

**Northern Hills Area CASA  
Board of Directors Meeting  
Thursday, February 8, 2024  
Spearfish Chamber of Commerce  
Time: 11:30 a.m. MT**

**MINUTES**

- I. Call to Order** – President Clair Garvin Grable called the meeting to order at 11:30 a.m.  
Present: President Clair Garvin Grable, Vice President Natalie Owens, Treasurer Jessie Dufner, Tiffany Even, Erin Fiedler, Stacy Gilliam, Kanda Guthmiller, Isabele Robley, Melissa Kraft, Amy Cermak, Brenda Mosset (It was noted a quorum was fulfilled.)  
Excused: Nicole McCourt  
All motions were passed by unanimous vote, unless otherwise stated.
- II. Introductions:** Everyone shared something they enjoy which benefits self-care.
- III. Mission Moment: 2023 Spirit of CASA Award Recipient (Laura Moravec)**  
Laura spoke about her experiences as a CASA volunteer. She thanked the board members for their dedication and support of the NHCASA team. The board expressed appreciation for the wonderful work she does for the children she serves.
- IV. Approval of Agenda**  
A motion was made by Gilliam to approve the agenda. Even seconded. Motion carried.
- V. Approval of Meeting Minutes**  
A motion was made by Robley to approve the January 11, 2024, meeting minutes. Gilliam seconded. Motion carried.
- VI. Executive Director’s Report—Refer to the full report for additional details.**
  - A.** National CASA Association: They continue to work to resolve issues regarding their funding. Some of the national staff have been furloughed, and some CASA offices from across the nation, who rely on National CASA funding, have closed. Executive directors from the SD CASA programs have discussed this issue with Sara Kelly.
  - B.** December BOD Meeting/Annual Meeting date conflict: It was agreed to move the board meeting to December 5, as the Wrap Day for the CASA Christmas Project is scheduled for December 12.
  - C.** The lease for Apartment #2 lease expires on May 1. A 60-day written notice of non-renewal is required. Discussion was held, and it was decided to not renew the lease. A letter will be drafted and delivered to the tenant. Once the apartment is vacated, it will be in need of updates. Cermak requested Burckhard Construction submit a bid for repairs. The board agreed with this recommendation.
  - D.** Audit updates – The 2022 audit is complete, but we are waiting for the report. There was discussion as to whether a full audit is needed each year, or if a review will suffice. United Way is a grantor in question, as to what their requirements are. Dufner will look into this. The auditor will be invited to an upcoming BOD meeting to present her findings.
  - E.** The letter of praise/recognition about NHCASA from Spearfish Mayor John Senden was shared with the board.
  - F.** Technology issues – According to All Net Connect, the NHCASA server is almost to capacity. A priority for a new server will be kept in the forefront of the Finance Committee.

## **VII. President's Report (Clair Garvin Grable)**

Garvin Grable stated the contact information and board terms, along with the 2024 BOD committees, have been updated.

## **VIII. Treasurer's Report (Jessie Dufner)**

Dufner stated the 2024 budget increased mainly for payroll and mileage reimbursement. Investments are improving. She believes the Apartment #1 repairs can be depreciated. Cermak will check with Crow Peak Accounting regarding this issue. The preliminary 2023 year-end financials were shared which showed an increase in fundraising revenue from 2022. A motion was made by Gilliam to approve the December 2023 Financial Report. Robley seconded. Motion carried.

## **IX. Action Items: None**

## **X. Committee Reports**

### **A. Finance/Building (Jessie Dufner, Chair)**

The next committee meeting will be held on Monday, April 8, 2024, at noon.

### **B. Board Development (Natalie Owens, Chair) 2024 Focus Committee**

The committee met on February 6, 2024.

1. Application packets were distributed for each member to recruit two potential board members. Applications are due in March, and then applicants will be reviewed by the committee. Having a mentor program for new members will make the transition smoother.
2. Having a city government employee on the board was discussed. Cermak will email Mayor John Senden an application packet to distribute as he deems appropriate.
3. Having the Treasurer position be a two-year commitment was discussed, as consistency could be beneficial to the organization. In addition, the current treasurer could mentor the incoming one during the second year. Adding the position of Past-President to the Executive Board will also allow for a smooth transition, as they would possess the history and knowledge of the board/program. Both would require revisions to the policy manual and bylaws. It will be investigated further during committee meetings.
4. All board members should have submitted a list of three businesses/individuals to be included on the Dueling Pianos mailing.
5. Cermak will be presenting on the NHCASA mission 60-second elevator speech at a future meeting.
6. A brainstorming session was held regarding ideas for a new board member orientation and a board mentorship program. Suggestions included:
  - a. NHCASA website training
  - b. Fundraising event information
  - c. Creation of a board mentorship coordinator role
  - d. One and three-month board mentor-mentee check-ins
  - e. BOD socials
  - f. Board and committee requirements/expectations
  - g. Robert's Rules of Order and bylaws training
  - h. BOD etiquette
  - i. NHCASA historical information
  - j. Reviewing of past documents from prior BOD and committee meetings

**C. Human Resources** (Tiffany Even, Chair) *2023 Focus Committee*

Recognition of NHCASA team birthdays and tokens of appreciation are underway. The committee will have their quarterly meeting on Monday, March 11, at noon.

**D. Dueling Pianos** (Kanda Guthmiller, Chair)

The date has been set for Saturday, November 2, 2024, at the Spearfish Holiday Inn. Monthly planning meetings are being held. The next committee meeting will be on Thursday, March 7, at noon, with the location to be determined. Sponsorship letters are in the process of being created. Discussion was held regarding having a photo booth and a backdrop for pictures, with Black Hills State University photography students as possible photographers.

**E. Signature Fundraising Events** (Nicole McCourt, Board Liaison)

Cermak noted we have received registrations for the Spearfish Canyon Half Marathon & 5K. A committee meeting will be held in late March/early April. Sponsorships are coming in for both races. Sponsor recognition is posted on the ITSYOURRACE app and the NHCASA website. The Black Hills Super 6 mountain bike race registrations will open in March.

**XI. Adjournment**

A motion to adjourn was made by Owens and seconded by Gilliam. Motion carried. The meeting was adjourned at 12:54 p.m.

The next BOD meeting will be held on Thursday, March 14, 2024, at 11:30 a.m., at the Spearfish Chamber of Commerce.

Submitted by: Amy Cermak, NHCASA Executive Director

\_\_\_\_\_ Date \_\_\_\_\_

Approved by: Clair Garvin Grable, 2024 NHCASA BOD President

\_\_\_\_\_ Date \_\_\_\_\_