

Hearing Loss Association of America, California State Association  
Board of Trustees Meeting (DRAFT-revised 05/13/21)  
April 18, 2021

- I. Call to order
  - a. Katie Wright called to order the meeting on April 18, 2021, at 12:02 PM
- II. Members in attendance: Katie Wright (President; KW), Laura Gaeta (LG), Liz Lesan (LL), Heather Lehr (HL), Toni Barrient (ToBa), Alan Katsura (AK), Bob Zastrow (BZ), Nanci Linke-Ellis (NLE), Tim Browning (TiBr), Jeff Chess (JC), Rich Osborne (RO), Meg Wallhagen (MW)
- III. Approval of previous meeting minutes
  - a. Liz Lesan: Correction made to previous minutes by KW
  - b. Jeff Chess: Page 3, before December 10, deficit has been corrected by KW
  - c. **Approved**
- IV. Housekeeping:
  - a. Email addresses:
    - i. All members have hearinglossca.org email
    - ii. KW has email merge program for those with two email addresses
    - iii. KW to make spreadsheet of email addresses and phone numbers
    - iv. Action item: Members to email phone number and email to KW
  - b. P.O. Box
    - i. LG reported prices for USPS (\$188) and UPS (\$252)
    - ii. Discussion of mail forwarding, informed delivery, permanent address, virtual mailbox
    - iii. Action item: LG to set up PO Box in Sacramento
    - iv. KW to send LG reimbursement form for USPS (LG to send to JC)
    - v. Action item: KW to ask Lynne Kinsey about forwarding current PO Box
    - vi. Action item: KW and LG to communicate about PO Box
  - c. Dropbox access
    - i. KW sent all members access to Dropbox
- V. Current nominations committee (HL, NLE)
  - a. Toni Barrient has resigned as Trustee
    - i. Diane Gross was not placed on the 2021 nominations slate because no more than two members from the same chapter
    - ii. Proposed change to bylaws: More than two people from one chapter if approved with two-thirds vote
    - iii. Motion to elect Diane Gross to fill Toni Barrient's vacant seat: **Passed**
    - iv. Diane Gross will be invited to next meeting
  - b. New nominations committee

- i. NLE, LL, and KW volunteered to serve on nominations committee:

**Approved**

VI. Committee reports

a. Advocacy (NLE)

- i. Locked hearing aid bill needs research, asking chapters to write letters to assemblyperson
  - 1. One sponsor on bill (Mullin), so need more sponsors
    - a. Appropriations has approved the bill
    - b. Date for bill presentation on floor: Unknown
  - 2. Can only sponsor 20 bills per session
  - 3. Find those who are interested
  - 4. Lorena Gonzalez may be potential
  - 5. KW: Encourage people to contact their representatives to vote yes
  - 6. NLE will monitor committee's progress with bill; KW and RO to coordinate
  - 7. Action item: Notice to members to contact representatives
- ii. Closed captioning in public places
  - 1. Examples: lobbies, restaurant, bars
  - 2. Has passed in Seattle, Portland, and Maryland
  - 3. NLE has spoken to Assemblyman Bloom; looking for others who can sponsor bill
  - 4. NLE will check AB 339 – legislation already exists
    - a. Sent back to L. Gov. committee
    - b. Only for government open public meetings.
    - c. Next step:
      - i. How to add captioning for public spaces.
      - ii. Encourage chapters to find local assemblyman and senator. Have sample letter available.
    - d. Currently, five sponsors on bill
- iii. Action item: Committee to meet to discuss next steps for these bills
- iv. AK: Request information on legislative process flowchart for education and awareness
  - 1. LL: Informative recording available of someone from the state speaking about advocacy
  - 2. TB: Speech-language Pathology, Audiology, and Hearing Aid Dispensers Board presentation was recorded (see above). Author of bill on locked hearing aids will explain the California legislative process on Saturday, June 19, 2021, at 10:00.
    - a. Raegene Castle from Peninsula chapter has had contact with Kevin Mullin.
    - b. Action item: TB to confirm with Raegene Castle about the presentation

- b. External communications: Database (ToBa, RO)
  - i. RO to be sole administrator of database after ToBa's resignation
  - ii. Questions remaining: NPSP installed with login access? Existing data? What are organization goals? What processes need to improve? What problems will be solved? Which areas will not be addressed?
  - iii. No formal report, but RO described database and the responsibilities of members to use and maintain the database
  - iv. Existing data: NPSP database/Salesforce package
  - v. NPSP was chosen because it is free for nonprofits, but there are other options
  - vi. LL: Those who would be interested are also working on website project, so limited time to work on this task. Due to time constraints, LL suggested that this item be moved from the board meeting to a committee meeting and that she will join the committee.
    - 1. RO: The questions to be answered are better suited for the board rather than a committee.
  - vii. KW: The only database that we have is MailChimp. Discussion of need for database and its functions.
  - viii. TiBr: Recommend database committee is formed soon to make decisions for the future.
  - ix. ToBa: Need to clean up the mailing list database. Should also be a membership list. CA should mail fundraising letters and stay connected to people via email. Send items via the mail a few times a year.
  - x. Action item: Establish database committee
  - xi. Action item: RO to write a description of committee needs and directions (database purposes, needs, and functions)
  - xii. Action item: KW to set up database committee meeting (ToBa willing to attend meeting)
- c. Website (TiBr, HL)
  - i. HL: TiBr and LL commended for efforts on website. Have transferred two-thirds of data to the new site. Need refresh of data on website.
  - ii. Expect beta site launch: first weekend in June 2021
    - 1. Key requirements identified: Newsletter articles and calendar. Will add other features in the future. HL will maintain site (articles, links, sponsor relationships) and explore other organizations to connect with.
    - 2. AK and TiBr working on security of new site
    - 3. Old site will be deleted.
  - iii. Action item: Members to use site after beta launch in June to give feedback to HL for ideas on improving functionality and drawing members to the site
- d. Virtual committee:

- i. KW: NLE and TiBr congratulated for relationship panel success. Highlighted diversity of panel. Debrief following panel identified ideas for future panels: older parents, parents of teenagers, coworkers.
- ii. NLE: Seek to increase diversity within HLAA. Recommended that it is part of future strategy.
- iii. TiBr: Recording will be available on HLAA website this week.
- iv. Future events:
  - 1. May: Better Hearing and Speech Month.
    - a. KW to check with HLAA about May meeting after NLE has not received response.
  - 2. June 19: California meeting with Kevin Mullin.
  - 3. June 12-13: Walk (combined Long Beach and Bay Area)
    - a. HLAA CA is registered, so can receive donations
    - b. HLAA CA does not have a team
      - i. LL suggested starting a team
      - ii. Action item: KW, HL, and NLE to discuss starting team and email mailing list
  - 4. June 24-26: 2021 HLAA virtual convention
    - a. TiBr: Virtual rooms and vendors.
  - 5. KW thanked LG, AK, TiBr, and NLE for contributions to virtual committee
- e. Email:
  - i. KW: 2000 addresses on MailChimp list, but only 700 emails are opened. Need work on database.
- f. Social media:
  - i. Diane maintains social media. KW commended DG for her work on social media.
  - ii. KW: HLAA CA has Twitter account.
- g. Internal communications (LG)
  - i. Explored options to allow for communication and document storage. Committee recommended Confluence.
  - ii. TiBr showed example of Confluence and how it is used for LA chapter
  - iii. Discussion of Dropbox use, potential uses, cost, site access
    - 1. Would move all documents from Dropbox to Confluence
    - 2. Need to explore possibility of multiple people commenting on a document simultaneously
    - 3. Pricing: \$0.00 for 10 users. 75% off for nonprofits. Need to decide which features are needed, as feature availability affects pricing.
      - a. Nonprofit status: Can upload proof of status
    - 4. Need for administrator for access
  - iv. ToBa: Basecamp as another option?
    - 1. LL: May miss notifications with BaseCamp.

- v. Discussion on trial period with Confluence because of options explored by committee and possibility to do limited setup for some groups in the meantime for up to 10 users.
    - vi. Action item: Create space for website and advocacy committees to trial Confluence
    - vii. Action item: Add LL, HL, RO, NLE, TiBr, KW to space
  - h. Bylaws and standing rules (LL)
    - i. Summarized changes to bylaws document.
    - ii. LL sought feedback on:
      - 1. “immediate past president” language
      - 2. Whether committee chair needs to be Board member
    - iii. Questions and discussion:
      - 1. RO: Section 4. In-person or virtual meetings.
        - a. LL: This would go under standing rules.
      - 2. RO: Article 5, Section 7. Specify “in writing”
        - a. LL: CA state law: Can take action without a meeting by paper or email. Can be clarified in the standing rules document. LL will email a link for the state laws to RO
      - 3. KW: Number of directors change so that four will be the new minimum with 11 Directors (previously, minimum of five with 9 Directors).
      - 4. KW: Discussion on “simple majority” for changing bylaws document.
        - a. Decision to keep change to “majority”: **Approved**
    - iv. Action item: LL will update standing rules and move items between the two documents.
    - v. Action item: LL will put document in Dropbox under “Bylaws Committee” folder and a “Draft Bylaws” folder
    - vi. KW commended LL for bylaws committee work
- VII. Progress on getting other members to assist on committees:
- a. Char will help NLE
  - b. Two vacancies on nominating committee (HL)
- VIII. **Next meeting: June 27, 2021, at 12:00pm**
- a. Updates expected:
    - i. Database
    - ii. Website
    - iii. Confluence
    - iv. Advocacy
    - v. Bylaws
- IX. Meeting ended: 2:27pm April 18, 2021