

(see below for Jan agenda/minutes)
DHHBA Board Regular Monthly Meeting
A G E N D A
February 2023

Call to Order & Roll Call

Present: Zainab Alkebsi, Taye Akinola, Julie Kegley, Azeema Akram, Jess Kennedy

Zainab called to order at 5:30pm ET on February 1, 2023, remotely via Zoom

Zainab running the meeting

Lisa Bothwell joined at 5:36pm ET

Jess taking the minutes (and certifying here with her initials /JMK/)

Confirm Agenda Receipt

Confirm Approval of Past Meeting Minutes (attached)

Communication Rule:

- Just one rule. Please be mindful of communication needs. Not everyone signs and not everyone uses their voice for ASR captions. So we will use the chat to communicate.

Old Business:

- Update on proposed amendments to posting rules (Azeema)
 - No update
 - Redlines targeting the month of February
- Update on posting of minutes (Jess)
 - Targeting new page on DHHBA website by EOD February 5
- Discussing ad hoc Bylaws committee
 - No volunteers from the Listserv request for volunteers
 - Azeema volunteered to chair this committee, Lisa, Zainab, and Taye volunteered to assist
 - Targeted timeline for updated Bylaws is generally summertime
- Update on transferring bank accounts and liability insurance
 - Bank is requiring a corporate resolution, which Taye is preparing
 - No update on insurance this month
- Committee vacancies to announce by end of Q1
 - PAC (see update below)

New Business:

- Piloting quarterly email
 - Assigned to PAC
- Social media visibility
 - Assigned to PAC
- DHHBA organizational support for Communication, Video, Technology Accessibility Act (“CVTA”)
 - Coalition of many community supporting organizations, including NAD and CSD

- <https://cvtaccess.org/>
- Assigned to AOC for review and potential recommendation for DHHBA to support
- Updating Board Member information on DHHBA website
 - Assigned to PAC

DHHBACon Committee Report: (Lisa chair, with Zainab and Taye)

- No update other than the first meeting should be some time this month.

Public Affairs Committee (PAC) Report: (Jess chair with Zainab)

- First order of business is drafting a call for Member volunteers. Jess will draft the advertisement for Zainab's input and review.
- In the meantime, we are considering reinstating Member spotlights, which will also be shared on the DHHBA website. Zainab is drafting guidance for those interviews.
- At our next PAC meeting, the committee will begin to discuss listserv threads, like resource groups – replete with moderators
- At next meeting PAC is also assigned piloting quarterly email, social media visibility, updating board of director information on website

Advocacy and Outreach Committee (AOC) Report: (Caitlin chair/Azeema interim, with Lisa)

- AOC - no meetings; no substantive update. Caitlin returns next month.
- Ongoing discussion w Member re: AOC to putting together the process for signing on as org plaintiff (e.g., checklist, engagement letter).
- Primary issue for AOC (Azeema/Caitlin) - AOC wants to take projects and then recommend to Board, rather than working on what the Board delegates to it. Process must be clear (e.g., who checks requests for advocacy requests) & consistently followed. Assigned to next AOC meeting.

Development Committee (DC) Report: (Taye chair, with Azeema)

- Current balance with Novo bank: \$13,398.42
- Setting up a new bank account with LendingClub is ongoing, but we are getting there.
 - They are asking for a corporation resolution
- Annual renewal for Zoom products associated with DHHBA account
 - Zoom One Pro account - \$74.95/year (March 2023)
 - The current annual price is a discounted price based on TechSoup
 - Zoom Webinars - \$345/year (March 2023)
- Annual renewal for DreamHost products associated with DHHBA account
 - Hosting account - \$119.40/year (March 2023)
 - Domain registration accounts - \$53.97 for three (3) registered domains (March 2023)

Education and Events Committee (EEC) Report: (Zainab/Julie co-chair)

- 2 pronged approach:
 - Professional webinar
 - Small firms/solo practitioners panel
 - Social chat hangouts
 - Zoom chat hangouts for members on a regular basis

Other Items

Motion from Taye to approve the Treasurer paying the renewal annual rates for both Zoom and DreamHost as detailed in the Development Committee's notes above. Seconded by Lisa. Zainab administered the vote, which unanimously passed.

Next Steps

None other than stated above

Next Meeting Date: March 1, 2023

Adjournment

Meeting adjourned by Zainab at 6:11pm ET.