developer/Interpreters (San Francisco and Campbell):
 - One interview was recently completed. A second round interview is pending.

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Grant Writing

- City of Pleasanton
 - An application was submitted on January 24th for \$25,000 in funding from the City of Pleasanton to establish the Tri Valley Deaf Services Program.
 - The City of Pleasanton recommended zero funding.
- City of Livermore
 - An application was on January 27th for \$10,000 in funding from the City of Livermore to establish the Tri Valley Deaf Services Program.
 - The City of Livermore recommended zero funding.
- Both cities as well as the City of Dublin (for which we were also recommended for zero funding) will be contacted for feedback on our proposals.
- Emphasis on what “basic life needs” for Deaf people means: communication and access.

CHANGES

- The subcontract with Self-Help for the Elderly “officially” begins February 1st but a fully executed subcontract is pending. The subcontract will bring DCARA \$18,900 between February 1st and November 1st (spread over two Fiscal Years).
 - This subcontract will focus on education to the community about how they can resolve billing issues with PG&E.

50th Anniversary:

- March 24th 2011 is an important date! That is the date we will launch our website and announce ticket prices for the gala.

Important Dates:

- March 13th: Deaf Community Night Brunch
 - Bancroft Hotel
 - 11am to 3pm
 - Classic style brunch
 - \$25 per person
 - Return to our Roots: this will be a community event FOR the community to honor community members and not a fundraiser.
 - As of today, 37 tickets have been sold. We need to sell 50 tickets to break even.
- April 16th: FODCC Town Hall Meeting
 - 10am to 2pm
 - DCC
- 5K Run (Fundraising Event with other organizations)
- May 21st: BADAR!

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- June 4th: Tilden 5K Run (4 partner organizations involved in this: DCARA, Deaf Bilingual Coalition (DBC), Deafhood Foundation, and San Francisco Club for the Deaf).

Old Business

none

New Business

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MO030811-2 Vice President Lessard (Held) moved that the Board approve the Financial Reports for the month of December, 2010 by recommendation from the Finance Committee. MSPassed

MO030811-3 Newkirk (Held) moved that the office of Vice President be vacated to fill the office of Treasurer. MSPassed

MO030811-4 Newkirk (Held) moved to amend MO030811-3 and state that the office of Vice President shall be filled within the next three months. MSPassed

ANNOUNCEMENTS

ED Jim Brune asks the Board to save Friday, April 8th from 3:30 to 6:30 for a social with the DCARA staff at Headquarters.

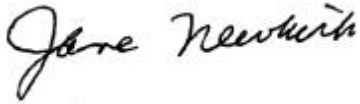
Meeting Adjourned at 9:40 PM

The Board went into executive session. The result of the session is the following motion:

MO030811-5 Lessard (Feuer) moved to accept the Board Recruitment Committee recommendation that the Board approve Katherine Murch as a new Board member with a three-year term to be effective April 12, 2011. MSPassed

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Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected