

**November 10, 2009**  
**DCARA Board Meeting Minutes**

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3 **Meeting Called to Order:** 6:11 PM  
4

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

8 **Excused:** Liann Osborne, Sunnie Kaufmann  
9

10 **Unexcused:** Karina Pedersen  
11

12 **Staff Present:** Executive Director Jim Brune, Patty Souza  
13

14 **Visitor:** Rejane Butler  
15

16 **Interpreters:** Robin Mills, Jennifer Mantle  
17

18 **Presenters:** None  
19  
20

21 **MO102009-1**

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

24 Higgins (Phillips) amended "effective January 1, 2010" at the end of the  
25 motion.  
26

27 MPASSED

28 **MO111009-1**

29 Higgins (Lessard) moved to approve the September Financial Report.  
30

31 MPASSED  
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33 **MO111009-2**

34 Higgins (Held) moved that the Executive Director bring to the December 2009  
35 meeting three scenarios for reducing the fiscal year budget by \$20k, \$15k, and  
36 \$10k.  
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38 MPASSED  
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40 **October 2009 Minutes:** on hold until December.  
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1 **Officers' Reports**

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3 **President: Liann Osborne**

4 None

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6 **Vice President: Roberto Solorzano**

7 Sunnie Kaufmann and Leona Galindo not present because they both applied for  
8 the Director of Community Relations position. The bylaws says nothing about  
9 procedures for when a Board member applies for a staff position. Solorzano  
10 wonders if when a Board member applies for a staff position, should the Board  
11 member be allowed to attend board meetings during this time?

12  
13 Liann Osborne and Solorzano met with Jim Brune last night and they are ready  
14 to start the transition to the new officers. Solorzano encouraged the Board to take  
15 time to review the Board binder and bring suggestions for revisions to the  
16 December meeting. On December 4<sup>th</sup> Tom Holcomb and Sandra Ammons will  
17 have their 50 Years of Deaf Culture birthday event. Solorzano asked the Board to  
18 encourage people we know to attend, and each ticket is \$50.

19  
20 Also the Board needs to work on board recruitment as we have only less than a  
21 month left.

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23  
24 **Secretary:**

25 None

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27 **Treasurer: Patty Lessard**

28 Lessard has been studying investment policies from different institutions and  
29 agencies. She used them as a guide in creating an Investment Policy for  
30 DCARA. This policy has to do with what the Board's investment philosophy  
31 should be -- such as having a conservative or liberal investment strategy. The  
32 Finance Committee reviewed the draft document and made a few edits and  
33 additions. Lessard will send the revised draft to the Board via email before the  
34 December Board meeting. Lessard will ask the Board to approve the policy at  
35 that meeting.

36  
37 The Finance Committee reviewed the Finance Reports for September as well as  
38 the reports for the first quarter of FY 09/10. We are concerned with the possible  
39 budget deficits that will occur at the end of the year unless some planning and  
40 prevention takes place now. During the meeting, the Finance Committee will  
41 recommend to the Board that the Executive Director bring three scenarios for  
42 reducing the fiscal year budget by \$20k, \$15k, and \$10k to the December 2009  
43 meeting.

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The Finance Committee would also like to have a motion made during New Business to approve the September Finance Reports.

5 **Standing Committees**

6 **Board Development and Recruitment: Jenny Cantrell**

7 There have been no Board member applications thus far, but the application had  
8 no email address and had the incorrect mailing address. Cantrell encouraged the  
9 Board to go over possible names of people we should contact and encourage to  
10 apply for Board membership. The deadline to apply is November 25<sup>th</sup>. Chris Held  
11 will join the interview committee along with Cantrell, Osborne and Lessard.

12

13 **Fundraising Committee: Chris Held**

14 None

15

16 **Strategic Planning Committee: Andrew Phillips**

17 The committee met and went through some questions asking the committee to  
18 determine whether DCARA is ready to do long-term strategic planning. One of  
19 the key questions was whether DCARA is financially stable. The committee  
20 concluded that DCARA is not financially stable as DCARA gets the majority of its  
21 support from the government (state/county/city) and the current economic  
22 difficulties in California suggest that there is a high risk that DCARA's support  
23 may be significantly cut. If DCARA's support is seriously reduced, then DCARA  
24 may have to alter its long-term strategic plans. The committee felt that it should  
25 focus on more pressing needs such as giving Jim Brune advice on applying for  
26 grants, discussing how DCARA can better use the "Deaf House" next to the DCC  
27 and also the DCC itself to generate more revenue. The committee will continue  
28 to meet monthly and will keep the Board up to date on its activities.

29

30 **Reports from DCARA**

31

32 **Executive Director:**

33 **Jim Brune**

34

**Personnel:**

35

- 36 • Director of Community Relations position is now internally posted. I have  
37 received two applications.
- 38 • Webmaster/IT Support Specialist was just filled today. Daniel "Donny"  
Jacob will be joining us on Tuesday November 17<sup>th</sup>.

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1 DCARA Presentations/Workshops/Events in October:

- 2       • We have begun a new series of parenting skills classes in both San Jose  
3       and San Leandro within our Family Connections program. This is exciting  
4       as we are expanding our services to include Deaf parents!  
5       • We are continuing to provide an exercise class for Deaf seniors at FOG.  
6       • We had a Dia de los Muertos event last Saturday here at DCC which was  
7       attended by 44 people. It was a successful event for our Multi-Cultural  
8       Program.

9 Upcoming Presentations/Workshops/Events in October/November:

- 10       • We will be staffing a booth at CSD's Open House tomorrow.  
11       • Our annual Thanksgiving Feast will be happening on Saturday November  
12       21<sup>st</sup>. Just about all staff will be involved in our Thanksgiving Feast event  
13       at 3 locations: San Jose, Fremont, and DCC.  
14       • We will begin a new computer class series in San Jose. There will be  
15       more computer classes coming in the New Year.

16 Grant Writing:

- 17       • We are entering RFP season.  
18            ◦ I just received notice today for the City of Fremont RFP. It is due  
19            January 20<sup>th</sup>.  
20            ◦ We should be receiving notice any day now for the City of San  
21            Leandro RFP. I hear it is due sometime in December.  
22            ◦ We should be receiving notice soon for the City of San Jose RFP.  
23            ◦ I received a notice today for the City of Hayward RFP. I would like  
24            to go ahead and apply because it is the next town over from San  
25            Leandro and we do serve a significant number of Deaf residents of  
26            Hayward.

27 50<sup>th</sup> Anniversary Celebration Committee:

- 28       • The 50<sup>th</sup> Anniversary Celebration Committee has been meeting monthly  
29       and we are working now on scouting locations. Each of us on the  
30       committee has been doing research and scouting potential locations and  
31       venues based on the criteria we agreed upon. We have begun to visit  
32       locations as well and expect to continue scouting locations through the  
33       next few months. Patty will be joining me at a site visit at the Claremont  
34       Hotel and Spa in Berkeley.

35 Personnel Manual Committee:



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- 1           ○ The next Fundraising Committee meeting is next Tuesday
- 2           November 16<sup>th</sup>.
- 3           ○ There is the possibility of hosting an event at the Wells Fargo
- 4           Museum in San Francisco. I have been in communication with
- 5           Michael Higgins and begun the planning for this event. We are
- 6           gunning for an early 2010 date for this event.

7    Concerns:

- 8           • I would like to address a couple of concerns that I have:
  - 9               ▪ Direct Mail: at this time, we'll be sending out 2,700 letters.
  - 10              This is approximately 200 less than the number we sent out
  - 11              last year. However, this year, for the first time, we'll be doing
  - 12              a joint mail and email campaign. The email version will be
  - 13              completed shortly and sent to each staff member and board
  - 14              member to forward to their friends and family who will NOT
  - 15              be receiving an actual letter. We are excited to see if this
  - 16              has a positive impact on our ROI.
  - 17              ▪ I had mentioned last month that I am very concerned about
  - 18              board recruitment and having a large enough of a board
  - 19              starting January 2010 with people leaving/being termed out.
  - 20              To this end, I had a brainstorming session with my
  - 21              management team and we came up with a list of almost 30
  - 22              names and 3 of us managers individually contacted these
  - 23              people and encouraged them to view the vlog and apply if
  - 24              they were interested.

25  
26    Old Business

27  
28    **MO102009-1**

29    Phillips (Higgins) moved change the frequency of board meetings from monthly

30    to every other month.

31           Higgins (Phillips) amended "effective January 1, 2010" at the end of the

32           motion.

33    MPASSED

34  
35    New Business

36  
37    **MO111009-1**

38    Higgins (Lessard) moved to approve the September Finance Report.

39    MPASSED

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