

November 12, 2013

DCARA Board Meeting Minutes

1 **Meeting Called to Order: 6:00 PM**

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3 **Present:** Sharif Rashedi, Lonnie Tanenberg, Alison Amable, Chris Held, Steve Longo, Kenton Twidt

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5 **Excused:** None

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7 **Unexcused:** None

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9 **Staff Present:** Executive Director, James Brune; Assistant to ED, Vanessa Phillip

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11 **Visitors:** Catherine Eller and Dave Martin

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13 **Interpreters:** None

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15 **Staff Spotlight:** None

16 Officers' Reports

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18 **President Rashedi:** None

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20 **Vice President Tanenberg:** None

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22 **Secretary:** None

23
24 **Interim Treasurer Longo:** None

25 Reports from DCARA

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27 **Executive Director – Jim Brune:**

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- 30 • DCARA passed the audit again without any management letters (warnings). We are very proud of
31 Patty Vanni and Victoria Munoz for their hard work on the audit.
 - 32 ○ Non-profit organizations are required to file a 99 Tax Form. Audits are not required, but
33 organizations that choose to do them voluntarily and regularly look more appealing to
34 funders. It is standard practice.
 - 35 • DCARA saved a lot of money by streamlining costs for the direct mail campaign. Now that
36 physical mailing is complete, we will work on the e-mail blast campaign.
 - 37 ○ Action Item: Jim will ask Linda about personalized letters for direct emails
 - 38 • Deaf Community Night (awards), 20th celebration, and the Annual Report: Traditionally, DCN was
39 a free event. In order to keep it free, we had to split it to 3 events:
 - 40 ○ Friday December 6th will be the free open house event
 - 41 ○ Saturday December 7th will be the DCC-20 fundraiser
 - 42 ○ February 1st 2014 will be the DCN awards program
 - 43 • We are still working on becoming Vendorized
 - 44 • Safeway awarded us 2,000 dollars from their charitable foundation grants

45 Thanksgiving Feast

November 12, 2013 DCARA Board Meeting Minutes

- 46 • Board members will attend and help: Sharif, Kenton, Lonnie and Chris (after 12:00pm). Lonnie
47 and Sharif at FOG, Kenton and Chris at DCC
48 ○ Alison asks that next year, Board members receive advance notice of the event, so they
49 can make themselves available to support.
50 • Set-up will be at 10:00am, clients will enter at 11:00am

51 In kind Donations

- 52 • \$100 In-Kind donations
53 • Alison will keep track of In-Kind donation. She can work with Patty V on it.
54 • Alison wants to improve communication with the Board and the Accounting department. Any
55 information related to money, she will send to board immediately.

56

57 Tuesday December 3rd is the next Board finance committee meeting.

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59 Financial investment portfolio

- 60 • Patty Lessard will draft a policy and will send it to the Board for approval. The portfolio will
61 attract more funders.
62 • From the workshop Board members took in San Jose last month, we have 90 minutes of VP time
63 available to discuss any questions with the workshop organizers. Each organization receives 90
64 minutes, so DCARA can use that time to ask any questions about our portfolio.

65 Board Recruitment:

- 66 • Please submit any suggestions regarding Board recruitment to Steve.
67 • Recruitment Party: Current Board members will invite potential members to an elegant event.
68 Jim will give a speech about DCARA services. Cheese, wine and appetizers will be served. It will
69 take place at Alison's house in Livermore either Jan 11 or 18th. Each Board member is to invite 5
70 people.

71 There still needs to be some clarification regarding these terms: Fundraising, In-Kind Donations and Board
72 commitments

73

74 **Old Business:** None

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76 **New Business:**

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78 Motions:

79 (MO111213-1) Chris (Alison seconds) moved that we use \$725.00 to purchase gift cards for DCARA
80 staff for the holidays from DCARA Board Fund. MSP

81 (MO111213-2) Alison (CH seconds) moved that the amount of the operating budget Board
82 commitment change from \$3,500 to \$3,300 for the 2013-2014 fiscal year. MSP

83 (MO111213-3) Alison (CH seconds) moved that all monies from recycling go to DCC table funds
84 beginning July 1, 2013.). MSP

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86 **ANNOUNCEMENTS :**

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November 12, 2013 DCARA Board Meeting Minutes

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- Jim reminds the Board that 5% of all fundraising monies go to DCC
 - Kenton will have a drag queen themed fundraiser on Saturday February 15th 2014.
 - The Diwali event is November 23rd
 - Alison shared that she learned a lot at the Deaf-Blind bazaar, Day of the Dead, and the Black Deaf Advocates (BABDA) panel
 - Tech Day will be hosted by Ken Arcia. Time and date is still TBD

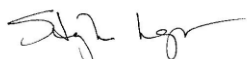
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96 **Meeting Adjourned at 8:55 PM**

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98 Respectfully submitted,



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101 Steve Longo

102 Secretary

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104 _____ Accepted as read

_____ Accepted as corrected