

**October 20, 2009**  
**DCARA Board Meeting Minutes**

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3 **Meeting Called to Order:** 6:10 PM  
4

5 **Present:** Liann Osborne, Joe Fercho, Andrew Phillips, Jaime Jackerson, Roberto  
6 Solorzano, Patty Lessard, Michael Higgins, Jenny Cantrell, Sunnie Kaufmann,  
7 Chris Held  
8

9 **Excused:** Karina Pedersen  
10

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

13 **Interpreters:** Leah Bartell and Jewel Jauregui  
14

15 **Presenters:** None  
16

17  
18 **MO102009-1**

19 Phillips (Higgins) moved change the frequency of board meetings from monthly to  
20 every other month.

21 Higgins (Phillips) amended "effective January 1, 2010" at the end of the  
22 motion.

23 APASSED

24 MTABLED  
25

26 **MO102009-2**

27 Cantrell (Osborne) moved to transfer signature authority from Katie Canfield to  
28 LaRonda Zupp, effective immediately.

29 MPASSED  
30  
31  
32  
33

34 **Officers' Reports**  
35

36 **President: Liann Osborne**

37 None  
38

39 **Vice President: Roberto Solorzano**

40 Solorzano encourages all board members to actively recruit new members.

41 Solorzano and Phillips have made a Vlog and it will be posted on DCARA  
42 website about board recruitment. Solorzano will also email board members with  
43 a flyer regarding this issue soliciting new members.

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1 **Secretary:**

2 None

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4 **Treasurer: Patty Lessard**

5 **Report made by Michael Higgins**

6 For the fiscal year of 2008-2009, DCARA ended the year with a deficit of  
7 approximately 52 thousand dollars. For the first month of the new fiscal year,  
8 DCARA came in over budget by approximately 16 thousand. Since the board has  
9 a deficit target of 22 thousand dollars for the year, this will require careful  
10 monitoring to ensure we are on trend to meet this goal.

11  
12 However, we are seeing positive signs in the area of fundraising, and a balanced  
13 budget may be achieved with careful expense reduction. At our next meeting, we  
14 will review the first quarter report and there may be additional actions to take to  
15 ensure we have a manageable deficit.

16 **Standing Committees**

17 **Board Development and Recruitment: Pedersen**

18 None

19  
20 **Fundraising Committee: Chris Held**

21 None

22  
23  
24 **Reports from DCARA**

25  
26 **Executive Director:**

27 **Jim Brune**

28  
29 **Personnel:**

- 30 • Director of Community Relations position is now vacant. Katie Canfield's  
31 last day with us was September 25<sup>th</sup>.  
32 • Webmaster/IT Support Specialist will become vacant. LeRoy Boren's last  
33 day with us will be November 13<sup>th</sup>.  
34 ○ The position has been internally posted. If there are no results  
35 from the internal post, it will be posted externally tomorrow  
36 morning.  
37 ○ I will be working with LeRoy to develop a transition  
38 plan/contingency plan if we are not able to hire someone by the  
39 time he leaves so that our technology infrastructure remains  
40 intact.  
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1 DCARA Presentations/Workshops/Events in September:

- 2 • We staffed a booth at the San Leandro Senior Resources Fair on  
3 September 11<sup>th</sup>.  
4 • We staffed a booth at Great America Deaf Awareness Day on September  
5 26<sup>th</sup>  
6 • We staffed a booth at DeafNation on October 10<sup>th</sup>.  
7 • We have begun a new series of parenting skills classes in both San Jose  
8 and San Leandro within our Family Connections program. This is exciting  
9 as we are expanding our services to include Deaf parents!  
10 • We are continuing to provide an exercise class for Deaf seniors at FOG.  
11 • We had an Ojo workshop provided for our Deaf community at the San  
12 Jose office.

13  
14 Upcoming Presentations/Workshops/Events in October/November:

- 15 • We will be staffing a booth at CSD's Homecoming game during the 150<sup>th</sup>  
16 Anniversary Weekend this Saturday October 24<sup>th</sup>. This is a great  
17 opportunity to recruit potential board members.  
18 • We will begin a new computer class series in San Jose. There will be  
19 more computer classes coming in the New Year.  
20 • An ADA and Self Advocacy workshop is coming up for the Walnut Creek  
21 Deaf seniors.

22  
23 Grant Writing:

- 24 • We received notice from two sources of stimulus funding that we were  
25 denied funding:  
26     ○ **Department of Rehabilitation**  
27     ○ **US Department of Education: Funding for the Improvement**  
28         **of**  
29         **Post Secondary Education (FIPSE).** They received 291  
30 applications  
31 and awarded funding to just 29 organizations.  
32 • **First Five Alameda County:** After much discussion, a decision was  
33 made not to apply for First Five Alameda County. This was a difficult  
34 decision to make because we had been waiting for this RFP to come out  
35 to make our Family Connections program stronger. However, it was  
36 agreed upon that our focus right now needs to be making the Family  
37 Connections program stronger and assessing what the needs are among  
38 hearing parents of Deaf children and Deaf parents of either hearing or  
39 Deaf children before we seek further funding.  
40 • **Department of Labor:** I had reported last month that we would review  
41 this possible stimulus funding through DOL. Upon further review, it was  
42 decided that it was not the right fit for the Deaf Employment Training  
43 Program.

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2 50<sup>th</sup> Anniversary Celebration Committee:

- 3 • The 50<sup>th</sup> Anniversary Celebration Committee has been meeting monthly  
4 and we are working now on scouting locations. Each of us on the  
5 committee has been doing research and scouting potential locations and  
6 venues based on the criteria we agreed upon. We have begun to visit  
7 locations as well and expect to continue scouting locations through the  
8 next few months including Yerba Buena Center in San Francisco and the  
9 Claremont Hotel and Spa in Berkeley.

10  
11 Personnel Manual Committee:

- 12 • I reported last month that the Personnel Manual has been meeting to  
13 address many much needed revisions to the Personnel Manual. No new  
14 news to report other than that the "Language Subcommittee" continues to  
15 meet to address the tedious but necessary language changes that are  
16 necessary.

17  
18 Fundraising:

- 19  
20 • Recent fundraising results:
- 21 ○ Chevy's: Just under \$200 was raised at our Chevy's Restaurant  
22 Night  
23 Event in San Leandro on August 27th.
  - 24 ○ California Pizza Kitchen: Just under \$200 was raised at our  
25 CPK  
26 Restaurant Night event in San Jose on September 21<sup>st</sup>.
  - 27 ○ Oktoberfest Event on October 3<sup>rd</sup>:
    - 28 ▪ Live Auction: \$2,955
    - 29 ▪ Silent Auction: \$624
    - 30 ▪ Sponsorships: \$5,900
    - 31 ▪ Ticket Sales: \$4,840
    - 32 ▪ After expenses, our profit was approximately \$11,400.
    - 33 \*hands wave\*!
  - 34 • Upcoming fundraising opportunities:
    - 35 ○ Tom Holcomb and Sandra Ammons' Show on Friday evening  
36 December 4<sup>th</sup> at DCC. This is to celebrate their 50<sup>th</sup> birthdays  
37 and the show will be about taking a look at the last 50 years in  
38 Deaf Culture. Tickets are \$50. Maximum attendance: 125  
39 people. I expect tickets to sell FAST. Flyers and tickets will be  
40 available starting this Saturday October 24<sup>th</sup> at CSD's booth.  
41 Goal: raise \$5,000 after expenses.
    - 42 ○ I am hoping to schedule a house party with Shelly Lawrence,  
43 the coordinator of Ohlone's IPP program. The Ohlone IPP

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1 program has been a wonderful partner with us sending  
2 interpreting students to our various offices and with DCARA  
3 providing Ohlone with mentoring opportunities with our Deaf  
4 professionals. The house party would be focused mainly on the  
5 interpreting community – an untapped resource in terms of  
6 fundraising.

- 7 ○ We are hoping to have ASL Films' 4<sup>th</sup> movie "Gerald" show at  
8 DCC in January. Details to come soon.
- 9 ○ We've just finished Oktoberfest. Now we will need to start  
10 thinking about the planning of Deaf Community Night in Spring  
11 2010.
- 12 ○ The next Fundraising Committee meeting is next Tuesday  
13 October 27<sup>th</sup>.

14  
15 Concerns:

- 16 • I would like to address a couple of concerns that I have:
  - 17 ▪ I had mentioned at the last meeting that at our Chevy's  
18 Restaurant Night, we had just 1 out of 12 board members  
19 show up. The next event, our CPK Restaurant Night on  
20 September 21<sup>st</sup>, we had just 3 out of 11 board members  
21 attend.
  - 22 ▪ Direct Mail: Thank you very much to the 7 board members  
23 who submitted names for the Direct Mail and to the 1 board  
24 member who will pass out a generic letter. I would like to  
25 stress – again - that we had a long discussion about the  
26 2009-2010 and agreed to increase our fundraising goals.  
27 The Direct Mail campaign is a very NOT-labor-intensive  
28 effort to fundraise just by submitting names. It **CAN** (and  
29 should be) be an easy way for 100% of this Board of  
30 Directors to be involved in this aspect of our fundraising  
31 initiatives.
  - 32 ▪ I had mentioned last month that I am very concerned about  
33 board recruitment and having a large enough of a board  
34 starting January 2010 with people leaving/being termed out.  
35 However, I am confident that with the vlog and the  
36 application being posted this week and our recruitment  
37 efforts this coming Saturday, we can and will get a great pool  
38 of candidates if we are proactive about recruitment.  
39 However, my next big concern is the leadership on the  
40 board. Liann is leaving and my understanding is that no one  
41 has expressed interest in the President position. This  
42 greatly concerns me as I do rely on Board leadership to

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1 support my work and support DCARA. Without Board  
2 support, I will burn out fast in my job.

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4 Ending my report on a more positive note: **Toronto Deaf Culture Centre.**

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6  
7 **Old Business**

8  
9 None

10  
11 **New Business**

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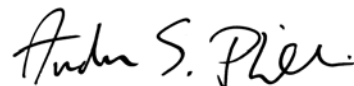
24  
25 \*\*\*In a closed session, the Board voted unanimously to cut the salary of the  
26 Director of Community Relations position by 20%. This cut limits the salary of  
27 this position to only DSS money and no money can be added from the general  
28 fund. (One member of the Board had to abstain from this closed session).

29  
30 **ANNOUNCEMENTS**

31  
32 Osborne announced that a former board member is hosting a black tie event on  
33 Nov 14, 2009. Tickets are \$45 for couples and \$25 for singles.

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35 **Meeting Adjourned at 8:29 PM.**

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38 Respectfully submitted,

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40 

41 Andrew Phillips  
42 Secretary

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\_\_\_\_\_Accepted as read

\_\_\_\_\_Accepted as corrected