

March 10, 2009
DCARA Board Meeting Minutes

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3 **Meeting Called to Order:** 6:15 PM
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5 **Present:** Jenny Cantrell, Joe Fercho, Chris Held, Michael Higgins, Jaime
6 Jackerson, Sunnie Kaufmann, Isidore Niyongabo, Liann Osborne, Karina
7 Pedersen, Roberto Solorzano
8

9 **Excused:** Patty Lessard, Andrew Phillips
10

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

13 **Interpreters:** Jacqueline Levesque, Robin Mills, and Dan Veltri
14

15 **Visitors:** Daniel Girard and Judy Gough
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17 **MO 31009-01**

18 Pedersen (Jackerson) moved for DCARA to consider and review with the finance
19 committee and internal management team the following: (1) having a booth; (2)
20 sending four representatives to the California Association of the Deaf convention;
21 and (3) sponsoring one contestant. The decision should be made by April 15,
22 2009. MSPASSED.
23

24 **MO 31009-02**

25 Fercho (Niyongabo) moved for the board to approve the November 2008,
26 December 2008, and January 2009 financial reports. TABLED.
27

28 **MO 31009-03**

29 Higgins (Niyongabo) moved to accept the financial committee's recommendation
30 of creating an investment strategy and/or short-term plan that should result in a
31 better rate or return. MSPASSED.
32

33 **MO 31009-04**

34 Cantrell (Held) moved to change the signature authorization for our investment
35 company, Kramer & Kramer, from Charles Farr to Joe Fercho and Patty Lessard.
36 MSPASSED.
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March 10, 2009
DCARA Board Meeting Minutes

1 **NOTE:** Board has decided not to list corrections to the minutes.

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3 The meeting was run by Solorzano.

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5 **Corrections to the February 2009 minutes:**

6 The minutes were approved as corrected. Pedersen (Held).

7
8 **Pedersen Invited Guests Girard and Gough to speak:**

9 We are here representing the California Association of the Deaf. Daniel Girard,
10 the State Director for the Mr. and Miss Deaf California Ambassadorship Event,
11 told us about a new program called the California Deaf Youth Ambassadorship
12 Program (CDYAP). He also told us about CAD's future plans to expand the
13 current Deaf Youth Program and they hope that DCARA will work with CAD on
14 this. Judy Gough is the co-chairperson of the CAD convention this summer and
15 talked about the upcoming CAD convention that will be in Clovis, California from
16 August 14-16, 2009. They asked the Board to consider making three motions:

- 17
- 18 • That DCARA has booth at the CAD conference.
19 Justifications: They believe that DCARA can benefit from advertising its
20 services at this event. Also it would be a nice way for DCARA and CAD to
21 build their relationship. Booths cost \$75 for non- profit organizations and
22 \$150 for general organizations.
23 Deadline: by June.
 - 24 • That DCARA sends four representatives to the CAD conference.
25 Registration fees: \$75 by April 30; \$100 by June 1; \$125 by July 1(regular
26 rate); and \$150 at the door.
27 Deadline: April 1st.
 - 28 • For the Board to discuss the possibility of DCARA sponsoring one
29 contestant for the Mr. and Miss Deaf California Ambassadorship event on
30 Saturday, August 15, 2009.
31 Fee: \$750 and this includes the retreat, food and lodging.
- 32

33 Website for CAD: www.cad1906.org

34
35 **Officers' Reports**

36
37 **President: Liann Osborne**

38
39 First, I want to thank everyone for being patient with our long board meetings. I
40 appreciate your patience. Thank you.

41
42 As you know DCARA is currently going through rough times. I would like to
43 encourage each board member to think of a way of how one could donate such

March 10, 2009
DCARA Board Meeting Minutes

1 as committing to donating one or two boxes of paper, pencils and pens, even
2 having garage sales to raise money, et cetera. Also by attending most of the
3 fundraising events and help spread the word to the community.

4
5 The purpose of having the Committee list passed out at the last meeting was for
6 you to use it as a reference as to when your committee meets. The only
7 committee that has set dates: The Strategic Planning Committee which meets on
8 the first Tuesday of each month and Fundraising Committee which meets on the
9 third Tuesday of each month. Please make sure you mark them in your calendar
10 and attend the meetings.

11
12 **Vice President: Roberto Solorzano**

13
14 I met with Jim Brune on March 9th and reviewed the list of motions from Jan.
15 2001 to Jan. 2009. The purpose of this meeting was to make sure that all
16 motions have gone into effect. After reviewing the list of motions we found 9
17 motions which need to be implemented. Thus the board needs to revisit these
18 motions as "old business."

19
20 **Secretary:**

21
22 None

23
24 **Treasurer:**

25
26 None

27
28 **Standing Committees**

29
30 **Board Development and Recruitment:**

31 **Karina Pedersen**

32
33 I hope you have read my e-mail and brought your calendars. I have two
34 calendars for the month of April and May. Please fill out your dates of availability
35 for two workshops. The first workshop I am focusing on having is the financial
36 workshop retreat with Steve Mutti. Steve will be available to do pro-bono training
37 and has suggested considering 4 hours time slot, which would include interactive
38 session in reading and discussing financial reports. I'll pass out the calendar
39 during the break and please don't forget to fill them out before the meeting is
40 adjourned. I'll be in touch via e-mail with information about our future workshops
41 and retreats.

March 10, 2009
DCARA Board Meeting Minutes

1 **Fundraising Co-Chair:**
2 **Chris Held**

3
4 Roberto and Chris will be the co-chairs of the fundraising committee until Liann is
5 done with the Deaf Community Night event. Speaking of the Deaf Community
6 Night, things are progressing very well. Entertainment has been taken care of--
7 we have hired Nicole Montague, an interpreter, to work as the DJ. There are
8 some things that need to be taken care of in terms of entertainment. The
9 Committee thought that it would be a great idea if the Board members served
10 refreshments to the patrons. Instead of having them get up and stand in the line
11 to get their food. I would like each Board member to consider donating dessert
12 for the live auction. If you do not want to bake that's fine. I plan to buy a dessert
13 and create a basket full of sinful food. I need your help to make this event a
14 success! Again, things are moving pretty well. So far we have about 22 people
15 committed to donate desserts. Our goal is to make it to 30 or more desserts.
16
17
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19 **Reports from DCARA**

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21 **Executive Director:**
22 **Jim Brune**

23
24 Much of my work this past month was spent on submitting the contract
25 paperwork for the California Department of Social Services. This resulted in
26 DCARA's staffing being reduced by 1 ½ positions as previously announced to the
27 Board by me via email two weeks ago.
28

29 **Personnel:**

- 30
31
 - One positions has been filled:
 - * EDD – Campbell Job Developer/Interpreter: Cassandra Luontela
 - We currently have 5 positions open:
 - * CSS – Family Life Educator
 - * EDD - San Francisco Job Developer/Interpreter
 - * EDD – Fremont Job Developer/Interpreter
 - * Staff Interpreter (part-time)
 - We completed a round of interviews for the Family Life Educator position
39 but there were no qualified applicants. We plan to revise the job
40 announcement and re-post it.
41

42 **DCARA Presentations/Workshops/Events in December:**

March 10, 2009
DCARA Board Meeting Minutes

- 1 • On-going computer classes at DCC, San Jose, and FOG (beginner and
2 advanced classes). Right now, we have four different series of computer
3 classes going on.
- 4 • On-going ASL classes for HOH/LD people
- 5 • Gallaudet Leadership Institute classes provided by Jack Levesque: “Deaf
6 Culture, Deaf History, Deaf Leadership”
- 7 • DCARA was a sponsor of the Rosa Lee Show along with Ohlone College
8 and CSDF.
- 9 • DCARA sent a cadre of staff to volunteer at the Western Regional
10 Academic Bowl at CSDF. We were a visible presence!
- 11 • Deaf Foreign Born classes in San Jose
- 12 • Diabetes workshop for Deaf seniors in San Jose

13
14 Fundraising:

- 15
- 16 • The House Party at Dan Girard, Melinda Harrison and Heather
17 Montero’s home in Hayward was postponed to a not-yet-determined
18 date. (Possibly May 30th)
- 19 • We have a couple of fundraising events coming up:
 - 20 ○ “See What I Mean” DVD – 2nd edition – this Friday March 13th.
 - 21 ○ Tom Neville show on March 14th – there will be 3 showings that
22 day.
 - 23 ○ Deaf Community Night awards on March 28th from 4-9pm at
24 DCC.
- 25

26 Miscellaneous:

- 27
- 28 • **Black Deaf History Month:** Liann and I identified this event at CSDF as
29 a great opportunity to do outreach to Deaf communities of color. Liann
30 and I have discussed this numerous times and we both would like to see
31 DCARA improve its ability to do outreach among Deaf people of color. It
32 was a great event and we had the opportunity to meet people and pass
33 out fliers about upcoming events.
- 34 • **City of Fremont site visit:** It was held at Fremont Oak Gardens (FOG)
35 and went very well. City staff and one City Commissioner had the chance
36 to talk with me, Program Manager LaRonda Zupp, Client Support
37 Specialist Virginia Beach as well as interview 2 clients. It went very well.
- 38 • **Personnel Manual Committee:** We had our first meeting on Thursday
39 March 5th. It was a productive meeting and we were able to get through a
40 list of “hot issues”. This will be an on-going project of revising our manual
41 to ensure that the manual both reflects our current policies as well as
42 incorporates updated labor laws.

March 10, 2009
DCARA Board Meeting Minutes

- 1 • **50th Anniversary Celebration Committee:** DCARA turns 50 in just 3
2 short years! Katie and I met to discuss ideas about the 50th anniversary.
3 We would like to convene a core committee within the next month to begin
4 the planning process.
- 5 • **DCC Rates and Policies:** I am working with Brian Martinez and Patty
6 Souza to update our policies as well as revert back to an hourly rate
7 schedule. This is part of our effort to begin aggressively marketing DCC
8 and bringing more revenue to DCARA.
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12 **Old Business**

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14 None

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17 **New Business**

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40 **Meeting Adjourned at 8:13 PM.**

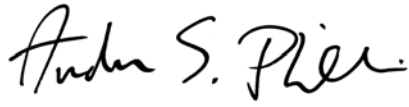
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43 Respectfully submitted,

March 10, 2009
DCARA Board Meeting Minutes

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4 Andrew Phillips
5 Secretary

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10 _____Accepted as read _____Accepted as corrected