

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

Call to Order & Roll Call

Present: Zainab Alkebsi, Taye Akinola. Lisa Bothwell, Julie Kegley, Jess Kennedy

This month's meeting is a hybrid, being conducted both by email and by Zoom. Updates are due by 9AM ET on June 5, with comments and votes due by 9AM ET on June 7.

Zainab called to order at 6:31 ET on June 7 via Zoom.

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

Confirm Approval of Past Meeting Minutes

Jess motioned to approve, Zainab seconded, Board Members vote immediately below to approve the May minutes.

- Aye votes: Jess Kennedy JKenn, Caitlin Parton CP, Zainab Alkebsi ZA, Julie Kegley JuK, Lisa Bothwell LB, Taye Akinola TA
- Nay votes: None
- Motion passed

Old Business:

- [Bylaws for Review & Amendment by 2023-2024 DHHBA Board](#)
 - Committee made suggested revisions.
 - Jess motioned to approve, Zainab seconded, Board Members vote immediately below to approve the Bylaw amendments linked above.
 - Aye votes: Jess Kennedy JKenn, Caitlin Parton CP, Zainab Alkebsi ZA, Julie Kegley JuK, Lisa Bothwell LB, Taye Akinola TA
 - Nay votes None
 - Motion passed
- Blurb to accompany DHHBA listserv and Facebook group posting rules (Jess)
 - First draft written as of June 7. Review underway, targeting Listserv circulation next week. JKenn
- Internal nominations for Board vacancies ([Zainab Alkebsi](#))
 - The Board is considering internal nominations for a Treasurer and Member At Large (pursuant to Bylaws at Art. III, § 15). Zainab motioned to appoint Alison Ecker to the Board as a Member At Large. Julie seconded. Unanimously, everyone present voted affirmatively (“aye”) and the motion passed.
- Summer meeting updates (as assigned)
 - Membership meeting for 2023 - [Lisa Bothwell](#) with delegation
 - Listserv subgroups - [Jessica Kennedy](#) for June (i.e., set up survey and kickoff survey) and juliekegley16@gmail.com for July-August
 - In June I will be suggesting a few listserv subgroups and setting up a survey using Google Forms to gauge Member interest in the various subgroups. [JKenn]
 - Member spotlights - [Jessica Kennedy](#) for June and [Caitlin Parton](#) for July-August
 - CP question: do we have suggestions already for who to spotlight? Or is that something for discussion?
 - I would love your suggestions! Would you please add them here? Thank you! [JKenn]
 - Judge Richard Brown is finalized and will be shared on June 5. I am editing the next Member Spotlight from the esteemed Taye Akinola. Thanks Taye!! [JKenn]

- Banks account and treasurer duties - [Taye Akinola](#) for June, [Jessica Kennedy](#) until Treasurer appointed
- DHHBA Conference 2024 - [Lisa Bothwell](#) with delegation
 - I'm working on the Sponsor package. We also sent feedback on the conference logo design back to the designer.
- Quarterly update - [Jessica Kennedy](#)
 - Quarter 2 is almost done (June 30)! I will draft the next update for Zainab's consideration, and then for the Board's review as well. If you have ideas for input, please include them here. Thank you! [JKenn]

Next Meeting Dates: To be determined after June 28, 2023.

Adjournment

Meeting adjourned by Zainab at 6:45pm ET

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)
 - Updated [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