

(see below for Feb minutes)  
**DHHBA Board Regular Monthly Meeting**  
**A G E N D A**  
**March 2023**

**Call to Order & Roll Call**

*Present: Zainab Alkebsi, President; Lisa Bothwell, Vice President; Taye Akinola, Treasurer; Azeema Akram, Member at Large; Julie Kegley; Member at Large*

*Time Zainab calls the meeting to order: 6:07 ET*

*Minutes for today's meeting are a collective effort by the present Board members, given the Recorder's planned absence. Where a Member's name is indicated, s/he is responsible for adding the respective update. Jessica Kennedy's notes were entered prior to the meeting, for the Board's review and consideration during the meeting.*

**Confirm Agenda Receipt**

**Confirm Approval of Past Meeting Minutes (attached) - unanimously approved**

**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 Bylaws & posting rules (Azeema)
  - Bylaws – circulated to the Board & incorporated suggestions. Next, will run proposed amendments to the Election Committee section by Rachel & Elizabeth. Then, another round of Board review of redlines will follow. Final discussion & vote to take place at May or June Board meeting (time set aside for this).
  - Posting rules – Taye will review this weekend. Vote to take place at April meeting.
- Update on evaluation of 2x membership meeting (Azeema and Jess)
  - No updates yet.
- Update on posting of minutes and quarterly email (Jess)
  - Minutes for the previous month's meetings have been shared to the website. Update on the quarterly email below in the PAC Committee notes.
- Update on transferring bank accounts and liability insurance (Taye)
- AOC update on CVTA support
  - No updates yet but Azeema will confer with Caitlin once she returns from leave. Azeema will try to get a consensus from AOC prior to that to get this moving.

**New Business:**

- None

**Bylaws Committee Report: (Azeema chair, with Lisa, Zainab, and Taye)**

- See above in Old Business (first bullet point)

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

- Identified two possible locations for Summer 2024 DHHBACon: NAD Conference hotel or Loyola Law School both in Chicago
- Will start working with the Development Committee on Fundraising and liability insurance.
- Theme will center around building connections.
- Started discussion for budget.

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

- Discussed the quarterly update email, which will come from the Board and include the following
  - Pilot a quarterly email articulating Board projects, priorities, and progress via email
    - e.g., fostering positivity, engaging members, launching member spotlights, considering sub-listserv groups
  - Publish Board meeting minutes (previously available upon request)
    - Announce that this is complete and readily available on the website
  - Evaluate open seats on committees, and offer volunteer opportunities for Members by the end of Quarter 1
    - PAC, possibly DC as well
  - Issue Listserv replies from DHHBA Board members while the Board prepares a collective response on a consistent basis; and
    - Formed a response team
  - Continue conducting one annual Membership meeting, and consider the costs and interests of hosting this twice a year.
    - Assigned to DC
- Discussed Member spotlights
  - Zainab drafted questions. Jess will email Judge Brown about being our first interviewee
- Discussed listserv subgroups - we will include an ask for proposals in the quarterly email pilot and then develop a poll with the group's ideas
- Discussed our social media presence and agreed to draft a schedule to promote accountability and provide guidelines for a rhythm

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

- No update; still need to circulate legislation for potential recommendation
- Caitlin returns mid-March!

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

- DC submitted the finalized signed copy of the corporate resolution to LendingClub earlier this week and is waiting for a response from them on the next steps.
- No updates on the liability insurance as was focused on the banking stuff; we will turn to that next.

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

- Currently identifying panelists for the solo practitioner webinar; 3 possible panelists; will push panel out a month or two (looking at April/May).

**Other Items**

**Next Steps**

**Next Meeting Date:** April 5, 2023

**Adjournment** 6:25 ET

## 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:

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#### 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.