

January 10, 2012 DCARA Board Meeting Minutes

Meeting Called to Order: 6:16 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; Client Support Specialist, Tanja Bierschneider

Visitors: Steve Longo

Interpreters: none

MO011012-1 Rashedi (Newkirk) moved to schedule the February Board meeting on Tuesday, February 7, 2012, at the DCARA headquarters at 6 pm. MSPassed

MO011012-2 Lessard (Tanenberg) moved that the Board approve the October 2011 Financial Reports at the recommendation of the Finance Committee. MSPassed.

MO011012-3 Murch (Lessard) moved that she, Katie Murch, will make Board and committee meetings more accessible through technological means of live video. Amendment: Strike "make" and insert "do serious research on cost and logistics to make". Amendment Passed. MSPassed.

MO011012-4 Murch (Lessard) moved that a Content Management System (CMS) be established for the Fundraising Committee through DCARA.org with support from IT Donny Jacob for training. MSPassed.

MO011012-5 Lessard (Murch) moved that the Board invite Steve Longo to join the Board for the term of January 2012 to January 2015. MSPassed.

The meeting opened with a presentation by DCARA Client Support Specialist Tanja Bierschneider who described her work providing services in the Fremont office as a partner with the Fremont Family Resource Center.

November 2011 Minutes: The minutes were approved as corrected.

December 2011 Minutes: The minutes were approved as corrected.

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Officers' Reports

President: Sharif Rashedi

Please start thinking about who the Board would like to nominate for the Hal Ramger Award which will be presented during the March 24th Gala.

Vice President: Katie Murch – no report

Secretary: Jane Newkirk –

Please submit your reports for the minutes within 5 days of the Board Meeting so the minutes may be completed in a timely manner.

Treasurer: Jane Newkirk for Patty Lessard –

The biggest change to the budget is that EDD approved transferring some funds from salaries to other expenses within the EDD program.

Standing Committees

Fundraising Chair: Katie Murch

VP Murch requests that the Board respond to her email questions with information and feedback. The Fundraising Committee needs more communication, action, and support.

At this time, the DCARA staff is focusing on several areas in regards to the 50th Gala: live auction, silent auction, dessert auction, sponsorship, ticket sales, paid advertisements in the program book, and so on. Once the Gala is over, the staff will be able to support the Board with fundraising efforts.

Please respond to her email in regards to a “hot chocolate bar” during winter months.

Board Development and Recruitment Chair: President Rashedi

We continue to be short on Board members and need to actively recruit. It is suggested that the Board be present at the Gala event and use that as an opportunity to generate interest.

Finance committee – Treasurer Lessard

Jane Newkirk reminds the Board members that the Gala is our biggest fundraiser. We are hoping to raise \$20,000. In order to maximize our sponsorships we need to sell at least 400 tickets which is our “break even” point. At this time, 253 tickets have been sold. The price of the tickets will not go up as previously planned. However, the last day to sell tickets is February 24th, and no tickets will be sold at the door.

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Reports from DCARA

Executive Director: Jim Brune

Happy New Year!

Personnel:

- Client Support Specialist Rossana Reis will be leaving the agency effective Friday, January 13th. The position is now under review.
- Job Developer/Interpreter (Campbell): This position continues to be vacant.

Fundraising:

- **50th Anniversary Gala:**
 - Ticket sales: Sales continue to grow each day. As of today, we have sold 273 tickets!
 - Sponsorships: Hamilton has increased their sponsorship from \$750 to \$1,250. Responses from Sprint, and Purple are pending.
 - We have completed a pricing schedule for advertisements in the program book. Please see attached.
- **Direct Mail:**
 - We have, so far, received a total of 39 donations.
 - Total amount: \$3,260.
 - We are averaging a little over \$83 per donation.

Client Support Services:

- Hard of Hearing/Late Deafened Program:
 - Return to Wholeness class series for Late Deafened/HOH Adults on Wednesdays in San Jose
 - Lip reading classes for both San Jose and DCC starting in March
- Deaf Services Program:
 - Classes in San Jose and DCC with Project Endeavor to promote reduced price phones for the Deaf community
 - Classes in San Jose and DCC on tax preparation

Program Development

- Department of Social Services
 - DSS will not be releasing a new RFP until Fall 2012 for 2013-2015.
 - This means FY 2012-2013 will be a one year contract extension.
 - Staff will be working on completing a new budget and work plan for next FY.

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Important Dates:

- January 27th: Deafhood Forum at DCC at 7pm. Don Grushkin to give overview of Deaf history.
- February 4: Deaf Community Night
- March 24th: 50th Anniversary Gala!
- May 19th: Bay Area Deaf Amazing Race!

Old Business

none

New Business

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ANNOUNCEMENTS

none

Meeting Adjourned at 9:30 PM

Respectfully submitted,



Jane Newkirk
Secretary

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_____ Accepted as read

_____ Accepted as corrected