

**Thursday, February 9, 2023**  
NHCASA Program  
Board of Directors Annual Meeting  
**Spearfish Chamber of Commerce / Zoom**  
Time: Noon – 1:00 p.m.

**MINUTES**

- I. Call to Order** – President Michaela Anderson, called the meeting to order at 12:04 p.m.  
Attendance: Michaela Anderson, Tiffany Even, Clair Garvin Grable, Jessica Dufner, Adam Mayden, Nicole McCourt, Stacy Johnson, Melissa Kraft, Erin Fiedler, Isabele Robley, Kate Kelley.  
Zoom: Staci Miller  
Excused: Natalie Owens, Kimberly Bulava

**Guests:** Amy Cermak – future Executive Director, Kanda Guthmiller – Board of Director applicant.

**Approval:**

**Agenda** – A motion was made and seconded to approve the agenda. Motion passed.

**January Minutes** – A motion was made and seconded to approve the minutes. Motion passed.

**November & December Financial Reports** – Tiffany Even said due to the growth funds fluctuation we are currently at \$206,872 versus 2021 \$238,531. The mileage reimbursement rate was increased to the federal rate for our volunteers also, so the expenditures have increased. Stacy Johnson had a question on page 9 about the Growth Fund unrealized Inc/(Loss), as to why it is at zero. Kate will check with the accountant, if there was an error. Kate made a reference to grants fluctuation. We have no control of the amount we receive. A motion was made and seconded to approve the November & December Financial Reports. Motion passed.

**II. President's Report**

Authorization for Ameriprise Financial Accounts – Tiffany said a corporate resolution form needs to be submitted YEARLY (when new board members are added and removed). The current resolution will remove Kate Kelley and add Amy Cermak, Clara Garvin Grable, Michaela Anderson, Tiffany Even. There will need to be 2 signers on documents. A motion to approve removing and adding new members, plus 2 signers on documents, was seconded and approved.

**III. Committee Reports**

*Fundraising:* Nothing to report.

*Building/Lease:* Kate confirmed the letter sent to renter Josh, per the BOD's decision to raise his rent 10% each year, his monthly rent is now \$605.

*Finance:* Nothing to report.

*Board Development:* The Board discussed the committee assignments and agreed to add a Marketing Committee, with members Isabele Robley, Clair Garvin Grable, Michaela Anderson and Becky Helmberger to be assigned to it. Potentially adding Kanda Guthmiller, if she is approved as a board member. Each committee will be setting up dates to meet. (2023 Committee Assignment sheet attached).

**IV. Funds to do the work**

*Director's Report:* Kate said new volunteer training is in progress and cases continue to rise. There was discussion about possibly adding a half time case manager if cases continue to increase. This will continue to be reviewed over the next 2 months. Kate Kelley will look into grants that CASA might apply for, to help offset the cost. Possibly add more volunteers, if we can recruit new more.

*2021 Audit:* A motion to accept the 2021 audit, was seconded and approved. Motion passed.

The next board meeting will be **March 9th**, at noon.

The meeting was adjourned at 1:05 p.m.

Minutes submitted by: Kate Kelley, Director

Approved by: \_\_\_\_\_