

November 8, 2011 DCARA Board Meeting Minutes

Meeting Called to Order: 6:08 PM

Present: Patty Lessard, Katie Murch, Jane Newkirk, Sharif Rashedi, Lonnie Tanenberg

Excused: Chris Held

Unexcused: none

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

Visitors: Margie Cooper

Interpreters: Sherry Hicks and Jennifer Mantle

<p>MO0110811-1 Lessard (Tanenberg) moved to have ED Brune direct the appropriate staff to investigate what it would take to add more options for giving on the DCARA website. E.g. PayPal, online banking, payroll deductions. MSPassed.</p>

September 2011 Minutes: The minutes were approved as corrected.

October 2011 Minutes: The minutes were approved as corrected.

Officers' Reports

President: Sharif Rashedi

No report

Vice President: Katie Murch –

The fundraising committee will meet monthly from 3 to 5:30 before each Board Meeting.

Students from Castro Valley High School and others are helping raise funds for DCARA. Please inform VP Murch of establishments that donate a percent of their proceeds to non-profit organizations, including events where we earn a percentage selling food or goods, such as county fairs and street fairs.

Secretary: **Jane Newkirk** – no report

Treasurer: Patty Lessard –

The Finance Committee did not meet on October 27th due to several members being sick. We will meet again on December 1.

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However the following week Treasurer Lessard spoke to the auditors via phone for almost two hours and had a very satisfying experience.

They had many good questions. They are very thorough. They would like to come to the December Board meeting. It is part of their contract to report their findings to the Board.

They also had some very interesting observations, resources and comments about fundraising they want to share with the Board.

In addition Lessard attended the meeting where the auditors gave a preliminary report to ED Brune and Director of Business Accounting and Administrative Services, Souza. A brief summary follows below.

The auditors said that the DCARA staff had done a great job in preparing for the audit (Congratulations to Patty Souza and Victoria Munoz!!)

They had a few concerns however.

- They mentioned their concern that the donor database had not been used much. They notated that in their risk assessment as a "lost opportunity" and were happy when ED Brune mentioned that going forward there will be a "back up" staff available for any and all critical staff functions so that if there is a time when one staff is not available for one reason or another, the backup person could assume the duties in the interim.
- They also were concerned with the high dependency on government funding and the low fundraising match of funds.
- Additionally, they wanted to be sure that the staff received training whenever possible to keep current with trends and practices they need to know so that DCARA can operate effectively.

They will provide DCARA with a draft summary which they hope to have ready for the Finance Committee's December 1 meeting and in enough time that the Board can review it before its December meeting.

Please be sure to review it so we can make the most of our time with them in December.

Margie Cooper has graciously agreed to do two one-hour trainings with the Board on how to read the Financial Reports. She will come to both the November and December meetings.

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Standing Committees

Fundraising Chair: Katie Murch

See Vice President's report

Board Development and Recruitment Chair: President Rashedi

We are looking for ways to make volunteering on the Board attractive.

Finance committee – Treasurer Lessard

INVESTMENT REPORT

In conversation with our investment account manager, the most recent figures are as follows:

Balance as of October 27, 2011: \$213,458.74

Breakdown:

TIP - \$26,037 (locked)

Bonds - \$103,510.42

Cash - \$83,714.45 (money market)

Reports from DCARA

Executive Director: Jim Brune

Personnel:

- Hard of Hearing/Late Deafened Specialist: We have completed interviews and an offer is expected to be made soon.
- Job Developer/Interpreter (Campbell): This position continues to be vacant.

50th Anniversary Gala:

- The following have been done to advertise the Gala and for people to purchase tickets:
 - Presentation to the San Jose Seniors group
 - Presentation to the San Leandro Seniors group
 - Presentation to the Walnut Creek Seniors group
 - Presentation at the SFCD luncheon
- Contacts have been made with various corporations regarding sponsoring the Gala. Contacts made thus far are with:
 - Purple
 - Sorenson
 - Hamilton
 - AT&T

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- SFCD

Employment Services:

- DCARA has placed 9 Deaf/HOH people in jobs in the month of October.

Client Support Services Department:

- We just completed a DMV training class series.

California Coalition of Agencies Serving the Deaf and Hard of Hearing

- ED Brune as the newly elected Chair of the California Coalition of Agencies Serving the Deaf and Hard of Hearing, submitted a letter to Joseph Hoffman on behalf of the Coalition addressing two issues:
 - Budget Modification: the Coalition agencies have expressed great concern about the new budget modification policy that makes it very difficult to make inevitable budget changes throughout the year and would like to meet with ODA to see if there are other viable alternatives.
 - Future direction of the Office of Deaf Access: it is the Coalition's desire to see a stronger partnership between contracting agencies within the Coalition and the Office of Deaf Access to achieve systemic change in terms of advocating for greater access to deaf and hard of hearing Californians.

Important Dates:

- November 19th: Thanksgiving Feast
- January 21: Deaf Community Night

Deaf Community Center:

- Rental prices will be raised, with a new group for college and schools.
- Damage and complaints due to rentals will be deducted from the security deposit.
- FODCC (Friends of Deaf Community Center) are focusing on 3 major areas: yard work, repairs, and security.

Old Business

The T-shirts with the DCARA logo were ordered for the staff, Board, Gala committee, and some to pass out at Deaf Community Night.

It's not too late to send direct mail for holiday donations.

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New Business

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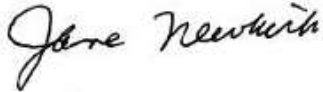
ANNOUNCEMENTS

Patty Lessard invites us to see the elephant seals at Ano Nuevo on days that she leads the tours.

Meeting Adjourned at 9:13 PM

The Board then went into executive session.

Respectfully submitted,



Jane Newkirk
Secretary

____ Accepted as read

__X__ Accepted as corrected