

August 14, 2012 DCARA Board Meeting Minutes

Meeting Called to Order: 6:20 PM

Present: Chris Held, Patty Lessard, Steve Longo, Sharif Rashedi,

Excused: Jane Newkirk, Lonnie Tanenberg

Unexcused:

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

Visitors: Beth Szymanski

Interpreters: none

MO081412-1 Lessard (Longo) The Finance Committee recommends that the Board approves the April and May finance reports. MSPassed.

MO081412-2 Lessard(Held) The Finance Committee recommends that the Board approve a 60/40 (fixed income, equities) investment plan. MSPassed

MO081412-3 Lessard (Longo) The Finance Committee recommends that the Board approves the 2012-2013 Agency Budget. MSPassed

Officers' Reports

President: Sharif Rashedi

We need to actively recruit new Board members.

Secretary: Jane Newkirk – absent

Treasurer: Treasurer Patty Lessard – see Financial Report

Standing Committees

Development Team (formerly known as Fundraising Committee):

Oktoberfest is on track for Oct 13 and will be held at DCC. We have plenty of beer donations. Admission hopefully will be \$25. We plan to hand out fliers at Deaf Nation and to start advertising as soon as possible. Our goal is to have 100 people buy tickets.

Board Development and Recruitment Chair: no report

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Finance committee – Treasurer Lessard –

The Finance Committee met on August 7th. First and foremost on the agenda was the agency budget. One line item we have been watching all year is the Board Commitments. While the commitment was met this year, it was primarily met with in-kind labor and donations (2/3 of the amount) rather than direct cash contributions (1/3 of the amount). Our budget should consist of no more than 1/3 in-kind contributions. This is something that the FC will continue to monitor in the next Fiscal Year (FY).

The budget was prepared with very conservative numbers and is realistic as long as funding sources and events generate the amounts projected. The FC will monitor those numbers closely.

The FC recommends that the Board approve the proposed agency budget for 2012-2013.

Because of delays between billing DSS and getting reimbursed for services, the agency had to borrow against the Line of Credit (LOC). Once the reimbursements are received, the LOC will be repaid. Depending on agency need, the repayment may be in installments or all at once. The FC will watch this as well.

The FC recommends that the Board approve the April and May Finance Reports.

Treasurer Lessard had a brief discussion with the Kramer Investment representative regarding Dollar Cost Averaging (DCA). He suggests that we begin with 10% of our investment portfolio going into DCA. The FC discussed a larger number and will propose that to the Board at the meeting on August 14th.

Our next meeting is scheduled for September 4th at 6pm.

By-Laws committee – Steve Longo

Longo is making progress with recommended changes.

Reports from DCARA **Executive Director:** Jim Brune

Staff Top 3 Action Plan: Staff have been examining ways that the agency is effective and not effective. Staff brainstormed the various ways we need to improve our efficiency. We whittled the list down to 12 ways we can improve our efficiency and decided we are currently going to focus on the top 3: Communication, Policies & Procedures, and Board Involvement. The three issues and possible solutions related to Board Involvement are:

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<u>Issue</u>	<u>Possible Solution</u>
1. Advisory council should take the pulse of the community and report to the Board	Recommendations to the advisory council should be given quarterly
2. Board should attend 2-3 events per year as a participant...not just an observer	A schedule should be developed and tracked by the board secretary and reports should come back to FSM
3. Recruitment efforts are not effective	<ol style="list-style-type: none">1. bring old members back2. Ohlone grads3. sister agencies4. Promote during events5. CSUN grads6. satellite reps.7. extend terms8. incentive to stay on the board8. flexibility in meeting schedules

Family Connections Department:

- The first-ever Literacy Day Camp was held the week of July 23rd at DCC. We had 15 campers and invited various community members to provide workshops and storytelling sessions during the camp: Megan Malzkuhn, Julie Rems Smario, Jesse Ragsdale, Tracy Seto, and Jon Kastrup to name a few. It was a success!

Employment Services Department:

- Patty O'Sullivan has started as Director of Employment Services as of Tuesday, August 7th.
 - She has already toured the Oakland, Fremont, and Campbell EDD offices. A tour of the San Francisco EDD office is being planned.

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Community Relations Department:

- Work has been done to revamp our sponsorship menu.
 - Goal is to give potential sponsors more options to support a variety of events.

Grantwriting:

- DCARA has learned that the funding proposal request submitted to Rainbow Groceries for the continuation of Family Connections' Deaf Role Model program was accepted and we were awarded \$2,000.
- NBCUniversal Corporate Social Responsibility: staff are working on submitting a \$50K grant for Family Connections Department's Deaf Role Model Program.

Important Dates:

- September 20th: ASL Celebration (hosted by CAD), Sacramento
- September 22nd: Deaf Awareness Day at Great America (DCARA to have booth)
- September 22nd: Club Saturday in Concord
- September 29th: Club Saturday in San Jose
- September 28th: Deafhood Forum at DCC
- October 13th (day): Deaf Nation Expo in Pleasanton
- October 13th (night): Oktoberfest @ DCC
- October 28th: Club Saturday in Watsonville

Personnel:

- Donny Jacob is no longer with DCARA. The IT position is now being advertised externally. The Board's assistance in recruiting potential candidates is appreciated.
- Job Developer/Interpreter (Campbell): Interviews were completed. The screening process continues.
- Client Support Specialist (San Jose): The position was re-posted and we are in the midst of the screening process.

Upcoming events

Aug 21 Fundraising Meeting at HQ –6-8p

Aug 24th A Night with the Stars event

Sept 22 ASL Celebration– next year plan farther ahead for a related event here

Jan 19, 2013 Murder Mystery Dinner

Pancake breakfast in the works

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Old Business

Board goals: PG&E was contacted in regards to our water heater. They do not donate water heaters but they do weather strip windows. Rashadi put in an application for the community giving program. We can also fill out applications for discount and donations with Lowes, Home Depot, OSH, and Ace.

We are still waiting for information about the San Leandro House.

Rashadi will draft a letter inviting people from other organizations to be involved in our meetings. The letter will include the three Board Commitment goals. The Board has yet to agree on what the roles of the representatives will be.

New Business

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ANNOUNCEMENTS

Beth Szymanski was invited to comment:

Advisory committee – get community vlogs

Fundraising suggestions – offer free ticket if you can get donations, something fun/silly like karaoke? Volunteer potluck for German food, community pot luck night several times a year

Cooking classes – will email all ideas to Board, come to FR committee next Tues

Meeting Adjourned at 9:48 PM

Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected

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