

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 will temporarily take 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.

(see below for March 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:

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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.g
- Update on evaluation of 2x membership meeting (Azeema and Jess) – No update.
 - 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