

February 10, 2009
DCARA Board Meeting Minutes

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3 **Meeting Called to Order: 7:12 PM**
4

5 **Present:** Joe Fercho, Chris Held, Michael Higgins, Patty Lessard, Liann
6 Osborne, Karina Pedersen, Andrew Phillips, Roberto Solorzano
7

8 **Excused:** Jenny Cantrell, Jaime Jackerson, Sunnie Kaufmann, Isidore
9 Niyongabo
10

11 **Staff Present:** ED Jim Brune, Katie Canfield, Leona Galindo,
12

13 **Interpreters:** Robin Mills, Dan Veltri
14

15 **Visitors:** Annie Dieckman, Deanna McDaniels
16

17
18 **MO 21009-01**

19 Solorzano (Pedersen) moved to accept the Finance Committee recommendation
20 that the Board direct Business Manager Souza to continue to set aside funds into
21 the 5% Cash Reserve account until such time as a detailed Investment Policy
22 and/or alternate fund is in place. MSPASSED
23

24 **MO 21009-02**

25 Pedersen (Solorzano) moved to accept the Finance Committee recommendation
26 that the DCARA Board approve transferring monies from the 5% Cash Reserve
27 account into a Money Market account. MSPASSED
28

29 **MO 21009-03**

30 Held (Higgins) moved to accept the Finance Committee recommendation that the
31 Board approve the Financial Report for the month of October 2008. MSPASSED
32

33 **MO 21009-04**

34 Solorzano (Higgins) moved to grant the Board President and Board Vice
35 President authority to sign any and all official and important documents that
36 require board signatures -- effective January 1, 2009. MSPASSED
37

38 **MO 21009-05**

39 Lessard (Pedersen) moved to appoint Fercho as the primary contact person for
40 communication between DCARA and Kramer Financial for the purpose of
41 managing DCARA's investments. MSPASSED
42
43

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1 **Corrections to the January 2009 minutes:**

2
3 Add motion to approve the October 2008 minutes.

4
5 Page 3, Line ?: Space between Campbell and Job

6
7 Page 3, Line ?: Space between Super Bowl

8
9 The minutes were approved as corrected. Solorzano (Lessard).

10
11 **Officers' Reports**

12
13 **President: Liann Osborne**

14
15 Osborne does not have any report but Osborne would like to let everyone know
16 that Brune and Osborne will be attending an event hosted by the Oakland Black
17 Deaf church at CSD-Fremont. DCARA is really making an effort to reach out to
18 Deaf people of color.

19
20 Osborne passed out the Committees for 2009 for each member to use as a
21 reference.

22
23 The Committees for 2009 are:

24
25 Strategic Planning: Chris Held, Andrew Phillips, Liann Osborne, Jim Brune,
26 Marta Ordaz, Mark Vanni, Patty Souza, Virginia Beach. (Meets on the first
27 Tuesday of each month.)

28
29 Personnel Manual Committee: Sunnie Kaufmann, Jim Brune

30
31 Board Recruitment and Board Development: Jenny Cantrell, Sunnie Kaufmann,
32 Karina Pedersen, Liann Osborne, Roberto Solorzano

33
34 Fundraising: Chris Held, Jaime Jackerson, Isidore Niyongabo, Karina Pedersen,
35 Liann Osborne, Katie Canfield. (Meets on the fourth Tuesday of each month.)

36
37 Finance: Joe Fercho, Michael Higgins, Patty Lessard, Patty Souza

38
39 Audit: Joe Fercho, Isidore Niyongabo, Roberto Solorzano

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1 **Vice President: Roberto Solorzano**

2
3 Solorzano is working with ED Brune on a process and procedures protocol for
4 motions and minutes as well as developing a training regarding said items.
5 Thursday Feb, 25th, they have a meeting to discuss this topic with the
6 committee.

7
8 **Secretary:**

9
10 None.

11
12 **Treasurer: Patty Lessard**

13
14 The Finance Committee met with Business Manager Souza and ED Brune on
15 February 5, 2009 to discuss the Financial Reports for the month of October 2008.
16 At its next meeting, the Finance Committee will be provided the statements of
17 financial activity for the months of November through January. The goal is to
18 never be more than two months behind in receiving reports. Additionally, the
19 committee was able to schedule meetings once a month for the remainder of the
20 calendar year. Because the committee is comprised of individuals and staff who
21 live and work and opposite ends of the Bay and cities in between, the meetings
22 will alternate between DCARA HQ and the Family Resource Center in Fremont.
23 Any Board member who is interested in attending, let me know and I will give you
24 the date(s) and location(s).

25
26 In October the agency did not need to borrow from the LOC, but as with the rest
27 of the nation, it took a hit on its investments.

28
29 The October Financial Reports did not include any of the money we know the
30 agency received as a result of the donation letters that were sent out in
31 November and December. We will be looking for those numbers at our next
32 meeting.

33
34 We also will look to see what effect the hiring of additional staff will have on the
35 salary budget. So far it is under budget for the month of October.

36
37 Cash Reserve – As of October, there is \$1542 set aside into this account. The
38 more we fundraise, the greater this number will be. The Finance Committee will
39 be discussing this account with the Board at the meeting and suggesting possible
40 plans for the funds.

41
42 Committee Goals – The Finance Committee has had the goal of having long-
43 term, solid funding with less and less dependency on state funds that continue to

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1 dwindle. This year the Committee will (1) re-visit the goal of establishing an
2 Investment Plan and Policy and (2) support DCARA's involvement in the city of
3 San Leandro's Transit Oriented Development. There will be a sub-committee
4 established to work on these goals. Any Board members who are interested in
5 serving on the sub committee should contact me.

6
7 Discussion: we need to expand DCARA's investments given the current
8 economic climate.

9
10 Board discussed and agreed that more transparency needs to be made
11 regarding money sources and distribution. Board member Michael Higgins
12 recommended that a break down report of Staff job positions funding source be
13 made and distributed to Board. Proposed, recommended and discussed
14 transferring the monies in Reserve Account to be transferred to Money Market
15 account.

16
17 Some issues to consider: we need to develop a strategy in case some of our
18 financial sources are cut. Do we use investment money to cover operating costs
19 or not?

20
21 **Standing Committees**

22
23 **Board Development and Recruitment:**
24 **Karina Pedersen**

25
26 Pedersen would like to have training for board members, such as on how to read
27 financial reports.

28
29 **Fundraising Co-Chair:**
30 **Liann Osborne and Chris Held**

31
32 DCARA will have a house party on Feb. 21. You all are invited. It's at Dan Girard,
33 Melinda Harrison, and Heather Montero's place and the theme is Mardi Gras.
34 Would like at least two board members to attend.

35
36 Held: is looking forward to the next Deaf Community Night (DCN) on March 28th.
37 Passed out a flyer and asked board members to sell at least four tickets each.

38
39 Canfield: would like to have members of the community donate deserts which we
40 can auction off at the upcoming DCN.

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Reports from DCARA

Executive Director:
Jim Brune

Personnel:

- One positions has been filled:
 - * Executive Assistant: Leona Galindo
- We currently have 5 positions open:
 - * CSS – Family Life Educator
 - * EDD - San Francisco Job Developer/Interpreter
 - * EDD – Campbell Job Developer/Interpreter
 - * EDD – Fremont Job Developer/Interpreter
 - * Staff Interpreter (part-time)

DCARA Presentations/Workshops/Events in December:

- We had a great turnout for the Inauguration Day event at DCC. It was wonderful to have a Deaf space from which to watch Obama become President. A brief video of the event is available on our website.
- “The Africa They Never Showed You” – Walnut Creek Seniors
- Sorenson VP Updates – San Jose CSS office and FOG
- Gallaudet Leadership Institute classes provided by Jack Levesque: “Deaf Culture, Deaf History, Deaf Leadership”

Fundraising:

- Our direct mail campaign during the late fall of 2008 has resulted, so far, \$9,500.
- We have a couple of fundraising events coming up:

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- 1 ○ House Party at Dan Girard, Melinda Harrison and Heather Montero's
- 2 home in Hayward on Saturday night February 21st from 6-8pm
- 3 ○ Tom Neville show on March 14th – there will be 3 showings that day.
- 4 ○ Deaf Community Night awards on March 28th from 4-9pm at DCC.

5 Miscellaneous:

- 6 • **DSS Site Visit on January 14th:** As I reported via email, this site visit went well,
- 7 much to our relief. We all worked hard to prepare for it and the hard work paid
- 8 off!
- 9 • **City of San Leandro site visit on January 14th:** Yes, we had two site visits in
- 10 one day. LaRonda Zupp and I met with the Human Services manager as well as 3
- 11 City Commissioners. We gave a description of DCARA services and answered
- 12 their questions. We also gave a demonstration of our computer lab as well as the
- 13 community VideoPhone. It went well.
- 14 • **The City of Fremont site visit** is scheduled for February 20th.
- 15 • **Executive Assistant Interviews:** Much of my time during this month was
- 16 interviewing applicants for the Executive Assistant position. I received 11
- 17 applications and interviewed 8. I was anxious to get through the interviews so that
- 18 I could hire someone as quickly as possible. The last 2 months without
- 19 administrative support was difficult.
- 20 • **Port of Oakland:** They held a stakeholders' meeting last Friday February 5th.
- 21 They discussed what access issues they were working on which includes service
- 22 animal relief areas, visual signage in the major corridors, and installation of
- 23 TTYs. I shared with them feedback about the absolute importance of installing
- 24 VideoPhones and the importance of making Video Remote Interpreting available.
- 25 • **Website:** LeRoy and his Website Committee has been hard at work developing a
- 26 new look for our website. The new website will reflect a much stronger bilingual
- 27 approach which takes into account the “celebrate ASL” part of our mission
- 28 statement. The management team will have its first look at the website during our
- 29 regularly scheduled Management Team meeting on Wednesday February 11th.
- 30 • **Strategic Planning Committee:** We had a productive meeting last week on
- 31 February 3rd with the participation of 3 board members – Chris Held, Liann
- 32 Osborne, and Jaime Jackerson. (You were missed, Andrew!). The focus of our
- 33 meeting was to brainstorm various organizations to contact about their strategic
- 34 planning. We developed a list of questions to ask each organization and divvied
- 35 up the list of organizations. Now each of us on the committee has our work cut
- 36 out for us to contact each organization and learn more about their strategic
- 37 planning. We will meet again next month and share what we have learned so that
- 38 we can move forward with our own strategic planning.
- 39 • **Personnel Manual Committee:** Now that we have a Board representative –
- 40 Sunnie Kaufmann – on the PM Committee, we'll be going forward with our first

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1 meeting on Thursday March 5th. We're looking forward to finally getting around
2 to updating our personnel manual – a long overdue task!

- 3 • **Disaster Preparation Committee:** The committee will meet and brainstorm
4 ideas for how the staff should respond in a disaster and how DCARA can help the
5 community around us.
- 6 • **Workplace Violence Policy:** DCARA is in the process of developing a guide for
7 what staff members should do if a client harasses him/her.
- 8 • **Academic Bowl:** This coming weekend is the Western Regional Academic Bowl
9 at CSD. DCARA will be playing a large part in the Bowl; we will be sending a
10 cadre of staff to work as volunteers to help with the matches on Friday and
11 Saturday.

12
13 Hired Chriz Dally to help with Grant writing and search as well as developing
14 Employment training program. She will develop program and then find funding
15 sources.

16
17 **Old Business**

18
19 None

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21
22 **New Business**

23
24 **MO 21009-01**

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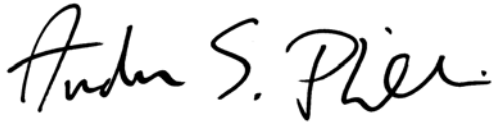
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MO 21009-05

Lessard (Pedersen) moved to appoint Fercho as the primary contact person for communication between DCARA and Kramer Financial for the purpose of managing DCARA's investments. MSPASSED

Meeting Adjourned at 9:14 PM to go into Executive Session.

Respectfully submitted,



Andrew Phillips
Secretary

_____Accepted as read

_____Accepted as corrected