



## DHHSC BOARD MEETING AGENDA

5pm, Tuesday, January 17, 2017

- I. **Call to Order - Meeting called to order at 5:06pm**  
Individuals Present:  
Board Members Present: Joshua Blanco, Vice-President (JB), Peter Crume, Secretary (PC), Fundraising Committee Jill Nolen (JN), Justin Gaines (JG), Lynn Toschi (LT), Tim Spires (TS). ABSENT (Excused) Janice Smith-Warshaw,  
DHHSC Staff Members Present: Michelle Bronson, Executive Director (MB), Susan Coulter, Shelley Stout  
Interpreters: Pam Warkentin, Nicole Chance, and Lori Botelho  
Visitors: Marilyn McCallon, Jolene Spires, Serena Johnson, Skippy Sumners, Denise Swangin
- II. **Community Comments—limited to 3 minutes**
  - a. Marilyn - We had a CAD meeting and I was disappointed that I did not see any DHHSC staff at the meeting. I would like to see more in the future.
  - b. JB - I agree with you
  - c. Jolene - Shelly is representing CAD for the North, and Cat is there are secretary and not representing DHHSC. It would be nice to have others there from DHHSC there supporting us.
  - d. MB - I agree with you. We would like to have some DHHSC attend meetings that are not work related. We try to cover as many meetings as we can. We've been hit hard with the flu recently.
  - e. Skippy - I like to have the minutes before the meeting.
  - f. TS - We can't post the minutes as approved until the Board meeting. Once they are approved then Jesse can post them on the website.
- III. **Approval of Agenda Items - Approved**
- IV. **Approval of November Board Minutes - Board minutes will be approved through the e-mail by board members.**
- V. **President's Report - (Janice Smith-Warshaw absent) given by Joshua Blanco**
  - a. **200<sup>th</sup> Deaf Education Anniversary - will happen on the last Friday of April**
- VI. **Vice President's Report - Joshua Blanco**
  - a. **We have two new pending members to join the board.**
    - i. Shawn Hunt
    - ii. Dr. Serena Johnson
  - b. I will be contacting the board members about the board fund

- VII. Secretary's Report - Peter Crume - none  
 VIII. Treasurer's report - Vacant (given by Joshua Blanco)

	Through 12/31/16
<b>Checking/savings balance</b> (Through 12/31/16)	\$238,869.58
<b>Accounts receivable total</b> (Outstanding invoices not yet collected)	\$371,269.03
<b>AR grants</b> (Outstanding invoices not yet collected)	\$235,219.44
<b>AR interpreting</b> (Outstanding invoices not yet collected)	136,049.59
<b>Accounts payable</b> (Outstanding bills not yet paid)	-\$4,345.03
<b>Mortgage payable</b> (Building Loan)	\$0.00
<b>Board private fund balance</b> (Year to date balance)	\$1,411.53
<b>Profit/loss Statement Overall</b> (for 3 months)	(\$75,537.58)
<b>DSS Grant for 16-17</b>	<b>\$650,564.00</b>
<b>Grant Spent up to 9/30/16</b>	\$303,356.70
<b>Unspent (6 months remaining)</b>	<b>\$347,207.30</b>

- IX. Executive Director's report- Michelle Bronson

**Financial Updates:**

We are pleased to share that we got \$4,415 for the Deaf Access grant from Harden Foundation for our Salinas office. This grant pays for a subcontractor to provide interpreting services for Krystal and also to provide community education when not interpreting for Krystal or Deaf and Hard of Hearing clients. It's a small grant, but it's gives us a presence in the Salinas area.

As you may know, we did a holiday catalog fundraiser, and we sold \$517 in retail, while making \$229.20 in profit. It was a fun and easy fundraiser, and Shelley won the staff competition in generating the most revenue.

We submitted our United Way of Tulare grant application last Friday so we are keeping our fingers crossed!

We are now applying for a Kaiser grant for services and workshops for our Deaf seniors and will soon start working on the United Way of Merced grant application.

### **Staffing Updates:**

We are pleased to share that Jenny Quaintance is now full-time staff interpreter, effective January 9th. We are thrilled to have Jenny full-time, and she's been a great team-player.

### **Agency Updates:**

In December, our three outreach offices hosted their own holiday party and the headquarter office in Fresno had our 8<sup>th</sup> Annual Holiday Luncheon. We had a great turnout for each holiday event, and we would like to thank Sorenson Communications for sponsoring our holiday festivities. I would also like to thank Valley Deaf Seniors for also sponsoring our Holiday Luncheon as we had a great turnout! CADCV also donated prizes for the Minute to Win games, which we very much appreciated, and Mountain Bear Fan Club donated stuffed animals for the children. Everyone had a great time, and we appreciated the opportunity to celebrate the holidays with our cherished Deaf and Hard of Hearing Community.

- X. **Fundraising Chair report** - Jill Nolen (not given)
- XI. **General Board comments** - none
- XII. **Unfinished Business**
  - a. **Community Comments** - Tabled until February meeting
- XIII. **New Business**
  - a. **Rummage Sale** -

TS - Jill had commented that the DHHSC staff was doing a lot of work and was hoping that the board members could take a more active role

JB - Jill would like to see more of a change with that and I agree with that. We need to figure out how we as a board can help more. Maybe MB can expand more. Where are things stored if left over from Rummage Sale?

MB - We typically gather the things a week prior to the Rummage sale. It's why you as a board need to figure out when to host. We need good donations. We suggested maybe a flyer to homes in the area around DHHSC. We need advanced planning to let community members know that we're planning a Rummage Sale.

LT - Do we pick up the items or do people bring?

MB - Both

TS - I would suggest a closed meeting with the board meeting so we can develop a better a plan.

JB - As Michelle mentioned, it's kind of like a Garage Sale. Sometimes there are antiques and older things. There's a nice variety of things that people donate.

MB - The big-ticket items are furniture. One year we had deaf community members bring furniture and we earned \$1,000. We typically earn \$400 to \$500.

JN - I have a flyer and I will distribute that.

MB - There is an available date on April 1<sup>st</sup>

TS - You're not trying to fool us? (ha ha)

MB - Nope. That's a good joke (smile). It's the actual date we have available.

JB - Would it be possible to do the flyer in English and Spanish.

Shelley - We also need a vlog.

JB - I am willing to do a vlog. I have a more free-time this spring. Maybe Jill and you can help me with that. Susan, did you want to add something related to the Rummage Sale. Maybe talk about the history?

Susan - We have shelves and metal racks to hang clothes, so that will need to be brought at the beginning of the week. People drop off things all during the week. We have a set up and organization process. I know where things go. Kitchen, bathroom, bedroom things in different areas. We have a list of things to do. I will review that and make sure that everything is on the list. I also tend to use Craig's list, especially stuff that might be collectable and put a picture. Furniture is also good. We want to make the room look full because more people will come. We've also used Craig's list so that it can be online for 3 days. I think ABC30 is also free and can advertise for us. As you can see, this whole process can be very time consuming.

JB - I thought we have had food before?

MB - Sometimes, the deaf-blind group will bring food. It depends on whoever is willing to make something.

JG - I like that idea.

JB - Would you be willing to contact some people who can make things and bring them.

MB - Research shows that when there is food and drink at a garage sale, there is an increase in profit. When people are eating and drinking, they are more casual in their time, and spend more.

Serena Johnson - Are you talking about the being food for sale or for free.

Tim Spires - When you're talking about the Deaf-Blind group, maybe they can focus on the food. As the board, we should focus on the Rummage Sale.

JB - It doesn't have to be fancy, but some kind of fingerfood.

MB - It doesn't have to be lunch. One year the CenCal (Zombies), the softball team, did a car wash. Another year, Michelle Montalongo made baked goods and sold everything. I believe if you can bring the sweets it can be very successful.

JB - I would like to come up with a back-up. It can be a small simple display. I know it hasn't been a big part. Maybe some drinks, such as water and soda.

LT - You said that we need to meet closed and discuss. I think that's a good idea. We need to plan and decide who will do what.

TS - I agree. I think at the onset we should have a closed meeting. We can brainstorm on how we need to work as a board.

JB - Can someone make a motion for a meeting?

TS - I move that the board set a closed meeting for the Rummage Sale. Seconded by Justin. (No discussion). (All board members voted in favor).

LT - Maybe we can decide through e-mail for a date.

#### **XIV. Public comments: 3 minutes *specific to the agenda***

Skippy - Michelle, this is related to Kaiser grant. If you could talk more about it. Is it a one-year contract? Can you expand more about it?

MB - This Kaiser grant is very new. For this grant, you ask for a specific project or event. It is arranged in sponsorship tiers. I've never done an application before with sponsorship tiers. Now we need to state what we would do with a certain level of funding. For example, if you give us \$2,000, then we will do 3-4 workshops. We require specific types of funding for Senior citizens. We might need to help with home visits, or help them with tasks. With the tiers, we need to explain how we would provide services with a specific funding.

JG - Maybe we can review something we've done in the past.

MB - Many grants require line items, but this is a different approach.

Skippy - Is that numbers based on the senior citizens or what?

MB - Yes, we have to do the numbers. For example, how many people come to the workshop, or how many home visits. It's also difficult because we have a 100-word limit. It's difficult to explain the needs of D/HH individuals within that word limit.

#### **XV. Announcements**

Susan - Four main events coming up.

March - (1) Martha's Vineyard (3/4)

April - (2) Rummage Sale (4/1), (3) Family Day (4/8), (4) Full Throttle (4/30)

Tim Spires - I move that we move the next board meeting from February 14<sup>th</sup> to February 7<sup>th</sup>. PC seconded the motion. Meeting date change to 6pm, Tuesday, February 7<sup>th</sup>, 2017.

#### **XVI. Closed session**

XVII. **Adjournment** - Meeting adjourned at 6:01.

**Next Meeting: 6pm, Tuesday, February 7th, 2017**