

DHHBA Board Regular Monthly Meeting
A G E N D A
May 2023

Call to Order & Roll Call

Present: Zainab Alkebsi, Taye Akinola, Lisa Bothwell, Jess Kennedy, Caitlin Parton, Juli Kegley, Azeema Akram.

Zainab called to order at 6:33 ET.

Zainab running the meeting and Jess taking the minutes with Members offering updates in writing here during the meeting (and certifying here with her initials /JMK/)

Confirm Agenda Receipt

Confirm Approval of Past Meeting Minutes

- Julie motioned to approve, Caitlin seconded, Board unanimously approved the April minutes.

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:

- Azeema's role (Azeema)
 - Azeema has announced her resignation from the Board, effective June 1.
 - The Board is considering internal nominations for a Member At Large (pursuant to Bylaws at Art. III, § 15)
- Vote on posting rules (Azeema)
 - [DHHBA listserv and Facebook group posting rules](#)
 - PAC assigned to draft an announcement to Membership
 - Azeema moved to approve the rules, Lisa seconded the motion. The motion passed by majority vote.
- Update on evaluation of the cost of 2x membership meeting (Azeema and Jess)
 - **Update from the Treasurer:** Based on the invoices we have received for previous events, the estimated cost for interpreter services with legal background is between \$70 and \$85/hour for one interpreter and the estimated cost for CART services is \$125/hour. The cost is an estimate as it depends on the interpreter's rate and the CART vendor that we choose—it may cost more or less.
 - Considering the low engagement in response to the quarterly email, including calls for volunteers and suggestions for listserv subgroups, Jess suggested more time to evaluate whether a second annual membership meeting is a need (i.e., if it is an effective use of the Board's limited budget). This is especially true given the pilot of the quarterly email updates.
- Any listserv responses to quarterly email (Jess)
 - One positive email was received. The Board did not receive any other feedback.
 - Zero Member volunteers to serve on subcommittees
 - Zero suggestions for ListServ subgroups

- PAC assigned to informally poll Membership on potential listserv subcommittees
- Update on transferring bank accounts and liability insurance (Taye)
 - Jess is waiting on a quote from the insurance broker and will email him in follow up.
 - Taye met with the bank, which is soon to create an online banking profile for DHHBA
- AOC update on CVTA support
 - No update this month

New Business:

- No new business

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

- [Bylaws for Review & Amendment by 2023-2024 DHHBA Board](#)
- Committee made suggested revisions. Board to review over the next month. Vote scheduled for June.

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

- Lisa motioned to cover conference logo fees (\$500), Jess seconded the motion. The vote passed by affirmative majority.
- Likely to go with Loyola. Rental fees starting at \$400 per day for an 80-seat room
- Next step is working with DC to develop sponsor packages

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

- First Member spotlight undergoing editorial
- Second potential Member identified
- In the next month or so Jess will draft a skeleton social media strategy for PAC to consider

Advocacy and Outreach Committee (AOC) Report: (Caitlin chair)

- Rulemaking referral from Goren re: fair housing - majority of Board agrees that it is unrelated to DHHBA membership and need not be taken on as an AOC project
- Caitlin returning as chair from family leave & will restart meetings

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

- Current balance with Novo bank: \$12,743.25
- Current balance with PayPal: \$1,008.44

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

- Narrowing down dates for solo practitioner webinar

Other Items

Next Steps

Next Meeting Date: June 5, 2023

Adjournment

Meeting adjourned by Zainab at 7:23pm ET

DHHBA Board Regular Monthly Meeting A G E N D A April 2023

Call to Order & Roll Call

Present: Zainab Alkebsi, Lisa Bothwell, Jess Kennedy, Caitlin Parton.

Zainab called to order at 5:35pm ET on April 5, 2023, remotely via Zoom

Taye Akinola joined at 5:47pm ET

Zainab running the meeting and 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:

- Welcoming Caitlin back from leave (Zainab)
- Change of plans for this fall and Lisa taking the helm in her role as VP (Zainab)
- Final review on posting rules (Azeema)
 - Vote scheduled for next month
- Update on evaluation of the cost of 2x membership meeting (Azeema and Jess)
 - On the agenda for next month
 - **Treasurer's response:** Based on the invoices we have received for previous events, the estimated cost for interpreter services with legal background is between \$70 and \$85/hour for one interpreter and the estimated cost for CART services is \$125/hour. The cost is an estimate as it depends on the interpreter's rate and the CART vendor that we choose—it may cost more or less.
- Update on posting of minutes and quarterly email (Jess)
 - Minutes are posted through February and will be posted approximately monthly on the fourth Wednesday of the month
 - Quarterly email is drafted and has been reviewed. We will edit for formatting. We'd like everyone to sign it and we'd like to send it next week.
- Update on transferring bank accounts and liability insurance (Taye)
 - Ongoing work and discussions with the new bank, along with insurance brokers finding the right coverage for DHHBA. Hoping to have insurance options for Board consideration in the next month.
- AOC update on CVTA support

- Potential for AOC to support CVTA. Moving discussion and consideration to Committee. <https://cvtaccess.org/>

New Business:

- Discuss possibility of moving monthly Board meeting to 2nd Monday of the month at 6:30pm ET to account for scheduling challenges related to returning to the office.
- Discussed adding a subcommittee for sponsorships to Dev Cmte. Lisa volunteered to join Dev Cmte. and also to chair the new subcommittee.
- Last month Taye submitted his resignation effective June 30, 2023. Section 15 of the bylaws speaks to vacancies, stating that vacancies shall be filled by a majority vote of the remaining Board Members at a duly convened Board of Directors Meeting for the remainder of the term.
- Via email the Board considered a Member request that the Board consider supporting Disability Rights Education & Defense Fund's advocacy in California around the lack of captioning of online continuing legal education (CLE) programs, and a failure to require approved CLE providers to provide captioning of other accommodations. At this time, the advocacy efforts are not litigation; but rather, cooperative engagement and encouragement of the Bar to start captioning on-line programming and adopt rules requiring providers of CLE to be accessible. The Board agreed to support this advocacy.

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

- See "Old Business" under Final review on posting rules

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

- Discussing potential theme, location, sponsors, budget, interpreters and accommodations

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

- See "Old Business" under "Update on posting of minutes and quarterly email"
- Kicked off the Member Spotlights by inviting our first interviewee. Jess is awaiting their reply (5 days)

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

- AOC is committed to reviewing CVTA and will report back to the full board
- Lisa resigned from AOC, effective April 5, 2023

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

- See "Old Business" under "Update on transferring bank accounts and liability insurance"
- Previously, the Board approved the payments for DreamHost and as the Treasurer attempts to make the payment, it was discovered the payments are not due for the following services: Shared Hosting (renews on 2024-03-19) and the domain names: deafattorneys.org (expires on 2024-03-16), deafbar.org (expires on 2023-09-04) and dhhba.org (expires 2024-03-19). The Treasurer is unable to "pre-paid" for the services because there is no balance.
- Zoom balance is paid in full and it is renewed for another year.
- Current balance with Novo bank: \$12,722.26

- Current balance with PayPal: \$936.41

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

- Aiming for June date with 3 panelists for solo practitioners webinar
- Starting to plan Membership Meeting

Other Items

Next Steps

None other than stated above

Next Meeting Date: May 3, 2023

Adjournment

Meeting adjourned by Zainab at 6:39pm ET.