

May 11, 2011
DCARA Board Meeting Minutes

Meeting Called to Order: 6:22 PM

Present: Lindsey Feuer, Chris Held, Katie Murch, Jane Newkirk, Sharif Rashedi

Excused: Cherese Holland, Patty Lessard

Unexcused: none

Staff Present: Executive Director, Jim Brune; ED Assistant Rebecca Chow

Visitors: none

Interpreters: Leah Bartell and Sherry Hicks

MO051111-1 Lessard (Murch) The Finance Committee recommends that we retain the services of Crosby and Kaneda to perform the 2011 agency audit. MSPassed.

MO051111-2 Lessard (Held) The Finance Committee recommends that the Board approve the Financial Reports for February 2011. MSPassed.

MO051111-3 President Rashedi (Feuer) moved to open the floor for nominations for Vice President. MSPassed

MO051111-4 Past President Held (Rashedi) moved to accept Katie Murch as Vice President of the Board. MSPassed

April 2011 Minutes: on hold until complete

Action Items

Officers' Reports

President: Sharif Rashedi

The Fundraising Committee and Friends of DCC need additional Board members.

President Rashedi attended the NAD Gala which had very good sponsors and gave him the opportunity to network for DCARA sponsors.

Board Members should have business cards to hand out to potential sponsors/Board Members. We will look more professional.

Upcoming events include BADAR on May 21st, and the Tilden 5k Run/Walk on June 5th

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Vice President: position is vacant

Secretary: Jane Newkirk

Please submit reports on time.

Treasurer: Patty Lessard

The Finance Committee met with ED Brune and Director of Business and Administrative Services, Souza on April 26th.

During that meeting they revisited the need for some way of reserving funds from the DCC rental revenue for its maintenance.

There was supposed to be a meeting with Danny Lacey from Kramer Financials in person on May 5th when he was in town visiting other clients. However he was not able to make that meeting. After several attempts to reach him a new appointment has yet to be set.

The Investment Policy will be sent to the Board within a week.

At the May Board meeting the Board will be looking over the proposed 2011/2012 agency budget. This includes expenses that will be incurred in preparation for the 50th Gala. Our hope is to also realize a profit from the Gala.

Please look at the Board commitment numbers carefully and decide if those are reasonable. They are conservative estimates.

Standing Committees

Fundraising Chair: Jane Newkirk

A copy of what is considered as meeting the Board Commitments was passed around.

Strategic Planning Committee (SPC): Chris Held

As a result of the "Fit at 50" workshop at the April 10th Board Training, 5 areas were names as priorities, SPC will become the 5th top priority.

FODCC – Friends of DCC continue to meet and desire Board members to attend. They are considering a day and time change to accommodate this as currently they meet the same time as the monthly Board Meetings.

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Held will attend a workshop about non-profit sustainability on July 9th.

Board Development and Recruitment Chair: President Rashedi

There are no new applicants, even though several people are enthusiastic and want to apply. It was decided to recruit on a quarterly basis. The timelines will be revised and posted on the website.

We need everyone on the Board to recruit new members. Encourage people and clarify what the commitments are.

It was suggested that a vlog be posted with more information and promote the benefits of volunteering to serve on the Board

Reports from DCARA

Executive Director: Jim Brune

Personnel:

- Executive Assistant: Rebecca Chow has joined our team and started on April 27th.
- Director of Client Support Services: Interviews were conducted for this position.

Save Our Deaf Schools Town Hall Meeting:

- DCARA hosted this town hall meeting in response to community concern about the fate of Deaf schools throughout the U.S.
 - We invited various local community leaders such as Sheri Farinha and David Eberwein to provide presentations and allowed time for discussion afterwards.

DCC Town Hall Meeting:

- As part of the action plan of the Strategic Planning Committee, we held a DCC Town Hall meeting to talk about the challenges of operating DCC (in light of rising costs and stagnating revenue) and to garner community interest and involvement with DCC's vitality and sustainability

Preparedness and Emergency Response Research Center project

- This is our contract with the University of California School of Public Health's Health Research for Action program.
- It was decided by DCARA and HRA to host a mini-NAB meeting (as opposed to a full National Advisory Board meeting) in September 2011 because of foreseeable decline in funding from CDC.

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Important Dates:

- May 21st: BADAR!
- 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).

Meetings Attended:

- ADARA Conference in San Diego:
 - Went for the purpose of recruiting potential candidates for the Director of Client Support Services position.
 - Attended one interesting workshop provided by a woman who runs an employment program at the Community Outreach Program for the Deaf (COPD) in New Mexico about how she implemented a program to develop clients' pre-employment skills.
 - Executive Director Brune is very interested in developing a relationship with this woman to see about visiting the program or having this woman come give a presentation to DCARA.
- NAD Spring Gala planning committee meetings
- NAD Spring Gala on May 14th, 2011
 - It was an opportunity to meet representatives from Google at the event to develop relationships and create potential sponsorship opportunities for the 50th anniversary gala.

Old Business

none

New Business

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ANNOUNCEMENTS

We need to focus on the proposed 2011-2012 budget at the June meeting.

Meeting Adjourned at 8:59 PM

Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected

A Board Commitment is defined as efforts or activities performed by the Board member to meet their commitment of raising \$500 for DCARA. The following would count towards the Board Commitment:

- 1- Making a direct personal donation of cash/check/ credit card to DCARA
- 2- Making a deduction towards DCARA through workplace giving program
- 3- Getting cash donated by their employer, associations, or other companies

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- 4- Covering the costs of expenses such as food or supplies specifically for DCARA House Parties or DCARA-sponsored events (turn in original receipts) *Note- if a Board member wants to host their own private party, such as their own birthday bash, where they get individuals to donate towards DCARA in lieu of gifts, those personal party expenses will NOT be covered by DCARA.
- 5- Getting things, food or in-kind services that have been expressed as needed by the Executive Director donated by their employer, associations, stores, or other companies (retail value) *Note- if a Board Member gets something that Executive Director deems not needed by DCARA, this donation will NOT count towards board commitment, so Board Member is encouraged to check in with Executive Director BEFORE getting the donation.
- 6- Hosting own private parties (not DCARA House Parties) where individuals make a gift towards DCARA in behalf of Board Member
*Note- these donations must state that this donation is being made on behalf of Board Member which can be written on the check, in a signed note with address by donor along with the cash, or as a side comment on PayPal
- 7- Recommending names for Direct Mail, and those names made a donation towards DCARA. *Note- If more than one Board member recommends the same name, and that name donates, the value of that donation will be evenly divided among those Board members who recommended that same name

What does not count towards Board Commitment of raising \$500:

- 1- Selling tickets for events
- 2- In-Kind services (donating time or volunteering time for Board meetings and events)

DCARA House Parties (Goal- Host at least 4 house parties and raise \$1,000 each in profit)